

**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE MARCH 21, 2019 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, March 21, 2019, 7:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

I. CALL TO ORDER

II. ROLL CALL

Present: Burton, Butterfield, Carter, Easter, Jacobs, Leisman

Absent: Easter, Lunn

Staff Present: Ferro, Bajdek

Public Present: 1 Member (applicant)

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2019 MEETING

Moved by Jacobs, supported by Carter, to approve the minutes of the February 21, 2019 meeting as presented. Motion passed unanimously.

V. PUBLIC HEARINGS - None

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

1. Site Plan Review, Construction of a new, 2-story, corporate office building, parking lots and fencing, 6160 E. Fulton, 41-15-29-420-008, Joseph Geelhoed, P.E., for Dan Vos Construction Company

Mr. Geelhoed explained that the previously approved site plan has been abandoned in favor of tonight's proposed project. It was decided that this project will be more cost-effective in the long run and the company will be able to maintain occupancy while the new building is being constructed.

Mr. Geelhoed reviewed the 'Phase 1' site plans as provided in the Commissioner's meeting packets. He stated the existing building will remain while parking, fencing, sidewalks, and a temporary detention pond are added. A new office building will also be constructed. Once the new office building is complete, the existing building will be demolished.

Mr. Geelhoed stated that to complete the project, 'Phase 2' will be completing parking north and south of the building, finalizing the detention pond, and completing landscaping.

Mr. Geelhoed stated he has been working with Steve Groenenboom, the Township consulting engineer, to make sure the storm water runoff is handled to Township standards.

Chairperson Leisman opened the floor for public comments at approximately 7:05 p.m. There were no comments. Public comment was closed.

Planner/Zoning Administrator, Bajdek, gave a brief overview of the applicant's request. Bajdek stated the project is planned to be undertaken in 2 phases to allow for the occupation of the existing office

building until the new corporate office building is completed; the commencement of 'Phase 2' will occur once the new building has been completed. In addition to the construction of the new corporate office building during 'Phase 1' of the project, other temporary and permanent site improvements will be constructed to maintain adequate site flow and access.

Bajdek stated the Dan Vos Construction property is zoned Industrial and currently contains 3 buildings and a contractor yard. A tool crib and workshop building, as well as a warehouse and carpenter shop building are located south of the office building; the contractor yard occupies the majority of the southern portion of the site. Bajdek noted that future building additions are shown on the plans for both west and southeast of the proposed office building.

Bajdek stated standards of the (I) Industrial zoning district have been satisfied.

Bajdek stated access to the site is from E. Fulton Street via a shared drive with the property to the east, Central Michigan Paper Company. The drive is proposed to be extended southward on the property for access to the existing contractor yard and new parking areas located south of the new office building.

Bajdek stated that once 'Phase 2' of the project has been completed, a total of 84 off-street parking spaces will be provided; during 'Phase 1' of the project, a total of 65 off-street parking spaces will be present onsite. Currently, 55 off-street parking spaces exist onsite. A total of 78 off-street parking spaces are required.

Bajdek stated a complete landscape plan, which includes the satisfaction of the greenbelt requirements and proper identification of all landscaping material planned to remain onsite is necessary. 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 once 'Phase 2' is completed, all of the buildings on site will be serviced with sanitary sewer which includes the existing tool crib/workshop and the warehouse/carpenter shop. There are also some temporary detention plans for stormwater at this time. Stormwater runoff from the site will discharge to a stream/creek that meanders along the northwestern portion of the property. Stormwater runoff will be controlled via four leaching basins, as well as a storm water detention pond, which will be built near the northwest corner of the property.

Bajdek stated the Township's consulting engineer recommended that the site plan not be approved until it was revised to show an acceptable method for stormwater storage and pre-treatment during the first phase of the construction project.

In response to Mr. Groenenboom's comments, the applicant provided revised drawings on 3/18/19, showing a small pre-treatment detention pond for 'Phase 1' on the west side of the existing office parking area. Bajdek stated the Planning department received an email from Mr. Groenenboom today stating that it appears his concerns with stormwater control have been addressed as the applicant has added a temporary detention pond sized to adequately detain runoff from the construction site during 'Phase 1' of construction. In addition, the final detention pond size has increased. Mr. Groenenboom's email also stated that if the Planning Commission approves the plan tonight, it should be contingent on confirmation that the temporary detention basin has been properly sized. Bajdek stated that condition for approval is contained in his staff memo.

Bajdek stated a photometric plan has been provided, which indicates the erection of 9 pole-mounted exterior lighting fixtures for the northern parking area and access drive. Fixture specifications have been provided; the pole-mounted lighting fixtures qualify as "full-cutoff" control of light emission. The pole-

mounted lighting fixtures have also been identified on the site plan. Wall-mounted lighting fixtures are not specified on the plans.

Bajdek stated the Planning department recommends approval of the proposed site plan subject to the 4 conditions as outlined in his memo dated March 18, 2019.

Commissioner Butterfield stated she has always thought the larger spruce trees along Fulton have been very attractive and asked if they would be retained. Mr. Geelhoed stated they will keep what they can and whatever trees are removed will be replaced with trees as large as they can practically plant. Bajdek noted that on the landscape plan, none of those evergreen trees are being proposed to remain onsite.

The Commissioners discussed the proposed future expansions and decided those are not being approved at today's meeting.

It was moved by Carter, supported by Burton, to approve the proposed site plan as submitted, subject to the following conditions:

1. Approval of an acceptable method for stormwater storage and pre-treatment during 'Phase 1' of the project by the Township's consulting engineer, including the submittal of a storm water permit application 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, which includes the satisfaction of the greenbelt requirements, 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, including building wall-mounted, prior to building permit issuance.
4. Public utility permits related to water service and sanitary sewer shall be issued by the Township, prior to any work and/or installation.
5. The two future building expansion areas as shown on the plan are not approved as part of this site plan approval.

Motion carried unanimously.

VIII. COMMISSION MEMBER/STAFF REPORTS

Ferro stated 2 applicants have withdrawn their requests:

1. Deb Sears at Enchanted Gardener for a site plan application, and,
2. Reed Dietrich of Honey Creek Avenue, for a Home Occupation, Special Use permit.

Planning Commissioner and Township Board Liaison, Jacobs, stated that she brought up the depletion of the Public Safety Fund and the growth of the Fund balance at the last Board meeting. Jacobs stated the Board is addressing those issues and she will stay on top of it.

Jacobs asked if there was a resolution for Vitale's parking lot not being in compliance with their site plan. Ferro stated the ZBA came to a resolution but the revised site plan still needs to come back to the Planning Commission which he anticipates will be at the April meeting.

Ferro stated a committee comprised of Board members and Planning Commissioners is scheduled to meet on April 10, 2019 at 4 p.m. to address short term rental regulations. The committee includes Supervisor Haga, Treasurer Moran, Jacobs and Leisman. The committee's work needs to be completed.

Ferro stated a Historic Preservation Committee comprising of Supervisor Haga and Trustees Jacobs and Hurwitz is scheduled for March 27, 2019 at 4 p.m.

Ferro stated a committee was formed a year ago to work on possibly amending the allowed uses in the Industrial district. Those committee members are Leisman, Jacobs, and ~~Hurwitz~~ CARTER.

Ferro stated Jacob Heglund was appointed by the Township Board to fill the vacant spot within the Planning Commission. Heglund needs to take the oath with the Clerk's office and should be in attendance for the April 18th Planning Commission meeting.

Ferro stated there will be at least 3 new items on next month's agenda:

1. The proposed community building/library site plan review
2. Vitale's
3. Special Use Request for a medical nail salon in the PO, Professional Office zoning district

IX. PUBLIC COMMENT – None

X. ADJOURNMENT – Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk