



**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE MEETING MARCH 20, 2025, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, March 20, 2025, at 5:30 p.m., at the Ada Township Hall, 7330 Thornapple River Drive, Ada, Michigan.

I. CALL TO ORDER

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

II. ROLL CALL

Members Present: Butterfield, Carter, Cooper-Surma, Ellixson-Andrews, Kluting, Moyer, VanderVennen

Members Absent: none

Staff Present: Bajdek, Buckley, Said

Others Present: 1 member of the public

III. APPROVAL OF AGENDA

Moved by Carter, supported by Moyer, to approve the agenda as presented. Motion carried.

IV. APPROVAL OF MINUTES OF FEBRUARY 20, 2025, REGULAR MEETING

Moved by Moyer, supported by Kluting, to approve the February 20, 2025, Regular Meeting minutes. Motion carried.

V. PUBLIC HEARING - none

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

1. Request for Site Plan Review for a proposed private cemetery/burial area in the RP-1 zoning district, 3573 Pettis Avenue NE, Applicant Ben Brinks, Property Owner Thornapple Pines Real Estate LLC, Parcel No. 41-15-06-200-010

Rob Lamer of Exxel Engineering, representing applicant Ben Brinks, presented the request for site plan approval. He said they are proposing a small private burial space/cemetery on 5 acres, 40' x 40', the size is the requirement based on one use on a parcel. The parcel has access through Cannon Township via an access easement that goes up to the residential house of the current owner with other existing paths throughout the property.

Planning Director Said pointed out the location of the burial site on the site plan drawing and

noted that there is a proposed wrought-iron style fencing around the area with masonry block posts with 21 individual grave sites being proposed. Said stated that from the staff's perspective, this request meets the site plan standards that apply.

VanderVennen asked if they were adding a new parcel for the proposed site. Said confirmed that it is a new parcel and they will be developing the 5-acre parcel for this burial site.

There was Commissioner discussion regarding concerns/questions on the location of the gate/fence and which direction it will be facing, and it was verified that this request is for a "family" burial site, not commercial. There were other general questions about the long-term maintenance for existing cemetery sites, and/or what happens when a personal property is sold with an existing burial site on the property (what the rules are for what is allowed).

Said clarified that from a zoning perspective, those questions/concerns are not addressed in the zoning of the parcel. Said noted that he thought some type of permit/approval would be required through the State.

Moved by Butterfield, supported by Kluting, to approve the request for Site Plan request.
Motion carried.

2. Planning Commission Annual Report

Said noted that the annual report is a requirement from the Michigan Planning Enabling Act. It includes the planning activities for the past year (4/1/24 to 3/31/25). It also includes reports on planning commission meeting attendance, scheduled meeting dates for 2025-2026, PC roster, and PC Bylaws. Said informed that any agenda activity from this meeting will be included in the annual report and the next step will be the PC approved annual report go before the Township Board for their approval.

Moved by Moyer, supported by Kluting, to approve the Planning Commission Annual Report for April 1, 2024, to March 31, 2025. Motion carried.

3. Election of Planning Commission Officers (Chair, Vice-Chair, Secretary)

Said mentioned that the election of officers takes place each year at the March meeting. Commissioners agreed to maintain their current positions with the Planning Commission.

Moved by Cooper-Surma, supported by Carter, to approve the 3 positions as noted below:

Chairperson – Rob VanderVennen
Vice-Chairperson – Angela Butterfield
Secretary – Steve Kluting

Motion carried.

VIII. COMMISSION MEMBER / STAFF REPORTS

Said informed that Ada Township gave a presentation at the ABA's Lunch & Learn. Said welcomed Dan Carter back to the Planning Commission as Township Board Representative.

There was general discussion amongst the Commissioners and Staff regarding the parking in Ada and educating the public on the public parking availability and Said provided updates on the pedestrian bridge and the new Covered Bridge Park.

IX. PUBLIC COMMENT - none

X. ADJOURNMENT

Moved by Carter, supported by Ellixson-Andrews, to adjourn the meeting at 6:02 p.m.
Motion carried.

Respectfully submitted,

Jo DeMarco, Ada Township Clerk

rs:eb