1. Meeting called to Order

2. Roll Call:
   Present: Adams, Kleinjans, Longcore, Schut, Westerling, Zeinstra, Zuniga
   Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Zeinstra to approve the January 7, 2019 Planning Commission Minutes. Seconded by Adams. Approved 7-0.

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

6. Public comments for non-public hearing items:

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

7. Public Hearings:
   A. Proposed Text Revisions for Zoning Ordinance
      - Section 3.14 – Condominium Project Approval
      - Section 21.06B – Table of Off-Street Parking Requirements
      - Section 21A.03E – General Regulations
      - Section 23.06C – Design Standards for Major Residential Developments – Exposed Ground Surfaces
      - Section 24.05F7 – Final Site Plan Contents and Procedures – Landscape Plan

   Planner Ransford reviewed the background of the proposed language being presented for public hearing.

   In the absence of public comments, Chairman Longcore opened and closed the public hearing comment period.

   Motion by Schut to recommend adoption of the proposed revised text of the Zoning Ordinance to the Township Board. Seconded by Zuniga. Approved 7-0.

8. Site Plan Review: None

9. Old Business: None

10. New Business:
    A. Culver’s Drive-through Restaurant – 5050 Lake Michigan Drive – Site Plan
Commissioner Kleinjans recused herself from the discussion because her husband owns the subject property. Jeff Brinks, with Venture Engineering, introduced himself and the Culver’s Drive-through Restaurant project.

Planner Ransford offered history on drive-through establishments in the Winding Creek Crossings Planned Unit Development. Planner Ransford discussed screening and signage associated with Culver’s, and noted the general conformity of the project to Township expectations.

The Commissioners discussed points of the site plan with Mr. Brinks. The Commissioners noted the need for a snow removal plan, appropriate access to parking, and adequate space for maneuvering semi-truck deliveries. As a result of these items, Mr. Brinks is expected to add a truck template within the site plan, shift the southern parking lot to the east and move the sidewalk access adjacent to a drive apron rather than between the drive aprons, provide light fixture lumens that do not exceed that of the abutting property to the west, and improve the radius of the west apron of the northern parking lot, if possible.

There being no further comments, the discussion concluded.

B. 2018 Planning Commission Report

Planner Ransford presented a summary of the 2018 Planning Commission Report, as required by the Rules of Procedure.

Motion by Zeinstra to approve the 2018 Planning Commission Annual Report, seconded by Kleinjans. Approved 7-0.

C. 2019 Work Program

The Commissioners reviewed the draft 2019 Work Program provided by Planner Ransford and discussed points of, and suggestions for, the Program. Items to be added to the program include the sewer district, water quality, tree conservation, and potentially, enforcement of landscape provisions.

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

12. Township Board Reports: None

13. Commissioner and Staff Comments: The Commissioners welcomed new Commissioner Eric Westerling. Newly elected Planning Commission officers were sworn in prior to the meeting by Township Supervisor Adam Elenbaas.

Planner Ransford introduced his associate Emma Posillico, from Fresh Coast Planning

14. Meeting adjourned at 8:00 PM.

Next meeting February 4, 2019 at 7:00 p.m.