

**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 buildings Steve 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.

