

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 2, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Longcore, Adams, Knoper, Schut, Zuniga, Zeinstra
Absent: Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information:
4. Motion by Zeinstra to table the approval of the December 4, 2017 due to the fact that they were not provided in the packet. Seconded by Knoper. **Approved 6-0**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 6-0**
6. Public Comments for *non-public hearing items*: None
7. Public Hearing:
8. Site Plan Review:
 - A. Kleinjans 48th Avenue and Rich Street Project
 - Modification of site plan to construct three (3) 12,000 square foot industrial incubator buildingsSteve Witte from Nederveld introduced the proposed changes to the previously approved plan.
Planner Ransford reviewed his memo regarding the changes to this project.
Commissioners discussed easements and possible documents regarding the maintenance of shared areas.
Motion by Zeinstra to approve this site plan with the four (4) remaining requirements from the previous approval on Nov. 6, 2017 listed as follows:
 1. The required landscaping along the north property line is deferred until that property is developed.
 2. That the sidewalk along Rich Street is deferred until the sidewalk is brought to the west property line.
 3. That necessary easements and access documents are provided prior to construction for storm water cross access and the cellular tower.
 4. That the Township Engineer approve the final plans.Seconded by Schut. **Approved 6-0**
9. Old Business:
10. New Business:
 - A. 2017 Annual Report
Planner Ransford presented the 2017 Annual Report.

Motion by Zeinstra to approve the 2017 Annual Report of the Planning Commission. Seconded by Knoper. **Approved 6-0**

B. 2018 Meeting Schedule

Motion by Schut to approve the proposed 2018 Planning Commission meeting dates. Seconded by Knoper. **Approved 6-0**

C. 2018 Work Program

Commissioners discussed when the Master Plan needed to be reviewed, and directed Planner Ransford to put it on the Work Program for 2018.

Commissioners directed Planner Ransford to strike items 8, 9, and 12 from the list. Also item number 7 has been completed.

Commissioners directed Planner Ransford to move number 7 from the *Master Plan List for Revising the Zoning Ordinance* into the Work Program list.

Commissioner Knoper suggested the commission discuss re-examine dumpster enclosures requirements. Commissioners directed Planner Ransford to add this to the Work Program list.

Planner Ransford will work on a revised list for next meeting.

D. Election of Officers

Chairman – Longcore

Vice-Chairman – Schut

Secretary – Zuniga

11. Public Comments: None
12. Township Board Reports: Commissioner Zeinstra will check on the remainder of the laptops for the Commissioners. Also the PUD amendment is in front of the Township Board and should be voted on at the next meeting.
13. Commissioner and Staff Comments: None
14. Adjourn

Next meeting January 15, 2018 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 15, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Schut, Adams, Knoper, Zeinstra, Zuniga

Absent: Kleinjans

Staff Present: Planner Greg Ransford

3. Received for Information:

Hard copies of ordinance updates

4. Motion by Schut to remove the Approval of the December 4, 2017 Planning Commission Minutes from the table. Seconded by Knoper. **Approved 6-0**

Motion by Schut to approve the December 4, 2017 Planning Commission Minutes as presented. Seconded by Zeinstra. **Approved 6-0**

5. Motion by Zeinstra to approve the January 2, 2018 Planning Commission Minutes as presented. Seconded by Schut. **Approved 6-0**

6. Motion by Longcore to approve of the Agenda as presented. Seconded by Zuniga. **Approved 6-0**

7. Public Comments for *non-public hearing item*: None

8. Public Hearings:

9. Site Plan Review:

10. Old Business:

A. 2018 Work Program

Commissioners discussed the proposed Work Program and decided that they needed to work on the prioritizing the list before they could approve it, so they moved on to the next item in the agenda which was *Work Program Priorities*.

11. New Business:

A. Work Program Priorities

Commissioners directed Planner Ransford to create a list of amendments that have been recommended by the Planning Commission to the Township Board, but the Board has denied or not acted upon. They directed him to go back as far as 2013.

Commissioners discussed the priorities and directed Planner Ransford to move Items 1, 3, 6, 13, 11, and 12 to the top of the list in that order.

Motion by Zeinstra to approve the 2018 Work Program as revised. Seconded by Knoper.

Approved 6-0

12. Public Comments: None

13. Township Board Reports:

The rest of the laptops were not ordered, so they will be looking for new deals and options of laptops to order for the Commissioners.

14. Commissioner and Staff Comments:

Planner Ransford brought a question about landscaping that a possible future applicant asked him. Commissioners discussed current requirements.

15. Meeting adjourned at 8:28 p.m.

Next meeting February 5, 2018 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

February 5, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order

2. Roll Call:

Present: Longcore, Adams, Kleinjans, Knoper, Schut, Zeinstra, Zuniga

Absent: None

Staff Present: Planner Greg Ransford

3. Received for Information:

4. Motion by Kleinjans to approve the January 15, 2018 Planning Commission Minutes as presented.
Seconded by Schut. **Approved 7-0**

5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 7-0**

6. Public Comments for *non-public hearing item*: None

7. Public Hearings:

8. Site Plan Review:

9. Old Business:

10. New Business:

- A. Arby's – Allendale Crossings Planned Unit Development – Final Development Plan
Ken Knuckles with Development Management Group introduced the project.

Planner Ransford reviewed his memorandum.

One of the owners of the property spoke as to some of the history of the PUD and the reasoning of the current plans.

Commissioners discussed the size of the lot and if they would allow the acreage to be under the one (1) acre minimum requirement for drive-thru restaurants and also the frontage to be below the required 200 feet. They are given the ability to approve those under the Allendale Crossings PUD Ordinance. It was decided that they would allow the smaller lot size and frontage for this project based on the past approvals of Taco Bell and Tim Hortons which had similar area parcels.

Commissioners discussed the snow removal plan with the applicant and options for moving landscaping to have a place to push the snow.

Commissioners directed Planner Ransford to set the date for the Public Hearing as March 5, 2018. Provided that the applicant revises the plans as directed:

- Pushing snow to the north added along with agreement for that plan, or moving the hedge on the south side of the property so snow could be pushed between the parking lot and landscaping.
- Squaring away the dumpster openings, double checking the bollards and ensuring that the gates meet the requirements of the ordinance.

- Ensure ADA compliance and review the grading of the site.

B. McDonald's – (Edgewater Business Park) Unnamed Planned Unit Development – Final Development Plan, Major Amendment

Josh Manion with Progressive AE introduced the proposed Amendments to the PUD.

Planner Ransford reviewed his memorandum concerning the project.

Commissioners discussed deferring the sidewalk on Edgewater Dr. They also discussed landscaping requirements and the hedge required where there is parking facing the road.

Commissioners discussed the roof top equipment and the requirement to screen that equipment on all sides and also discussed the dumpster enclosures.

Commissioners directed the applicant to dress up the east side of the building since the building is on a corner lot it has two (2) fronts, and the commissioners would like to see the Edgewater side look a little bit more like the front of the building and not the side. Commissioners directed the applicant to install the remaining required landscaping except that the parking areas adjacent to the road could replace the required hedge with alternative landscaping that softens the parking areas; widen the one-way apron for the enter/exit and remove the westernmost drive, if permitted by the Michigan Department of Transportation; update all deficient light fixtures and provide compliant photometrics; update the dumpster enclosure to comply with the Zoning Ordinance; and establish an easement and related reciprocal document to the west property in the appropriate location.

Commissioners directed Planner Ransford to set the Public Hearing for the next available date after he receives the plans and finds them satisfactory with the directions provided to the applicant.

C. Fleis & VandenBrink Memorandum – Zoning Ordinance and Subdivision Ordinance

Commissioners discussed the proposed changes to the Subdivision Ordinance.

Commissioners would like to have Jon Currier or Bruce Pindzia come to a meeting to explain some of the reasoning behind what was proposed. They also directed Planner Ransford to provide the Fire Chief, Mike Keefe, with the memorandum from Fleis & VandenBrink so that he can review and provide input as to the Fire Department's requirements for allowing building to commence with roads that are not fully constructed.

11. Public Comments: None

12. Township Board Reports:
Board approved the PUD revisions.

13. Commissioner and Staff Comments: None

14. Meeting adjourned at 9:30 p.m.

Next meeting February 19, 2018 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of Meeting held February 19, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order
2. Roll Call:
Present: Longcore, Schut, Adams, Knoper, Zeinstra, Zuniga
Absent: Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information: None
4. Motion by Schut to approve the February 5, 2018 Planning Commission Minutes with amendment of item 10 (A) to include reference of allowance of smaller lot size and frontage for this project because it is similar to that area provided for Taco Bell and Tim Horton. Seconded by Zeinstra. **Approved 6-0.**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zuniga. **Approved 6-0.**
6. Public Comments for *non-public hearing items*: None
7. Public Hearings: None
8. Allendale Pubic Schools Early Childhood Center Site Plan Review:

Mitchell Feria of GMB Architecture reviewed the site plan for the Allendale Public Schools Early Childhood Center. Planner Ransford noted the site plan aligns with the goals of the Path and Greenway Master Plan within the Master Plan. The Commissioners questioned APS representatives present at the meeting on several aspects of the site plan including:

- **Pedestrian circulation:** The lack of opportunity for pedestrian circulation via sidewalk planning was noted throughout the discussion, as well as the need for the placement of crosswalks on Pierce Avenue. The lack of pedestrian accommodation from the western neighborhood areas was also noted.
- **New road:** Discussion was heard on the planned new road depicted on the site plan. The Commission heard comment on the number of children attending the new facility, and the number of buses needed to service the new and current student populations.
- **Dumpster and receiving area:** Concern was expressed for the size, placement, and potential lack of screening of the dumpster area, noting it could be viewed from the Middle School and Learning Lane. Questions were fielded by APS representatives on the current plan for garbage trucks to back down Learning Lane while servicing the area, due to lack of sufficient turnaround space, creating a potential safety and traffic hazard.

- **Removal of access road to Middle School:** Vigorous comment from the Commissioners was heard concerning the removal of the road currently in place in front of the Middle School that leads to Learning Lane. Discussion touched on the potential for greater traffic congestion and safety hazard if the road is removed.
- **Traffic light at 68th Avenue and Pierce Street:** Discussion concerning the lack of a traffic study and planning and funding for a traffic light at 68th Avenue and Pierce Street was heard. Representatives from APS noted funds from the bond proposal could not be used to contribute to the installation of a traffic light at that intersection. The Commissioners expressed concern that the Early Childhood Center would be built without addressing the cost and necessity of the signal light to regulate the flow of traffic on 68th Avenue.
- **Accommodation for growth:** The Commissioners expressed concern that the site plan and facility are situated and constructed in order to accommodate near future growth and best use of the land parcel. Each wing of the Early Childhood Center can accommodate construction of four additional classrooms.
- **Early Childhood Center parking lot:** Discussion was had concerning the size of the lot and its use for staff, parent parking for pick-up, special events, and after-school activities such as Rocket Football.

9. Old Business:

A. 2018 Work Program

Commissioners reviewed a list prepared by Planner Ransford of Zoning Ordinance amendments recommended by the Planning Commission but denied by the Township Board.

Commissioners discussed the amendments and directed Planner Ransford to conduct further review of Nos. 1, 2, 4, and 6. Planner Ransford noted that he has not heard back from the Fire Department regarding the Subdivision and Zoning Ordinance memorandum from the township engineer.

B. New Business: None

C. Public Comments: None

D. Township Board Reports: None

E. Commissioner and Staff Comments:

There is a water and sewer resource meeting on Thursday, February 22, 2018. It is anticipated that there will be discussion of wells in Ottawa County, and the possible future need for municipal water service to subdivisions, in lieu of additional wells.

F. Meeting adjourned at 8:39 PM.

Next meeting March 5, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of Meeting held March 5, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order
2. Roll Call:
Present: Longcore, Schut, Adams, Knoper, Zuniga
Absent: Kleinjans, Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information: None
4. Motion by Schut to approve the February 19, 2019 Planning Commission Minutes as presented. Seconded by Zuniga. **Approved 5-0.**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Schut. **Approved 5-0.**
6. Public comments for *non-public hearing items*: None
7. Public Hearings:
Arby's Final Development Plan—Allendale Crossings Planned Unit Development

Representing the property owner and developer, Mr. Ken Knuckles with DMG, LLC briefly reviewed the project and discussed corrections made at the earlier request of the Planning Commission. Mr. Knuckles also discussed the enlargement of the parcel to the north to capture property slated to be used as an internal roadway.

There were no public comments.

Motion by Schut to approve the PUD Final Site Plan of Arby's restaurant conditioned on inclusion of a snow removal agreement that allows for the storage of snow off-site on the north side of the property. Seconded by Knoper. **Approved 5-0.**
8. Site Plan Review: None
9. Old Business:
 - A. Commissioners discussed Zoning Ordinance amendments recommended by the Planning Commission but denied by the Township Board. These including language concerning a non-motorized pathway and the proposed Zoning Text Amendment Ordinance.

The Commissioners suggested the Parks and Recreation Committee re-engage the question of the location of a non-motorized pathway.

The Commissions directed Planner Ransford to return the proposed Article 9 Zoning Text Amendment Ordinance to the Township Board for a second reading, or such other process as needed to renew or review the proposed language.

- B. The Commissioners discussed a Memorandum from Fleis and VandenBrink concerning revisions to the Township Subdivision Ordinance and Zoning Ordinance. The Commissions directed Planner Ransford to recommend and draft language to revise each Ordinance.

10. New Business: None

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

A copy of an original zoning map of Allendale Township was offered and reviewed.

Brief discussion was held concerning the portability of the presenter microphone.

Planner Ransford noted representatives from McDonald's will attend the upcoming April 2, 2018 Planning Commission meeting to discuss their PUD Final Site Plan. Since the Final Site Plan includes a non-conformity that involves pavement that exceeds the desired setback by approximately three to four feet but does not involve a structure, the PUD Ordinance could be modified or Ransford is comfortable with the non-conformity remaining. Ransford sought the preference of the Commissioners. The Commissioners directed Planner Ransford to give the representatives the option to amend the PUD Ordinance to eliminate the non-conformities at this time or let them rest.

14. Meeting adjourned at 8:45 PM.

Next meeting March 19, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held March 19, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order
2. Roll Call:
Present: Adams, Knoper, Longcore, Schut, Zeinstra, Zuniga
Absent: Kleinjans
Staff Present: Planner Greg Ransford
3. Received for Information: A letter from the Crockery Township Planning Commission, dated February 6, 2018, was discussed by the Commissioners. Moving forward with their Township Master Plan, the Crockery Planning Commission invites comments from the Allendale Township Planning Commission. Planner Ransford was asked to monitor and report on Crockery Township planning developments as needed.
4. Motion by Knoper to approve the March 5, 2018 Planning Commission Minutes as presented. Seconded by Schut. **Approved 6-0.**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zeinstra. **Approved 6-0.**
6. Public comments for *non-public hearing items*: None
7. Public Hearings: None
8. Site Plan Review: None
9. Old Business: The Commissioners discussed proposed amendments to the Allendale Charter Township Zoning Ordinance and the Allendale Charter Township Subdivision Ordinance.

Mr. Jon Currier, with Allendale Public Works, was present to provide background for the Township.

Among discussion of the proposed amendments, revisions provided to Planner Ransford from the proposed language include:

- *Sec. 3.17 – Setbacks to Public Utilities:* Commissioners suggested inclusion of the word “residential” for clarification. Compliance from developers with this setback provision on previously approved projects will be sought if possible.

- *Section 21A.03 – General Regulations:* Commissioners clarified that reference to underground irrigation applies to commercial interests, not to residential property. The Commissioners determined a clear space of not less than five (5) feet is needed around fire hydrants and other public utility features.
- *Front Yard Landscaping:* The Commissions discussed the addition of two (2) ornamental trees for lots subject to site plan review.
- *Section 5.3 – Required Improvements:* The Commissioners discussed and directed Planner Ransford to clarify the authority for guidance on curb and gutter construction. A suggestion included “Curb and gutter are required and shall be constructed in accordance with the standards and specifications adopted by the Ottawa County Road Commission.”
- *Street Trees:* The Commissioners noted the size of trees at maturity should be calculated to ensure alignment with zoning requirements.

10. New Business: None

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

In response to the query about the non-motorized pathway, the Parks and Recreation Committee will review and discuss the issue in an upcoming meeting in approximately two months. Concurrently, Township Supervisor Adam Elenbaas has indicated via correspondence that the scope and area of the matter is changing, due to new developments.

Planner Ransford reported that he had received a recommendation from the township legal counsel and Supervisor Elenbaas that the process concerning the proposed Article 9 Zoning Text Amendment Ordinance should be restarted given the length of time between its proposal and now.

Planner Randsford advanced a question from a potential business occupant, Wendy’s, concerning the corner of 48th Avenue and Lake Michigan Drive. Representatives of the franchise questioned whether additional parking is required if outdoor seating was provided. The Commissioners indicated, within reason, more parking spaces would not be required if outdoor seating was provided.

14. Meeting adjourned at 9:25 PM.

Next meeting April 2, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held April 2, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order
2. Roll Call:
Present: Adams, Knoper, Longcore, Schut, Zuniga
Absent: Kleinjans, Zeinstra
Staff Present: Planner Greg Ransford
3. Received for Information: None
4. Motion by Schut to approve the March 19, 2018 Planning Commission Minutes as presented. Seconded by Adams. **Approved 5-0.**
5. Motion by Longcore to approve the Agenda as presented. Seconded by Zuniga. **Approved 5-0.**
6. Public comments for *non-public hearing items*: None
7. Public Hearings: Representative Josh Manion summarized the scope of the McDonald's Final Planned Unit Development Site Plan in Edgewater Business Park. Upon request of the Commissioners, Planner Ransford provided comment on the project as per his March 27, 2018 Memorandum.

Chairperson Longcore opened the public hearing.

Given the opportunity to comment, no public remarks were made.

Chairperson Longcore closed the public hearing.

Discussion occurred between the Commissioners, Planner Ransford, and representatives from McDonald's.

Motion by Adams, seconded by Schut to approve resolution for the McDonald's Final Planned Unit Development Site Plan, with approval of the proposed sidewalk with corrected slopes, a condition to show connection of the future sidewalk to Lake Michigan Drive on the site plan, approval to maintain employee access to the dumpster, and approval to maintain existing access to Lake Michigan Drive. **Approved 5-0.**

8. Site Plan Review: None

9. Old Business: Curtis Moran outlined the Trader's View Site Condominium and Private Road Application. Noting new ordinance language concerning curb and gutters, Mr. Moran requested guidance from the Planning Commission on options available to the project given its advanced planning stage.

The Commissioners discussed curb and gutter requirements as well as the provenance of the ordinance language. The Commissioners also discussed options potentially available to Mr. Moran, including a variance and standards for the project to apply for designation as a Planned Unit Development (PUD).

Additionally, the Commissioners discussed the questionable water quality in that area of the Township, the dissipation of the aquifer, and the overall poor water quality available for new culinary wells. A recommendation for a deed restriction on property in the Trader's View Site development to pay for water and sewer frontage pipe as needed was discussed.

After further discussion of project nonconformities related to storm water management and drainage, the Commissioners concluded their comments on the project.

10. New Business: None
11. Public Comments: None
12. Township Board Reports: None
13. Commissioner and Staff Comments:

Planner Ransford advanced a question from Lighthouse Church concerning the number and location of islands in their planned parking lot. For ease of snowplowing, Lighthouse Church requested removal of some or all of the parking islands. Upon discussion, the Commissioners directed that the landscaping and islands should remain as originally approved.

14. Meeting adjourned at 8:49 PM.

Next meeting April 16, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held April 16, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjans Knoper, Longcore, Schut, Zuniga

Absent: Zeinstra

Staff Present: Planner Greg Ransford

3. Received for Information: A letter dated April 4, 2018 was received from Blendon Township providing notice of approval of their Master Plan. Planner Ransford will continue to monitor as needed.

Chairman Longcore noted two letters from a resident concerning the Trader's View Site development were also received after the April 16, 2018 Planning Commission packet was distributed.

4. Motion by Kleinjans to approve the April 2, 2018 Planning Commission Minutes as presented.
Seconded by Schut. **Approved 6-0.**

5. Motion by Longcore to approve the Agenda as presented. Seconded by Zuniga. **Approved 6-0.**

6. Public comments for *non-public hearing items*: None

7. Public Hearings: Trader's View Site Condominium and Private Road Application

Mr. Rob Berends with Nederveld Engineering summarized the Trader's View Site Condominium and Private Road Application.

Planner Ransford contributed to the summary, noting the status and history of the approval of the project now before the Planning Commission.

Chairperson Longcore opened the public hearing.

Comment was heard from members of the public including:

Mr. Jay Knoper voiced concern about the impact of the project on water quality and water quantity in the area. Citing a 2012 water quality study from Michigan State University (MSU), Mr. Knoper stated that the volume of water available from the area aquifer is already diminishing. The addition of approximately 52 more wells, as anticipated by the Trader's View development, will likely exhaust that receding water supply. Mr. Knoper evoked another development in Allendale, Highland Trails, as a cautionary tale of an overbuilt residential development that experienced groundwater depletion before the development was completed.

Mr. Knoper described the long-term ownership of his property, and its use for hunting. He requested a setback or lot adjustments from the developer in order to retain full use of his property while remaining compliant with setback regulations imposed for hunting. Mr. Knoper requested relocation of the access

trail currently shown near his lot line. As well, Mr. Knoper requests the developer pay for and install a fence to deter trespassers onto his property. Noting that hunting season lasts more than half of each year, Mr. Knoper remarked, "This is not a piece of dirt, this is my home."

Mr. Scott Drier echoed the water concerns expressed by Mr. Knoper. He wonders what will happen when his well dries up. Mr. Drier feels with 52 more wells, that water and sewer are a big concern. He also believes traffic from the development on the road will be excessive and it concerns him.

Next, Ms. Karen Guzicki expressed four concerns about the development, including:

- Density: Ms. Guzicki noted the area is zoned as agricultural and rural in order to provide opportunity for single family dwellings while leaving space for agricultural use. She noted the development, as planned, increases the density of the area in excess of that intention and what is called for on the Township Master Plan.
- Streetlights and lighting: Ms. Guzicki feels the addition of lighting and fixtures for 52 homes will create a pool of light that takes away from the quiet reserved quality of the existing environment. She believes the lighting introduced by the development is incompatible with zoning in the area.
- Ingress and egress: Ms. Guzicki believes additional access points are needed for the development. With only one road for 52 properties, she believes the traffic could be a nightmare and an additional outlet/inlet is needed.
- Water and sewer: Joining with previous commenters, Ms. Guzicki referred to a history of Allendale wells going dry, reaching back to 2009. She also referred to the MSU study, noting the report indicated that the area water table fell 11 feet between 2000 and 2010. She believes an additional study was recommended but was unable to locate it for this meeting. Ms. Guzicki joins her neighbors in expressing concern about the impact of this development on the quality and quantity of water in the area.

Originally moving from a subdivision in Jenison, Mr. Jack DeGlopper said he had lived in the area for 10 years. He moved to this neighborhood because he and his family were attracted by the rural setting. Mr. DeGlopper's stated concerns about the development include 52 sites, one ingress and egress, excessive traffic, the added strain on the water and sewer, and the lack of effort to keep with the style and character of the location. He felt there should be fewer homes, more access points, and real concern for the water problem.

Mr. Don Postema, also a resident in the area of the development, expressed concern for the safety of his children. While they are able to play and enjoy their property privately at present, a road that brings several hundred cars by each day is too much traffic. Mr. Postema joins with his neighbors to emphasize the water and well problems, and too few traffic access points.

Another resident attracted to the area for its view and rural country setting, Mr. Marc Gereaux, said he had moved here because Allendale seemed like a good school district and a setting where he and his wife wanted to raise a family. In addition, Mr. Gereaux explained he purchased his property to train bird dogs, which requires the discharge of guns on his property. He feels the development may require him to move because the resulting restrictions on firing a gun would prohibit his discharge of firearms in pursuit of this endeavor. As well, Mr. Gereaux invested in an in-ground pool last year and is troubled that notification was not sent out earlier to alert residents of the change in potential land use.

Mr. Mark Guzicki, also a neighbor, commented that he read the April 2, 2018 Planning Commission Minutes about a proposed deed restriction for water and sewer. Mr. Guzicki pointed out that the water

and sewer problem is “not if, but when.” He posed the question of “who will pay for that,” and believes the issue should be addressed now.

Adding to his earlier comments, Mr. Knoper asked Commissioners about protection for homeowners who currently have wells. Mr. Knoper feels some assurance is needed about the water use and source for the proposed development. He emphasized it happened in Highland Trails, and it is not just quantity but quality of water. Mr. Knoper seeks some assurance that existing residents of the area are going to be taken care of.

There being no further comments, Chairperson Longcore closed the public hearing.

The Commissioners extensively discussed the issue of water quality, quantity, and the added strain to the aquifer likely to occur if the development proceeds as planned.

It was noted that the Township would not be financially responsible for the cost should water and sewer be required in the area of the development. Concern was expressed that the line to the property is low-pressure, and although it would deliver water, all residents in the area would probably still need to purchase and install a pump.

Mr. Berends noted that if the city water line is extended, each home will also need to be fitted for a future high-pressure line. Mr. Berends noted the developer would pay to run the line to the development and agreed to deed restrictions requiring homeowners pay for the water and sewer extension to their property.

In the meantime, each prospective homeowner will also need to pay approximately \$8,000 to install a 150 foot well. Mr. Berends said final approval has not yet been received from the Health Department and additional water testing is needed.

When questioned by the Commissioners concerning the likelihood that the well water of current property owners would be depleted before the wells in the new development, Mr. Berends stated he “had no answer.” He noted the development had lawfully proceeded through the approval process and is meeting state requirements.

A discussion between the Commissioners and Mr. Berends ensued concerning the hunting setback issue expressed by Mr. Knoper. Mr. Berends noted the houses adjacent to the property of Mr. Knoper will be built on top of a ridge with a 20-foot drop in grade. With a 10-foot setback from the wetland also required, Mr. Curtis Moran with Trader’s View stated the regulated setback for hunting was “as good as guaranteed.”

Substantial conversation was held concerning the access trail currently located close to the property of Mr. Knoper. Mr. Berends stated throughout that he doubted the access trail would be used. The Commissioners discussed access to the river by residents and expressed concern that location of the access trail would cause users to stray onto Mr. Knoper’s property. Questions were asked about options including relocation of the access to a stairway down to the river or an elevated walkway.

The Commissioners noted that ordinance and the Master Deed indicate the need for maintenance of the rural character of the area. Concern was expressed about whether this development, in density and design, supports the integrity of that rural character.

To the issue of rural character, the Commissioners commented the only open space is the floodplain. The lot density allows for no other open space, which detracts from the environment and lifestyle created by those already living in the area. On the question of a traffic study, it was felt that Ottawa County would find the road will handle the anticipated traffic. Mr. Berends stated the plan meets the zoning ordinance for lot sizes.

Discussion was held between Mr. Moran and the Commissioners concerning lot costs, with the potential cost for some sites with a river view to sell for between \$750,000 and \$1 million once a house was built on the property.

The Commissioners identified areas of concern including the water quality and quantity in the area, the fact that the development does not meet the requirement for rural character and requires redesign, and the lack of open space throughout the development. While Mr. Berends noted the floodplain is an open space, the Commissioners noted it is not an open space if it cannot be accessed.

In addition to these concerns, the Commissioners expressed a desire to see the language of the restrictive covenants that will be required of future homeowners. The Commissioners noted their significant concern for the present and future impact of this development on the area.

Given these concerns and data still to be provided from water testing, it was suggested the matter be tabled until more information is available and the concerns expressed by the Commissioners are addressed.

Motion by Knoper to table the Trader's View Site Condominium and Private Road Application to receive evidence of approval from the Ottawa County Health Department, to allow the applicant the opportunity to address rural character, provide a traffic assessment, provide building envelopes on the plan, and provide for more accessible open space. Seconded by Schut. **Approved 6-0.**

Mr. Berends noted the developers would return with an adjusted plan.

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Ottawa County Road Commission Booster Station / Cursory review

As a courtesy, Mr. Pat Staskiewiz with the Ottawa County Road Commission (OCRC) provided a summary of the plans of the OCRC to replace the current booster station located just north of Lake Michigan Drive at 60th Avenue with a new 2,140 square foot station. A start date is tentatively planned for late 2018.

The booster station provides water service to the City of Coopersville, Polkton Charter Township, and Allendale Charter Township.

Mr. Staskiewiz stated the OCRC plans that the facility will correspond with its surroundings by approximately matching the external color of the station to the nearby church, providing plantings, and appropriate fencing. The OCRC will remove the old booster station when the new facility is built. Lighting on the station will be installed with consideration for light leakage, and the facility will be

equipped with sensors so that the light is on as needed or as triggered. Mr. Staskiewicz emphasized a willingness to work with the Township and to return as needed to fine tune these details.

The Planning Commission suggested that it would be appreciate if the OCRC met the required landscaping for the use and prefer PVC fencing.

Planner Ransford noted he would transmit Township landscaping information to Mr. Staskiewicz.

B. Heritage Towne Square Planned Unit Development / Major Amendment inquiry to the allowed uses in the Planned Unit Development

Tim Johnson of MainStreet Planning Company on behalf of the Gillespie Group summarized the status of the project. Text amendments are sought that will allow residential apartments on the first floor of two existing and two future buildings within the project. Also, approval is sought to allow studio (efficiency) apartments and reduce the minimum sizes permitted in the Planned Unit Development Ordinance for one and two-bedroom apartments.

Mr. Johnson noted the occupancy of the two present buildings is approximately 100 percent, with individuals, families, and only a few students.

The Commissioners, Mr. Johnson, and Mr. Joe Hooker with the Gillespie Group, discussed unlet first floor space in the development. They also discussed commercial space, the demand in Allendale for affordable rental housing for non-student populations, and the desire of the parties to support the success of this mixed-use development.

The Commissioners expressed a lack of desire to see a reduction in the square footage of the apartments.

Indicating they were open to the idea of a percentage of first-floor space designed for non-commercial use, the Commissioners requested Mr. Johnson return with a colored preliminary sketch in order to better visualize requested changes on the first level. Mr. Johnson indicated they will return with a preliminary sketch to discuss with the Planning Commission prior to setting a public hearing.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Commissioner Knoper noted he will not be present at the next meeting.

Concern was raised regarding the need for enforcement at the corner of 68th Avenue and Fillmore.

14. Meeting adjourned at 9:36 PM.

Next meeting May 7, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held May 7, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjans, Longcore, Schut, Zeinstra, Zuniga

Absent: Knoper

Staff Present: Planner Greg Ransford

3. Received for Information: The Planning Commission received a plan depicting a snow removal area on the Allendale Crossings property being discussed for the Pearline Mini Storage facility.

4. Motion by Schut to approve the April 16, 2018 Planning Commission Minutes as amended. Seconded by Zuniga. **Approved 6-0.**

5. Motion by Longcore to approve the Agenda as presented. Seconded by Zeistra. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the non-public hearing comment period:

Mr. Joel DeVormer brought remarks to the Planning Commission on the Trader's View Site Condominium and Private Road Application. Mr. DeVormer was unable to attend the recent public hearing on the matter and owns property on 60th Avenue, close to the proposed development site.

Mr. DeVormer joins with his neighbors in their concern for the water and well issues, the noise, and the increased traffic in the area due to the large size of the development. In addition, Mr. DeVormer explained his concerns for other losses to the rural character of the area if a development of that size moves forward.

Mr. DeVormer purchased his property for its rural character. He and his family are privileged to enjoy deer, foxes, hawks, and other wildlife on and around his property which contribute to and illustrate rural character. The Trader's View development as promoted will cause wildlife to leave the area, create noise, dust, and traffic, and forever alter other amenities of the rural site, including adding to light pollution already so prevalent in suburban areas. Mr. DeVormer explained that he and his family enjoy dark sky night views unattainable in other areas. He has no doubt that the view and the rural character of the area will be washed out by the development.

Mr. DeVormer added that condominiums anticipated in the development destroy any kind of rural outlook. His family moved to the area to avoid subdivision living, and the higher prevalence of break-ins, lights, noise, and college students that come with larger developments. Mr. DeVormer noted that he is not opposed to a development, but he is opposed to a big one that destroys the rural character of the area as this one does.

There being no further comments, Chairperson Longcore closed the public comment period.

7. Public Hearings:

A. Zoning Ordinance Text Amendments

Planner Ransford summarized text amendments to the Allendale Charter Township Zoning Ordinance discussed in recent months by the Planning Commission.

Planner Ransford also reviewed and relayed to the Commissioners comments received from counsel concerning the text amendments.

Chairperson Longcore opened the public hearing.

There being no public comments, Chairperson Longcore closed the public hearing.

The Commissioners briefly discussed recommendations by counsel concerning use of language such as “feet” and “foot.”

Motion by Schut to recommend to the Township Board the text amendments to the Allendale Charter Township Zoning Ordinance, subject to revisions and clarification on language recommended by counsel. Seconded by Adams. **Approved 6-0.**

B. Subdivision Ordinance Text Amendments

Planner Ransford noted that the text amendments to the Subdivision Ordinance are not required to be scheduled for a public hearing. In the interest of transparency, Chairman Longcore directed the Text Amendment Ordinance and appropriate sections of the Allendale Charter Township Subdivision Ordinance be presented at this meeting.

Motion by Schut to recommend approval of Subdivision Ordinance Text Amendments. Seconded by Adams. **Approved 6-0.**

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Life EMS Conditional Rezoning Site Plan – cursory Review

Mr. Mark Meijer, with Life EMS Ambulance, summarized the history of the business, its service to Allendale and other local areas, and its current leased space by the Spectrum facility near 48th Avenue in Allendale.

Mr. Meijer seeks an adequate fixed station with two ambulance bays. Mr. Meijer provided images to Commissioners of the Life EMS Scottville facility (East of Ludington, Michigan) that depicts the look and feel of their proposed facility. The station would include two bunk rooms with two people staffing the station in 24-hour shifts.

Mr. Kevin Eidson accompanied Mr. Meijer in his presentation and site review. Mr. Eidson reviewed the site plan for the Commissioners.

Mr. Eidson reviewed areas where a potential variance would be sought including lot size, trash enclosure, irrigation system, and landscaping standards.

Mr. Meijer noted the anticipated 6903 Osborn Street location provided good access to 68th Avenue without requiring paramedics to exit directly onto 68th Avenue.

Planner Ransford summarized the history of discussion of the project. The party seeks guidance at this time from the Planning Commission. Planner Ransford, the Commissioners, and Mr. Meijer and Mr. Eidson discussed the process of conditional rezoning in Allendale.

The Commissioners suggested Life EMS speak further with Planner Ransford and Township staff on steps to move the proposal forward.

B. Pearline Self-storage – Cursory Review

Mr. Kyle Friar discussed a project proposed for 5123 Lake Michigan Drive in Allendale. He summarized the location as a mini-storage facility. Mr. Friar emphasized the preliminary nature of the project and expressed willingness to respond to Planning Commission guidance. Mr. Friar also noted the unique nature of the proposal given the small size of the property and its proximity to a power line.

Planner Ransford described the Allendale Crossings PUD Ordinance and its current provisions, which do not permit self-storage facilities. Given this, Chairperson Longcore suggested the applicant discuss the concept with the Planning Commission to gauge whether full application is appropriate.

Mr. Rick Greener, also with the Mini-Storage Development project, echoed the desire to receive feedback from the Commissioners to advance the project.

The Commissioners noted the existing agreement for placement of snow on the lot for previously approved projects.

Mr. Greener discussed the history of the PUD, the placement of entry drives, landscape berm, and potential fencing.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments:

The upcoming May 21, 2018 Planning Commission will be held jointly with the Allendale Township Board. The meeting will focus solely on water issues in the Township. A special guest and presentation are anticipated.

Planner Ransford mentioned an upcoming topic for a future Planning Commission meeting will be the desired acquisition of property by Hidden Shores West.

14. Meeting adjourned at 9:00 PM.

Next meeting May 21, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held May 21, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zeinstra

Absent: Kleinjens, Zuniga

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Zeinstra to approve the May 7, 2018 Planning Commission Minutes. Seconded by Schut.
Approved 5-0.

5. Motion by Longcore to approve the Agenda as presented. Seconded by Zeinstra. **Approved 5-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore noted the meeting was a joint session with the Allendale Board of Trustees to hear a presentation on water quality. He mentioned comments and questions would be welcome after the presentation as well. With no other comments received, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Ottawa County Water Quality presentation

Mr. Alan Vanderberg, Ottawa County Administrator, opened the session with introductions of subject matter experts who were present. He discussed the challenge of groundwater decline in the area and across the nation, and welcomed Mr. Paul Sachs, Planning and Performance Improvement Director with Ottawa County, to the podium.

Mr. Sachs delivered a focused presentation on the use, geology, and challenges of groundwater in Ottawa County and across the State of Michigan.

Explaining the geology of Ottawa County, Mr. Sachs noted the area is facing a depletion of clean water available from glacial sediments, referred to as "static water," in the soils most directly beneath our feet. As that sediment layer is depleted, drilling into the next layer, known as the Marshall Formation, is

delivering less water which is more heavily salinated. The Marshall Formation is the bedrock aquifer for Ottawa County.

Mr. Sachs explained studies conducted through Michigan State University. He noted static water levels dropped approximately 40 feet in the last 50 years.

Key points include:

- Recharge of the static water level has slowed. Draw down, or the pumping out of static water, continues to increase. Static water levels are expected to continue to drop, as much as 10 to 15 feet in the next 20 years.
- Beneath the static water level lies a thick clay deposit. Because clay is not highly porous, it blocks the recharge of water percolating down to the Marshall Formation. Water in the Marshall Formation is being pumped out that cannot be replenished.
- The Marshall Formation is naturally rich in sodium chloride, or brine. Water pumped from the Formation is salty and corrosive. Chloride concerns will increase in Allendale, Blendon, Olive, and Robinson Townships.
- Approximately 4,000 new wells are expected in Allendale in the next 20 years.

Plans to address the growing groundwater challenge in Ottawa County include:

- Ongoing data collection
- Education and outreach at governmental, business, community, and school levels. A new informational website from Ottawa County will be launched in June, 2018.
- Adoption of water conservation strategies to reduce water use, recycle, and retain water are recommended. Techniques may include low-flow consumer and commercial fixtures, attention to lawn irrigation methods and schedules, rain sensors, household water conservation, treated wastewater recycling, improved retention pond design, rain gardens, bio swales, and more.
- County policies and regulations may address local land use, development moratoriums, and changes to zoning ordinances among other strategies.

Brief discussion occurred between the Commissioners and experts who were present concerning the geology and use of water in the Township.

Chairman Longcore opened the session for comments from the public.

Questions concerning sodium chloride as a potential health hazard were heard. A specialist with Ottawa County, Mr. Matt Allen, noted sodium chloride occurs naturally in the Marshall Formation aquifer. He stated sodium chloride is not considered a primary contaminant but does corrode plumbing and could lead to release of contaminants such as lead. Mr. Sachs noted the Ottawa County Health Officer believes it is a consideration, and worthy of more data collection.

There being no further public comments, Chairman Longcore closed the public comment session.

11. Public Comments: None

12. Township Board Reports: No report

13. Commissioner and Staff Comments: No comments

14. Meeting adjourned at 9:05 PM.

Next meeting June 4, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held June 4, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Knoper, Longcore, Schut, Zeinstra, Zuniga

Absent: Adams, Kleinjens

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the May 21, 2018 Planning Commission Minutes. Seconded by Zeinstra. **Approved 5-0.**

5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 5-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no public comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Hidden Shores West – Planned Unit Development Major Amendment

Jack Barr, with Nederveld, presented an overview of the Hidden Shores West project and summarized a Revised Major PUD Amendment, adding 59 units to the overall development.

Planner Ransford summarized points for consideration by the Commissioners.

The Commissioners discussed the proposed amendment with Mr. Barr, including a three-acre community amenity site for use by the development, and a possible berm or barrier on the Pierce side to screen the pond, among other issues.

Mr. Barr indicated that the developer will provide internal access to the community building as well as better establish its intended use.

The Commissioners, Planner Ransford, and Mr. Barr discussed July 16, 2018 as a possible public hearing date for the amendment.

B. Hasbrouck Map Amendment

Mr. Edward Hasbrouck discussed the history of two acres on 84th Street and Lake Michigan Drive. Mr. Hasbrouck owns the property and is interested in rezoning the two-acre parcel from Agricultural to Industrial.

Planner Ransford discussed items of interest and potential limitations of the property pursuant to the Allendale Charter Township Master Plan.

Mr. Hasbrouck and the Commissioners discussed potential uses of the property.

The Commissioners, Mr. Hasbrouck, and Planner Ransford discussed the potential scheduling of a public hearing on the matter for July 16, 2018.

C. 2018 Work Program – Progress Review

Planner Ransford summarized the progress made to the 2108 Work Program list. The Commissioners reviewed topic priorities.

11. Public Comments: Chairperson Longcore opened the comment period for non-public hearing items. There being no public comments, Chairperson Longcore closed the public comment period.
12. Township Board Reports: The Township Board is reviewing a water and sanitary moratorium. Laptops for Planning Commission members remain under discussion.
13. Commissioner and Staff Comments: The Commissioners briefly discussed the of size of applicant submission materials.
14. Meeting adjourned at 8:39 PM.

Next meeting June 18, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held July 16, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zeinstra, Zuniga

Absent: Kleinjens

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the June 4, 2018 Planning Commission Minutes. Seconded by Zeinstra.
Approved 6-0.

5. Motion by Longcore to approve the Agenda as presented. Seconded by Schut. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. Mr. Mark Guzicki, a resident living close to the projected Trader's View development, spoke from prepared comments. Among other thoughts, Mr. Guzicki noted the project remains inappropriately dense and continues to be a poor fit for the community. Mr. Guzicki reflected that a PUD is intended to accommodate true mixed use as when land uses complement each other to achieve planning goals. Mr. Guzicki stated the Trader's View project does not exemplify that objective. He also cited other concerns about the development.

There being no further comments, Chairperson Longcore closed the public comment period.

7. Public Hearings:

**A. Hasbrouck Map Amendment – 11017 84th Avenue, parcel 70-09-29-100-004,
Rezoning request from Agricultural and Rural to Industrial:**

Mr. Edward Hasbrouck summarized the history and goals of the proposed amendment. Mr. Ransford expanded on the history of the project and discussed the zoning. Chairperson Longcore opened the public comment period on the proposed amendment. There being no comments, Chairperson Longcore closed the public comment period.

The Commissioners, Planner Ransford, and Mr. Hasbrouck discussed specifics of the proposed amendment. Commissioner Schut made a motion to recommend approval of the rezoning of the property to the Industrial Zoning District. Seconded by Knoper. **Approved 6-0.**

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Grand Villages Planned Unit Development Amendment – Major vs Minor Determination:

Mr. Mike Baker, with Nederveld Engineering, discussed the history and specifics of the Grand Villages PUD Amendment and the question of whether the amendment is major or minor.

The amendment presently before the Commission reduces density in a number of ways. The number of buildings has decreased from 14 to seven, and there are now 9.4 bedrooms per acre, rather than 12 bedrooms per acre. There is a reduction in parking spaces plus open space is increased by about two acres or 10 percent. The project as visualized would be completed with four additional buildings.

Mr. Ransford summarized the differences of a major and minor PUD amendment. The Commissioners, Planner Ransford, and Mr. Baker discussed the project and guidelines for making findings in this case. Grand Villages has adopted a wetlands plan for the pond and plans to create a natural habitat in the area. The Commissioners discussed the issue of open space at length with Mr. Baker.

Consensus was reached that the open space can be a better design, more centrally located, so that it is more usable for the occupants of the project.

Motion by Schut that Grand Villages amended plan be considered a major amendment, seconded by Knoper. **Approved 5-1.**

Planner Ransford highlighted the process for going straight to public hearing when changes to the amended plan are made.

B. Trader's View – Planned Unit Development

Rob Berends, with Nederveld, discussed the Trader's View project, noting that large changes were not made since the public hearing, other than increased setbacks. Density remains the same with 52 planned sites. Mr. Berends discussed curb and gutter requests and how the PUD designation would benefit the project as currently planned.

Planner Ransford summarized points of the project at issue since April. He reported on the lack of significant changes to the project as previously proposed. Public water mains have been added to relieve pressure on Township wells. In response to comments concerning rural character, Trader's View has suggested adding nine trees and additional setbacks.

The open space for the project is entirely along the river. Safe and convenient access to that open space is represented by a mown path, with a 16 percent grade, to the wetland and riverine area.

The Commissioners discussed facets of the project, including the source of water for development, the open space, and some kind of fencing along the access to the open area.

The Commission suggested the developers reflect on comments of the discussion before bringing the matter forward for hearing. These include, decreasing the building envelopes in the center of the development and adding a fence between and along lots G and H.

C. Life EMS – Conditional Rezoning and Site Plan request from Agricultural and Rural to General Commercial to construct an ambulance facility:

Kevin Eidson with Life EMS discussed features of the site plan, including variances for irrigating and lack of a dumpster which is not needed for the ambulance substation. This is a conditional rezoning, if it

is not used for the stated purpose, it will revert to agricultural zoning. Planner Ransford discussed the commercial and industrial use in the area and potential processes for reverting to agricultural zoning.

The Commissioners, Planner Ransford, and personnel from Life EMS discussed aspects of the station including its location, landscaping, and the rezoning of the property. Commissioners expressed concern that the building appears too commercial and could be improved to look more like a house, by adding, for example, a front porch, roof pitches in different directions, larger windows, side loading garage, taller ceilings inside, and the like.

Commissioners suggested an underground drainage system or less pavement to avoid a large depression that is common of commercial development and appears less like residential. Consensus was reached that deferment of the sidewalk is appropriate.

Planner Ransford will follow up with the township legal counsel regarding the extent of conditions from the applicant while Life EMS works to create a more residential look to the substation.

D. Master Plan – Legislative review

Planner Ransford discussed the requirements and alternatives to a legislative review of the master plan. Planner Ransford described the possible preparation of a preliminary review before the review becomes a formal process. A discussion was held concerning Capital Improvement planning.

The Planning Commission directed Planner Ransford to conduct a comprehensive review of the current master plan and provide his findings regarding its content, current development trends, and compliance with related State Acts.

11. Public Comments: Chairperson Longcore opened the comment period for non-public hearing items. There being no public comments, Chairperson Longcore closed the public comment period.
12. Township Board Reports: None.
13. Commissioner and Staff Comments: A comment was made about the Auto-Zone construction, Planner Ransford noted Township personnel check routinely on ongoing construction issues.

The Commissioners briefly discussed actions or lack thereof around a Township moratorium on water use.
14. Meeting adjourned at 10:06 PM.

Next meeting August 6, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held August 6, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjens, Knoper, Longcore, Schut, Zeinstra, Zuniga

Staff Present: Planner Greg Ransford

3. Received for Information: Chairman Longcore reported the Commissioners had received material regarding Wood View Estates as well as a brief memorandum and site plan modification for Touch of Class Auto Wash.

4. Motion by Schut to approve the July 16, 2018 Planning Commission Minutes. Seconded by Zeinstra. **Approved 7-0.**

5. A Motion was made by Longcore to approve the Agenda with the addition of the Wood View Estates and Touch of Class Auto Wash material, moving public water and sanitary sewer provisions to Section D of the agenda, and placing Touch of Class Auto Wash as item C. Seconded by Schut. **Approved 7-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Hop Family, LLC Map Amendment, 6209 Lake Michigan Drive

Mr. Rodney Brush spoke for the Hop Family regarding the use of land behind the Mobil gas station. The applicant would like to see a portion of the property rezoned from Low Density One-Family Residential (R-1) to General Commercial (GC). The applicant desires to rezone the approximate northern two acres behind the gas station convenience store for a self-storage facility. Planner Ransford summarized the application and potential process moving forward.

The Commissioners discussed potential uses for the property near the library, and the current zoning standards. The Commissions agreed to set the matter for public hearing on Tuesday, September 4, 2018.

B. Wood View Estates Final Plat

Mr. Josh Thurkettle introduced himself to respond to questions concerning approval of the Final Plat. Planner Ransford summarized the history and status of the project. Commissioner Schut recused himself from the discussion.

General discussion was held regarding the progress of construction. Commissioners agreed that no financial surety is necessary for the project.

Knoper moved to recommend approval of the Final Plat with the note that the street trees and lights represented on the Preliminary Plat plan would be enforced. The motion was seconded by Zuniga. **Approved by 6-0, with one abstention.**

C. Touch of Class Car Wash proposed site plan: minor or major site plan modification

Mr. Steve Witte summarized and presented the project for Mr. Kurt Kamps and Mr. Norm Kamps, who recently purchased the car wash at 5505 Lake Michigan Drive. Planner Ransford discussed distinctions between projects that can be considered as major or minor modifications.

In discussing these differences, the Commissioners noted the vacuums moved north of the car wash could prove a noise nuisance to neighbors. The Commissioners and applicants discussed updated vacuum technology that emits much less noise.

Chairman Longcore and the Commissioners reflected on the importance of giving the public an opportunity to hear about the project and voice their concerns. Motion made by Knoper that the matter be set for public hearing on September 4, 2018 as a major amendment to the special use permit. Seconded by Kleinjens. **Approved 6-1.**

D. Public Water and Sanitary Sewer Provisions

Planner Ransford discussed the history of language drafts that were modified and used as a basis for a recommendation to the Township Board regarding public water and sewer service to condominiums. The Commissioners discussed the proposed drafts.

Motion by Schut to recommend approval of Section 5.3.1 concerning Water Supply and Sanitary Sewage Systems to the Township Board for approval. Seconded by Knoper. **Approved 7-0.**

11. Public Comments: Chairperson Longcore opened the comment period for non-public hearing items. There being no public comments, Chairperson Longcore closed the public comment period.
12. Township Board Reports: A moratorium on water use is to be considered at the next Township Board meeting.
13. Commissioner and Staff Comments: The Commissioners discussed media reports about development of non-motorized pathways by Ottawa County Parks and Recreation in the area of Allendale Township.
14. Meeting adjourned at 8:51 PM.

Next meeting August 20, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

August 20, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Call the Meeting to Order
2. Roll Call:
Present: Adams, Knoper, Zuniga, Schut, Kleinjans, Zeinstra, Longcore
Staff Present: Planner Greg Ransford
3. Received for Information:
Commissioners received updated ordinances to replace the existing ordinances that they currently have.
4. Motion by Schut to approve the August 6, 2018 Planning Commission Minutes. Seconded by Zeinstra.
Approved 7-0
5. Motion by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 7-0**
6. Public Comments for *non-public hearing item*:
Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.
7. Public Hearings: None
8. Site Plan Review: None
9. Old Business: None
10. New Business:
 - A. Touch of Class Auto Wash – 5505 Lake Michigan Drive, parcel number 70-09-24-300-058
 - Major Amendment to existing site plan

Norm Kamps spoke regarding the Auto Wash and that they were there to address any concerns that the Planning Commissioners might have before it went to the Public Hearing. Planner Ransford summarized the process and explained the Commission's authority to lessen certain requirements as it is a pre-existing site.

Commissioners discussed the sidewalk and agreed that a sidewalk going south and connecting to the Lake Michigan Dr. would not be necessary. Next they discussed the storm sewer plan and any easements that might be necessary since the manhole is on the property to the east of the Auto Wash. Even though the applicant owns both properties, an easement should be in place in case they ever decide to sell that 2nd property. There was discussion regarding the cross-easement between this property and the neighboring property to the east and common consensus was that it could be located to the south side of the property closer to Lake Michigan Dr., as shown on the plans, rather than at the north end of the property adjacent to the approved site plan on the east property.

Discussion was held regarding the dumpster enclosure matching the building. Kurt Kamps indicated it will be split faced block to match the existing building.

This project has already been scheduled for public hearing on September 4, 2018.

B. Master Plan – Staff Analysis

Planner Ransford gave a verbal memorandum regarding his brief analysis. He will provide a written memo for review by the Planning Commissioners at the next available meeting.

11. Public Comments:

Chairperson Longcore opened the comment period for non-public hearing items. There being no public comments, Chairperson Longcore closed the public comment period.

12. Township Board Reports:

Zeinstra reported that there were 4 concepts presented to the Board for changes to the Township Park, Township Hall, and Fire Dept. areas.

Moratorium on developments without public utilities passed.

The Board discussed the county trail.

13. Commissioner and Staff Comments:

Schut discussed irrigation systems and the possibility of adding to the ordinance requiring environmentally friendly systems.

Kleinjans brought up maintenance of landscaping that was required to be put in.

Longcore brought up a question that Supervisor Elenbaas had brought to him regarding numbering on buildings.

Planner Ransford showed the revised Grand Villages plans. Commissioners discussed the revised plans. Planner Ransford asked for direction regarding the proposed open space location and setting the public hearing for this project. Commissioners agreed that Planner Ransford could schedule the public hearing for this amendment.

Planner Ransford presented the Springfield West PUD. It has been almost 18 months since they have reviewed the plans and now the applicant would like to come for final approval. Planner Ransford asked if the Commission would like to see the plans and applicant before he schedules the public hearing, or were they comfortable with him scheduling the public hearing. Common consensus from the commissioners was that he could schedule the public hearing.

14. Meeting adjourned at 8:38 PM.

Next meeting September 4, 2018 at 7:30 p.m.



**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**
*Minutes of a Meeting held September 4, 2018
7:30 p.m.
Allendale Township Public Meeting Room*

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zeinstra, Zuniga

Absent: Kleinjens

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the August 20, 2018 Planning Commission Minutes. Seconded by Zeinstra. **Approved 6-0.**

5. A Motion was made by Longcore to approve the Agenda with the revision to approve the August 20, 2018 Minutes, rather than the August 6, 2018 Minutes. Seconded by Schut. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings:

A. Touch of Class Auto Wash

Rob Berends of Nederveld reviewed amendments to the existing site plan for the Touch of Class Auto Wash, located at 5505 Lake Michigan Drive. Mr. Berends explained points of the site plan previously discussed by the Planning Commission and the applicants.

Planner Ransford summarized the application, and its current status before the Planning Commission.

The Commissioners discussed requirements for installing irrigation on the property with the applicants, with brief comment on ADA accessible curbing in the rear vacuum area. The applicants agreed to include an ADA ramp as discussed, and ensure access is maintained to storm drainage.

In terms of landscaping, Planner Ransford noted while the number of ornamental plantings was appropriate, the plantings are homogenous, rather than a mix of species as required. The Commissioners reviewed other points of discussion on the revised site plan.

Motion by Schut, seconded by Adams to approve the major amendment to the existing site plan with the following conditions:

- Stormwater easement is provided for access between the two parcels and that the easement remains between the properties on Lake Michigan Drive going forward
- Irrigation is provided for the entire site pursuant to the zoning ordinance

- Installation of ADA compliant sidewalk and curb at the vacuum area
- Execution of the appropriate reciprocal agreement for the access easement at Lake Michigan Drive

Approved 6-0.

B. Trader's View – Planned Unit Development

Rob Berends summarized the final PUD site plan and changes made to the plan since the last discussion with the Planning Commission, including addition of space, increased setbacks, and addition of fencing. The developers seek rezoning from Agricultural and Rural (AG) to Planned Unit Development and a Final PUD site plan to establish 52 single-family lots.

Mr. Berends noted receipt of DEQ approval and submission of plans for the water main for the site.

Planner Ransford summarized the history and revision of the project, and highlighted points that had been previously discussed.

Chairperson Longcore opened the period for public comment.

Mr. Jay Knoper took the podium to discuss the site plan. Mr. Knoper is opposed to the PUD site plan. He noted the necessity of public water, and the difficulty of administering the PUD. Mr. Knoper expressed concern for children wandering onto his property which is actively used for hunting during the year. Mr. Knoper asked the developer install a proper fence to ensure the safety of children around his property. He also noted the project at present reduces the rural character called for in and protected by the Master Plan. Mr. Knoper also suggested shifting the trail access to the common area between Lots F and G from its current location.

Mr. Earl Devormer discussed his concerns about the site plan. His son, Joel Devormer, lives in the area, and Mr. Devormer queried the Planning Commission about buffers, greenbelts, or other screens that would keep "backyards quiet." Mr. Devormer would also like to know if he could throw and shoot skeet on his son's property with the project as currently anticipated.

Mark Guzicki lives in the area, and supports comments made by Mr. Knoper. Mr. Guzicki recalled comments he made at an earlier meeting and noted the importance of downward facing light fixtures to reduce, not increase, the level of light pollution from the development.

Mr. Jack Deglopper noted his concern about access to the development via Lincoln Street. Mr. Deglopper notes potentially heavy traffic will use the small road. He also wondered how long it will take public water to be run out and installed on the site and its properties.

Ms. Michelle Devormer expressed concern that additional building sites not be allowed into the currently defined project. Ms. DeVormer noted her desire to live in a country setting with her family without increased safety concern for high traffic volumes or the inherent issues of a crowded subdivision.

There being no further comments, Chairperson Longcore closed the public comment period.

The Commissioners noted the developers would have to return and revisit the process if additional lots were desired. Water is anticipated to be installed at approximately the same time as improvement and paving of the road.

The Commissioners were not aware of local ordinance requirements concerning firearms, but suggested residents would likely be required to follow state regulations.

Mr. Berends and Mr. Moran addressed some of the points mentioned by attendees, with the water main and paving occurring in approximately June, 2019. The parties discussed placement of the trail, setbacks, wetlands, and other queries made by the neighbors.

With regard to the open-sided light fixtures, Mr. Berends offered a different fixture with full cut-off to diminish light pollution escaping from the fixtures.

The Planning Commissioners discussed the use of natural building materials for the project, as well as adjustment of building envelopes to create a more open feel for residents. Concern was expressed for the grade of the trail going down to the common area as well as for the volume carried by and the maintenance of the storm sewer on the property.

A discussion was held concerning construction and plotting of the road and related issues. Mr. Berends noted the profiles continue to be “tweaked,” and the grades will be reviewed and approved by Ottawa County Road Commission staff. The Commissioners noted further concern for grades and the separation between storm sewers and the water main, among several other issues.

Motion by Zeinstra to approve the resolution of the PUD with revisions to strike number 4 referring to Section 24.06J2, change number 2 referring to the light fixture, and change number 6 to allow final approval of construction plans by staff and the township engineer. The motion failed for lack of a second.

Citing unrest about the development, concern for open space, preservation of rural character and other issues, Motion by Knoper to table the issue until the next meeting. Seconded by Schut. **Approved 4-2.**

C. Hop Family, LLC Map Amendment

Mr. Rodney Brush summarized the rezoning request from Low Density One-Family Residential (R-1) to General Commercial (GC) at 6209 Lake Michigan Drive.

Planner Ransford revisited the aims of the request and potential conflicts with the Master Plan.

Chairperson Longcore opened the period for public comments.

Mr. Pierce Roon addressed his concern for access to the property and his preference that the property remain in residential use.

Craig Hopper, the owner of the property, discussed the history of the property and the differences in the zoning between the front and rear of the property.

There being no further comments, Chairperson Longcore closed the public comment period.

Planner Ransford noted the lack of solid information about the privacy of the road leading to the library. The Commissioners discussed uses of the parcel and its access.

Motion by Schut to rezone from Residential (R-1) to General Commercial (GC), seconded by Adams.
Approved 6-0.

8. Site Plan Review: None

9. Old Business: None

10. New Business: None

11. Public Comments: *Chairperson Longcore opened the public comment period. There being no comments, Chairperson Longcore closed the public comment period.*

12. Township Board Reports: None

13. Commissioner and Staff Comments: A brief discussion was held concerning ADA requirements related to driveways in the Township.

Planner Ransford discussed irrigation regulations and the Commissioners discussed irrigation concerns and maintenance of trees in the Township.

14. Meeting adjourned at 9:54 PM.

Next meeting September 17, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**
*Minutes of a Meeting held September 17, 2018
7:30 p.m.
Allendale Township Public Meeting Room*

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjans, Knoper, Longcore, Schut, Zeinstra, Zuniga
Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the September 4, 2018 Planning Commission Minutes as amended to include the Planning Commission vote on the Touch of Class Auto Wash site plan. Seconded by Zuniga. **Approved 7-0.**

5. A Motion was made by Longcore to approve the Agenda. Seconded by Zeinstra. **Approved 7-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items.

Allendale and neighborhood resident Jay Knoper renewed his comments concerning the Trader's View development. Mr. Knoper asked for clarification on trees and their role in adding rural character. He noted that if the developer intends to add trees, it makes sense that trees not be removed.

Mr. Knoper reported he had spoken with the Department of Water Quality, (DEQ) concerning the stormwater drain. He noted the drain has to be located where it is, but the trail along the drain does not have to be located next to it. Mr. Knoper presented illustrative drawings to discuss the trail down to the common area.

Mr. Knoper highlighted many ways that the development devalues the area, including reducing neighboring property values, creating light pollution, and encouraging high traffic where there formerly was none.

In addition, the development introduces a storm drain and retention pond in a vulnerable wetland area, lacks safety measures for residents and neighbors, and boasts a common area that is not visible from the development—adding to the perception of a tight, highly populated neighborhood.

There being no further comments, Chairperson Longcore closed the public comment period.

7. Public Hearings:

A. Life EMS – Conditional Rezoning and Site Plan

The Commissioners heard discussion of a conditional rezoning request from Agricultural and Rural to General Commercial in order to construct an ambulance facility.

Mr. Kevin Eidson reviewed the Life EMS site plan and revisited the comments and suggestions made in earlier appearances before the Planning Commission. Buffering, screening, and landscaping have been addressed to respond to Planning Commission concerns.

Mr. Eidson walked through the elevations of the building for those gathered, noting improvements made to the building to meet commercial standards while improving the residential appearance of the building.

Mr. Ransford discussed this conditional zoning request for use of the property as an ambulance facility.

Chairperson Longcore opened the period for public comment. There being no comments, Chairperson Longcore closed the public comment period.

The Commissioners discussed the appearance and location of the facility. Comments were heard about legal non-conforming use of property in the Township, the greenbelt, and the deferral of the sidewalk.

Motion by Schut, seconded by Adams, to recommend the Conditional Map Amendment application, from Agricultural and Rural to General Commercial (GC), with the condition that the applicant work with staff to continue efforts on the site and building which would enhance the residential feel of the facility. Seconded by Zeinstra. **Approved 5-2.**

B. Grand Villages Planned Unit Development – Final Site Plan

Mike Baker, with Nederveld, reviewed the final site plan that constitutes a Major Amendment to construct four multi-family buildings. Mr. Baker reviewed changes to the site plan that respond to comments made by the Planning Commission at an earlier date.

Mr. Ransford summarized observations and findings related to the site plan including the open space design and other factors.

Chairperson Longcore opened the period for public comment. There being no comments, Chairperson Longcore closed the public comment period.

The Commissioners and the parties discussed facets of the site plan including the dumpster, dumpster screening, and site plan adjustments that would promote a sense of community within the development, and timing of construction.

Motion by Knoper to recommend to the Township Board to approve the Major Amendment to construct four multi-family buildings with minor changes on the grading and dumpster enclosures, and execution of the recreational maintenance agreement, seconded by Kleinjans. **Approved 7-0.**

C. Springfield West Site Condominium and Planned Unit Development

The applicants sought final site plan approval for 20 single-family residential site condominium lots, public roads, open space, and related infrastructure.

Ron Van Singel summarized the history of approval for this final site plan on this approximately ten-acre site. Ron noted that the street lights will match Springfield West Number 3.

Mr. Ransford summarized points of the project. Legal counsel is also reviewing the condominium documents, but no major objections are expected.

Chairperson Longcore opened the period for public comments. There being no comments, Chairperson Longcore closed the public comment period.

The Commissioners and parties discussed the grade, drainage, the addition of the pipe, and covering of the ditch for communicating stormwater off the site.

Motion by Schut to make a recommendation to the Board to approve the Final Site Plan for 20 single-family residential lots, seconded by Zuniga. **Approved 7-0.**

8. Site Plan Review: None

9. Old Business:

Trader's View – Planned Unit Development

The Commission revisited the rezoning request from Agricultural and Rural (AG) to Planned Unit Development and Final PUD site plan to establish 52 single-family lots in the Trader's View development.

Motion by Knoper, seconded by Zeinstra to remove the PUD from the table for discussion. **Approved 7-0.**

Rob Berens of Nederveld commented on points of Mr. Ransford's memorandum

- All lots meet or exceed agricultural lot minimums
- Open space is not a requirement, yet the developer notes they have provided riverfront for community use
- Mr. Berens passed out slope charts and discussed slopes in the development. Mr. Berens noted the opinion of the developer is that they meet the design guidelines for a mowed trail. The trail is not designed or intended as an accessible trail, and the developer is not inclined to move the trail.
- Mr. Berens reiterated the use of cut-off light fixtures throughout the development.

Mr. Ransford noted that open space is required in a PUD, but there is no minimum amount required. Mr. Ransford discussed a memorandum prepared to provide context for Commission discussions.

The Commissioners discussed the slope of trail, and the difficulty of viewing the current grade of the trail as a "casual trail" suitable for all ages. The Commissioners discussed the PUD, its history, and additions that could support rural character.

The Commissioners noted that this area is an asset located in the corner of an agricultural zone and that overall flexibility is needed to reduce density and provide access by the development to the river. The developer noted the natural seeping of water from the hill, and described the lower area as a floodplain.

The applicant offered a wooden stair walkway to the open space in some location, without being ADA compliant.

The Planning Commission requested a bench or other similar feature at the road easement where the intersection of the sidewalk and the stairs occurs.

Motion by Zeinstra, seconded by Zuniga to make a recommendation to approve the PUD to the Township Board and to approve the final PUD site plan with the following amendments:

1. Downward lighting to minimize light pollution will be used throughout the development
2. The pathway to the Grand River shall be accessible and provide reasonable access for the occupants of the development, such as with stairs, and will be located in the opening of trees in a location to be determined between lots C, D, E, or F and approved by staff, with the option of staff bringing the revised plans to the Planning Commission.

Approved by roll call vote 7-0.

10. New Business:

Skyline Fall Protection

Tom Meidema of Meidema Metal Building seeks approval to construct a 9,600 square foot manufacturing and office building located at 8528 Lake Michigan Drive. The parties employ approximately 11 people, anticipating that would double in the relatively near future.

The Commissioners, Mr. Ransford, and the parties discussed slope, dumpster, landscape buffers, and the needs of this business in particular. A discussion concerning parking spaces, wheel stops, curb, and concrete, and truck turn concerns was heard.

Motion by Zeinstra to approve, seconded by Kleinjans with the following points:

- Remove southern parking space lines
- Check backout depth in the east parking area by staff
- Check parking detail regarding the type 3 concrete

Approved 7-0.

11. Public Comments: *Chairperson Longcore opened the public comment period. There being no comments, Chairperson Longcore closed the public comment period.*

12. Township Board Reports: None

13. Commissioner and Staff Comments:

- Commissioners discussed the need to address parking regulations around industrial facilities
- With regard to electronic updates provided by the Township, five Commissioners would like electronic copies, while two would like to receive hardcopies
- Planner Ransford noted concern for standards concerning bollards and dumpster screening

14. Meeting adjourned at 10:14 PM.

Next meeting October 1, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held October 1, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zeinstra, Zuniga

Absent: Kleinjans

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the September 17, 2018 Planning Commission Minutes. Seconded by Zuniga. **Approved 6-0.**

5. A Motion was made by Longcore to approve the Agenda, seconded by Zeinstra. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Master Plan

Planner Ransford walked the Commission through a review of the current Allendale Charter Township Master Plan. Planner Ransford offered focused comments on the Public/Institution Classification as well as density specifications located within the Plan.

The Commissioners and Planner Ransford discussed the Master Plan and issues related to it. Comments were heard concerning the use of the Master Plan as a policy document that offers some agility in considering projects, while the zoning ordinance ideally defines and sets forth the law.

Water use in the Township, and qualities of rural character were discussed as types of issues that could be addressed by the Master Plan, and regulated by the zoning ordinance. The Commissioners discussed the need for balance in the Master Plan for community, developers, and commercial interests.

Planner Ransford discussed steps for moving forward with revision of the Master Plan. Motion by Zeinstra to proceed with updating the Master Plan, seconded by Zuniga. **Approved 6-0.**

B. Condominium projects

Planner Ransford discussed the Planning Commission Ordinance and the Planning Commission Bylaws and Rules of Procedure. The Commissioners discussed a conflict between the two documents concerning approval of condominium projects.

In addition to revising language to include public hearings for approval of condominium projects, the Commissioners also discussed updating features currently found in the Planning Commission Bylaws. Planner Ransford will move forward with aligning and updating the documents for further discussion by the Commission.

11. Public Comments: None
12. Township Board Reports: It was reported that a first reading of two recommendations made by the Planning Commission to the Township Board had occurred.
13. Commissioner and Staff Comments: The issue of electronic submission and review of Planning Commission documentation was aired and discussed by Commissioners.
14. Meeting adjourned at 8:31 PM.

Next meeting October 15, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held November 5, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjens, Knoper, Longcore, Zeinstra, Zuniga

Absent: Schut

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Kleinjens to approve the October 1, 2018 Planning Commission Minutes. Seconded by Zeinstra. **Approved 6-0.**

5. Motion was made by Longcore to approve the Agenda. Seconded by Knoper. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. DeYoung Mining Application—along 84th Avenue

Ms. Kelly Kuiper, project manager with Nederveld, discussed the application by two landowners to construct a 4.81-acre pond, removing approximately 92,000 cubic yards of sand over the five-year life of the project. No dewatering is anticipated through the use of standard excavating equipment. Ms. Kuiper explained the project, process for creating the pond, and the sale of sand and soil mined on the site. The goal is the creation of a pond and construction of two single-family dwellings on the two subject parcels.

The Commissioners discussed features of the project, including the use and maintenance of orange construction fencing, the access road, truck traffic, dust reduction, setbacks, and other issues. Commissioner consensus included deferment of the 84th Avenue sidewalk until the roadway is paved, the fencing as proposed is satisfactory, a waiver from landscaping is appropriate, and the crushed concrete access drive is acceptable.

There being no further discussion, Planner Ransford noted this special use application can be set for public hearing at the Planning Commission meeting on December 3, 2018.

B. Zoning Ordinance Provisions

Previously, the Commissioners had asked Planner Ransford to review Allendale Township Zoning Ordinance language relative to several issues that commonly appear in applications brought before the Planning Commission. Those issues include:

- **Valley gutter versus concrete curbing:** Planner Ransford briefly discussed the use of valley gutters and concrete curbing in commercial and industrial Township settings. Mr. Ransford noted concrete curbing is more common, but wheel stops and valley gutters are used as well. The Commissioners explored the topic and asked Planner Ransford to craft language on the issue for the Commissioners to review.
- **Industrial parking minimums:** Planner Ransford summarized his memorandum on off-street parking in industrial use environments. He noted Allendale is slightly light on parking. In his review, Mr. Ransford found the rate of parking spaces to employees appears to be 1:1 in surrounding areas. The Commissioners discussed the likeability, or lack thereof, of carpooling in the area and the factors that contribute to that tendency. Planner Ransford will review research and offer some language suggestions.
- **Landscape irrigation:** Offering a summary of a prepared memorandum, Planner Ransford delivered remarks on potential revisions to current language regarding irrigation of commercial landscapes. The Planning Commissioners commented on the thorough nature of draft language provided by Planner Ransford on the issue. Direction was provided to Ransford to forward the language to the township legal counsel and Water and Sewer Department for comment.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned at 8:46 PM.

Next meeting November 19, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**
*Minutes of a Meeting held November 19, 2018
7:30 p.m.
Allendale Township Public Meeting Room*

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zeinstra, Zuniga

Absent: Kleinjens

Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Knoper to approve the November 5, 2018 Planning Commission Minutes. Seconded by Zuniga. **Approved 6-0.**

5. A Motion was made by Longcore to approve the Agenda as presented. Seconded by Zeinstra. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business:

- A. **Irrigation Language:** The Commissioners discussed proposed language and modifications concerning water use and sprinkling wells. Planner Ransford indicated he would revise and provide additional language to the Planning Commission reflecting the discussion.

10. New Business:

- A. **Public Water and Sanitary Sewer Connection Requirement:** Planner Ransford discussed challenges and possible changes to the Allendale Charter Township Subdivision Ordinance (ACTSO). A discussion ensued concerning sanitary sewage treatment capacity inside and outside of the sewer district.

The Commissioners discussed the need to understand sanitary sewage capacities within the Township, and possibly hear from Chad Doornbos concerning questions related to this issue. Mr. Doornbos will be invited to speak at the December 17, 2018 Planning Commission meeting.

- B. **Traffic Studies:** Planner Ransford reported on concern expressed by the Michigan Department of Transportation (MDOT) about increasing traffic on M45 (Lake Michigan Drive). Discussion was had regarding a possible request by the commission for traffic studies by planned new developments that impact or access M45. The Commissioners are

looking to Planner Ransford for language and study factors of traffic studies from surrounding communities and local agencies.

C. **Master Plan Framework:** Planner Ransford summarized a framework for updating the Allendale Charter Township Master Plan. Summarized components for consideration include:

- Collection of public participation data, consideration of use of community workshops
- Is the Town Center Concept still relevant?
- Confirmation of approving authority
- Project website and social media

Planner Ransford will discuss development of a project website with the Allendale Charter Township office.

11. Public Comments: Mr. Ken Seeley commented on public participation in Allendale Township Planning Commission and other regional Township meetings.
12. Township Board Reports: The Township Board is currently entertaining budget discussions.
13. Commissioner and Staff Comments: None
14. Meeting adjourned at 9:13 PM.

Next meeting December 3, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held December 3, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Kleinjans, Knoper, Longcore, Schut, Zuniga

Absent: Zeinstra

Staff Present: Planner Greg Ransford

3. Received for Information: Letter from Fleis & VandenBrink regarding the DeYoung Pond Special Land Use Review
4. Motion by Adams to approve the November 19, 2018 Planning Commission Minutes with amendment of item 10 (B) to read that traffic studies may be requested by the Commission. Seconded by Zuniga. **Approved 6-0.**
5. A Motion was made by Longcore to approve the Agenda as presented. Seconded by Schut. **Approved 6-0.**
6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings:

A. DeYoung Mining Application – 84th Avenue: Seeking to create a 4.81-acre pond

Chairperson Longcore opened the public hearing.

Speaker for the developer, Ms. Kelly Kuiper summarized revisions made to the project since the project was introduced to the Planning Commission at the November 5, 2018 meeting. Some of the changes made in response to comments by the Commissioners include the addition of general notes concerning dust control, posting of the route, fencing, and sidewalk deferment along 84th Avenue until the public road is paved, among other points. Ms. Kuiper reviewed the Allendale gravel road maintenance program which calls for three applications for dust per year. While the standard road maintenance program is anticipated to be adequate, Ms. Kuiper noted the applicant would be responsive to dust complaints and undertake to self-pay for additional dust treatments as needed, at approximately \$500 per application.

Planner Ransford summarized the project and noted the recently received memorandum from the Township Engineer suggested an export limitation of 25,000 cubic yards of sand by the applicants per year, which conflicts with the previous consensus of the Planning Commission.

Ms. Shelly Holstege, a resident of the area, addressed the Planning Commission regarding the road maintenance program given the anticipated traffic on the gravel road. Ms. Holstege questioned whether

the actual number of truck trips on the road would increase the need for dust control and asked what steps might be taken to address these concerns.

Mr. Curtis Walcott, whose property adjoins the subject property, also spoke to the Planning Commission. Mr. Walcott discussed his turkey operation and his concern for the impact of the mining operation on his business, including water issues that might arise.

There being no further comments, Longcore closed the public hearing.

Ms. Kuiper addressed road traffic and the condition of the road, noting that additional road treatments could be applied upon receipt of appropriate complaint about the road. The capacity of the dump trucks are approximately 15 to 17 cubic yards per truck.

Groundwater in the area is approximately seven feet below ground level. The project will not dewater or use the site for agricultural purposes, which could impact the groundwater level. Ms. Kuiper asked the operation not be limited to 25,000 cubic yards of sand per year, unless required by the Planning Commission.

The audience discussed the presence of water on the site and landscape buffering. The orange plastic site fencing will be replaced as needed throughout the life of the project.

The Commissioners reviewed and discussed points of the December 3, 2018 Fleis & VandenBrink memorandum on the special use project.

Motion by Schut to adopt the resolution approving the DeYoung Pond Special Land Use mining application on 84th Avenue as drafted with the following site plan revision and inclusion of points noted in the Fleis & VandenBrink letter including:

- Sheet C-201: Remove Note #8 regarding debris and stockpiling
- Excluding comments on Sheet C-205 from the engineer regarding the fence
- Inclusion of Special Land Use conditions:
 - a. No offsite materials such as asphalt and/or concrete will be allowed to be stored or recycled as part of the permitted operation.
 - b. Finished slopes shall not exceed a 1:6 slope
 - c. No dewatering shall be permitted.
 - e. Truck route is limited to 84th Avenue and Fillmore Street
 - f. All stockpiles will be limited to twenty feet in height
 - g. All local, county, state and federal regulations pertaining to mining must be complied with at all times for the life of the operation.

In addition, the applicant shall provide road maintenance when directed by Allendale Charter Township, the cost of such maintenance to be the responsibility of the applicant. Applicant shall review and provide the dollar value of liability insurance as agreed upon with Township staff and engineer. The Commission finds that the resolution meets the standards of Allendale Charter Township.

Motion seconded by Knoper. **Approved 6-0.**

8. Site Plan Review: None

9. Old Business:

A. Irrigation Language

Planner Ransford discussed language concerning irrigation to allow for well water use absent a public water or non-subsurface natural water source.

The Commission discussed the cost, use, and appropriateness of shallow wells for irrigation. A shallow well, for purposes of the discussion, is considered one that is not a culinary well and is 25 feet deep or less. Planner Ransford will refine the definition of shallow wells and return language to the Planning Commissioners.

B. Industrial Parking Minimums

Reviewing his prepared memorandum, Planner Ransford discussed the process for determining parking minimums for industrial facilities. The language will be set for a future public hearing before the Planning Commission.

C. Section 3.14 – Condominium Project Approval

The Commissioners discussed and agreed with the findings of a memorandum prepared by Planner Ransford concerning public water and public sanitary sewer provisions within Section 3.14 of the Allendale Charter Township Zoning Ordinance related to the Allendale Charter Township Subdivision Ordinance. Consensus was reached to schedule revisions presented by Ransford within Section 3.14 for public hearing.

10. New Business: None

Public Comments: *Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.*

11. Township Board Reports: None

12. Commissioner and Staff Comments: Mr. Longcore noted that the next Planning Commission meeting will be the last attended by Mr. Knoper as a Planning Commissioner. Mr. Knoper has diligently served the Township as a Commissioner for 22 years. Allendale Charter Township thanks him for his service.

Planner Ransford recapped several issues for the upcoming December 17, 2018 meeting, including language regarding pavement and gutter, and subject matter experts likely to be present for the meeting.

13. Meeting adjourned at 8:35 PM.

Next meeting December 17, 2018 at 7:30 p.m.

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

Minutes of a Meeting held December 17, 2018

7:30 p.m.

Allendale Township Public Meeting Room

1. Meeting called to Order

2. Roll Call:

Present: Adams, Knoper, Longcore, Schut, Zuniga, Zeinstra

Absent: Kleinjans

Staff Present: Planner Greg Ransford

3. Received for Information: Language and information regarding traffic studies

4. The December 3, 2018 Planning Commission Minutes will be circulated for approval at the January 7, 2019 meeting.

5. A Motion was made by Longcore to approve the Agenda as presented. Seconded by Knoper. **Approved 6-0.**

6. Public comments for *non-public hearing items*:

Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business:

A. Sanitary Sewer Connection Requirement

Planner Randsford summarized the discussion concerning language requiring public water and sanitary sewer hook-up for certain developments.

Allendale Superintendent of Public Utilities Chad Doornbos and Township Engineer Bruce Pindzia discussed the status of the sanitary sewer system in Allendale Charter Township. Mr. Doornbos discussed the big picture—how the utilities can be grown to meet the needs of the Township—and the challenges of upgrading existing sanitary sewer.

Mr. Doornbos spoke about the growing customer base, potential requirement for hook-up to the system, costs, and capital needed for improvements. He also reviewed and discussed a map of the system within the Township. Additional growth was discussed, along with current and coming capacity issues. The map was developed approximately 15 years ago and provides a basis for creating a future plan.

The Commissioners discussed growth issues and the idea of requiring hook-up to the system for new developments. Payment and prioritization are key for future development, including expanding the

wastewater treatment plant. Resource ideas include developer pay, township-installed collection systems, and pay back agreements.

In response to question from the Commissioners, Mr. Doornbos noted the ideal plan is install trunk lines and lift stations and grow development around those trunk lines. The current main trunk line runs parallel to Lake Michigan Drive. Mr. Pindzia discussed the ongoing analysis of the system in order to create a coherent development plan.

The original wastewater treatment plant was built in 1986. Prior to that, the township had a lagoon system. The sanitary sewer is currently running at approximately 80 percent of capacity. Water conservation measures have altered water flow, reducing water, while increasing load. The wastewater treatment plant needs an upgrade, along with the trunk lines and overall system.

Mr. Pindzia reviewed a “scorecard” of the condition of existing underground pipes that reveals minimal critical defects in the Allendale Township Sanitary Sewer network. Mr. Doornbos discussed the types and design of pipes around lift stations. The Commissioners and the parties discussed issues facing Allendale Township, including how to handle capacity and hooking up new growth.

The parties discussed and agreed to revisit the issue in February or March, 2019, to further the conversation when more information is available, following the conclusion of feasibility studies, grant applications, and the like.

B. Traffic Studies

Planner Ransford reviewed and discussed conversations had previously by the Commissioners concerning the potential for traffic studies and how those studies might be approached.

Lindsay Sagorski, an engineer with Fleis and VandenBrink, discussed traffic studies that evaluate the impact that a new building or development would have on roadways. Three types of studies include:

1. Rezoning traffic study
2. Traffic impact assessment
3. Traffic impact statement

Ms. Sagorski discussed and explained handout materials she provided to the Commissioners concerning the types of traffic studies that might be required by the Michigan Department of Transportation (MDOT).

Costs of traffic studies vary. Depending on factors and phases of the study, a rezoning traffic study could cost between \$5,000 to \$7,000. Additional costs are incurred for reviewing the findings of the traffic studies.

The Planning Commissioners and Ms. Sagorski discussed issues relative to Allendale Charter Township and how traffic studies might apply or be requested.

C. Irrigation Language

Addressing the troubled aquifer status under Allendale Charter Township, Planner Ransford summarized previous discussions concerning proposed language for water resources for commercial and industrial entities.

Planner Ransford provided proposed language which was approved by the Planning Commission. Direction was provided to Ransford to schedule the language for public hearing.

10. New Business:

A. 2019 Meeting Schedule

A brief discussion ensued concerning timing of the Planning Commission meetings. Motion by Schut to approve the 2019 meeting schedule as drafted with a change of the meeting time from 7:30 PM to 7:00 PM. Motion seconded by Knoper. **Approved 6-0.**

11. Public Comments: *Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.*

12. Township Board Reports: The Planning Commission recognized Mr. Knoper for his outstanding service to the Township.

13. Commissioner and Staff Comments: The Planning Commissioners and Planner Ransford, individually and as a group, expressed their appreciation for the service of Ken Knoper at this, his last meeting as a member of the Commission.

14. Meeting adjourned at 9:14 PM.

Next meeting January 7, 2018 at 7:30 p.m.