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 Kleinjans to approve the January 21, 2019 Planning Commission Minutes. Seconded by Zeinstra. **Approved 7-0.**

5. A Motion was made by Longcore to approve the Agenda with an amendment to place New Business ahead of Old Business. Seconded as amended by Zuniga. **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: None

8. Site Plan Review:
   
   A. **Culver’s Driver-through Restaurant, 5050 Lake Michigan Drive**

   Because of a financial interest in the property, Commissioner Kleinjans recused herself from the discussion.

   Mr. Ken Watkins, with Architectural Concepts, summarized the project, and responded affirmatively to suggestions made by Commissioners at a previous meeting. Mr. Watkins briefed the Commissioners on the revised site plan.

   Planner Ransford commented briefly on the project for the benefit of the public, noting the site plan is before the Planning Commission for final approval.

   The Commissioners and Mr. Watkins discussed points of the project. Motion by Schut to approve the site plan conditioned on the addition of an extension of the southwest sidewalk along the stacking location to the point of the private road sidewalk, a cane stop for the dumpster enclosure, and any needed Township department approvals. Motion seconded by Zeinstra. **Approved 6-0.**

9. New Business:
   
   A. **Allendale Baptist Church – Planned Unit Development – Preliminary Site Plan**

   Commissioner Kleinjans rejoined the Commission.
Brian Sinnott, with Allendale Baptist Church, introduced himself and the project. Mark Green, pastor of Allendale Baptist Church addressed the Commission concerning the growth of the church and plans for building the church.

Mr. Sinnott discussed the evolution of the PUD site plan and the history of the ownership and use of the property, front and back. Mr. Sinnott noted they are working with a partner organization that provides construction assistance for building Baptist churches across the country. Allendale Baptist Church would like their construction workers to live on site in temporary, mobile RV living quarters. Mr. Sinnott went briefly through points noted by Planner Ransford.

Mr. Ransford reported the Township attorney notes approval of temporary living quarters on the site during the construction process is not within the authority of the Planning Commission.

Planner Ransford touched on points of his memorandum. The Commissioners discussed topics including:

- Parking between the church and Lake Michigan Drive
- Maintenance of ordinance requirements for screening the single-family dwelling to the west of the property
- Plans for a 40’ tall illuminated cross on the property
- Placement of temporary RVs to house construction workers on the property
- Sidewalks and landscaping plans
- Building materials as per the ordinance

Planner Ransford outlined the process for a future public hearing. The Commissioners discussed at length topics on which they would like more complete information. The applicant continued to seek guidance on the identified issues, noting they were seeking a public hearing as their next step. The Commission will seek additional information before setting the project for public hearing.

10. Old Business:

A. 2019 Work Program

The Commission tabled approval of the 2019 Program until further information is obtained regarding curbing and storm water from the township engineer.

B. Parking Lot Curbing Standards

Planner Ransford outlined, and the Commissioners discussed, revisions to the Allendale Charter Township Zoning Ordinance (ACTZO) regarding minimum requirements for parking lot curb and gutter improvements to protect required landscaping, lawn areas, and other vegetation, as well as structures.

After considerable discussion, the Commissioners asked Planner Ransford to suggest suitable curb and gutter language, and prohibit wheel stops

C. Master Plan
Planner Ransford discussed the process for public input on the Master Plan and sought feedback from the Commissioners about public involvement. Ransford noted his firm will create and maintain a project website. In addition, he will arrange a public participation workshop or workshops pursuant to the request of the Planning Commission.

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: Possible future projects may include a new fire station and outdoor fitness center.

13. Commissioner and Staff Comments: Easements are intended to be illustrated on site plans that are being submitted to the Planning Commission.

14. Meeting adjourned at 10:18 PM.

Next meeting February 18, 2019 at 7:00 p.m.