



ADA TOWNSHIP PLANNING COMMISSION MEETING MINUTES OF THE FEBRUARY 16, 2023 REGULAR MEETING

A regular meeting of the Ada Township Planning Commission was held on Thursday, February 16, 2023 at 5:30 p.m., at the Ada Township Hall Assembly 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: Butterfield, Jacobs, Korth, Moyer
Members Absent: Burton, Easter, Heglund
Staff Present: Bajdek, Buckley, Said, Suchy
Others Present: 8

III. APPROVAL OF AGENDA

The agenda was rearranged due to no quorum until 6:24 p.m. (due to inclement weather)

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

IV. APPROVAL OF MINUTES OF THE JANUARY 19, 2023, REGULAR MEETING

Moved by Moyer, supported by Jacobs, to approve the January 19, 2023, minutes with a noted typographical error on spelling of a name (Rabaut) on page 2, first paragraph. Motion carried.

V. PUBLIC HEARING - none

VI. UNFINISHED BUSINESS

1. Proposed Text Amendments to the Planned Village Mixed-Use (PVM) Overlay District regarding allowed Lot Types and Departures from District Standards (tabled 12-15-22; no action anticipated at this meeting)

Said gave a brief summary that the text amendment proposal was tabled in December to allow for continued conversation between the Planning Commission and the DDA to review the overall PVM Overlay District at two joint meetings scheduled for February 6 and February 22.

2. PVM District Development Plan, with departures, for proposed apartment house lot type with 13 total dwelling units including five ground floor live-work units, Let Us Development, LLC, 7247, 7257, and 7267 Bronson Street SE, Parcel Nos. 41-15-34-103-011, 41-15-34-103-012, and 41-15-34-103-013 (tabled 1-19-23; no action anticipated at this meeting)

Said explained that the Bronson Street PVM District Development Plan remains tabled with no action being taken. He updated the Commissioners that the applicant has submitted new plans for the project with a slightly changed concept. Said stated that staff will review the new plans and at this time he anticipates it to be on the agenda for the March 16 meeting.

VII. NEW BUSINESS

1. PUD Pre-Application Conference, Proposal for expansion and amendment of an existing PUD for a commercial warehouse/self-storage facility (The Caves) to contain a total of 33 units in 17 buildings (existing and proposed) on a total of +/- 6.75 acres in the I Industrial District, The Caves LLC, Tom Reed, 4900 and 4920 Fulton Street East, Parcel Nos. 41-15-30-300-019 and 41-15-30-300-020

Awaiting the arrival of the applicant, Said summarized the history of this project as stated in the staff memo and noted that this essentially is an amendment to the previous PUD approved for 4920 Fulton, as well as expansion of the PUD to 4900 Fulton, and this is also an additional review beyond the previous review of October 2022.

Said went over the concept plan versions 6.4 and 6.41 and noted six staff observations/recommendations on some of the changes; current options do not show overhead doors facing Fulton Street, plans show less driveway areas and no proposed curb cut, consider reduced setbacks, staff was not supportive of outside storage, the proposed number of bathrooms was acceptable to staff (subject to County approval), and noted the building usage restrictions.

Commissioner Jacobs arrived at the meeting at 5:47 p.m.

Applicant, Tom Reed (*arrived at the meeting at 5:50 p.m.*), explained that he has worked with the Planning Staff on many versions of the concept plans and he went over the different plan versions pointing out to the Commissioners some of the changes that were made.

There was discussion between the Planning Commission, the applicant, and Planning Staff, regarding the proposed driveways, building setbacks, building height, landscape buffers, outside trailer storage, the number of restrooms with County approval, and building uses.

Mr. Reed thanked the Planning Commission for their input and said it will be helpful moving forward with a preliminary PUD plan.

Commissioner Butterfield arrived at the meeting at 6:21 p.m. Approval of agenda and minutes took place.

2. Township Master Plan – Discussion and review of draft document

Suzanne Schultz, Consultant/Progressive AE, presented an update on the Master Plan. She said they had a final community meeting on February 9 and are now in the process of finalizing the Master Plan draft. She went over the timeline and where we are at in the process, discussed Ada's unique character, the 4 key themes (Natural Features, Housing, Mobility, and Sense of Community), and shared the proposed vision statements (Rural Preservation, Corridor Statement, Neighborhoods, and Village).

Ms. Schultz said the next step is to get the draft document to the Planning Staff for review and she hopes it would then be shared with the Planning Commission at the next meeting on March 16.

Said made note that the community event summary/power point presentation from February 9 would be posted on the Ada Township web page.

Said asked a procedural question to Suzanne about the next step for the process for the release of the plan. Suzanne clarified that once approval of the draft is granted by the Planning Commission, the Commissioners would make a recommendation to the Township Board to release the plan document for public review. She explained the additional steps needed before the Master Plan would be released for a public hearing.

There was extended discussion amongst the Planning Commission and Consultant Suzanne about the Master Plan release process and the steps to final release to the public.

VIII. COMMISSION MEMBER / STAFF REPORTS

Said shared a reminder of the upcoming special meeting between the Planning Commission and the DDA on February 22 at 4:00 p.m. regarding the PVM Overlay District.

IX. PUBLIC COMMENT - none

X. ADJOURNMENT

Moved by Jacobs, supported by Moyer, to adjourn the meeting at 6:54 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb