

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
January 5, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll call.

Present: Schut, Longcore, Zickus, Zuniga, Knoper, Zeinstra and Hilliker  
Staff Present: Tim Johnson, Wade Trim

Absent: None

3. Received for information.

4. Approve the minutes.

Motion made by Schut to approve the minutes of the December 21, 2015 as submitted.  
Seconded by Zickus. Approved. 7-0

5. Approve the Agenda.

Motion made by Longcore to approve the agenda as submitted. Seconded by Hiliker.  
Approved. 7-0

6. Public Comment.

Jeff Seaver asked about the sidewalks on 52<sup>nd</sup>.

7. Public Hearing.

8. Site Plan Review. None

9. Old Business.

A. Special Land Use and Site Plan request from Todd Bylsma for a mining operation at 10042 76<sup>th</sup> Avenue in order to construct a pond. Tabled at the December 21, 2105 meeting.

Motion by Knoper to remove the Todd Bylsma mining operation from the table.  
Seconded by Hilliker. 7-0

Brad Meyer, representing the owner, went over the changes requested by the Planning Commission. Meyer went over the gate, trees, truck traffic and language for the well guarantee.

Tim Johnson went over the staff report including

Motion by Zickus to approve the special land use dated December 24, 2016 as it meets the requirements for section 24.06 use for Todd Bylsma with the condition the owner will provide the name of the company doing the excavating. Seconded by Knoper. Approved. 7-0

Motion by Hilliker to approve the Bylsma Site Plan December 24, 2015 at 10042 76<sup>th</sup> Ave. Seconded by Zuniga. Approved 7-0

B. Ordinance Amendments: Review proposed amendments to accessory building requirements.

Johnson went over the changes recommended by the Planning Commission for accessory buildings. Commissioners requested additional information on how the coverage requirements affect lots on a cul-de-sac.

10. New Business.

A. Discuss parcel combination requirement for Brusveen Chiropractic office building site plan in the Winding Creek Crossings PUD.

Duke Schut recused himself as a Commissioner stating potential conflict of interest.

Steve Witte, representing the owner, went over the condition of the Brusveen approval requiring the vacant lot to be merged with the remaining lot. The owner is asking to remove the condition and allow the lot to remain.

Tim Johnson reviewed the reasons for merging the lot. Planning Commission reviewed the ownership and discussed the condition.

Motion by Zeinstra to remove condition #1 (merging the existing lot) for the approval of the Brusveen Chiropractic office. Seconded by Zuniga. 6-0

B. Review Non-Motorized Trail Map from Parks and Recreation Committee.

The Planning Commission reviewed and discussed the Bike Trail recommended by the Parks and Recreation. Planning Commissioners would like to review the draft plan in more detail at the next meeting.

C. Election of Officers for 2016

Motion by Hilliker to retain the current officers in the same position. Seconded by Zickus. Approved. 7-0

D. Review Draft of 2016 Annual Work Program

Tim Johnson discussed the upcoming recommendations for 2016.

11. Public Comment. None

12. Township Board Report.

Zeinstra updated the Planning Commission on the board activity.

13. Commissioner Comments.

14. Meeting adjourned.

Next meeting will be January 18, 2016

\*\*Any and all attachments are available at the Township Offices.

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
January 18, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll call.

Present: Schut, Longcore, Zuniga, Knoper and Zeinstra  
Absent: Zickus, and Hilliker  
Staff Present: Tim Johnson, Wade Trim

3. Received for information.

4. Approve the minutes.

Motion made by Schut to approve the minutes of the January 5, 2015 as submitted.  
Seconded by Zuniga. Approved. 5-0

5. Approve the Agenda.

Motion made by Longcore to approve the agenda as submitted. Seconded by Zeinstra.  
Approved. 5-0

6. Public Comment.

Jeff Seaver commented on the sidewalks on 52<sup>nd</sup> Ave.

Glenn Turek stated a concern with the traffic caused by the traffic of 48<sup>th</sup> Ave.

7. Public Hearing.

Zimmer Development Company Special Land Use Permit and Site Plan to allow Group Housing in the R-4 Zoning District on property located at the northeast corner of 52nd Avenue and Pierce Street.

Steve Witte on behalf of the owner introduced the project. The project is located on 59 acres zoned R-4. The property will have a 100ft landscape buffer along 52<sup>nd</sup> and West Campus Drive will extend to Pierce Street. Witte went over the density, group housing, open space, recreational facilities, access to the site, parking spaces, carports, sidewalks, 10ft pathway along Pierce, building materials, club house, landscaping, security, on-site management and the timeline of the project.

Tim Johnson, Township Planner, went over the staff report. Johnson discussed the density, consent judgement, West Campus Drive, conditional rezoning, landscaping, berm and evergreen trees. Johnson explained three options of the phasing requirements.

Johnson noted that the Township Board would need to approve of the extension of West Campus Drive to Pierce Street.

Johnson went over the other points including; recreational facilities, sidewalk easements and approval of phase 1 – 2.

John Worst commented on concerns regarding the buffer zone on the North to the Curry Drain.

Jeff Seaver requested sidewalks and berm be added along 52<sup>nd</sup>.

Glenn Turek commented on the traffic and intersections. He also commented on the need for sidewalks.

Witte went over the landscape berm on the North as it regards to the conditional zoning. He also went over the speed of the road, buffering and sidewalk along 52<sup>nd</sup>. Witte went over the long term plan of the Road Commission extending West Campus Drive.

Knoper asked if the berm on the North side could be extended to the Curry Drain. Witte agreed this could be done. Knoper asked about installing the trees on the berm along 52<sup>nd</sup>. Johnson clarified the evergreen trees were required by the conditional rezoning and that additional landscaping was required by the Zoning Ordinance. Knoper clarified the type of trees as referenced in the conditional zoning. Witte asked about installing smaller size trees and grouping them to look better. Adam Tucker suggested that Johnson and Witte work out the details.

Zuniga recommended that the sidewalks along the East side of 52<sup>nd</sup> be installed with Phase 1 instead of the sidewalk along the West side of West Campus Drive. Planning Commissioners agreed with this idea. Witte and Tucker agreed to make the change.

Traffic and concerns about the intersection were discussed. Commissioners discussed conditions of approval for the site plan.

Motion by Schut to approve the Special Land Use for Group Housing in the R-4 Zoning District as the project meets the Special Land Use Standards of Section 20.06. Seconded by Knoper. Approved 5-0

Motion by Zeinstra to approve the Zimmer Site Plan dated 01-15-16 subject to the following conditions:

1. The berm along the north lot line must be extended to the Curry Drain.
2. The berm along 52<sup>nd</sup> Avenue must be installed in conjunction with Phase 1 per the site plan.

3. Evergreen trees must be installed on the berm in conjunction with the Phase 1 berm. The trees may be a minimum of four feet at planting but must be at least six feet in height when the land between the Curry Drain and 52<sup>nd</sup> Avenue is developed. Any tree which has not attained this height shall be replaced with a tree at least six feet in height.
4. A sidewalk along the 52<sup>nd</sup> Avenue frontage of the site shall be installed per Township standards before occupancy permits are issued for Phase 1.
5. Installation of the sidewalk along the west side of West Campus Drive extended may be deferred until the land between the Curry Drain and 52<sup>nd</sup> Avenue is developed.
6. Carports may be provided per the illustration proposed by the applicant at the January 18, 2016 meeting and attached to the approved site plan with the roof pitch of the carports not exceeding the roof pitch of the apartment buildings. The locations of the carports shall be illustrated on the site plan. The same type of carports proposed in locations other than as shown on the approved site plan will be considered as minor site plan amendments subject to the approval of the Zoning Administrator.
7. The landscape plan is approved as presented except that evergreen trees must be illustrated on the site plan. If the applicant desires to add trees to the interior of the development then a revised plan illustrating this must be presented to the Planning Commission.
8. The site plan shall show the distance of the berm from the 52<sup>nd</sup> Avenue right of way line.
9. The applicant shall consult with the Ottawa County Road Commission regarding the impact of this project on the existing intersection of West Campus Drive and 48<sup>th</sup> Avenue and the need for improvements to this intersection.
10. The site plan must be revised per Items 5, 6, 7, 11, 12, 13, 14, and 18 of the Township Planner's report dated January 13, 2016.
11. The applicant shall provide on-site security as described in the applicant's handout at the meeting January 18, 2016 labeled Asset Campus Housing attached to these minutes.
12. The revised site plan shall be reviewed by the Township Planner.

Seconded by Zuniga. Approved 5-0

8. Site Plan Review. None
9. Old Business.

Ordinance Amendments: Review proposed amendments to accessory building requirements.

Planning Commission reviewed the proposed language for Draft 3. The Commission agreed with retaining the current method of measuring the rear yard area to determine the size of accessory buildings. The Commission advised Mr. Johnson to make the necessary revisions and to schedule a public hearing for the amendments.

10. New Business.

A. Findings of Fact for Special Land Use and Site Plan request from Todd Bylsma for a mining operation at 10042 76<sup>th</sup> Avenue in order to construct a pond.

Johnson went over the Findings of Facts. Knoper asked about the Truck Route requirement.

Motion by Knoper to approve Findings of Fact for the Special Land Use subject to revising Condition 18 to remove the reference to the Township Truck Route Ordinance and to approve the Findings of Fact for the Site Plan request for Todd Bylsma. Seconded by Zeinstra. Approved 5-0

B. Review Non-Motorized Trail Map from Parks and Recreation Committee.

Planning Commission reviewed and discussed the Trail Map.

C. Review Draft # 2 of 2016 Annual Work Program.

Motion by Zeinstra to approve the 2016 Annual Work Program as amended by adding a review of the Group Housing requirements in the R4 zone. Seconded by Zuniga. Approved 5-0

11. Public Comment. None
12. Township Board Report. None
13. Commissioner Comments. None
14. Meeting adjourned.

Next meeting will be February 2, 2016 at 7:30 p.m.

\*\*Any and all attachments are available at the Township Offices.

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
February 2, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll call.

Present: Schut, Longcore, Zuniga, Knoper, Zickus, Hilliker and Zeinstra

Absent:

Staff Present: Tim Johnson, Wade Trim

3. Received for information.

4. Approve the minutes.

Motion made by Knoper to approve the minutes of the January 5, 2016 as submitted.  
Seconded by Zeinstra. Approved. 7-0

5. Approve the Agenda.

Motion made by Longcore to approve the agenda with the addition of adding Charity USA Public Hearing under 10.C. Seconded by Zickus. Approved. 7-0

6. Public Comment. None

7. Public Hearing.

A major amendment to Ordinance 2015-11 being the Pierce Place Planned Unit Development District to add one more dwelling unit for a total of 36 dwelling units on 3.92 acres of land at the northwest corner of 48<sup>th</sup> Avenue and Pierce Street. Parcel # 70-09-25-400-031.

Steve Witte, representing the owner of Pierce Place, introduced the project of adding one bedroom unit. Witte explained the amendment follows the density requirements and also follows the parking requirement with one additional parking space. The footprint of the project stays the same. Witte went over the landscaping and the reason for the change.

Tim Johnson, Township Planner, went over the staff report and the changes made to the landscaping.

Longcore opened the public comment section of the public hearing portion.

No comments were received. Longcore closed the public hearing.

Longcore asked about the changes to the landscaping. Witte explained the aesthetics of the new landscaping. Longcore referred to the screening in the original plan along with the reason the Planning Commission approved the original.

Motion by Zickus to approve the major amendment to Ordinance 2015-11, being the Pierce Place Planned Unit Development District to add one more dwelling unit for a total of 36 dwelling units on 3.92 acres of land at the northwest corner of 48<sup>th</sup> Avenue and Pierce Street. With the condition of changes in the landscaping of the trees by the driveway and spruce trees. Seconded by Knoper. Approved 7-0

8. Site Plan Review.

M & S Storage to construct three self-storage buildings at 5280 Edgeway Drive in the PID Zoning District.

Michael Johnson, owner of M&S storage, introduced new prints reflecting the staff report. The proposed 330 X 270 self-storage would be constructed at 5280 Edgeway Drive. Phase 1 would be completed by April, 2016.

The new print added new fire hydrants, sidewalk location, building height and fence height. The doors will be located on the East and West side and the Northside and Southside will be designed block.

Tim Johnson, Township Planner, went over the staff report and the new site plan reflecting the changes requested.

Longcore asked about screening. Zeinstra asked about adding screening to hide the outside storage.

Owner and Planning Commission discussed different kinds of landscaping that would accommodate better screening and still maintain clearance of the overhead powerlines.

Motion by Knoper to approve the site plan for M & S Storage and to construct three self-storage buildings at 5280 Edgeway with the condition of staff approval on the new site plan and landscaping changes. Seconded by Zuniga. Approved. 7-0

9. Old Business. None

10. New Business.

A. Findings of Fact for Special Land Use and Site Plan request from Zimmer Development Company to allow Group Housing in the R-4 Zoning District on property located at the northeast corner of 52nd Avenue and Pierce Street.

Witte, representing the owner of Pierce Place, requested that Item 2 in the site plan regarding the berm and future phasing specifically state that the berm along 52<sup>nd</sup> Avenue must be installed north of the exception parcel in conjunction with Phase 1 per the site plan.

Commissioners agreed with the request. Motion made by Zeinstra to approve the finding of facts as amended. Seconded by Hilliker. Approved. 7-0

B. Set public hearing date for March 1, 2016 for Master Plan Update.

Motion by Hilliker to approve setting a public hearing on March 1, 2016, for the Master Plan. Seconded by Knoper. Approved. 7-0

C. Set public hearing date for March 1, 2016 for Charity USA.

Motion by Zeinstra to approve setting a public hearing on March 1, 2016 for the site plan and special use for Charity USA. Seconded by Hilliker. Approved. 7-0

11. Public Comment. None
12. Township Board Report. Non-motorized pathway.
13. Commissioner Comments.

Planning Commissioners accepted Fred Hilliker's resignation.

GVSU future visit with the Planning Commission.

Allendale sponsored water drive for Flint.

14. Meeting adjourned.

Next meeting will be February 22, 2016 at 7:30 p.m.

\*\*Any and all attachments are available at the Township Offices.

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
February 15, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll call.

Present: Schut, Longcore, Zuniga, Knoper, Zickus and Hilliker  
Absent: Zeinstra  
Staff Present: Tim Johnson – Wade Trim, INC.

3. Received for information.

4. Approve the Minutes.

Motion made by Zickus to approve the Planning Commission Minutes of February 2, 2016 as submitted. Seconded by Zuniga. Approved. 6-0

5. Approve the Agenda.

Motion made by Longcore to approve the February 15, 2016 Planning Commission Agenda as submitted. Seconded by Knoper. Approved. 6-0

6. Public Comments for *non-public hearing items*. None

7. Public Hearings: None

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Presentation of Special Land Use and Site Plan request for Charity USA building expansion at 11700 48<sup>th</sup> Avenue. Public hearing to be held March 1, 2016. Commissioners discussed the height of the building would be acceptable pending approval by the Township Fire Inspector, that sidewalks would not likely be needed at this time and that the exterior building materials were acceptable as it matched the existing building. Commissioners requested that the site plan be revised to show the entire property.

B. Ron VanSingel of the Merestone Group made a presentation and requested that the Commission set a public hearing date to rezone property on the north side of M-45 just

east of 74<sup>th</sup> Avenue to PUD from R-1 for the Hidden Forest No. 4 site condominium.  
Motion by Knoper to set the public hearing date for March 21, 2016. Seconded by  
Zickus. Approved 6-0

C. Review of recommended amendments to sign ordinance to comply with U.S. Supreme  
Court decision in Reed v. Gilbert. Commissioners directed Planner Johnson to prepare  
the amendments including a new format for the sign chapter.

D. Motion by Schut to approve the Finding of Facts site plan for M & S Storage to  
construct three self-storage buildings at 5280 Edgeway Drive in the PID Zoning District  
provided that the term Callery Pear Tree in Condition 3 is changed to Pear Tree.  
Seconded by Zickus. Approved 6-0

E. Motion by Zickus to approve the 2015 Planning Commission Annual Report and  
forward a copy to the Township Board. Seconded by Knoper. Approved 6-0

11. Public Comment. None
12. Township Board Report. None
13. Commissioner and Staff Comments. None
14. Meeting adjourned.

**Next meeting will be March 1, 2016 at 7:30 p.m.**

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
March 1, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Schut, Longcore, Zuniga, Knoper

Absent: Zickus, Zeinstra

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information.

4. Approve the Minutes.

Motion made by Schut to approve the Planning Commission Minutes of February 15, 2016 with changes of removing Hilliker from roll call. Seconded by Knoper. Approved.  
4-0

5. Approve the Agenda.

Motion made by Longcore to approve the March 1, 2016 Planning Commission Agenda as submitted. Seconded by Schut. Approved. 4-0

6. Public Comments for *non-public hearing items*. None

7. Public Hearings:

A. Special Land Use and Site Plan request for Charity USA building expansion at 11700 48<sup>th</sup> Avenue.

Mr. Johnson discussed the new plan to remove four truck docks along 46<sup>th</sup> and replace with one single overhead door for single, smaller delivery vehicles, smaller equipment for maintenance and overall easier access.

Johnson confirmed the new landscape plan has met all the requirements. With emphasis on a plan for the area along 46<sup>th</sup> that will be disturbed by the construction site. Commissioners discussed an underground irrigation system and whether to restructure the current system from 2010 or put a whole new system in for the first couple years until landscaping is established.

Motion by Knoper second by Zuniga to approve the Special Land Use Permit for Charity USA for the building expansion as the project meets the Special Land Use standards of 20.06 of the Zoning Ordinance. Passed 4-0

Motion made by Schut second by Knoper to approve the Site Plan for the Charity USA building expansion at 11700 48<sup>th</sup> Avenue subject to the following conditions:

1. Compliance with the applicable items of the Planners' Staff report;
2. Pave the access lane as required by the Township Fire Inspector;
3. Provide an underground irrigation system for the proposed landscaped areas and other areas disturbed by the new construction;
4. Obtain the approvals of the Ottawa County Water Resources Commission for storm water management; The Township Department of Public Works for public utilities; The Ottawa County Road Commission regarding the new driveway on 46th Avenue; and, The Township Fire Inspector regarding emergency vehicle access and hydrant locations;
5. Submittal of a letter from the applicant agreeing to participate in a sidewalk special assessment district at such time that the Township Board takes the necessary steps to establish such a special assessment district;
6. Approval from the Fire Inspector specifically approving the proposed 45 ft. building height.

Motion Approved 4-0

B. An amendment to Section 17.04.B to delete the Special Land Use Permit requirement for buildings over 20,000 sq. ft. in the PID Zoning District.

Commissioners agreed with the removal of the Special Land Use Permit requirement. Mr. Johnson expressed to the Commission that this was an extra burden to put the applicant through and it's not unusual for an industrial building to be over 20,000 sq. ft.

Zuniga made a motion to recommend approval to the Township Board the amendments to Section 17.04.B to remove the Special Land Use Permit requirement for buildings over 20,000 sq. ft. in the PID Zoning District. Seconded by Knoper. Motion Approved. 4-0

C. Amendments to Section 3.11 regarding accessory building requirements. Motion by Schut seconded by Zuniga to recommend approval to the Township Board. 4-0

D. Amendments to the 2013 Master Plan. Motion by Knoper seconded by Schut to recommend approval to the Township Board. 4-0

8. Site Plan Review: None

9. Old Business: None

10. New Business: None
11. Public Comment. None
12. Township Board Report. None
13. Commissioner and Staff Comments.
14. Meeting adjourned.

**Next meeting will be March 21, 2016 at 7:30 p.m.**

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
March 21, 2016

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Schut, Longcore, Zuniga, Knoper, Zickus and Zeinstra

Absent:

Staff Present: Tim Johnson – MainStreet Planning Company

3. For Information.

The Commission received a letter from Ronald VanSingel, Principal of Merestone Group, regarding Hidden Forest Estates Site Condominium PUD.

4. Approve the Minutes.

Motion by Knoper to approve the March 1, 2016 Planning Commission meeting minutes as submitted. Seconded by Zuniga. Motion Approved. 6-0

5. Approve the Agenda.

Motion from Longcore to approve the agenda as submitted. Seconded by Zeinstra. Motion Approved. 6-0

6. Public Comments for *non-public hearing items*. None

7. Public Hearings.

- A. Request from The Merestone Group to rezone property on the north side of M-45 just east of 74<sup>th</sup> Avenue to PUD from R-1 for the Hidden Forest No. 4 site condominium.

Ronald VanSingel, Principal of Merestone Group, on behalf of property owner Ed Young presented the request.

Chairman Longcore opened the public hearing. There was no public comment.

Commissioners reviewed and discussed the project and the report from Township Planner Tim Johnson.

Commissioners recommended that a mixture of evergreen and deciduous trees be planted at a rate of one tree every 20 feet as measured across the rear of Lots 6 and 7. The trees are to be planted within the open space or on these two lots. Commissioner Zeinstra requested that the slope of the pond be one on six to a depth of 5 feet.

Commissioners also concurred that plan should be corrected to comply with the Planners Staff report.

Commissioners agreed to hold one more review to allow the Merestone Group additional time to put a revised site plan together and present at the next available meeting.

B. Motion by Knoper to table until the next available meeting. Seconded by Zeinstra.  
Motion Approved. 6-0

8. Site Plan Review: None

9. Old Business: None

10. New Business:

A. Review first draft of amendments to Zoning Ordinance sign regulations.

Planner Johnson presented a variety of new sign definitions by construction type. He stated that future sign amendments will not be straying too far from what already exists in the Zoning Ordinance. Commissioners agreed they cannot regulate what is placed on the signs, but can determine the length of time that signs are in a specific location depending on the event. Some signs may be harder to regulate than other signs.

B. Findings of Fact for Special Land Use and Site Plan request for Charity USA building expansion at 11700 48<sup>th</sup> Avenue.

Motion by Schut second by Knoper to approve the Special Land Use for the Charity USA building expansion at 11700 48<sup>th</sup> Avenue. Motion Approved. 6-0

Motion by Knoper second by Schut to approve the Site Plan for the Charity USA building expansion at 11700 48<sup>th</sup> Avenue. Motion Approved. 6-0

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: Commissioners discussed the Boards action to seek bids for planning services and expressed their desire to continue using the services of current Township Planner Tim Johnson of MainStreet Planning Company.

14. Meeting adjourned.

**Next meeting will be April 5, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
April 5, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Schut, Zuniga, Knoper, Zickus

Absent: Longcore, Zeinstra

Staff Present: Tim Johnson – Main Street Planning Company

3. For Information.

4. Approve the Minutes.

Motion by Knoper to approve the March 21, 2016 Planning Commission Meeting minutes as submitted. Seconded by Zickus. Motion Approved. 4-0

5. Approve the Agenda.

Motion from Schut to approve the agenda as submitted. Seconded by Knoper. Motion Approved. 4-0

6. Public Comments for *non-public hearing items*. None

7. Public Hearings.

8. Old Business:

Request from The Merestone Group to rezone property on the north side of M-45 just east of 74<sup>th</sup> Avenue to PUD from R-1 for the Hidden Forest No. 4 Estates PUD site condominium project. Tabled from the March 21, 2016 meeting.

Ronald VanSingel, Principal of Merestone Group, on behalf of property owner Ed DeYoung acknowledged that the previous plan has been corrected to comply with the planner's staff report from the March 21, 2016 meeting.

Motion by Knoper to recommend to the Board approval of the zoning ordinance amendment to establish Hidden Forest Estates PUD Zoning District. Seconded by Zickus. Motion Approved. 4-0

Motion from Zickus to omit the No. 4 in the name of the site plan for Hidden Forest Estates site condominium project. Seconded by Knoper. Motion Approved. 4-0

Motion made by Zickus to recommend to the Board approval of the Resolution for Hidden Forest Estates PUD Site Condominium subject to the following additions to the resolution. Seconded by Knoper. Motion Approved. 4-0

- Change Section D-3 that the street light timing installation coincides with the 2<sup>nd</sup> building permit.
- Add to Section F-1 that the pond slope be certified by the applicant's engineer to coincide with the 2<sup>nd</sup> building permit.
- Add to Section E-1 that the minimum size evergreen trees be 4 ft. to 6 ft. and the deciduous tree's be 1 ½ inches in caliper.

9. Site Plan Review:

Request from Lighthouse Church to amend the site plan approved by the Planning Commission on September 1, 2015 to establish a church at 7624 Lake Michigan Drive.

Steve Witte spoke on behalf of Lighthouse Church to request an amendment to the site plan that was approved by the Planning Commission on September 1, 2015. Witte stated that the majority of the site plan will remain the same with the minor amendment to begin the portion of the future addition now.

Motion by Zickus to approve the site plan dated 4-5-16 for Lighthouse Church and that no public hearing is needed. Seconded by Zuniga. Motion Approved. 4-0

10. New Business:

Minor amendment to the Hidden Shores West PUD to remove the berm along 78<sup>th</sup> Avenue to accommodate a non-motorized trail and allow for proper storm water management.

Motion by Zickus for approval of the minor amendment to the Hidden Shores West PUD with the provision that the landscaping requirement for the former berm area remain in place. Seconded by Knoper. Motion Approved. 4-0

11. Ordinance Amendments:

- A. Continue review of amendments to Zoning Ordinance sign regulations. Planner Johnson reviewed proposed amendments to the sign ordinance. Commissioners agreed that electronic reader board signs could be allowed for churches and other non-residential uses in residential zones with proper controls for brightness.
- B. Review of Accessory Building Amendments forwarded from the Township Board. Commissioners discussed different formulas for the size of accessory buildings based on lot sizes. The following formula would be discussed at the next Commission meeting.

<u>Lot Size</u>	<u>Accessory Building Size</u>
Up to 15,000 SF	250 SF
15,001 to 21, 780 SF	500 SF
21,781 to 32, 670 SF	750 SF
32,671 to 43,560 SF	1,000 SF

12. Public Comments: None

13. Township Board Reports: None

14. Commissioner and Staff Comments: None

15. Meeting adjourned.

**Next meeting will be April 18, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
April 18, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Schut, Zuniga, Knoper, Zickus, Longcore and Zeinstra

Absent:

Staff Present: Tim Johnson – MainStreet Planning Company

3. For Information.

4. Approve the Minutes.

Motion by Zickus to approve the April 5, 2016 Planning Commission Meeting minutes as submitted. Seconded by Schut. Motion Approved. 6-0

5. Approve the Agenda.

Motion from Longcore to approve the agenda as submitted. Seconded by Knoper.

Motion Approved. 6-0

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

7. Public Hearings:

8. Site Plan Review:

9. Old Business:

- A. Accessory building amendments.

Commissioners reviewed the Discussion Paper Regarding Accessory Building Sizes prepared by the Township Planner. It was decided that the formula considered at the April 5<sup>th</sup> meeting which mandated a certain size accessory building based on the size of a lot was not flexible enough as a lot which had just a few square feet over or under the lot size limits would

determine the size of the accessory building. Commissioners determined that a fairer approach would be to have the accessory building size be determined by a certain percentage of the lot size. Based on the lot size range and building size formula discussed at the April 5<sup>th</sup> meeting it was decided that accessory building size would be limited to 2.3 percent of the lot size for lots up to and including one acre. For lots over one acre the maximum square footage of a single building or the total square footage of all accessory buildings shall not exceed 30 percent of the square footage of an area which is determined by multiplying the rear yard setback required for the zoning district within which the accessory building or buildings are located by the width of the lot as measured at the rear wall of the principal building.

B. Amendments to Zoning Ordinance sign regulations. Commissioners reviewed Draft 2 and directed the Planner to continue preparing further amendments.

#### 10. New Business:

A. Finding of Fact for Lighthouse Community Church Amended Site Plan.

Motion by Schut second by Zickus to approve the Findings of Fact for the Amended Site Plan for Lighthouse Community Church. Motion approved 6-0

B. Discussion of Facade Requirement for Industrial Buildings Regarding Enclosed Fasteners.

Commissioners discussed this matter and directed the Planner to research additional information from the Township Building Inspector regarding pole barn steel gauge, depth of the rib for pole barn walls and the construction warranty.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned.

**Next meeting will be May 3, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
May 3, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Zuniga, Knoper, Longcore and Zeinstra

Absent: Schut, Zickus

Staff Present: Tim Johnson – MainStreet Planning Company

3. For Information: None

4. Approve the Minutes.

Motion by Knoper to approve the April 18, 2016 Planning Commission Meeting minutes as submitted. Seconded by Zuniga. Motion Approved. 4-0

5. Approve the Agenda.

Motion from Longcore to switch items 9 and 10 around on the agenda submitted.  
Seconded by Zeinstra. Motion Approved. 4-0

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

7. Public Hearings: Request from Tom Geysbeek for a special Land Use Permit to construct an accessory building closer than 300 feet from a public street in the Agricultural and Rural Zoning District at 6460 Lincoln Street.

Received letter of support from Jim and Stacy Vereeke.

Geysbeek spoke on his reason for requesting a Special Land Use Permit for an accessory building. Two persons in the audience expressed concern about the use of the pole barn as a commercial vehicle repair business.

Planner Johnson reviewed special land use.

Motion by Knoper to approve the special land use. Supported by Zeinstra. Motion Approved. 4-0

8. Site Plan Review: None

9. New Business:

- A. Presentation from Kennedy Lakes Estates LLC to rezone property on the northwest corner of 60<sup>th</sup> Avenue and Warner to PUD from the Agricultural and Rural Zoning District to develop a 30 lot site condominium project and to request a public hearing date of June 7, 2016.

Planner Johnson went over his staff report regarding the rezoning of property for Kennedy Lakes Estates LLC. The design and uses are compatible with adjacent land uses and the Master Plan. Some additional information is needed as noted so the plan will need to be revised to reflect the items and those identified by the Commission. The Commission should determine if there is sufficient information provided to set a date for a public hearing.

Motion by Knoper to set a public hearing date of June 7, 2016. Supported by Zeinstra. Motion Approved. 4-0

- B. Review a minor amendment to the phasing plan for Hidden Shores West PUD.

Motion by Knoper to approve the new phasing plan for Hidden Shores West PUD as a minor amendment. Supported by Zuniga. 4-0

10. Old Business:

- A. Accessory building amendments. Commissioners reviewed the new draft language for the accessory building size formula and setbacks. Commissioners found the amendments acceptable but decided to wait until all members were present before taking any action.
- B. Amendments to Zoning Ordinance sign regulations. Planner Johnson advised the Commission that the sign amendments would be available at the next meeting.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned.

**Next meeting will be May 16, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
May 16, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Zuniga, Knoper, Longcore, Schut, Zickus

Absent: Zeinstra

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

Letter from Zoning Administrator, Kirk Scharphorn Jr. regarding a minor amendment to the approved site plan for Brusveen Office Building. He approved this as a minor amendment as allowed by Section 24.10 of the Allendale Charter Township Zoning Ordinance.

4. Approve the Minutes.

Motion by Knoper to approve the May 3, 2016 Planning Commission Meeting minutes as submitted. Seconded by Zuniga. Motion Approved. 5-0

5. Approve the Agenda.

Motion made by Longcore to approve the May 16, 2016 Planning Commission Agenda as submitted. Seconded by Zickus. Motion Approved. 5-0

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

7. Public Hearings: None

8. Site Plan Review: None

## 9. Old Business:

A. Accessory building amendments. Commissioners reviewed the draft dated May 16, 2016 and recommended several changes. These included:

- Changing the wording to “more than one acre” from “one acre or more” in the R1, R2, R3 and R4 zones in Section 3.11. A.11. c;
- Adding “for example” language to Section 3.11.A.11.c to guide readers on how to use the formula to determine the maximum size of an accessory building;
- Include the square footage of one acre;
- Changing the setback for buildings over 500 sq. ft. to 10 feet or the height of the building whichever is greater.

Commissioners requested that these changes be made by the Planner and a revised draft be presented for the June 7<sup>th</sup> meeting.

B. Amendments to Zoning Ordinance sign regulations. Commissioners discussed the list of changes to the sign ordinance prepared by the Planner. Commissioners put forth the idea of allowing just two temporary signs per parcel with a maximum size of 32 sq. ft. per sign. The signs could be displayed prior to the event and would need to be removed after the event was over. A permit would be required for a temporary sign over 20 sq. ft. (current requirement).

The permit would list the beginning and ending dates of display. A 32 sq. ft. temporary sign permit could be issued in conjunction with a building permit in order to reduce the administrative procedure of obtaining two separate permits. A checkbox could be added to the building permit form to enable this. More discussion may be needed.

Planner to prepare revisions and provide a new sign ordinance draft at June 7<sup>th</sup> meeting.

C. Discussion of Façade Requirement for Industrial Buildings Regarding Enclosed Fasteners. Commissioners discussed the comments offered by the Township Building Inspector. Commissioner Schut offered to bring to the next meeting information on pole barn steel siding gauge, rib depth and other items pertaining to siding to help Commissioners determine if new siding requirements should be added to replace the enclosed fasteners requirement.

10. New Business:

A. Geysbeek Finding of Fact:

Motion by Knoper to approve the Findings of Fact for the Special Use and Site Plan for the Geysbeek Accessory Building. Seconded by Zickus. Motion Approved. 5-0

- B. Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts. Commissioners discussed the draft language to combine the two districts in particular the wording to take out specific retail and service uses allowed in the C-3 zone which are also allowed by reference in the PID and Industrial Zones. It was decided to review the types of existing uses along Commerce Drive, Edgewater and other nearby streets to assist in preparing uses allowed in the combined districts.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be June 7, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
June 7, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Zuniga, Knoper, Longcore, Schut, Zeinstra

Absent: Zickus

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

4. Approve the Minutes.

Motion by Schut to approve the May 16, 2016 Planning Commission Meeting minutes as submitted. Seconded by Knoper. Motion Approved. 5-0

5. Approve the Agenda.

Motion by Longcore to approve the Agenda as submitted. Seconded by Zeinstra.

Motion Approved. 5-0

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

7. Public Hearings:

Request from Kennedy Lakes Estates LLC to rezone property on the northwest corner of 60<sup>th</sup> Avenue and Warner PUD from the Agricultural and Rural Zoning District to develop a 30 lot site condominium project.

Dave Hanco, representing the applicant presented the project. He noted that the depth of the pond was actually not 28 feet as illustrated on the site plan but was closer to 8-10 feet deep.

Chairman Longcore opened the public hearing. Several residents spoke and voiced concerns about the lot facing 60<sup>th</sup> Avenue, the street connection to the vacant land to the west and the algae growing in the lake. Chairman Longcore closed the public hearing and noted that an email from Dan Kulikamp regarding this project had been received and would be kept on file.

Commissioners also noted their concerns about Lot 13 facing 60<sup>th</sup> Avenue that it was not visibly part of the project. Commissioners had questions about the suitability of the soils for septic systems, the amount of dirt remaining on the site, if the pond was deep enough to avoid becoming stagnant and the need for more trees along Warner Street

Planner Johnson went over his staff report. Commissioners agreed that the following information would be needed and should be shown on a revised site plan.

1. Preliminary approval from the Health Department on soil types for septic systems.
2. Verify the location and type of non-scrub type existing trees along Warner and provide additional trees as necessary to create a visual buffer.
3. Verify contours of the berm along Warner.
4. Verify that a driveway permit is acceptable to the Road Commission for lot 13.
5. Redesign the contours of the lake to show the existing contours and verify that the pond will not become stagnant.
6. Provide information on how much dirt will be removed and kept on site for construction. All dirt piles will need to be removed before the issuance of a second building permit except those needed for construction. Removal of the dirt will not need to be approved as part of a mineral mining operation.
7. The landscape plan must be revised to match the site plan.

C. Motion by Knoper to table until the above items are received. Seconded by Zuniga.  
Motion Approved. 5-0

8. Site Plan Review: None

9. Old Business:

A. Review of accessory building amendments.

Motion from Schut to recommend approval to the Township Board of the accessory building amendments that were presented and dated June 7, 2016 Seconded by Knoper. Motion Approved. 5-0

B. Review of Sign Amendments.

Commissioners reviewed the information provided by Planner Johnson and agreed on the following proposals for temporary signs:

AG & RE Zones: Total sign area of 32 SF/ no limit on the number of signs allowed.

R3, R4, GC & Ind. Zones: Total sign area of 64 SF/ no limit on the number of signs allowed/ no single sign can exceed 32 SF.

C. Discussion of Façade Requirement for Industrial Buildings Regarding Enclosed Fasteners.

Commissioners reviewed the information provided by Commissioner Schut. The consensus was to allow both enclosed and unenclosed fasteners but to require that façade building materials be a minimum of 24-gauge steel with at least a 1 ¼ inch deep profile. Exposed fasteners must match the color of the building. Planner Johnson to prepare the necessary ordinance language.

D. Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts.

Commissioners reviewed the information provided by Planner Johnson and agreed to retain all of the uses permitted in the C3 Zone as also being permitted in the Industrial and PID Zones.

10. New Business:

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be June 20, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
June 20, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Zuniga, Longcore, Zickus and Schut

Absent: Knoper, Zeinstra

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

4. Approve the Minutes.

Motion by Schut to approve the June 7, 2016 Planning Commission Meeting minutes as submitted. Seconded by Zuniga. Motion Approved. 4-0

5. Approve the Agenda.

Motion by Longcore to approve the Agenda as submitted. Seconded by Zickus. Motion Approved. 4-0

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

7. Public Hearings:

8. Site Plan Review: None

9. New Business:

A. Set public hearing date for a request from Allendale Township for a Special Land Use Permit to construct a band shell at the southern end of the Township Park between ball fields 3 and 4 in the R-1, Low Density One Family Residential Zoning District.

Board Trustee Marcia Hoekstra made a brief presentation on the project. Commissioners had questions about noise, hours, and types of events using the band shell. Commissioner Zickus moved to set a public hearing date for July 18, 2016, second by Commissioner Schut. Ayes: 4  
Nays: 0

10. Old Business:

A. Review of amendments to sign regulations.

Commissioners suggested a number of revisions to Draft 4. Planner Johnson will make the changes for the next meeting. (Commissioner Zickus left the meeting at approximately 8:40 PM)

B. Review of amendment regarding façade requirement for industrial buildings. Commissioners did not discuss due to lack of a quorum

C. Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts. Commissioners did not discuss due to lack of a quorum

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned at 8:50

**Next meeting will be July 5, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
July 5, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Longcore, Zickus, Schut, Knoper, Zeinstra and Adams

Absent: Zuniga

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

4. Approve the Minutes.

Motion by Schut to approve the June 20, 2016 Planning Commission Meeting minutes as presented. Seconded by Zickus. Motion Approved. 6-0

5. Approve the Agenda.

Motion by Longcore to switch items 9 and 10 around on the agenda as submitted.

Seconded by Knoper. Motion Approved. 6-0

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

7. Public Hearings: None

8. Site Plan Review: None

9. New Business:

A. Set public hearing date for a request to rezone the southwest corner of 60<sup>th</sup> Avenue and Lake Michigan Drive from R-1 to GC, General Commercial.

B. Steve Witte, spoke briefly on behalf of W.S. Smith Development Company reference the rezone request for 11147 60<sup>th</sup> Avenue. Witte stated that he feels the rezone request provides an area of growth within the commercial district and fits well with this area.

C. Motion by Zickus to set a public hearing date for 11147 60<sup>th</sup> Avenue rezone request from R-1 to GC (General Commercial) on August 2, 2016. Seconded by Knoper. Motion Approved.  
6-0

10. Old Business:

A. Review of amendments to sign regulations.

- Commissioners found the Sign Ordinance amendments to be acceptable but asked that Bob Sullivan review it before setting a public hearing date.

B. Review of amendment regarding façade requirement for industrial buildings.

- Commissioners revised the enclosed fasteners amendment and set a public hearing date for August 2, 2016.

C. Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts.

- The Planning Commission reviewed the amendment to combine the Industrial and PID chapters but wanted more time to review the draft presented at July 5, 2016 Planning Commission Meeting. Commissioners will discuss further at the July 18, 2016 meeting.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be July 18, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
July 18, 2016**

1. Meeting called to order at 7:30 p.m.

2. Roll Call.

Present: Longcore, Schut, Knoper, Zeinstra and Zuniga

Absent: Adams, Zickus

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

4. Approve the Minutes.

Motion by Schut to approve the June 5, 2016 Planning Commission Meeting minutes as presented. Seconded by Knoper. Motion Approved. 5-0

5. Approve the Agenda.

Motion by Longcore to flip items 9 and 10 around on the agenda as submitted.  
Seconded by Zeinstra. Motion Approved. 5-0

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

7. Public Hearings: Request from Allendale Township for a Special Land Use Permit to construct a band shell in the Township Park.

Township Board Trustee Marcia Hoekstra, spoke on behalf of the Township. She presented a photograph of the proposed band shell /pavilion in the Township Park. Ms. Hoekstra also stated that the Township Park Ordinance required activities in the park to be done by 11 PM.

Planner Johnson reviewed his staff report and advised that the following additional information is needed on the site plan.

- Dimensions of the pavilion including the height;
- Any exterior lighting and type of fixture;
- Number, location and type of trash receptacles to be provided;
- Label the seating area;
- The landscape plan must be sealed by a registered landscape architect;
- Method of irrigating the proposed landscaping; underground irrigation is required for all new grassed area and landscaped islands.
- Methods to manage storm water.

Chairman Longcore opened the public hearing. No public spoke regarding this request. The Chairman closed the hearing. Commissioners discussed the possibility of facing the pavilion to the south and moving it closer to the parking lot and asked Ms. Hoekstra to review these items.

Motion by Knoper, seconded by Zeinstra to table the request to allow the applicant to submit a revised site plan and discuss the other items raised by the Commission with the Allendale Parks and Recreation Committee. Approved. 5-0

8. Site Plan Review: None

9. New Business: Discussion of Town Center Master Plan recommendation.

Planner Johnson asked the Commission to discuss if the Town Center concept was still a practical idea. Commissioners discussed other ideas such as an overlay zone and sub area plan. There is a public hearing scheduled for August 2, 2016 for one of the parcels planned for Town Center.

10. Old Business: Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts.

Commissioners reviewed Draft 2 of this amendment which was tabled from the July 5, 2016 meeting. Commissioner Schut questioned if it was wise to delete the current requirement which regulates fire hazards and explosives. Planner Johnson noted that the Fire Department reviews all site plans to ensure all fire codes are met. Johnson to check with the Township Fire Inspector on the actual procedures and codes which the Township Fire Department follows to protect against fire hazards and explosives.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be August 2, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP**  
**PLANNING COMMISSION MEETING MINUTES**  
**August 2, 2016**

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Longcore, Schut, Knoper, Zeinstra, Zuniga, Adams  
Absent: Zickus  
Staff Present: Tim Johnson – MainStreet Planning Company
3. Received for Information:  
Received Mobilitie LLC's Permit Application for its proposed new utility infrastructure facility in Allendale Charter Township.
4. Approve the Minutes.  
Motion by Schut to approve the July 18, 2016 Planning Commission Meeting minutes with the amendment to item 6 in Public Comments to include Mr. Sinnott's comment regarding a proposed road South of Town Center property. Seconded by Knoper.  
Motion Approved. 6-0
5. Approve the Agenda.  
Motion by Longcore to approve the agenda as submitted. Seconded by Zeinstra. Motion Approved. 6-0
6. Public Comments for *non-public hearing items*: None
7. Public Hearings:  
Request from W.S. Smith Development to rezone the southwest corner of 60<sup>th</sup> Avenue and Lake Michigan Drive from R-1 to GC, General Commercial.  
Chairman Longcore opened the public hearing.  
  
Steve Witte spoke on behalf of W.S. Smith Development about the request to rezone.

Mr. Cable Delmer of 11050 60<sup>th</sup> Avenue expressed concern about noise and traffic from commercial uses on the site and stated that residential use would be better.

Greg DeJong owner of property to the north across M-45 spoke in favor of the rezoning because the property would be put back on the tax rolls.

The Chairman closed the hearing and Planner Johnson presented his staff report. Commissioners discussed how a General Commercial zoning of this property would affect the Towns Center recommendation of the 2013 Master Plan. The general consensus was that elements of the Town Center concept could still be implemented during site plan review or with overlay zone requirements.

Motion by Zeinstra to recommend to the Township Board to rezone this property to the General Commercial zoning district as the request meets the Master Plan recommendation for commercial use of the property. The Town Center concept can still be implemented through the site plan review process and or the adoption of additional requirements and flexibilities for the Town Center area. Seconded by Schut. Motion Approved. 6-0

8. Site Plan Review: None

9. Old Business:

Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts.

Planner Johnson stated that he had not heard back from the Township Fire Inspector regarding the requirements for fire hazards and explosives but this could be addressed at the public hearing. Commissioners had no other comments regarding the proposed amendments and agreed to set the public hearing for September 19<sup>th</sup>.

10. New Business:

Motion by Knoper to set a Public Hearing date of September 19, 2016 for the Mobilitie's Permit Application for a new cell tower in Allendale Charter Township. Seconded by Zuniga. Motion Approved. 6-0

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be August 15, 2016 at 7:30 p.m.**

DRAFT

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
August 2, 2016**

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Longcore, Schut, Knoper, Zeinstra, Zuniga, Adams  
Absent: Zickus  
Staff Present: Tim Johnson – MainStreet Planning Company
3. Received for Information:  
Received Mobilitie LLC's Permit Application for its proposed new utility infrastructure facility in Allendale Charter Township.
4. Approve the Minutes.  
Motion by Schut to approve the July 18, 2016 Planning Commission Meeting minutes with the amendment to item 6 in Public Comments to include Mr. Sinnott's comment regarding a proposed road South of Town Center property. Seconded by Knoper.  
Motion Approved. 6-0
5. Approve the Agenda.  
Motion by Longcore to approve the agenda as submitted. Seconded by Zeinstra. Motion Approved. 6-0
6. Public Comments for *non-public hearing items*: None
7. Public Hearings:  
Request from W.S. Smith Development to rezone the southwest corner of 60<sup>th</sup> Avenue and Lake Michigan Drive from R-1 to GC, General Commercial.  
Chairman Longcore opened the public hearing.

Steve Witte spoke on behalf of W.S. Smith Development about the request to rezone.

DRAFT

Mr. Cable Delmer of 11050 60<sup>th</sup> Avenue expressed concern about noise and traffic from commercial uses on the site and stated that residential use would be better.

Greg DeJong owner of property to the north across M-45 spoke in favor of the rezoning because the property would be put back on the tax rolls.

The Chairman closed the hearing and Planner Johnson presented his staff report. Commissioners discussed how a General Commercial zoning of this property would affect the Towns Center recommendation of the 2013 Master Plan. The general consensus was that elements of the Town Center concept could still be implemented during site plan review or with overlay zone requirements.

Motion by Zeinstra to recommend to the Township Board to rezone this property to the General Commercial zoning district as the request meets the Master Plan recommendation for commercial use of the property. The Town Center concept can still be implemented through the site plan review process and or the adoption of additional requirements and flexibilities for the Town Center area. Seconded by Schut. Motion Approved. 6-0

8. Site Plan Review: None

9. Old Business:

Review draft of amendment to combine the Industrial and Planned Industrial District (PID) Zoning Districts.

Planner Johnson stated that he had not heard back from the Township Fire Inspector regarding the requirements for fire hazards and explosives but this could be addressed at the public hearing. Commissioners had no other comments regarding the proposed amendments and agreed to set the public hearing for September 19<sup>th</sup>.

10. New Business:

Motion by Knoper to set a Public Hearing date of September 19, 2016 for the Mobilitie's Permit Application for a new cell tower in Allendale Charter Township. Seconded by Zuniga. Motion Approved. 6-0

11. Public Comments: None

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12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be August 15, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP**  
**PLANNING COMMISSION MEETING MINUTES**  
**August 15, 2016**

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Longcore, Schut, Zickus, Zeinstra, Zuniga, Adams  
Absent: Knoper  
Staff Present: Tim Johnson – MainStreet Planning Company
3. Received for Information:
4. Approve the Minutes.  
Motion by Zeinstra to approve the August 2, 2016 Planning Commission Meeting minutes as presented. Seconded by Schut. Motion Approved. 6-0
5. Approve the Agenda.  
Motion by Longcore to approve the agenda as submitted. Seconded by Zickus. Motion Approved. 6-0
6. Public Comments for *non-public hearing items*:  
Kevin Langlois, representing the student housing developments; Country Place, Hillcrest and most recent student development Trio Townhomes. He was asking for permission to put a Digital Messaging Board on his PUD project.

Township Planner, Tim Johnson, stated that the current ordinance doesn't allow digital messaging boards at apartments. Mr. Johnson stated that the draft sign ordinance amendments would allow apartments to have such a sign. The Township attorney has just reviewed the drafty ordinance and pending further consideration of the attorney's review a public hearing could be scheduled for late October. Mr. Langlois was advised that he could apply for a major amendment to his PUD project. He stated he would consider his options.

7. Public Hearing:

To consider an amendment to Section 24.06.J.3 to revise the exterior building requirements for buildings in the Industrial Zoning District.

Mr. Johnson discussed the Amendment of the Building Appearance for Industrial Buildings. There were modifications to the front of the building that faces the street as well as changing the requirements for exterior walls. Metal panels consisting of a minimum of 24-gauge metal with a minimum rib height of 1 ¼ inches or a combination of these materials. Exposed fasteners shall match the color of the metal finish.

Motion by Zickus to recommend approval to the Township Board of the amendment to Section 24.06.J.3. Seconded by Schut. Motion Approved. 6-0

8. Site Plan Review: None

9. Old Business:

Request from Kennedy Lakes Estates LLC to rezone property on the northwest corner of 60<sup>th</sup> Avenue and Warner to PUD from the Agricultural and Rural Zoning District to develop a 30 lot site condominium project. *(Tabled following the June 7, 2016 public hearing)*

Randy Feenstra P.E. representing the applicant discussed the changes made from the previous site plan. He noted that the depth of the lake would not be 28 feet but mostly 8 feet across the lake. Commissioners discussed lake maintenance, the need for soil borings to be shown on the site plan and the height, vegetation and walkability of the berm along Warner Street

Motion by Zickus to recommend to the Township Board approval of the request from Kennedy Lakes Estates LLC as presented. Seconded by Zeinstra. Subject to the following conditions:

1. Put a new date on the site plan
2. Revise General Notes (i) and (j) on the plan per the Planner's report
3. Revise the site plan to show the locations of the soil borings on each lot
4. Future maintenance of the lake shall be transferred to the homeowner's association
5. Approval must be obtained from the Township Fire Inspector and all other applicable governmental agencies including but not limited to the Ottawa County Road Commission and the Ottawa County Department of Public Health before the site plan is considered approved
6. The Township Engineer shall inspect the existing berm along the Warner Street side of the property to determine which areas must be re-graded to create a contoured

even surface with a minimum slope of one to four (rise to run) on both sides of the berm. The applicant shall then revise the site plan to illustrate the contours recommended by the Township Engineer. A building permit shall not be issued until the revised site plan has been approved by the Township Engineer and the berm regraded to comply with the revised site plan.

Motion Approved. 6-0

10. New Business:

A. Review of Final Plat for Springfield's of Allendale No. 3

Motion by Zickus to recommend to the Board approval of the Final Plat for Springfield's of Allendale No. 3. Seconded by Adams.

Motion Approved. 6-0

Commissioner Zickus left the meeting at this point.

B. Consider request from Light House Church for alternative method to screen roof top equipment.

Motion by Zeinstra to approve the roof top screening system presented by Light House Church, provided that the color of the screening system complements the building exterior. Seconded by Schut.

Motion Approved. 5-0

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

Planner Johnson gave an update on the METRO Act application from Mobilitie and suggested that because the application was not complete that the public hearing previously set for September 19 should be postponed.

Motion by Zeinstra to reset the public hearing date for the Mobilitie application for a Cell Tower to a future date when the application is complete. Seconded by Schut.

Motion Approved. 5-0

14. Meeting adjourned

**Next meeting will be September 6, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
September 6, 2016**

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Longcore, Schut, Zeinstra, Zuniga, Adams, Knoper  
Absent: Zickus, Tim Johnson  
Staff Present:
3. Received for Information:
4. Motion by Schut to approve the August 15, 2016 Planning Commission Meeting minutes as presented. Seconded by Zeinstra. Motion Approved. 6-0
5. Motion by Longcore to flip items 9 and 10 around on the agenda as submitted.  
Seconded by Knoper. Motion Approved. 6-0
6. Public Comments for *non-public hearing items*:
7. Public Hearing: None
8. Site Plan Review: None
9. New Business:
  - A. Request to set a public hearing from E.J. Hanenburg Development & Leasing for property at 6138 Lake Michigan Drive.

E.J. Hanenburg Development requested to rezone 52.25 acres of land from the R-1, Low Density One Family Residential Zoning District to the GC, General Commercial Zoning District and the R-3, Low Density Multiple Family Residential Zoning District. The northern 16.6 acres be rezoned to General Commercial and the southern 35.6 be rezoned to R3. All of this would be consistent with the current Master Plan.

Motion by Knoper to approve the request of a Public Hearing, October 4, 2016 as presented. Seconded by Zeinstra. Motion Approved. 6-0

- B. Request to set a public hearing for a Special Use Permit for a private road within a site condominium project which is located at 6328 and 6272 Pierce Street.

Great Lakes Excavating represented by Wayne DeYoung for a Special Land Use permit to construct a private road to serve a 16 lot site condominium development project in the Agricultural and Rural Zoning District.

Motion by Schut to approve the request of a Public Hearing, October 4, 2016, for a Special Land Use Permit as presented. Seconded by Zuniga. Motion Approved. 6-0

10. Old Business:

- A. Review Draft Sign Ordinance Revisions by Township Attorney.

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be September 19, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
September 19, 2016**

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Longcore, Schut, Zeinstra, Adams, Knoper, Zickus  
Absent: Zuniga  
Staff Present: Tim Johnson-MainStreet Planning Company
3. Received for Information:
4. Motion by Zeinstra to approve the September 6, 2016 Planning Commission Meeting minutes as presented. Seconded by Schut. Motion Approved. 6-0
5. Motion by Longcore to add Review Band Shell under Old Business, above Review Sign Ordinance, on the agenda as submitted. Seconded by Zeinstra. Motion Approved. 6-0
6. Public Comments for *non-public hearing items*: None
7. Public Hearing: None
8. Site Plan Review: None
9. Old Business:
  - A. Review Band Shell

Board Trustee Marcia Hoekstra made a brief presentation on where the project stands. Hoekstra discussed a couple minor changes that have taken place since the last time she presented.

Motion by Knoper to approve the Special Land Use Permit for the band shell and site plan as presented. Seconded by Zickus. Motion Approved. 6-0

B. Review Draft Sign Ordinance Revisions by Township Attorney.

Commissioners suggested a number of revisions to Draft 7. Planner Johnson will make changes for the next meeting.

10. New Business: None

11. Public Comments: None

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be October 4, 2016 at 7:30 p.m.**

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*October 4, 2016*

*7:30 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order

2. Roll Call

Present: Longcore, Schut, Knoper, Zickus and Adams

Absent: Zeinstra and Zuniga

Staff Present: Tim Johnson – MainStreet Planning Company

3. Received for Information:

Letter from James and Karen Foster

Letter from Geoff and Heather McGannon

4. Motion by Schut to approve the September 19, 2016 Planning Commission Minutes as presented.  
Seconded by Zickus. Motion Approved. 5-0

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

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

7. Public Hearing:

A. Request from E.J. Hanenburg Development to rezone 52.25 acres of land from the R-1, Low Density One Family Residential Zoning as follows:

1. The northern 16.6 acres to a depth of about 1112 feet from Lake Michigan Drive is requested to be rezoned to the *GC, General Commercial Zoning District*.
2. The southern 35.6 acres is requested to be rezoned to the *R-3, Low Density Multiple Family Residential Zoning District*.

Steve Witte from Nederveld spoke on behalf of E.J. Hanenburg to introduce the request to rezone.

Planner Johnson presented his staff report. He reviewed what would be permitted uses in the GC and R-3 Zoning Districts, and that these requests do meet Master Plan recommendations for use of this property.

Discussion between Planner Johnson and the commissioners regarding a traffic study for 60<sup>th</sup> and if it would be better to require it now or wait until a specific use has been requested.

The Chairman opened the public comment section of the Public Hearing.

Public comment was received with residents stating concerns over traffic and vehicle speeds on 60<sup>th</sup> Ave. There were also many concerns over rezoning to R-3 in regards to property values in the surrounding parcels and concern that this classification leaves the area open to being developed into an apartment complex. Some residents voiced that they would rather see a sub-division with 1-2 acre lots than an apartment complex. Concerns were raised regarding the capability of the fire

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department and police force to handle the extra work load with current staffing. Support was given by a few residents for the rezoning of the northern half to GC as it would bring more opportunities for businesses in the area.

The Chairman closed the public comment section of the Public Hearing.

Mr. Witte responded to questions raised by residents in the public comment section.

Commissioners discussed the density of the Traders Creek site condominiums to compare to what an R-3 Zoning District might look like. Planner Johnson went over what regulations and setbacks would be in an R-3 Zoning District. Commissioners discussed the possibility and likelihood of student housing going in there.

Commissioner Zickus explained to the public the Planning Commission's role regarding traffic questions and township services.

Motion by Zickus, seconded by Knoper to recommend to the Board to rezone the Northern 16.6 acres to General Commercial. Motion Approved. 5-0

Discussion by commissioners regarding R-3 density and the possibility of what could go into that Zoning District.

Motion by Zickus, seconded by Knoper to table the determination on the rezone of the southern 35.6 acres. Motion Approved 5-0. With a request to Mr. Witte to draw a conceptual plan showing the 100 foot setback from adjacent R-1 zones and to show the 35% open space requirements as well.

**B.** Request from Great Lakes Excavating represented by Wayne DeYoung for a Special Land Use permit to construct a private road to serve a 16 lot site condominium development project in the Agricultural and Rural Zoning District on property at 6328 and 6272 Pierce Street.

Steve Witte from Nederveld representing Great Lakes Excavation and WE Development spoke to introduce the request for a Special Land Use permit and preliminary site plan approval.

Planner Johnson presented his staff report. Mr. Witte then addressed questions brought up in Planner Johnson's report.

The Chairman opened up the public comment section of the Public Hearing.

Multiple residents brought up concerns regarding existing wells and the effects of adding 14 more wells to the area. Residents also voiced concerns regarding the smells of organic farms in the area. New residents, who would not be used to the smells, would have complaints about the smells and the rights of the farmers who farm the land.

Wayne DeYoung, a spokesperson for the owners of the property in question, spoke on the reasoning of the development asking for a private road versus a public road.

The Chairman closed the public comment section of the Public Hearing.

The Chairman asked Planner Johnson to explain what the definition of a site condominium is.

Mr. Witte addressed concerns and questions raised by the residents.

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Commissioners discussed the water supply concerns of the residents and the options available to the commission to help protect the existing property owners in the event that something should happen to their wells.

Motion by Knoper, seconded by Zickus to preliminarily approve the site condominium plan as presented. Motion Approved. 5-0

Motion by Knoper, seconded by Zickus to table the private road special land use permit. Motion Approved. 5-0

Mr. Witte asked for clarification on what the planning commission would require regarding sidewalks, streetlights and trees.

8. Site Plan Review: None
9. Old Business: Review of Draft Sign Ordinance  
Commissioners reviewed Draft 8 and made one minor change to the draft. Public Hearing set for November 1<sup>st</sup> to discuss Draft 9.
10. New Business: Findings of Fact for Allendale Township Band Shell  
Findings of Fact were not available and will be reviewed at the next meeting.
11. Public Comments:  
The Chairman opened up Public Comment.  
A resident had a question regarding building permits and if the Planning Commission had anything to do with those. And also clarification was asked on if there had been a perk test on the proposed site condominium project site.
12. Township Board Reports: None
13. Commissioner and Staff Comments:  
Commissioners discussed the conceptual plan that the commission asked Mr. Witte to draw up for more information.
14. Meeting Adjourned

**Next meeting October 17, 2016 at 7:30 p.m.**

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
October 17, 2016

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Adams, Knoper, Zuniga, Schut, Longcore  
Absent: Zeinstra, Zickus  
Staff present: Tim Johnson-Main Street Planning Company
3. Received for Information: None
4. Motion by Knoper to approve the October 4, 2016 Planning Commission Meeting minutes as presented. Seconded by Schut. Motion Approved. 5-0
5. Motion by Longcore to approve the agenda as presented. Seconded by Schut.  
Motion Approved. 5-0
6. Public Comments for non-public hearing items.

Members of the community voiced concerns with the Hanenburg request to rezone 35.6 acres of land from the R-1, Low Density One Family Residential to the R-3, Low Density Multiple Family Residential Zoning District.

7. Public Hearings: None
8. Site Plan Review: None
9. Old Business: Request from E.J.Hanenburg Development to rezone 35.6 acres of land from the R-1, Low Density One Family Residential to the R-3, Low Density Multiple Family Residential Zoning District. (Tabled from the October 4, 2016 meeting)

Motion was made by Knoper seconded by Schut to take the re-zoning request off the table for discussion. Motion Approved. 5-0

Steve Witte of Nederveld spoke on behalf of E.J. Hanenburg Development regarding the request to re-zone the 35.6 acres. He stressed the fact that the R-3 zoning fits directly into the master plan that was approved by the Planning Commission and Township Board.

Planner Johnson asked the Planning Commission if the master plan is an accurate representation of the way they believe this property should be developed or should there be more discussion? Comments were made that this could be tabled to take another look at the master plan or until a developer came forth with a specific site plan.

Motion made by Schut, Seconded by Adams to recommend to the Township board to deny the request to re-zone the South 35.6 acres to R-3 zoning as the requested R-3 zone is no longer appropriate for this site if not developed as part of the Town Center concept recommended by the 2013 Master Plan. Motion approved 4-1 (Knoper).

10. New Business:

- A. Request from Lighthouse Community Church to discuss parking in the front yard to Accommodate church expansion plans. Steve Witte from Nederveld spoke on behalf of Lighthouse Community Church and gave a presentation on the current construction project and current parking design. The Ordinance states more than 2 rows of parking cannot be between the building and Lake Michigan Drive. Planning Commission decided the parking design did not comply with the requirements of the Zoning Ordinance. Steve Witte thanked the board for their time and comments.

- B. Finding of Fact for the Township Band Shell.

Motion made by Knoper seconded by Adams to approve the Finding of Fact for the Township Band Shell Pavilion. Motion Approved. 5-0

- C. Review of draft of non-conforming lot amendment and set public hearing date. This was a late arrival to the agenda and will address a Township wide issue regarding the use of legal non-conforming lots.

Motion made by Knoper, supported by Zuniga to set a public hearing for the second meeting in November. Motion approved. 5-0

11. Public Comments:

Comment was made that it is time to review the Master Plan. Commission responded the Master Plan is well advertised and any and all comments are welcomed and strongly desired.

Resident asked if city water would be run around 64<sup>th</sup>, Pierce, 60<sup>th</sup> to compensate for Wayne DeYoung property. Planner Johnson said water would not be required as the density is not less than 1 unit per acre per the ordinance amendment.

Resident asked about timeline of items tabled on the agenda and when they will be discussed again. Response from Commissioner Knoper that tabled items will be added to the agenda if the property owner wishes to add it.

12. Township Board Reports: None

13. Commissioner and Staff Comments: None

14. Meeting adjourned

**Next meeting will be November 1, 2016 at 7:30 pm**

ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
November 1, 2016

1. Meeting called to order at 7:30 p.m.
2. Roll Call.  
Present: Adams, Knoper, Zeinstra, Zuniga, Schut, Longcore  
Absent: Zickus  
Staff present: Tim Johnson-Main Street Planning Company
3. Received for Information: None
4. Motion by Schut to approve the October 17, 2016 Planning Commission Meeting minutes as presented. Seconded by Knoper. Motion **Approved. (6-0)**
5. Motion by Longcore to approve the agenda as presented. Seconded by Zeinstra.  
Motion **Approved. (6-0)**
6. Public Comments for non-public hearing items: No Comments
7. Public Hearings: Amendments to Article 22, Sign Ordinance.  
No public comments were made.

A motion was made by Knoper, supported by Zuniga to recommend approval of the amended sign ordinance to the Township Board. **Approved (6-0)**

8. Site Plan Review: None
9. Old Business: None
10. New Business: Hidden Shores West PUD Minor Amendment. A plan was proposed by the developer to request additional signs to the Hidden Shores West entrances. The presentation was made by Mike Baker of Nederveld.

A motion was made by Zeinstra, supported by Schut to approve two thirty-two square ft. signs maximum with one each placed at the 78<sup>th</sup> and Pierce St. entrances and setback 25 feet from the right of way lines and outside the clear vision areas and two 16 square ft. signs maximum with one each placed at the entrance to the condominium area entrances with a minimum five feet setback from the right of way line. **Approved (6-0)**

11. Public Comments: None
12. Township Board Reports: None

13. Commissioner and Staff Comments: Tim Johnson announced his resignation as the Allendale Township Planner after almost seven years as he has accepted a position as Planning Director for the City of East Lansing beginning November 7<sup>th</sup>. Mr. Johnson noted that he will still attend the November 21 public hearing regarding the proposed amendments to combine the PID and I-1 zoning districts.

14. Meeting adjourned at 8:24 pm

**Next meeting will be November 21, 2016 at 7:30 pm**

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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*November 21, 2016*

*7:30 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call  
Present: Longcore, Adams, Knoper, Zeinstra, Zuniga, Schut, Zickus  
Absent:  
Staff Present: Tim Johnson – MainStreet Planning Company
3. Received for Information:  
Handout from Planner Johnson regarding the amendment to combine the PID and I-1 Zoning Districts into the I, Industrial, Zoning District.
4. Motion by Knoper to approve the November 1, 2016 Planning Commission Minutes with a minor clerical change. Seconded by Zeinstra. Approved (7-0).
5. Motion by Longcore to approve the agenda as presented. Seconded by Schut. Motion Approved (7-0).
6. Public Comments for *non-public hearing items*: No Comments
7. Public Hearing:
  - An amendment which would combine the PID, Planned Industrial District and I-1, Light Industrial District into the I, Industrial Zoning District.

Planner Johnson introduced the proposed amendment and presented his report. He concluded his report by reiterating that all uses currently allowed will continue to be allowed and some will be expanded.

The Chairman opened the public comment section of the Public Hearing.

Public comments were received with a resident asking what their property is currently zoned. Another resident asked for clarification as to what is changed.

Planner Johnson informed the resident as to what their current zoning district is and pointed out that all uses allowed in their current district of I-1 will continue to be allowed under this amendment. He also stated that more uses will be allowed in the new I District, and that many of the uses in the two separate districts were so similar that the Master Plan recommends that these two zones be combined into one common zone.

The Chairman closed the public comment section of the Public Hearing.

Commissioner Longcore reviewed the amendment and commented that this amendment helps to modernize the ordinance.

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Commissioners discussed why the wireless communications equipment is under permitted uses and uses requiring special approval.

Commissioners also discussed uses regarding retail sales as an accessory use allowed in the Industrial Zone.

Commissioners and Planner Johnson discussed adding back in, under 16.04 Accessory Uses Permitted, the PID ordinance Sec.17.07.E regarding limited repair operations as an accessory use as it was overlooked and should not have been deleted from the section. Also change the word “entirely” in Sec.16.03.H to say “primarily”.

Motion by Zickus to recommend approval to the Township Board of Draft #3, with changes incorporating what was previously indicated, the text of this document and the zoning map. Seconded by Knoper. Approved (7-0).

Residents asked for clarification as to why they received the notice and Planner Johnson explained the process for Public Notices.

### Public Hearing:

- An amendment to Section 26.02 to allow an un-platted lot which does not meet the minimum lot area, lot width or road frontage requirements of its zoning district to be used for any use permitted in that district provided the lot was recorded in the Ottawa County Register of Deeds before the effective date of this Ordinance or an affecting amendment. This amendment would also clarify wording for the use of legal non-conforming platted lots.

Planner Johnson gave a report on how this amendment enhances the current ordinance that does not account for un-platted non-conforming lots.

The Chairman opened the public comment section of the Public Hearing.

No comments received.

The Chairman closed the public comment section of the Public Hearing.

Commissioners asked for clarification on the effective date. Planner Johnson confirmed that it would be when this ordinance is passed.

Motion by Knoper to recommend to the Board approval of the amendment to Sec.26.02. Seconded by Zickus. Approved (7-0).

8. Site Plan Review: None
9. Old Business: None
10. New Business: None
11. Public Comments: None received.

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12. Township Board Reports:  
The Township attorney and the Board recommended that the Planning Commission look at Article 25 regarding cell towers, as the smaller towers located in the right of way are occurring more in other townships and cities.

Board recommended that the Planning Commission look at the requirement for a landscape architect seal on landscape plans.

The Board approved the R-3 zoning located at 60<sup>th</sup> and Lake Michigan Dr.

13. Commissioner and Staff Comments:  
Commissioners expressed gratitude to Planner Johnson for his service to the Township and well wishes in his new employment.
14. Adjourn

**Next meeting December 6, 2016 at 7:30 p.m.**



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**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*December 6, 2016*

*7:30 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call  
Present: Longcore, Adams, Zuniga, Schut, Zickus  
Absent: Zeinstra, Knoper  
Staff Present: Crystal Bultje – Scholten Fant Attorneys
3. Received for Information:  
Additional memorandum from Scholten Fant regarding Article 25.
4. Motion by Zickus to approve the November 21, 2016 Planning Commission Minutes as presented. Seconded by Schut. Approved (5-0).
5. Motion by Longcore to approve the agenda as presented. Seconded by Zickus. Approved (5-0).
6. Public Comments for *non-public hearing items*: None received
7. Public Hearing: None
8. Site Plan Review: None
9. Old Business: None
10. New Business:
  - A. Introduction to Zimmer Development – Phase 2  
Steve Witte from Nederveld introduced the Site Plan for Phase 2 of Zimmer Development.  
  
Mr. Witte explained that Phase 2 was approved at the same time as Phase 1, but Zimmer would like to tweak the approved Phase 2 Plan and was advised by former Township Planner, Tim Johnson, and former Township Supervisor, Jerry Alkema, that this should go back in front of the Planning Commission. Mr. Witte explained to the Commissioners the changes that are being proposed.  
  
Commissioners asked for clarification on a few specifics, and the consensus amongst the Commissioners was that they would like to wait until the new Township Planner would be able to review the changes.  
  
Also at this time Mr. Witte introduced Phase 3. The application for this has not been received but Mr. Witte wanted the Planning Commission to be aware that it will be submitted to the Township soon.
  - B. Article 25 – regarding cell towers.  
Attorney Crystal Bultje discussed proposed changes for Article 25, and explained Federal and State regulations regarding the support structures.  
Commissioners discussed options available to the Township regarding towers.

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C. Landscape Plans requiring an architect's signature.

Commissioners discussed possible reasons that the Board requested that this requirement be removed. The Commissioners stated that they would like to keep the seal in order to maintain a consistent document for the Planning Commission to review.

11. Public Comments: None received

12. Township Board Reports: None

13. Commissioner and Staff Comments:

Commissioners discussed cell tower structures, what is currently in the Township and how to get that information. Also discussed was how to get a better understanding of these cell towers and general information regarding area covered.

Commissioners discussed how to improve communication between the Planning Commission and the Township Board.

Chairman Longcore stated that he has received copies of applications for the Planner position from Supervisor Elenbaas and will be looking them over and discussing the process with Supervisor Elenbaas.

14. Adjourn

**Next meeting December 19, 2016 at 7:30 p.m.**

