

**ADA TOWNSHIP PLANNING COMMISSION  
MINUTES OF THE MAY 9, 2019 SPECIAL MEETING**

A Special meeting of the Ada Township Planning Commission was held on Thursday, May 9, 2019, 4:00 p.m. at the Ada Township Offices, 7330 Thornapple River Dr., Ada, MI.

**I. CALL TO ORDER** – Meeting was called to order at 4:10 P.M.

**II. ROLL CALL**

Present: Carter, Heglund, Jacobs, Leisman  
Absent: Easter, Burton, Butterfield (arrived at 4:12 P.M.)  
Staff Present: Ferro, Bajdek, Winczewski  
Public Present: 4 Members

**III. APPROVAL OF AGENDA**

Chair Leisman recommended swapping the first and second agenda items.

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

*(Butterfield arrived)*

**IV. APPROVAL OF MINUTES OF APRIL 18, 2019 MEETING**

Moved by Carter, supported by Jacobs, to approve the minutes of the April 18, 2019 meeting as presented. Motion passed unanimously.

**V. PUBLIC HEARINGS** - None

**VI. UNFINISHED BUSINESS** – None

**VII. NEW BUSINESS**

**1. Site Plan Review, 1,916 Square Foot Addition to Existing Office Building, 8066 E. Fulton St., Parcel No. 41-15-35-100-086, Jonathan Blair, for American International Foods**

Doug Stalsonburg, P.E. of Exxel Engineering, Inc, was present on behalf of the applicant. Mr. Stalsonburg stated this exact same plan was approved in 2016. The additions were never built and the site plan approval expired. Now the applicant is ready to begin construction and needs a new site plan approval.

Leisman asked if there were any questions regarding the recommended conditions of approval stated in the staff memo. Mr. Stalsonburg stated the applicant is prepared to address the parking issues with one of the four options laid out in the staff memo. If one of the four options does not work, the applicant is prepared to submit a revised site plan.

Planning Director, Ferro, stated the current conditions of approval differ slightly from the October 2016 conditions of approval in that the pavement encroachment onto the Township property needs to be addressed prior to issuance of an occupancy permit. The previous conditions stated prior to a building permit. Ferro also stated that if no agreement is reached that would permit the pavement that encroaches onto Township property to remain, a revised site plan application for 8 additional on-site parking spaces

will need to be approved prior to occupancy.

Moved by Jacobs, supported by Heglund, to approve the site plan subject to the following conditions:

1. Any exterior light fixtures on the building being fully shielded on all sides.
2. A utility signoff from the Kent County Health Department for onsite well and septic, prior to issuance of a building permit.
3. The pavement encroachment onto the adjacent property owned by Ada Township shall be addressed through one of the following mutually-agreed upon methods, prior to issuance of an occupancy permit for the building addition:
  - 1) acquisition by the applicant of property from the Township to accommodate the encroachment.
  - 2) completion of a revocable license agreement with the Township to authorize the encroachment.
  - 3) completion of a permanent easement agreement with the Township authorizing the encroachment.
  - 4) removal of the encroachment by the applicant, if desired by the Ada Township Board.
4. In the event that no agreement is reached that would permit the pavement that encroaches onto Township property to remain, the applicant shall submit a revised site plan application for 8 additional on-site parking spaces, subject to review and approval by the Zoning Administrator, prior to issuance of an occupancy permit for the building addition.

Motion passed unanimously.

**2. PVM District Development Plan, Construction of a Library & Community Center located in the (PVM) Planned Village Mixed-Use Overlay Zoning District, 7215 Headley St. SE, Parcel No. 41-15-34-102-017, Ada Township**

Ken Brandsen, Steve Teitsma and Craig Hondorp from Progressive AE, were present on behalf of the applicant. Mr. Brandsen stated the design development process is in place right now. The next step is to go through the construction documents. They will be in front of the Township Board on May 13, 2019 to go over the design update, cost, schedule and fund raising.

Mr. Teitsma reviewed the site plan with the Planning Commission, noting there will be 55 parking spaces with spillover at the Community Church parking lot. The building will be 23,500 sq. ft. on two stories, there will be a center courtyard, dumpster enclosure, and an outdoor teaching area on the west side of the building.

Leisman asked where the dumpster enclosure would be located. Mr. Teitsma stated it would be on the back side along Fulton Street. MDOT has a wide right-of-way of about 40 feet. There is a fairly thick area of vegetation which will stay and hide much of the mechanicals and the dumpster enclosure.

Mr. Teitsma noted a future walking trail on the adjacent property to the west which is not currently part of this project but has been desired by the Township and its residents. Mr. Teitsma also noted the proposed under-parking storm water chamber system that will provide storm water detention in conformance with the Township's storm water ordinance, before being discharged to an MDOT culvert within the M-21 right-of-way.

Mr. Hondorp provided a summary of landscaping details and stated there will be 8 Honey Locust trees to shade the parking lot. Mr. Hondorp continued with a summary of trees and shrubs that will be planted in the buffer zone, courtyard, as well as the east and southwest sides of the property.

Chair Leisman asked how this building complies with the PVM district architectural standards which states the buildings should represent the time period between 1860 and 1940. The applicants stated the architect would be best to answer those questions but is not present.

Carter asked why the courtyard was incorporated into the design. Mr. Brandsen stated that the Building Committee and KDL (Kent District Library) were excited for the flexibility of the outdoor space which could be used for community or library uses.

Leisman opened a public hearing at 4:47 P.M. Being there were no comments, public hearing was closed.

Planning Director, Ferro, provided a summary of his staff memo outlining the proposed development plan. There are few PVM district standards for civic building lots contained in the PVM district. There are no standards for lot area, width, frontage %, or setbacks other than a 10 ft. rear setback. The only standard that applies is building height which is 1 to 4 stories; the proposed building is 2 stories.

Ferro summarized other standards of the PVM district which apply to this project as outlined in his staff memo and include: primary entrances, off-street parking (location, layout and quantity), design intent, materials, transparency standards, minimum story height, parapet roofs and cornice requirements, window and door standards, site lighting, refuse container, mechanical equipment, utilities, storm water management, and landscaping.

Leisman recommended adding another departure to state a departure is warranted to allow a flat roof on a civic lot and a departure is warranted on the cornices subject to an additional condition which is the plan shall be revised to include additional projecting cornices to the flat roof design subject to the Planning department's approval.

Leisman expressed concern about not having any cornices when the design standards specifically say that flat-roofed buildings need to have a cornice that projects 6" – 12" from the building wall. Jacobs stated one concern based on what has been discussed in Board meetings is cost. There has been additional cost from moving the building location from the south side of Headley to the north side of Headley.

Leisman opened the floor for Planning Commissioner comments.

Jacobs stated she thinks the building is beautiful but we're pushing the architectural design period. Perhaps adding cornices will help.

Butterfield agreed, adding cornices may help with the architectural design. Butterfield also stated she does not like the arch.

Heglund stated it is a beautiful building.

Carter stated he agrees with Jacobs in that he is unsure the architecture fits the time period with other buildings in the Village. Carter also stated he is bothered by the number of departures being requested and also doubts the practicality of having a courtyard when it can not be used for several months of the year.

Jacobs stated the Board discussed early-on about the costs of the courtyard, however, the design team was very much in favor of it. Carter stated there is design vs. feasibility. Now we will have to heat/cool 4 more outside walls.

Leisman stated it is a very nice civic building. He feels it fits the site, it is designed well, and the departures are for the most-part warranted.

Moved by Jacobs, supported by Butterfield, to approval the development plan subject to the following findings and conditions:

1. The Planning Commission hereby makes the following findings:
  - a. The proposed development plan, as modified by the conditions of approval listed below, requires the following “departures” from the standards of the PVM district, which are hereby approved:
    - (1) departure from the architectural standard to permit use of metal for exterior walls, other than for “beams, lintels, trim elements and ornamentation.”
    - (2) departure from the architectural standard requiring minimum 7” wide mullion between ganged windows.
    - (3) departure from the architectural standard requiring minimum 30” separation between a window and a building corner, unless the building corner is a block corner.
    - (4) departure from the architectural standard prohibiting fixed upper story windows unless “as a component of a system including operable windows within a single wall opening.”
    - (5) departure from the architectural standard to permit a parapet roof on a civic building lot.
    - (6) departure from the architectural standard requiring a 6”-12” cornice.
  - b. The above departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be the case without authorization of the departures.
  - c. The proposed alternative is consistent with the purpose and intent of the PVM District.
  - d. The proposed alternative, in comparison to conformance with the PVM district standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.
  - e. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.
2. The proposed development plan for a 2-Story 23,500 sq. ft. library and community center building is hereby approved, subject to the following conditions:
  - a. The building and site improvements shall be completed substantially as shown on the plan set titled “Amy Van Andel Library and Community Center, dated 5/7/19, except as modified in accordance with these conditions of approval.
  - b. Any exterior building mounted light fixtures shall qualify as “full-cutoff” control of light emission or of a low light intensity non-glaring style, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval, prior to building permit issuance.

- c. The proposed discharge of storm water to the MDOT facilities in the M-21 right-of-way shall be subject to approval by Michigan DOT, and issuance of a Township storm water permit, prior to issuance of a building permit.
- d. A driveway access permit shall be approved by the Kent County Road Commission, prior to issuance of a building permit.
- e. The plans shall be revised to include the following revisions to better comply with the design standards subject to the approval of the Planning department:
  1. the roof parapet shall be modified to include some projecting roof cornices.
  2. the north elevation shall include some additional features to improve the appearance of the building exterior.

Motion passed unanimously.

**3. Draft Zoning Ordinance Amendment, to Prohibit “Marihuana establishments” and Marihuana facilities” in the Township**

Leisman stated the Township has already passed a regulatory ordinance stating that Ada Township is opting out of allowing marihuana establishments and not opting in to allow marihuana facilities. The Township attorney recommends that the Township also incorporate that in its zoning ordinance because it is land use regulations.

Moved by Heglund, supported by Jacobs, to set a public hearing for June 20, 2019. Motion passed unanimously.

**VIII. PUBLIC COMMENT - None**

**IX. COMMISSION MEMBER / STAFF COMMENTS –**

Leisman stated the regular meeting for May 16, 2019 does not have any agenda items.

It was moved by Butterfield, supported by Jacobs, to cancel the May 16, 2019 meeting due to lack of business and to next meet on June 20, 2019. Motion passed unanimously.

**X. ADJOURNMENT – Meeting adjourned at 5:34 p.m.**

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk