

**ADA TOWNSHIP PLANNING COMMISSION MEETING
MINUTES OF THE DECEMBER 16, 2021 REGULAR MEETING**

A regular meeting of the Ada Township Planning Commission was held on Thursday, December 16, 2021, at 7:00 p.m., at the Ada Township Hall, Assembly Room, 7330 Thornapple River Dr., Ada MI.

I. CALL TO ORDER

Chair, Korth, called the meeting to order at 7:00 p.m.

II. ROLL CALL

Present: Burton, Butterfield, Carter, Korth

Absent: Heglund, Jacobs, Easter

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

Others Present: 9

III. APPROVAL OF REVISED AGENDA

Korth suggested a slight change in the agenda; to move the Block C item from New Business to Unfinished Business. Moved by Carter, supported by Burton, to approve the revised agenda as discussed. Motion carried.

**IV. APPROVAL OF MINUTES OF THE NOVEMBER 18, 2021,
REGULAR MEETING**

Korth pointed out a small addition/clarification to page 3 of 5, 5th paragraph, regarding footprint sizes in the PVM District.

Moved by Carter, supported by Burton, to approve the revised minutes of the November 18, 2021, Regular Meeting. Motion carried.

**APPROVAL OF MINUTES OF THE NOVEMBER 29, 2021,
SPECIAL MEETING**

Moved by Carter, supported by Burton, to approve the minutes of the November 29, 2021, Special Meeting. Motion carried.

**APPROVAL OF MINUTES OF THE DECEMBER 3, 2021,
SPECIAL MEETING**

Bajdek mentioned there was a typographical error in the Public Comment section, which would be revised to read MDOT. Moved by Carter, supported by Burton, to approve the revised minutes of December 3, 2021, Special Meeting. Motion carried.

V. PUBLIC HEARING

1. Proposed Text Amendment to Section 78-544 regarding minimum lot sizes and widths associated when lot splits are done

Said stated that an effort was undertaken to correct what he felt was a discrepancy in minimum lot sizes and lot widths for when land splits were done. Said referred to the chart in the staff memo showing the different Zoning Districts and their Minimum Lot Sizes for the subject Zoning District vs. Minimum Lot Sizes allowable for a Land Division per Sec. 78-544 of the Zoning Ordinance.

Said explained that currently the minimum lot sizes were much different in the Land Division Section of the Zoning Ordinance from the actual minimum lot sizes stated in the Zoning District sections of the Zoning Ordinance, which is difficult and inconsistent with the intent of the particular zoning districts and what was trying to be achieved, a more rural setting, in those particular areas of the community.

Korth summarized Said's request and said that essentially the exceptions that created smaller parcels than the zoning would normally allow for, were being rectified through the proposed amendment.

Korth opened the public hearing at 7:21 p.m. There was no public comment and the public hearing was closed.

Moved by Carter, supported by Butterfield, to approve the Text Amendment as line item presented by the Planning Department in the draft staff memo. Motion carried.

VI. UNFINISHED BUSINESS

1. Block C Conceptual Master Plan

Korth gave a brief summary of the Block C Concept and the two special meetings that took place with the Planning Commissioners regarding the new concept for the overall Township Master Plan update. Korth referred to the drawing on the screen, prepared by Dixon, and said that was the result that the Planning Commission came to at the December 3rd Special Meeting.

Ken Dixon, Dixon Architecture, presented the development of the Block C Concept and said that it was in the same essence as Block A and Block B were also developed, encompassing the parking and buildings. Dixon described the details of the concept drawing and said he felt it was a great concept to help lead the future development.

Following brief discussion, the Commissioners were in favor of the Block C Conceptual Concept as presented. **It was moved by Carter, supported by Burton, to approve the Commission's efforts from the special meetings and make the Block C Concept drawing the official document that would make its way into the Township Master Plan update/exercise. Motion carried.**

2. Review of PVM District Development Plan, Construction of a 19,025 Sq. Ft. 2- and 3-Story Office Building, 7500 East Fulton Street, Parcel No. 41-15-34-102-012, Dixon Architecture on behalf of PDL Ventures, LLC

Ken Dixon, Dixon Architecture, presented details on the proposed construction of the 2- and 3-story building, a 19,025 sq. ft. facility for office use. Dixon said that since the last Planning

Commission meeting and the two special meetings on the Block C Concept, he was able to enhance not only the property at 7500 East Fulton but the future development of the surrounding properties.

Dixon explained the details of the updated/improved changes to the 7500 building plans; a designated greenspace area between Dr. Norman's building and the proposed building, sidewalk connectivity, tree preservation, alignment of driveways, and parking. Dixon said the plans were a definite improvement and he was very happy with where the plan was at, however, there were still 4 departures being requested: Maximum lot area, maximum lot width, minimum building frontage, and maximum front yard setback.

Said summarized the staff memo and mentioned a few items of concern that the updated proposal drawing of the 7500 building showed vs. the drawing recently approved for the Block C Concept; the sidewalk connectivity, the placement of easements, landscaping of the greenspace area and the dumpster location.

There was extended Commission discussion about the different dumpster locations & enclosures, current and future parking space opportunities, the deviation from maximum lot size, the details on grading issue of the greenspace area, the reconfiguration of the Fulton Street access, and the possibility of conditions of approval to have the applicant/property owners commit to at a later date.

Dixon and Jeremy Frost of PDL, said they were open to specific changes; possible areas for the relocation of the dumpster, additional public/private parking spaces, and easement access.

Moved by Carter, supported by Burton, to approve the construction of PVM District Development Plan for 7500 East Fulton Street, subject to and including the following findings and conditions as mentioned in the staff memo.

1. The Planning Commission hereby makes the following findings:
 - a. The proposed development plan, as modified by the conditions of approval listed below, requires the following "departures" from the standards of the PVM District, which are hereby approved:
 - 1) Sec. 78-476 (a): Maximum lot area (25,000 SF max. allowed; 38,651 SF proposed).
 - 2) Sec. 78-476 (a): Maximum lot width (250 feet allowed; 303 feet proposed).
 - 3) Sec. 78-476 (c): Minimum building frontage (90% required; 0% proposed).
 - 4) Sec. 78-476 (a): Maximum front yard setback: 10 feet allowed; 10.6 feet proposed (along Fulton).
 - b. The above departures result in a plan that complies with the spirit and intent of the PVM District to a greater degree than would be possible without approval of the departures.
 - c. The proposed alternative is consistent with the purpose and intent of the PVM District.
 - d. The proposed alternative, in comparison to conformance with PVM District standards, will not have a detrimental impact on adjacent property or the surrounding neighborhood.

- e. The proposed alternative is necessary and appropriate to accommodate a superior design of the proposed development.
2. The proposed development plan for a new 19,025 sq. ft. 2- and 3-story building is hereby approved, subject to the following conditions:
- a. The applicant shall provide lighting plans consistent with applicable requirements and shall obtain Township Staff approval prior to the issuance of any building permit. Any exterior building-mounted light fixtures shall be full-cutoff to control light emission, subject to approval by Township Staff prior to issuance of a building permit.
 - b. Prior to the issuance of a building permit, the applicant shall obtain Staff approval for revised landscape plans that are consistent with applicable requirements, and that indicate a tree protection area, with tree protection fencing, to be maintained around the existing trees during the entire construction process.
 - c. The applicant shall install sidewalks to the property line and provide corresponding easements, subject to staff approval, if and when installation of future walkways along Fulton Street and/or on adjacent properties to address the Block C Plan.
 - d. Except as modified in accordance with these conditions of approval, the building and site improvements shall be completed substantially as shown on the plan set titled "PDL 7500 Building", as follows:
 - 1) Existing Conditions and Demolition Plan Sheet C-201 (most recent revision dated 12/06/21).
 - 2) Site Layout Plan Sheet C-205 (most recent revision dated 12/06/21).
 - 3) Grading & S.E.S.C. Plan Sheet C-300 (most recent revision dated 12/06/21).
 - 4) Utility Plan Sheet C-400 (most recent revision dated 12/06/21).
 - 5) Landscape Plan Sheet L-201 (most recent revision dated 12/06/21).
 - 6) Floor Plans Sheets A2.1, A2.2, and A2.3, and Exterior Elevations Sheet A4.1, all with most recent revision date of 12/8/21.
 - e. The applicant agrees to install 4 additional parking stalls west of the building and relocate the dumpster enclosure, to a location that shall be subject to Township staff and Township engineer approval.
 - f. The applicant agrees to share the cost of funding for the reconfiguration of a driveway access to Fulton Street as permitted by MDOT.
 - g. The applicant, at their option, can designate 12 stalls along the front edge/south edge of the building for on-site parking only, and also at their option can increase the parking count from 32 to as many as 40, **in the parking bay west of the building.**

Motion carried by roll call vote 4-0, with 3 absent.

Devin Norman, 519, 515 & 517 Ada Drive, shared his thoughts in public comment. Norman thanked the Commission, and all the others involved for all their input and hard work. Norman referred to the Block C Plan and said that all the input that went into the concept was genius. Norman said that he's not excited about additional traffic and the egress was still a little sticky,

but the linear park/greenspace area was a home run. Norman still had a concern about the drainage and dumpster enclosures, but said he felt everyone involved was cognizant of them.

VII. NEW BUSINESS

1. Review of Draft RFP (Request for Proposals) for Comprehensive Master Plan Update

Said stated that the Township was prepared to embark on updating the Comprehensive Master Plan and that it would be a community wide Master Plan effort. The last time a full Master Plan was done was in 2007, with updates in 2011 and 2016. The plan opportunity would give the Township the chance to move forward and plan for the future/where we want to go next.

Said referred to the draft RFP and stated that he would like to send it out to Planning firms in early January.

There was Commission discussion on who the RFP would be sent to, the timeframe of the project (12-18 months), doing the initial interviews and the interview panel, public input, and the obligation to notify other local communities.

Said explained the process would be to form a sub-committee possibly meeting on a monthly basis to receive information, provide guidance and review progress, and to make recommendations to the project consultant.

VIII. COMMISSION MEMBER / STAFF REPORTS

Said mentioned a few topics for discussion at the next Planning Commission meeting on January 20, 2022, if no new project was presented, would be the Comprehensive Master Plan and a Zoning Ordinance update.

IX. PUBLIC COMMENT - none

Carter shared that he had heard from the Ada Business Association meeting that the Tinsel, Treats & Trollies event was a big hit and there was a lot of talk about Ada being such a wonderful, walkable village.

X. ADJOURNMENT

Moved by Butterfield, supported by Carter, to adjourn the meeting at 9:07 p.m. Motion carried.

Respectfully submitted,

Jacqueline Smith, Ada Township Clerk

rs:eb