

**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.