



**ADA TOWNSHIP PLANNING COMMISSION
MINUTES OF THE MEETING OCTOBER 17, 2024, REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, October 17, 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, Cooper-Surma, Jacobs, Kluting, Korth, Moyer, VanderVennen
Members Absent: 0
Staff Present: Bajdek, Buckley, Said, Suchy
Others Present: 4

III. APPROVAL OF AGENDA

Moved by Kluting, supported by VanderVennen, to approve the agenda as amended. Motion carried.

IV. APPROVAL OF MINUTES OF SEPTEMBER 19, 2024, REGULAR MEETING

Moved by Jacobs, supported by Moyer, to approve the September 19, 2024, Regular Meeting as presented. Motion carried.

V. PUBLIC HEARING - none

VI. UNFINISHED BUSINESS - none

VII. NEW BUSINESS

- 1. Land Division of a platted lot creating 2 parcels in the VR Zoning District, Citizens Plat of the Village of Ada, Applicant Joel Harner, 7172 Thornapple River Drive SE, Property owner Dan and Sherrill Gardiner, Parcel No. 41-15-33-230-002**

Joel Harner, builder with Let Us, Inc., represents owners Dan & Sherrill Gardiner at 7172 Thornapple River Drive. Mr. Harner said he is proposing to take an existing, non-conforming lot and split into two equal single family home lots.

Planner/Zoning Administrator Bajdek confirmed that the applicant proposes to divide the subject property into two separate parcels to allow for the construction of two new single-family homes, and the existing home is planned to be demolished.

Bajdek explained that both parcels are to be approximately 10,349 sq. ft., which is greater than the maximum permitted lot area of 10,000 sq. ft., however, lot area variances were granted by the Zoning Board of Appeals (ZBA) on October 01, 2024.

Bajdek said the proposed properties will be required to connect to existing water and sewer utilities and will be subject to all applicable Township requirements for new development. In addition to the zoning lot area requirements noted above, the parcels will be required to meet the other applicable Zoning Ordinance regulations.

Bajdek noted, for the record, the applicant and all future property owners/developers/interested parties are so informed that Staff would not support any future variance requests to placement (*setback*) requirements for these lots, as any unusual physical lot situations would be considered self-created hardships.

There was brief Planning Commission discussion regarding driveway curb cuts and the required setbacks for the parcels.

Moved by VanderVennen, supported by Jacobs, to approve the land division, subject to the proposed lots being indicated on professionally prepared survey drawing with associated legal descriptions, as well as building envelopes, prior to Staff signoff and approval.

Motion carried.

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

Mark Scobell, Architect with Dan Vos Construction, presented the request for a proposed addition (in addition to previous approved plan in March, 2024). He explained that it was determined when they were finalizing some of the process area in the first addition request, they would need additional space in the process part of the building (the south side of the building), as well as additional space for employees. Mr. Scobell went over the details on the square footage of the additional space vs. what was approved back in March.

Planning Director Said stated this proposal is a slight modification from the previous plan approval in March and he explained the changes and shift in square footage. Said noted that there were conditions the Planning Commission approved on the previous plan that remain in effect: stormwater storage system, the number of parking spaces, and the landscape plan.

There was Planning Commission discussion regarding the increase in staffing and shipping/delivery docks activity. Garrett Roseboom, Ada Valley Meats, explained the previous plan called for four shipping docks, but they determined that only two were needed.

Moved by Kluting, supported by Moyer, to approve the site plan review, subject to the following condition:

1. 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.

Motion carried.

VIII. COMMISSION MEMBER / STAFF REPORTS

1. Election of Planning Commission Chair

Korth explained that he would be leaving the Planning Commission and Chair position due to his presumed role as new Supervisor of the Township at the November election, and additionally Commissioner Jacobs will depart the Commission as Township Board liaison.

Said thanked Catherine Jacobs and Tom Korth for their service on the Planning Commission and stated that it has been a pleasure and an honor to work with each of them.

VanderVennen shared interest in the Chair position. It was moved by Moyer, supported by Kluting, to elect Rob VanderVennen as Chair of the Ada Township Planning Commission, effective at the November 21, 2024, meeting. Motion carried.

Angela Butterfield has agreed to remain the Vice Chair.

Kluting volunteered for the secretary position. It was moved by Moyer, supported by Jacobs, to elect Steve Kluting as Secretary of the Ada Township Planning Commission, effective at the November 21, 2024, meeting. Motion carried.

2. Michigan Planning Association Conference Recap

Said informed that Brent Bajdek, James Moyer and himself, attended the Michigan Planning Association Conference in Grand Rapids in September. They each shared a recap of their sessions.

Moyer shared the outline he prepared with a summary of his participation in MSU Citizen Planning Training Program (for citizens who are qualified to participate in local planning). He said it was an extremely enjoyable experience.

Said and Bajdek shared some of their take aways from the conference/sessions – code of ethics, housing challenges in West Michigan, zoning ordinance reorganization, tree buffers, and equity.

There was general discussion regarding the importance of a Planning Commissioner to educate themselves to know the rules and regulations/ordinances for fair and proper decision making/final outcome result.

X. PUBLIC COMMENT

Manager Suchy thanked Catherine and Tom for their service on the Planning Commission.

Suchy provided updates --

DDA Director, Haley Stichman, put in her resignation and will be leaving for a position at Kent County.

The Township Board scheduled a public hearing related to paving a portion of 3 Mile Road (Suchy informed details on the process). The public hearing is scheduled for December 9, 2024.

XI. ADJOURNMENT

Moved by Jacobs, supported by Kluting, to adjourn the meeting at 6:29 p.m. Motion carried.

Respectfully submitted,

Susan Burton, Ada Township Clerk

rs:eb