



ADA TOWNSHIP PLANNING COMMISSION MINUTES OF THE MEETING MAY 15, 2025, REGULAR MEETING

A regular meeting of the Ada Township Planning Commission was held on Thursday, May 15, 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, Said

Others Present: 0

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF APRIL 17, 2025, REGULAR MEETING

Moved by Carter, supported by Cooper-Surma, to approve the April 17, 2025, Regular Meeting minutes. Motion carried.

V. PUBLIC HEARING - none

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

1. Review of Draft RFP (Request for Proposals) for Zoning Ordinance Update

Said referred to the copy of Request for Proposals (RFP) for the Township's Zoning Ordinance Update for Planning Commission's review and comment. Staff is seeking Commission support to send out the RFP. He noted that, as has been discussed with the Commission numerous times, the Ordinance update consists primarily of a reorganization of existing requirements, with the proposed implementation of key components of the 2023 Master Plan and changes reflecting court decisions (on matters such as sign content). The reorganization of the Ordinance will provide for a much more user-friendly, transparent set of regulations for all.

Said noted our goal in this reorganization effort is to utilize charts, graphs/tables, and illustrations. Said went over examples of the reorganization of existing requirements with information on allowed uses (permitted use or special use) in various zoning districts, placement requirements, lot requirements, setback requirements, and related development standards, via new charts and graphs vs. old text versions.

Said informed that the selected consultant will be asked to focus on the more technical aspects of the Ordinance, such as the PVM (Planned Village Mixed-Use) Overlay District, Master Plan recommendations, signage information, as well as preparation of graphics to effectively illustrate requirements.

Said mentioned the network communications to be used for the RFP distribution. Said identified that with the goal of providing a recommended consultant to the Township Board, he will plan to have the Planning Commission review response proposals received, likely at a special meeting to be scheduled for a date in late June.

Following review of the RFP proposals, there was an extended Commissioner & Planning Staff discussion. There were some questions on the overall RFP process and Commissioners brainstormed their thoughts. They discussed whether to have a budgeted amount for a RFP and conversed about the Grant provided by the MSHDA. Cooper-Surma inquired with questions on the time frame of the process, implementation dates/deadlines, contract type (fixed price vs. additional services), and contract change control. Butterfield inquired about the staff qualifications of the consulting firm's staff and suggested that the chosen firm provide source of artwork files that become property of the Township. Kluting inquired about whether the Planning Commission need to be added as additional insured.

Moved by Carter, supported by Ellixson-Andrews, to approve going forward with the proposal as written, with the suggestions that were verbally made during the May 15th Planning Commission meeting. Said noted the suggestions:

identifying the potential start date
identifying the deliverables that the source artwork files become property of the Township
emphasizing legibility and readability of graphics
adding the Planning Commission as additional insured
obtain bios of the team assigned the project

Motion carried.

VIII. COMMISSION MEMBER / STAFF REPORTS

VanderVennen shared a summary of his attendance (virtual) at the Michigan Association of Planning Training. He said it was extremely valuable. MAP went over PUD's and how they work, what they do, who has authority Planning Commission vs. Zoning Board of Appeals vs. Parks & Recreation, Special Land Uses, State Laws, and much more.

Said updated that a Parking Proposal RFP was received from Fishbeck and will be presented to the DDA Board (Downtown Development Association) on May 19 and the Township Board on May 27 for their review and anticipated approval for the project to take place within the next six months.

IX. PUBLIC COMMENT - none

X. ADJOURNMENT

Moved by Kluting, supported by Carter, to adjourn the meeting at 6:14 p.m. Motion carried.

Respectfully submitted,

Jo DeMarco, Ada Township Clerk

rs:eb