

**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE OCTOBER 17, 2019 MEETING**

A meeting of the Ada Township Planning Commission was held on Thursday, October 17 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, Jacobs, Leisman
Absent: Easter, Heglund
Staff Present: Ferro, Bajdek, Winczewski
Public Present: 10 Members

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES OF THE SEPTEMBER 19, 2019 MEETING

Leisman stated the sentence on page 2 which states “Leisman stated there is not an issue with density...” should be “Leisman stated density is not the primary issue...”

Moved by Jacobs, supported by Carter, to approve the minutes of the September 19, 2019 meeting with the noted correction. Motion passed unanimously.

V. PUBLIC HEARINGS

A proposed amendment to Chapter 78, Article XX-A, Planned Village Mixed-Use Overlay (PVM) zoning district, of the Ada Township Code of Ordinances:

- 1. Revise Table XX-A.2- Dimensional Standards for Lot Types, in Sec. 78-476 to increase the minimum lot width standard for the “Village House” lot type from forty (40) feet to forty-five (45) feet.**

Ferro summarized an overview of the proposed amendment as presented in the Commissioner’s meeting packets. Ferro stated the proposed increase in minimum lot width for a “Village House Lot” from 40 to 45 feet eliminates the potential for redevelopment of 2 adjoining 66 foot-wide platted lots into 3 home sites.

Chairperson Leisman opened the Public Hearing at 7:11 p.m.

Joel Harner, owner of 4 properties on Bronson St. SE, stated he has a strong interest in the Village. Mr. Harner stated he has a lot which is 132 feet wide and he is putting 3 homes on it. He requests the minimum lot width be 44 feet. He doesn’t believe you can do 40 feet wide anywhere in the village. He doesn’t feel that having 3 homes on a 132 foot-wide lot is going to impact the ascetics within the Village.

Noelle DiVozzo, 7115 Bronson St. SE, stated that she thinks this amendment is a terrific idea. Ms. DiVozzo expressed appreciation for preserving the lower density, yards, and green space within the Village.

Being that there were no additional comments, the Public Hearing closed at 7:14 p.m.

Moved by Carter, supported by Jacobs, to recommend to the Township Board an amendment to the minimum lot width standard from 40 feet to 45 feet for “Village House Lots” in the PVM district.

Motion passed unanimously.

VI. UNFINISHED BUSINESS – None

VII. NEW BUSINESS

1. Final PUD, Construction of a 9,416 sq. ft. office/warehouse building (which includes a walkout lower level and two (2) potential/future mezzanine levels at 748 sq. ft. each) and parking, 6310 E. Fulton St., Unit #2 of Fulton Woods Corporate Park, Parcel No. 41-15-29-444-002, Scott Gregory (property owned by Maryland Development Company)

Don DeGroot of Exxel Engineering, and Scott Gregory of Scott Gregory Designer Homes Presented. Mr. DeGroot stated there are 4 buildings presently at Fulton Woods Corporate Park and what is being proposed will be the 5th building. The building will be around 8,000 sq. ft. Mr. DeGroot stated that due to recent discussions related to load-bearing issues, the potential future mezzanines will not be a part of the plan. Mr. Gregory confirmed that the mezzanines will not be built.

Bajdek summarized the proposed project as outlined in his staff memo to the Planning Commission. Bajdek stated the proposed building (Unit 2 / Building B) is located towards the southwest corner of the property; north of the stormwater detention area that is located in a pre-existing wetland area. The building is intended to be constructed with the same Preliminary PUD approval footprint (44' x 90') and style. The applicant is proposing a 90-degree rotation to allow for better access to the lower walkout level of the building. The applicant is proposing 20 additional off-street parking spaces (net gain) in close proximity to the building, as well as retaining walls.

Bajdek stated the first phase of development included an extension of public water and sewer mains into the property from Fulton Street. The new building will be connected to public utilities. Water service will be extended from the existing main, while sanitary sewer is planned to be connected to a lateral constructed during the initial phase of the development to service the subject unit/site (*Unit 2*) in the future.

Bajdek stated an overall stormwater management plan was approved as part of the Preliminary PUD Plan approval. A stormwater detention area is located in a pre-existing wetland area near the southwest corner of the subject property and mainly south of the proposed building. This wetland area extends onto the adjoining property to the west (*Ada Valley Gourmet Foods*).

Bajdek stated King & MacGregor Environmental, Inc. has made application to the Michigan Department of Environment, Great Lakes and Energy (*EGLE*), on behalf of the applicant, for issuance of a wetland permit for the proposed project; the permit originally issued has expired.

Bajdek stated the parking requirements have been met.

Bajdek stated the light fixtures do not meet the requirement of being “full-cutoff” fixtures. The site plan indicates 3 existing light poles that are intended to remain along with 2 additional light poles being erected. Bajdek stated 2 additional canopy trees should be installed prior to the issuance of a building permit.

Bajdek stated the landscape plan indicates perennial plantings along the west wall of the building, as well as natural grass/vegetation along the southern and western perimeters of the parking area. One parking lot canopy tree is shown near the northeast corner of the building; however, it has been determined that two additional canopy trees should be installed as well; one near the southeast corner of the building, and one within the northwestern parking lot island bump-out.

Bajdek stated approval of the PUD Plan is recommended, subject to the conditions listed in the staff memo. Leisman noted that the conditions need to reflect that the mezzanine is no longer in the future plans.

Jacobs moved, Carter supported, to approve the Final PUD Plan subject to the following 8 conditions:

1. The Final PUD Plan shall consist of a 7,920 sq. ft. building (*which includes a walkout lower level*) and site improvements as shown on the plans titled “Unit 2 – Fulton Woods Corporate Park Condominium” (civil drawings) dated September 9, 2019 and “New Building” (architectural and landscape drawings) dated September 19, 2019, except as modified in accordance with these conditions of approval.
2. The Final PUD Plan shall be subject to all conditions of approval contained in the Preliminary PUD approval resolution of March 8, 2004.
3. Any pole and/or exterior building mounted light fixtures shall qualify as “full-cutoff” control of light emission, subject to approval of the Planning Department. Fixture specifications shall be submitted for approval, prior to building permit issuance.
4. A revised landscape plan shall be submitted indicating two (2) additional canopy trees, prior to issuance of a building permit, subject to approval of the Planning Department.
5. The issuance of a wetland permit, for the subject project, from the Michigan Department of Environment, Great Lakes and Energy (EGLE), prior to building permit issuance.
6. The condominium document shall be modified, as necessary, to accommodate the 90-degree rotation of the subject unit (*Unit 2*)/building (*Bldg. D*) of Fulton Woods Corporate Park, subject to Planning Department approval.
7. An address assignment/signoff from the Kent County Road Commission of 6310 E Fulton St. for the subject unit (*Unit 2*)/building (*Bldg. D*) of Fulton Woods Corporate Park and all construction plan sheets updated accordingly with the proper address, prior to building permit issuance.
8. Arrangements for billing and payment of water and sewer connection fees shall be subject to approval of the Utilities Director.

Motion passed unanimously.

2. Site Plan Review, Land Division Creating 6 lots from 3 existing lots, 1161, 1167 and 1191 Buttrick Ave SE, Parcel #'s 41-15-34-376-019,020 and 021, Valentino Designs (property owned by Timothy and Diane Pratt)

Michael Valentino, applicant and Ada resident, presented the proposal. Mr. Valentino stated that of the 6 proposed lots, they would be developing 4 of them and Timothy and Diane Pratt would retain 2 of the lots which currently have residences on them. Mr. Valentino reviewed the utility plan and private road plan. Mr. Valentino commented on the recommendations stated in the staff memo. He requested that the requirement to have the private road and driveway access be completed before the issuance of building permits be changed to say before the issuance of occupancy permits. They are waiting for sewer main installation and would prefer not to install the road before that takes place. Also requested, was a 10-year grace period to hook up to city water for lots A and C if/when city water becomes available. Mr. Valentino stated that Mr. and Mrs. Pratt recently installed two new wells.

Bajdek summarized his staff memo as presented in the Commissioner's packets. Bajdek stated the applicant is proposing a land division, creating 6 lots from 3 existing lots. All parcels will be exceeding the 15,000 sq. ft. lot size and 100-foot lot width minimums for the R-3 Medium Density Single-Family residential zoning district.

Bajdek stated 1161 Buttrick Ave, the location of proposed parcels 'C' & 'D', currently has a dwelling and 4 accessory buildings. The dwelling will remain on parcel 'C', while all of the accessory buildings are planned to be demolished.

Bajdek stated 1167 Buttrick Ave, the location of proposed parcels 'B' & 'E', currently has an outbuilding without a primary structure (nonconforming use) and will be demolished once the private road is completed.

Bajdek stated 1191 Buttrick Ave, the location of proposed parcels 'A' & 'F', currently has a single-family dwelling on the proposed parcel 'A' which will remain. It does not meet the required 10-foot minimum side yard setback from the unchanged south property line.

Bajdek stated the Township's land division regulations include several standards that must be met with any land division. All standards in this proposed land division are met. Bajdek stated in regards to standard #4 as outlined in the Commissioner's staff memo, all lots shall have legal access to a public street and shall have the capability of being provided with safe vehicular access to a public road, including driveway sight distance sufficient to avoid public hazard. Bajdek stated the applicant has been in contact with the Kent County Road Commission regarding the private road entrance requirements from Buttrick Avenue. Subject to any Kent County Road Commission requirements being complied with, this standard is met.

Bajdek stated the properties are planned to be serviced by public sanitary sewer and private onsite wells.

Sanitary sewer will be provided to the properties by a new sanitary line beneath the planned private road. The new sewer main will be extended from the existing public sanitary sewer under Buttrick Avenue.

The site is in the Township's master-planned public utility service area, connecting the site to public water is not required by the Township at this time. However, if and when public water becomes available, the Township will require the subject properties to connect to it, through a recorded agreement as recommended in the conditions of approval.

Bajdek stated the lots and private road layout conform to all applicable zoning regulations and approval of the land division is recommended, subject to the conditions as outlined in the staff memo.

Staff and Commission discussed the recommendations. It was moved by Carter, supported by Burton, to approve the land division plan as recommended, subject to the following 8 conditions:

1. A Township Private Road Permit application, complying with Kent County Road Commission driveway access requirements, shall be submitted and issued, prior to the recording of the land division.
2. Required private road and driveway access improvements shall be completed prior to issuance of occupancy permits on Lots B, D, E, and F.
3. Township and Michigan EGLE permits for extension of the public sewer main shall be issued prior to installation of the sewer main.
4. The sanitary sewer extension shall be completed and accepted by the Township, or a financial guarantee for its completion in a form and amount acceptable to the Township Utility Director shall be provided, prior to issuance of any building permits.
5. The demolition of all existing accessory buildings within 30 days of the private road being completed.
6. A stormwater permit application shall be submitted and a permit issued by the Township, in compliance with the stormwater ordinance, prior to the construction of any site improvements.
7. A written agreement between the applicant/developer and the Township under which the applicant/developer agrees 1) to connect to public water service if and when it becomes available to the property, 2) to vote yes on any special assessment district in connection with public water service to the property, and 3) pay all fees related to connection. This agreement must be in recordable form and recorded with the Kent County Register of Deeds prior to issuance of the first occupancy permit, and binding on future owners of the property.
8. Sole driveway access for Parcel 'B' shall not be from the private road.

VIII. COMMISSION MEMBER/STAFF REPORTS - None

IX. PUBLIC COMMENT - None

X. ADJOURNMENT - Meeting adjourned at 7:53 p.m.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk