



## **ADA TOWNSHIP PLANNING COMMISSION MEETING MINUTES OF THE OCTOBER 20, 2022 REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, October 20, 2022 at 5:30 p.m., at the Ada Township Hall Assembly Room, 7330 Thornapple River Dr., Ada Michigan.

### **I. CALL TO ORDER**

Chair Korth called the meeting to order at 5:30 p.m.

### **II. ROLL CALL**

Members Present: Burton, Butterfield, Easter, Heglund, Korth, Moyer

Members Absent: Jacobs

Staff Present: Bajdek, Buckley, Moran, Said, Suchy

Others Present: 7

### **III. APPROVAL OF AGENDA**

Moved by Easter, supported by Burton, to approve the agenda as presented. Motion carried.

### **IV. APPROVAL OF MINUTES OF THE SEPTEMBER 15, 2022, REGULAR MEETING**

*Heglund arrived meeting at 5:31 p.m.*

Moved by Easter, supported by Moyer, to approve the September 15, 2022, minutes as presented. Motion carried.

### **V. PUBLIC HEARING**

### **VI. UNFINISHED BUSINESS - none**

### **VII. NEW BUSINESS**

- 1. Site Plan Review, Land Division Creating 2 Parcels from 1 Parcel in the VR/PVM District, Citizens Plat of the Village of Ada, 7235 Bradfield Street SE, Parcel No. 41-15-33-232-011, Steve Vanderveen; Property Owned by Covered Bridge Properties, LLC**

Commissioner Heglund explained that he was not related nor had any financial interest in this project but he has spoke with Mr. Vanderveen about some of his properties and Heglund said he could be fair and unbiased, but he would recuse himself if the other commissioners felt necessary. The commissioners concurred that it was unnecessary for Heglund to recuse himself.

Steve Vanderveen, Applicant, explained that he has owned the property for over 50 years and it was a double lot, but a single parcel on the tax roll, and was platted as two lots a long time ago. He said that his intent for the land division was to sell the vacant lot next door.

Korth discussed the criteria required for land divisions in Section 78-544 of the Zoning Ordinance, specifically item number 6 regarding building envelopes, and said we should be considering the context the way the ordinance was written and should have a building envelope to understand and predict what the future would look like for that property. Mr. Vanderveen explained that the original application submitted did have a conceptual building footprint in it.

The Commissioners discussed the process for obtaining a building envelope and the importance for the building envelope be provided on the survey/site plan. Said explained that the staff report included as a condition of approval that the applicant provide the building envelope on the survey/site plan, prior to the recording of the land division.

*Butterfield arrived meeting at 5:45 p.m.*

There was additional discussion on whether to approve this request with a condition that the building envelope be reflected properly on a site plan defining legal setbacks required by the ordinance, and the importance of maintaining the same process on other land division requests.

Moved by Moyer, supported by Easter, to approve the land division request subject to the condition that the building envelope be shown on the survey document. Motion carried.

**2. Site Plan Review, Land Division Creating 2 Parcels from 1 Parcel in the VR/PVM District, Citizens Plat of the Village of Ada, 590 River Street, Parcel No. 41-15-34-153-001, Jeremy Frost, River Street Ventures, LLC**

Bill Payne and Curt Visser, partners on this project, presented their request for the land division. Mr. Payne referred to the previous request on the agenda, item number 1 land division, and said he believed they have met requirements for the building envelope and relative to the riparian rights, there would still be a requirement that he would need to submit.

Said clarified that it would be up to the Planning Commission whether they approve the land division request without showing the building envelope and the riparian information or the decision could be tabled until the required information be added prior to the November 15 meeting.

Mr. Visser said that he has obtained necessary information and was prepared to submit it to include in the application.

Korth read through the criteria required for land divisions in Section 78-544 in the Zoning Ordinance, specifically item number 6c regarding building envelopes, "the natural visual qualities of the township," and said he did not believe that the importance of the covered bridge would be considered a natural visual quality of the township. He said he was not comfortable with the traditional township setback adjacent to the path that leads to the covered bridge. Korth said he would like to see what is going to be built there, how will it fit on the property, and what/how it

was going to visually relate to the covered bridge to preserve the character of the plan.

There was discussion between the applicant, Planning Commission, and Staff regarding the lot size and being zoned VR and what setbacks would be possible, whether the applicant work on a building envelope that would fit the character of the lot, the riparian protection ordinance, their shared concern of keeping the view and sense of space and presence of the bridge, and possibly tabling a decision to have the applicant provide footprint information.

Mr. Payne explained that they have more detailed visuals of what they envision the street to look like with classic Ada homes and he said they were more than happy to come back to the Commission in November with all the documents required to obtain their land division request.

Moved by Easter, supported by Burton, to table the request until the November meeting allowing the applicant to submit the documents required. Motion carried.

**3. PUD Pre-Application Conference, Proposal for expansion and amendment of an existing PUD for a commercial warehouse/self-storage facility (The Caves) to contain a total of 33 units in 17 buildings (existing and proposed) on a total of +/- 6.75 acres in the I Industrial District, 4900 and 4920 Fulton, The Caves LLC, Tom Reed**

Korth explained that he was a tenant of one of the units at the Caves and said he didn't think it had any bearing on his thinking about this location, but he left it up to the Commission to decide if there was a conflict of interest. The Commissioners concurred there was no conflict of interest.

Tom Reed, representing The Caves, stated that he had the opportunity to purchase additional property (formerly Anderson) and he would like to install additional storage at the 4920 Fulton Street location to be a commercial warehouse/storage facility. He proposed a revised layout from the previous PUD approval from 2017 explaining the number of current units vs. proposed units, total acreage, and noted that he was previously discouraged with the limited number of bathrooms allowed.

Mr. Reed addressed some of the items as cited in the staff report; the water and septic system, proposed septic field expansion, and the overhead doors facing Fulton. He said he sized the current system efficiently to handle the capacity and the Health Department was on board with the approval to expand the bathrooms, and he was requesting the Planning Commission to also approve the expansion of bathrooms.

Commissioner Easter stated that she was interested to rent one of the facilities at The Caves and had interest in the outcome of the project and asked if she needed to recuse herself. Township Manager Suchy said based on the limitations of conflict of interest, and that Easter had no financial gain to come of it, then it would not qualify as a conflict of interest.

There was extended discussion between the applicant and the Commissioners regarding the number of restrooms allowed (concern of well/septic-based system), the overall number of toilets vs. the total water use on the site, reviewed the waterflow/system capacity, reviewed the proposed layout of buildings and units, and the overhead doors facing Fulton Street (discussed other options possible, elevations, and visual screenings). The Planning Commission agreed with Staff's position on the overhead doors.

Reed thanked the Commissioners for their input and said he would make adjustments and work with the Planning staff to be able to submit a request for Preliminary PUD application.

### **VIII. COMMISSION MEMBER / STAFF REPORTS**

#### 1. Master Plan update presentation by Progressive AE.

Suzanne Shultz gave a slide presentation with an overview of where the Master Plan process is at. She discussed what a Master Plan was, the outline that guides where and how growth occurs, the timeline (almost half way through), the community involvement sessions and pop-up events, and said they were now in the process of developing the Planning framework.

Planning Director Said stated that the final approval would be by the Township Board by passing a Resolution to formalize their final approval of the Master Plan, as it is a policy document for the Township.

Said shared that public involvement has resulted in over 500 people participating in the Master Plan process. He complimented Suzanne and the Progressive AE staff and said he was very appreciative of their work.

### **IX. PUBLIC COMMENT**

Steve Ryan, 86 Carl Dr NE and Ada Township Utility Director, referred to the first agenda item for new business, the 7235 Bradfield Street NE land division request/approval. He informed the Planning Commission that there was no sanitary sewer on Bradfield Street in front of those lots and that there was no room for a drain field or septic.

The Commissioners thanked Mr. Ryan for providing the information and the Planning Staff would discuss with the applicant.

Said shared that there was on-line training available from the Michigan Association of Planning and that he would send the information to the Commissioners via email.

### **X. ADJOURNMENT**

Moved by Heglund, supported by Easter, to adjourn the meeting at 7:27 p.m. Motion carried.

Respectfully submitted,

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Jacqueline Smith, Ada Township Clerk

rs:eb