



## **ADA TOWNSHIP PLANNING COMMISSION MINUTES OF THE MEETING MARCH 21, 2024, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, March 21, 2024, at 5:30 p.m., at the Ada Township Hall, 7330 Thornapple River Drive, 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, Kluting, Korth, Moyer, VanderVennen  
Members Absent: Burton  
Staff Present: Bajdek, McIntosh, Said, Suchy  
Others Present: 12 members of the public

### **III. APPROVAL OF AGENDA**

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

### **IV. APPROVAL OF MINUTES OF FEBRUARY 15, 2024, REGULAR MEETING**

Moved by Moyer, supported by Kluting, to approve the February 15, 2024, Regular Meeting minutes as presented. Motion carried.

### **V. PUBLIC HEARING**

#### **1. Request for Planned Unit Development (PUD) Amendment for expansion and amendment of an existing PUD for a commercial warehouse/storage facility (The Caves) to contain a total of 15 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**

Korth summarized the application before recusing himself due to a long-term contract with the owner of the facility. Korth stepped out of the room at 5:35 p.m., Vice-Chair Butterfield presided over the meeting.

Tom Reed, 4900-4920 Fulton, here to present application for The Caves LLC. Mr. Reed is proposing to amend the existing PUD approval/site plan with an expansion with new buildings, related site changes, and a merger between the new site with previously owned adjacent property. He referred to the site plan included in the packet and went over the proposed changes, then he addressed several aspects of the staff report: staff have concerns regarding the frontage

of the site, the location of the driveway, and concerns regarding the setbacks and other variances that would be needed.

Jacobs asked if there was a pre-application conference on the project as it is unusual for something with this many issues to come before the Planning Commission. Planning Director Said stated there was a pre-application conference in 2023, and the application that we met with him about was pulled and resubmitted. Said stated that the utility issues are a matter of township ordinance, stating that water is a requirement due to the adjoining property.

Vice-Chair Butterfield referred to the Staff for their report. Said stated the original PUD plan was approved in 2017 with several buildings and a driveway through a previously privately owned piece of property. Now that Mr. Reed has acquired the "Anderson" property, he is proposing to unify the adjacent parcel with the preexisting Caves property to become a single development. Said summarized the following items noted in the staff report: front yard setback, and side and rear yard setbacks. He noted that a larger concern is the 10-foot setback proposed for building 24, with a 50-foot setback requirement. Staff believes that is too close to the property line, with no plantings or buffer proposed, with an unknown status to the neighboring property, the setback could be an issue further down the line. Staff also noted a concern with the outside parking due to the dimensions of the parking areas and general visibility of long-term parking and storage.

Butterfield inquired regarding the placement of the buildings towards the front of the property. Reed explained that the problem with changing placement is due to the elevation.

Butterfield opened the public hearing at 6:00 p.m.

Mike Novak, 69 Taos Ave, asked a question regarding the function of the business. Butterfield stated that the use of the property is a long-term storage facility.

There was no other public comment and the public hearing was closed at 6:07 p.m.

Butterfield moves to Board discussion. There was extended discussion among Commissioners, Mr. Reed, and Staff: VanderVennen agreed with staff discussion regarding the setbacks. Butterfield stated the same, where a buffer and screening be utilized regardless of the future of building 24. Jacobs stated that outdoor parking is a concern and that in the past other businesses were not able to utilize their proposed outdoor storage, and she feels this is a similar conclusion regarding the outside parking proposed at this location. Kluting asked a question regarding buildings 24/25 and the setback on Fulton Street. Mr. Reed stated that building 24 is 47-feet due to a drain and is concerned regarding the redesign needed if a setback close to 50-feet was required for building 25. Moyer asked a question regarding why buildings cannot be moved in the drawing to better accommodate the setback requirement. Reed stated that the site plan can be modified but there are limitations due to the MDOT drainage and water. Kluting asked questions regarding the outdoor parking. Mr. Reed summarized the proposed outdoor storage/parking.

Said stated that from the Staff perspective, it is a concern that starting the expectation regarding outdoor storage. Said also stated that making changes on perspective tenants can be an issue with what happens 10 or 20 years later and how to prioritize use of the PUD and retain higher planning standards. Bajdek stated that we do have an approved PUD plan that works where the setback concerns are mitigated.

Kluting requested information regarding signage. Said replied that there is an existing sign and signage is typically reviewed separately from a PUD plan. If a sign doesn't meet ordinance requirements, then you may need a zoning variance unless the signage is approved within the PUD.

Moved by Jacobs, supported by VanderVennen, to table review to a special meeting (date and time to be determined) to discuss the project with applicant. Motion Carried.

**2. Request for Special Use for vehicle fleet storage facility on a +/- 4.3 acre site in the I Industrial District, Jeffrey Bowerman/200 Alta Dale Holdings LLC, 200 Alta Dale Ave. SE, Parcel No. 41-15-29-327-005**

Korth reentered the meeting at 6:34 p.m. Jacobs noted that she works for the same law firm as Mr. Rabaut (WN+J), but she does not feel necessary to recuse herself because she does not work in his practice group. Jim Rabaut, lawyer representing 200 Alta Dale Holdings, stated the application request is for the conversion and expansion of the existing building. He said the applicant is comfortable with the recommendations made by Staff in their staff report. Todd Palmer, AMDG Architects, stated the request is for a total addition of 19,000 sq. ft. and the required parking is being satisfied. Mr. Palmer said the building addition and parking will accommodate space for the anticipated staff members. He briefly explained the details of the changes and said that they are working with a civil engineer to accommodate storm drains, new lighting and additional security measures. The existing site has wetland to the north which will be integrated with the proposed landscaping.

Moyer asked regarding the chemical impact of the car wash section. Mr. Palmer stated that the car wash is not for commercial use.

Korth opened the public hearing at 6:40 p.m.

Rosa Fraga, 6010 Fulton SE, the property directly to east of 200 Alta Dale, stated that developers moved that land to create the wetland and that the impact on their property has been extremely negative. She stated there is drainage in the area and into Carl Creek due to all the surrounding development. She stated that their concerns are regarding water runoff, soil erosion, contamination, and drainage and is asking about what additional measures are being taken to reduce this environmental impact to Carl Creek, the surrounding wetlands, and their property. She concluded with an additional concern about exterior lighting being directed into their house.

Mr. Palmer addressed the concerns noted and said that the detention tank is set to handle all the storm water/run off, and there is no plan to adjust the grade due to the detention system that will be installed, as well as the installation of a retaining wall. He said that no additional water will be pushed into the wetlands and the car wash will dispose into the city water system, not into the wetland. He added note that an oil separator will be installed to assist in purifying water, and the long-term parking will take place inside buildings with the outdoor parking being for staff member parking. Mr. Rabaut noted that the property to the east is also zoned industrial.

There was Commissioner discussion regarding the type of vehicles being stored there (private use/SUV storage), and the concern about storm water drainage and to possibly add a note for a condition of approval. Said commented on the concern about exterior lighting and stated that there is a condition of approval that has lighting requirements and there is also a lighting plan submitted. Said also discussed details on the height of the building addition.

Korth stated that staff works hard regarding storm water management communications and that the additional storm water requirements may very well be addressed in this construction. Said noted that the Carl Creek wetlands are owned by the township, and Staff does not have concerns regarding storm water management due to the technology being used to assist in management and preservation of the wetlands.

There was no other public comment and Korth closed the public hearing at 7:04 p.m.

Moved by Jacobs, supported by Kluting, to approve the Special Use request, subject to the following conditions:

1. There shall be no exterior storage of vehicles, trucks, or equipment. Any exterior parking areas shall be for short-term (daily) parking only.
2. All exterior lighting shall consist of horizontal cutoff fixtures to minimize glare.
3. Prior to the issuance of any occupancy permit, the applicant shall install a Knox Box (key box for emergency access) in a location to be approved by the Fire Department.
4. Applicants are required to submit a storm water permit application for approval by staff.

Motion carried.

**VI. UNFINISHED BUSINESS** - none

**VII. NEW BUSINESS**

**1. Request for Extension of PVM Development Plan approval for 7369 Thornapple River Drive SE (6-unit residential building), Ken Dixon/Ufuk Turan/1411 Robinson LLC, Parcel No. 41-15-34-126-021**

Ufuk Turan presented the request for PVM extension. Mr. Turan updated the status of his project and said that all the drawings are done, the contractor bid completed, and a contractor has been selected. He is currently working with banks for financing and is planning to start the project later this year or early next year.

Said summarized the staff report and stated that the Planning Commission approved the original PVM District Development Plan for this project on November 17, 2022, and approved an amended plan (balcony modifications) on June 15, 2023. Absent approval of an extension request, this Plan would expire on May 17, 2024. Said explained that the PVM Plan regulations say that you are allowed 18 months and can request a one-year extension, taking this issue to May 2025. The existing plan remains the same, and this request is only a request for extension.

Moved by Moyer, supported by Jacobs, to approve the one-year extension, to May 17, 2025, with the same conditions from the original approval remaining in place. Motion carried.

**2. Request for Site Plan Approval for proposed addition at 6210 E. Fulton Street, Dan Vos Construction/Dale Roseboom, Ada Valley Meats, Parcel No. 41-15-29-445-001**

Sean Bates, Dan Vos Construction, on behalf of Ada Valley Meats, presented the request for site plan approval. Mr. Bates explained that they want to make the best use of the existing space and the proposed addition is a little over 8,000 sq. ft. He said they previously worked with the ZBA for a setback variance and were approved. He is currently working with the Township Engineer, Steve Groenenboom, to obtain a storm water permit.

Bajdek summarized the staff report and said the addition is planned to the south of the building with a continuation of the east and west walls. There have been several variances granted in the past for this parcel, with the most recent one being last December. Bajdek noted that the additional parking does require an exception/condition from the Planning Commission due to the total number of parking spaces provided, exceeding the minimum standards by greater than 25%. This exception has been granted in the past (2018/2019 added on front office space). Bajdek briefly touched on the landscaping requirements and concluded that Staff is recommending approval of this request with outlined conditions.

Mr. Bates said there is a definite need for additional parking, that is mostly employee parking. Moyer asked about compliance with storm water management. Mr. Bates said all calculations (underground storage system) have been submitted, meeting Kent County standards and Ada Township standards, and is awaiting final approval. Korth asked about the empty zone/space in the parking lot. Mr. Bates said the space can be used for maneuvering vehicles or landscaping.

Moved by Moyer, supported by Jacobs, to approve the site plan for a proposed addition, subject to the following conditions:

1. A storm water permit application shall be submitted, 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. 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, prior to issuance of a building permit and/or construction of any site improvements.
3. Exception approval from the Planning Commission to allow the proposed total number of parking spaces provided to exceed the minimum standards by greater than 25 percent.
4. Prior to the issuance of any building permit, the applicant shall submit and obtain Staff approval of a landscape plan showing all existing landscaping material, as well as providing one (1) canopy/shade tree and a 150 sq. ft. of landscape area meeting parking lot area landscaping requirements of Zoning Ordinance.
5. A tree should be placed in a landscaped area in the southeast corner of the site.

Motion carried.

### **3. Planning Commission Annual Report**

Said summarized aspects of the annual report with the upcoming ending of the fiscal year scheduled for March 31, 2024. The approved report, with the additions of tonight's motions, will be included in the Township Board meeting in April. He expressed appreciation to the Commissioners regarding their dedication and the additional work put in for training throughout

the year. Korth requested the final report be provided in next month's Planning Commission packet.

Moved by Jacobs, supported by Moyer, to approve the Planning Commission Annual Report, with the condition that the conclusions from this meeting be updated. Motion carried.

#### **4. Election of Planning Commission Officers (Chair, Vice-Chair, Secretary)**

Korth stated that Secretary position is open and current chair (Korth) and vice-chair (Butterfield) are happy with maintaining their positions. Korth mentioned that he is running for Township Supervisor, and if he is elected, he may need someone to take on the Chair position for a half term at the end of November. Said explained the role of the Secretary position; calls roll at each meeting and signs documents. VanderVennen stated he would be happy to be Secretary.

Moved by Jacobs, supported by Kluting, to elect the following Commission officers: Chair Korth, Vice-Chair Butterfield, Secretary VanderVennen. Motion carried.

#### **VIII. COMMISSION MEMBER / STAFF REPORTS**

Said stated that he and Brent met with a resident recently regarding cellular antennas in the Township and current ordinances in the Township. He said that with a potential cell tower at Forest Hills Schools, he is hesitant to do a text amendment to the ordinance regarding this, without further information. Said noted that currently cell towers are only permitted under a special use process.

There was brief discussion regarding cell towers. Said noted that with the upcoming zoning ordinance review/update, cell towers most certainly would be a topic of discussion. The Commission concurred with Staffs approach on this matter.

#### **IX. PUBLIC COMMENT**

Bernie Veldkamp, 5580 Hall Street, request that when the new township hall is built to have padded seats for the audience members.

#### **X. ADJOURNMENT**

Moved by Moyer, supported by Jacobs, to adjourn the meeting at 7:42 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

rs:em/eb