



ADA TOWNSHIP PLANNING COMMISSION MEETING MINUTES OF THE JANUARY 20, 2022 REGULAR MEETING

A regular meeting of the Ada Township Planning Commission was held on Thursday, January 20, 2022 at 7:00 p.m., at the Ada Township Hall, Assembly Room, 7330 Thornapple River Dr., Ada MI.

I. CALL TO ORDER

Chair, Korth, called the meeting to order at 7:00 p.m.

II. ROLL CALL

Members Present: Burton, Butterfield, Heglund, Jacobs, Korth

Members Absent: Carter, Easter

Staff Present: Bajdek, Buckley, Said, Suchy

Others Present: 8

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF THE DECEMBER 16, 2021 REGULAR MEETING

Korth suggested to add a clarification to the minutes at the approval condition number 2 g., specific to location of parking.

Moved by Burton, supported by Jacobs, to approve the minutes of the December 16, 2021, Regular Meeting, with the change in the wording in the section of condition number 2 g. Motion carried.

V. PUBLIC HEARING - none

VI. NEW BUSINESS

1. Site Plan Review, Land Division Creating 4 Parcels on approximately 10 acres in the RR-Rural Residential District, 6080 Grand River Drive NE, Parcel No. 41-15-29-200-016 (part of), Engelsma Homes (property owned by Susan G. Duyser, Trust)

Korth noted that one of the Commissioners contacted him about a possible conflict of interest with the subject site plan review.

Commissioner Heglund explained that he had no financial interest in the property at present, but if the lots were split up he may be involved in sale transactions in regards to them. Heglund recused himself from the Planning Commission Board for this agenda item.

Don DeGroot, Exxel Engineering, introduced himself as well as Jason Engelsma from Engelsma Homes. Mr. DeGroot presented the project and said he developed 4 land division parcels that met the zoning ordinance requirements for the RR District. He explained that there was an

existing drive that serviced the home to the south of the parcels and that drive would be used to access sites C & D and the idea for sites A & B was to access with a private street off of Grand River Drive. He concluded that the Health Department had approved the soils for a new drain field and plan to connect public water to the 4 proposed homes.

Said summarized the conditions requested in his staff memo.

There was brief Commission discussion about: the proposed driveway access, they liked the idea of fewer curb cuts, the public water access, and the maintenance agreement for the shared road.

Moved by Butterfield, supported by Burton, to approve the land division request subject to the following conditions:

1. Prior to the recording of the land division, a Township Private Road Permit application shall be submitted, and a permit issued by the Township, in compliance with Kent County Road Commission requirements.
2. The applicant shall complete required private road and driveway access improvements prior to the release of building permits on all parcels.
3. A stormwater permit application shall be submitted, and a permit issued by the Township in compliance with the stormwater ordinance, prior to the release of any permits.
4. That parcels A & B share the existing road easement and that no additional driveways will be allowed on Grand River Drive.

Motion carried 4-0, with 2 absent.

VII. OTHER BUSINESS

1. Village East PUD Clarification Review – Proposed Building Façade Changes

Said explained that the plans recently submitted for building permits were different than the plans that were approved for the original PUD and he requested the Planning Commission review and determine the consistency of the new set of plans vs. the original approved plans. Said went over some of the modifications noted like the façade and windows.

Tom Tooley, Ghafari Associates, offered to go over the changes and the reasons for change. Mr. Tooley said it was an operational decision due to the post office preferring a single-point of drop off in a multi building development so he met with the post office to review the site plan and came to an agreement that a mail room could be added to each building; thus added an increase in the square footage of the original footprint.

Mr. Tooley shared other refinements that took place on the buildings; rotated stairways, improved elevation changes, further development of units and revised windows. He said the buildings were the same buildings and the materials/colors were still the same.

The Commissioners reviewed the different renderings of each of the buildings and had discussion about the types of windows being used/double hung, the shape/depth of the roof line, the guard

rails on the balconies, the garage doors, and discussed with applicant the idea or possibility of having electrical charging stations available.

Korth expressed that the addition of the mailroom was a huge improvement to the project.

Burton questioned the parking elevation/garage door height. Mr. Tooley confirmed that the height and width of the garages remained the same, standard 7' height.

Moved by Jacobs, supported by Heglund, to approve the proposed changes for the Village East PUD project because the changes were in keeping with the original PUD approval, and that they were an enhancement to both the Township Ordinances and Master Plan. Motion carried.

2. Zoning Compliance Update Review

Said stated the primary focus for the upcoming fiscal year was to update the Comprehensive Plan, therefore the Planning Department does not plan to tackle the Zoning Ordinance reorganization until the following year, but staff would continue to bring amendments before the Commission as the opportunities arose. Said referred to the items to be considered in the staff report; eliminating PUDs in the PVM overlay, clarifying farm/agricultural buildings, and prohibiting temporary structures.

3. Comprehensive Master Plan Review

Said informed the Board that the RFP (Request for Proposal) was sent out state wide to all the firms registered with the Michigan Association of Planning, had it posted on the Michigan Chapter website, also posted on the National APA website, and requested proposals returned by February 4th.

Said requested 2 or 3 Commission members, as well as Township staff, to be on a Proposal Review Committee, to meet and review proposals to determine Consultants for interviewing. Jacobs, Korth, and Heglund volunteered to be on the Proposal Review Committee.

VIII. COMMISSION MEMBER / STAFF REPORTS

1. Planning Commission Schedule

The Commissioners were provided a draft meeting dates schedule for the 2022-2023 fiscal year and the dates were well received by the members present.

Said shared that the Planning staff requested the Planning Commission review the possibility of earlier meeting times, perhaps 5:30 or 6:00PM, rather than 7:00PM.

The Commissioners in attendance were open to the idea of earlier meetings. It was agreed that Said would send out emails to those members not in attendance to determine their availability with an earlier starting time and to confirm the new meeting time with the Commission.

IX. PUBLIC COMMENT – none

Korth opened public comment at 8:08 p.m. There were no members of public in attendance and public comment was closed.

Suchy mentioned there had been discussion and interest to have a joint meeting with DDA, Planning Commission and the Township Board to reconnect on issues of shared concern; where their numbers were at for each Board, parking concerns, current and upcoming planning projects,

and the Master Plan. Suchy said a joint meeting was a good idea and that having a new DDA Director it would be a good chance to make sure the Planning Commission ordinances and designs were lined up with what the DDA rules were and to just have general conversations regarding big issues.

Suchy said he would work on schedules/options and send out an email update.

Korth asked Suchy how the Trails Committee functioned in terms of recommendations or voting. Suchy explained that the Trails Committee made recommendations to the Township Board for overall decisions and he offered to share future Trail Committee meeting summaries with the Planning Commission. Suchy also shared an update on Trail projects on Fase Street, Thornapple River Drive, and other large projects over the next few years.

X. ADJOURNMENT

Moved by Heglund, supported by Jacobs, to adjourn the meeting at 8:21 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb