

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*January 15, 2024*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Adams, Westerling, Bronson, Zuniga, Nadda, Jacquot, Zeinstra  
Absent:  
Staff and Guests Present: Planner Greg Ransford, Todd Simmons, Greg DeJong, Chuck Hoyt, Jared DeVoursney, Tyler Bourdo
3. Communications and Correspondence:  
The Planning Commission received a notice regarding Robinson Township's Master Plan draft, that it is available for review and comments.
4. Motion by Jacquot to approve the December 18, 2023, Planning Commission Minutes as presented. Seconded by Nadda. **Approved 7-0**
5. Motion by Adams to approve the January 15, 2024, Planning Commission Agenda as presented. Seconded by Zeinstra. **Approved 7-0**
6. Public Comments for *non-public hearing item*:  
*Chairperson Adams opened the public comment section for non-public hearing items.*  
*Seeing no public, Chairperson Adams closed the public comment section.*
7. Public Hearings: None
8. Site Plan Review: None
9. New Business:
  - A. Jiffy Lube – Allendale Crossings Planned Unit Development Major Amendment
    - Seeking to construct a 3,252 square foot automotive service stationPlanner Ransford reviewed his memo regarding the Jiffy Lube project.  
Todd Simmons, representing the applicant, presented the project.  
Commissioners discussed tailoring the amended language to be more specific to minor automotive repair as defined by the Zoning Ordinance and to include no outdoor overnight storage. Commissioners directed Planner Ransford to make those changes.  
Commissioners discussed and opined that the 5 parking spaces off the back drive do not need to be constructed at this time but noted in the site plan as future parking.  
Commissioners directed Planner Ransford to set the public hearing.
  - B. Dollar General – Site Plan
    - Seeking to construct a 10,640 square foot retail buildingPlanner Ransford reviewed his memo regarding the Dollar General project.  
Tyler Bourdo, representing the applicant, presented the project.  
Commissioners opined that the deferred parking and the proposed fence would be acceptable.  
Commissioners discussed the possible easement to the neighboring property to the north and agreed that an easement would not be required to the northern property.

The applicant and commissioners discussed the material for the west side of the building and Mr. Ransford informed the Commission that relief from the requirements of the material for the building would have to come from the ZBA.

The applicant will review with his team the suggestions of the Commissioners and come back with revisions.

Motion by Jacquot to approve the Dollar General site plan with the following changes:

- The dumpster enclosure features a smooth block with a brick veneer covering the block, matching the building.
- The gate for the dumpster enclosure will be made of a composite or vinyl material.
- On the east elevation the building material will include a color change framing the entryway, 10 feet on each side of the door.
- Deferred parking on the south side of the building.
- If deferred parking is ever utilized, a reduction of the setback to 18 feet.
- The south greenbelt landscaping requirement is reduced by 50% because of the fencing that will be installed.
- The easement shall be established on the south end of the property but is unnecessary to the north.

Seconded by Zuniga. **Approved 7-0**

#### C. Allied Installations – Site Plan

- Seeking to construct a 12,000 square foot building for office and warehouse, along with units for multi-tenants

Planner Ransford reviewed his memo.

Chuck Hoyt, representing the applicant, introduced the project.

Commissioners discussed parking requirements and deemed the proposed parking sufficient at this time and if necessary, parking could be expanded to the south side of the property.

Commissioners discussed the dumpster enclosure and surmised that the proposed enclosure was acceptable with an upgrade in the siding using 24-gauge steel.

Commissioners discussed the proposed easement or the future expansion of Edgeway Dr.

Motion by Zeinstra to approve the proposed Allied Installations Site Plan with the following conditions:

- Defer the construction of the sidewalk until such time as there is a sidewalk constructed on adjacent property.
- Upgrade the metal siding on the building and dumpster enclosure to meet the requirements of our Zoning Ordinance (24-gauge or better)
- Approval of all necessary agencies
- Update the designation on the site plan to be equipment parking area instead of outdoor storage area.
- Note on the site plan regarding the easement to the north or possible expansion of Edgeway Dr.
- Exterior product specification sheets shall be provided.

Seconded by Zuniga – **Approved 7-0**

#### 10. Old Business:

##### A. Zoning Ordinance Text Amendments – Drafts

- Section 12.06 – Development Requirements for PUD's with Residential Uses
  - Lack of residential density guidance for commercially master planned property

Commissioners discussed possible density guidelines.

Commissioners directed Planner Ransford to update the draft and reorganize the section for their review.

- Section 21.03 – Parking Lot Pavement Requirement

Consensus of the Commissioners was to table this item due to the length of the meeting.

11. Public Comments:

*Chairperson Adams opened the public comment section.*

Mr. Modderman asked if the review of his project could continue. Commissioners directed Planner Ransford to continue review of the 5500 Lake Michigan Dr. PUD project.

*Seeing no more public, Chairperson Adams closed the public comment section.*

12. Township Board Reports:

Mr. Zeinstra reported that the Walgreens PUD was approved along with the Tentative Preliminary Plat of Emerald Springs.

13. Commissioner and Staff Comments:

Mr. Zeinstra noted that in the 12-4-23 Planning Commission minutes, the words “site plan” were left out of the Raymond Building approval, and consensus among the commissioners was to amend the minutes to state that the site plan was approved along with the resolution to amend the PUD.

Planner Ransford asked for direction regarding providing standards for approval and would the Commission prefer him to provide those standards in the first meeting that an applicant comes to the Planning Commission as he generally prepares those for the second meeting. Commissioners instructed him to provide those standards unless he deems that the project is not ready for approval.

14. Chairperson Adams adjourned the meeting at 9:58 p.m.

**Next meeting February 5, 2024, at 7:00 p.m.**

Minutes respectfully submitted by Kelli McGovern

