

**ADA TOWNSHIP PLANNING COMMISSION  
MINUTES OF THE JULY 16, 2020 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, July 16, 2020, at 7:00 p.m., via video/audio-conferencing, in conformance with the Michigan Governor's Executive Order authorizing electronic meetings.

**I. CALL TO ORDER**

**II. ROLL CALL**

Present: Burton, Butterfield (@7:03 p.m.), Carter (@7:10 pm), Easter, Heglund, Jacobs, Leisman

Absent: None

Staff Present: Ferro, Bajdek, Buckley

Public Present: Members

**III. APPROVAL OF AGENDA**

Moved by Jacobs, supported by Easter, to approve the agenda as written. Motion passed by unanimous roll call vote.

**IV. APPROVAL OF MINUTES OF MEETING OF THE JUNE 18, 2020 MEETING**

Leisman pointed out a typographical error on page 5 where it appears the term "app" should state "approval". All members agreed with stated error and proceeded with approval of minutes. Moved by Heglund, supported by Easter, to approve the minutes of the meeting as amended. Motion passed by unanimous roll call vote.

Butterfield arrived at 7:03 p.m.

**V. PUBLIC HEARINGS - None**

**VI. UNFINISHED BUSINESS - None**

**VII. NEW BUSINESS**

**1. Review of Revised PVM District Development Plans, to Include Approval of Proposed Sign Plans, 460, 496, & 472 Ada Dr. SE, Parcel Nos. 41-15-34-129-001, 007, & 008, Units 1, 7, & 8, River Street Commons Condominium, Dixon Architecture on behalf a River Street Partners, LLC & River Street Commons A7, LLC**

Leisman invited Ken Dixon to present his proposal. Dixon presented over the years of designing buildings together he has been questioned by property owners on signage allowance for each of the tenants. Dixon stated that the current signage in the redeveloped shopping center is not overwhelming or cluttered, but is lacking the standard streetscape which we see in so many other great small towns. Dixon stated that window displays, planters, and hanging flower baskets all contribute to a vibrant and interesting streetscape. Colors, shapes and interesting fonts on properly designed signs add richness to building facades. Dixon stated he had Jennifer Bonney in the meeting with CDV5 Property Management, who works with tenants and also shares concern of the lack of signage. Dixon would like the opportunity to expand the signage for these buildings. Dixon stated the buildings are two-sided buildings; there is need for signage in the front of the building and also the back of the building where you park. Dixon referred to renderings of proposed signage as presented in the packet.

Bajdek stated the sign regulations for the C-1 District, include standards for wall-mounted signs that limit the total area of all wall signs on a building, based on the floor area of the building. Bajdek stated that for buildings over 15,000 square feet in floor area, the regulations state that for a PVM District development

plan application, the Planning Commission may authorize maximum permitted area of all wall signs in excess of the normal 80 square foot limit. Bajdek stated there are two sign plans proposed. One plan is for the Unit 1/Unit 8 building. For signage purposes, Unit 1 (Building A1) and Unit 8 (Building A8) are being considered as one building. Bajdek said the second plan is for the building on Unit 7. The total aggregate wall sign area proposed for the A1/A8 building is 240 square feet as well as the A7 building. Bajdek concluded the plans proposed for size and the number of tenant wall signs are reasonable and appropriate, considering the number of building tenants and the arrangement of building entrances and parking.

Dan Carter arrived at 7:10 p.m.

Leisman asked for clarification of the conditions. Bajdek stated there will be up to 18 signs at 12 square feet each, 1 sign at 16 square feet sign, and 1 sign at 8 square feet. Heglund asked what the current wall sign maximum is. Bajdek stated that for buildings without any approval from the Planning Commission they are allowed up to 80 square feet. Bajdek noted that there was a similar sign plan adopted and approved by the Planning Commission in 2017 for the B2 building and the aggregate wall sign area approved was 242 square feet. Bajdek stated the current proposal is similar to what was approved on the B2 building, which is currently The Gravel Bottom Brewery.

Easter and Burton spoke positively of Dixon's proposal. Heglund asked if the building size of the proposed buildings are the same or bigger than the B2 building. Dixon stated they are about the same size.

Dixon stated the average sign is 12 square feet and the sign size varies from 4, 6, 8, and 16 square feet. Dixon said currently every tenant is allowed a maximum of 16 square feet for signage and may only have 2 signs. Dixon stated he is looking for more signage options on the buildings.

Ferro noted the need to specify for the other 18 potential signs an aggregate average 12 square feet per sign and a maximum 16 square feet.

Following discussion on current sign size and proposed sign size, Leisman recommended changing the language for condition number 1 and condition number 2 for clarification.

Leisman suggested re-wording as:

1. There shall be a maximum number of 20 wall signs on the A1/A8 building not exceeding 16 square feet per sign.
2. There shall be a maximum number of 20 wall signs on the A7 building not exceeding 16 square feet per sign.

It was moved by Jacobs, supported by Heglund, to approve the sign plan 460, 496, 472 Ada Dr. SE, Parcel Nos. 41-15-4-129-001, 007, & 008, Units 1, 7, & 8, River Street Commons Condominiums, subject to the following conditions:

1. There shall be a maximum number of 20 wall signs on the A1/A8 building not exceeding 16 square feet per sign.
2. There shall be a maximum number of 20 wall signs on the A7 building not exceeding 16 square feet per sign.
3. The aggregate area of all wall signs shall be no greater than 240 square feet for the A1/A8 building or the A7 building.
4. No tenant shall be permitted more than two (2) wall signs for the A1/A8 building or the A7 building.

Motion passed by unanimous roll call vote.

**2. Revised Final PUD Plan, to add a 896 square foot mezzanine, 6310 E. Fulton St., Unit #2, Fulton Woods Corporate Park, Parcel No. 41-15-29-444-002, Scott Gregory**

Ferro reported that when the Planning Commission approved the Final PUD for the warehouse/office building on Unit 2 in the Fulton Woods Office Park the site plan initially had 2 mezzanines in the ceiling. Ferro stated at the Planning Commission meeting the applicant indicated they were not going to install the mezzanines due to structural design issues. Ferro stated the applicant acknowledged that the square footage of the mezzanines was not included in the square footage of the building that was specified in the approval. Ferro stated that proposed Revised PUD Plan adds back a single mezzanine of 896 square feet which results in total building square footage of 8,816 square feet.

Applicant, Scott Gregory, reported the initial plan for mezzanines structurally posed some issues and later had a design which was feasible, not a lot of cost involved and would gain extra space. Gregory stated the future building is located behind where Jamie Ladd was and is now Ameriprise.

Heglund requested clarification on mezzanines. Mr. Gregory stated a mezzanine adds square footage on the main floor. Mr. Gregory added you often see a mezzanine above an office space and has potential of storing a lot of records.

Ferro stated the initial staff report in 2019 reflected 2 mezzanines totaling a larger square footage than what is proposed now. It was addressed in the original staff report but when it was prepared Bajdek didn't know of the decision to not to pursue the mezzanines.

It was moved by Heglund supported by Burton, to approve the Revised Final PUD plan to add an 896 square foot mezzanine. Motion passed by unanimous roll call vote.

**VIII. COMMISSION MEMBER / STAFF REPORTS**

**1. Proposed Change in Use from Residential to Office on 2<sup>nd</sup> Floor, and Change in Use from Residential Garages to Retail on First Floor, Unit B-6, Marketplace Square**

Ferro stated a potential change in previously reviewed plan for B6 building, Marketplace Square, was approved for retail space on the first floor and small residential units on second floor with attached garages on first floor that back out onto the street. Developer/owner is requesting approval to delete the residential units and use upper floor for office space so the first floor would be all retail and no garages. Ferro stated, if approved, the appearance now would become store front windows like the other buildings.

Dixon stated this project was presented in January, 2019, and things have changed since then. Dixon said the small residential suites don't work out financially any more.

Ferro stated there is a provision in the PVM district rules stating minor modifications may be approved by the zoning administrator with limitations. Ferro said the proposed change conforms with all the limitations. Ferro stated he would approve this proposed change at staff level, unless he hears objections from commission members.

Leisman stated he agrees this proposal may be approved the discretion of the zoning administrator as a minor change. He stated that he conferred with Ferro and suggested it be communicated to the commission. The Planning Commission Board all in agreement to accept this report.

**IX. PUBLIC COMMENT – None**

**X. ADJOURNMENT**

Moved by Jacobs, supported by Easter, to adjourn meeting at 7:46 p.m. Motion accepted unanimously.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk  
rs:eb