

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

March 15, 2021

7:00 p.m.

Via Zoom Software

1. Meeting called to order
2. Roll Call
Present: Westerling, Adams, Zuniga, Schut, Kelley, Zeinstra, Longcore
Staff Present: Greg Ransford
Other Guests Present: Sara-Moring Hilt, Curtis Moran, Kelli McGovern, Kelly Kuiper, Miles Ulberg, Lora Richmond
3. Received for information: No information received.
4. Motion by Kelley to approve the March 1, 2021 meeting minutes. Seconded by Westerling.
Approval 7-0
5. Motion by Longcore recommending switching the order of new business and old business and to approve the March 15, 2021 Planning Commission Agenda. Seconded by Zeinstra.
Approval 7-0
6. Public Comments for *non-public hearing items*:
Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments beginning with the callers, proceeding to participants using the web or app. Callers and participants were recognized, but no public comments were made. Chairperson Longcore closed the public comment section.
7. Public Hearings: no public hearings were scheduled.
8. New Business:
 - a. 5015 Warner – Mining Application – 70-09-13-200-006
Kelly Kuiper with Nederveld, on behalf of operator, Mr. Curtis Moran, briefed the Commission regarding the project of two small ponds, each 4.9 acres with a total sand volume of over 250,000 cubic yards mined through traditional methods. The proposed time frame and request for the project is five years. Ms. Kuiper also reiterated that the haul route was as close as possible to the proposed truck haul route.

Ms. Kuiper stated they would be addressing some clerical errors from a previous Township memo and brought two items before the Commission needing approval:

- Proposal of 50 ft of crushed concrete vs. asphalt at the construction access road.
- Deferment on a sidewalk until the road is paved.

In addition, Ms. Kuiper referred to the Road Commission letter of credit or performance bond previously recommended by Mr. Jody Carter for a performance bond in the amount of \$40,000 per mile. Ms. Kuiper noted there would be 1-1/4 miles until they reached the pavement. She stated that Mr. Moran and Mr. Carter were currently working on a permitting mechanism concerning mining operations on dirt roads to ensure there would be a way to satisfactorily maintain the road.

Mr. Adams inquired about the ground water being managed during excavation, and Mr. Moran explained the water shed sloping downward and water running into the bayou, as well as the clay layer with the moorings. He assured the Commission that they would have adequate means to excavate and provide ample soil for future construction. In addition, he addressed how the County was working with the applicant. He also addressed the miscommunication that led to noise concerns of starting up equipment too early along the road and explained they have requested the trucks not to line up until 7:10 a.m. on weekdays and 8:10a.m. on weekends. He also agreed to amend the posted sign indicating to call the specified number for dispatch to handle any complaints immediately.

Ms. Kuiper addressed Ms. Vandenberg's letter discussing that the rear and behind the lots was not accessible unless a private drive was provided along the easement in addition to the access at the road, which was something that could be completed.

Mr. Schut maintained his concern about the layout of the development and the splits of the lots and opposed setting a public hearing,

Chairperson Longcore recommended scheduling a public hearing barring there were no anticipated major changes to the site plans. Ms. Kuiper confirmed any possible changes would be minor.

Discussion occurred among the Commissioners regarding methods of public notice, and it was determined that there was ample notification to the public according to the Township ordinances. Commissioners agreed a public hearing could be set, and Chairperson Longcore thanked the applicants.

9. Old Business:

A. Work Program

1. Section 3.19 – Tree Preservation Language

Planner Ransford summarized for the public an ordinance adopted by Park Township in Ottawa County that the Commission was reviewing for third draft revisions on five points made in the last meeting to the language for Allendale Township. He mentioned that a tree canopy analysis was in the process of being completed for the purpose of determining what percentage to maintain as a minimum canopy coverage within the revision.

Mr. Schut questioned the definition of tree size being 6" or greater in diameter, and the Commissioners agreed that the language adopted by Park Township was sufficient. He also recommended to the Commissioners that the tree canopy language apply to all projects. The initial consensus was that the clear cutting and tree canopy language should be drafted to be applied to any project prior to site plan approval.

Chairperson Longcore recommended adding language to section three to potentially include "further, the cutting of any tree within a project prior to a site plan approval." The Commissioners discussed whether the language should keep the 25% canopy coverage or create a range with Mr. Schut voicing concern that 25% was not enough.

Planner Ransford explained that he had reviewed three recent site plans and hoped to have example site plans for a point of comparison in the coming weeks, and the Commissioners agreed they would review those when received.

Mr. Zeinstra suggested replacing the first part entirely with “the Planning Commission may require an inventory” which was agreed upon by the Commissioners.

Planner Ransford agreed to make the updates and added that he was also waiting to hear from Mr. Sullivan regarding the recent proposed language and would review any changes.

2. Section 24.06H – Standards for Approval of Waste Disposal Facilities

Planner Ransford recapped the previous discussion of the changes for the third draft revisions.

Mr. Schut pointed out that item 2d should indicate “no more than” rather than “at least three feet apart.” Planner Ransford agreed to prepare revisions to the language for the Commission to review based on comments provided. Mr. Schut also requested dropping the “13 feet” space requirement. Mr. Zeinstra concurred, and consensus was reached with direction provided to Ransford.

3. Section 24.06 J. - Standards for Approval on Building Appearance.

Planner Ransford summarized the two items of revision from the prior review: to not apply the minimal glass requirement adjacent to residential areas and to parking areas except for customer parking.

The Commissioners agreed the revisions had progressed and although Counsel Sullivan would still be reviewing the revisions, they did not anticipate there would be significant changes, thus a Public Hearing could be set.

B. Master Plan – Map

Planner Ransford recapped the work on the existing base map and the six changes the Commission had requested. Relative to the November 2020 meeting, he had worked on clarification to the master plan classification and zoning ordinance district table. He concluded this could only be done through amending the zoning district names which would prove difficult. He explained once the Master Plan was finalized, the plan and supporting documents could be reviewed and a decision made to make those amendments if necessary.

The Commissioners agreed that the map met the overall expectations. Mr. Zuniga noted some areas with possible re-zoning changes. The Commissioners discussed these and clarified the changes needing to be updated. Direction was provided to Ransford to revise the map accordingly and proceed with the next step in the process. Ransford indicated that he would bundle all of the text together with the maps and return the entire draft document to the Planning Commission for further review.

10. Second Public Comment

Chairperson Longcore opened the public comment section for non-public hearing items. Kelli McGovern facilitated the public comments beginning with the callers, proceeding to participants using the web or app. Callers and participants were recognized, but no public comments were made. Chairperson Longcore closed the public comment section.

11. Township Board Reports

Mr. Zeinstra reported updates to Department Heads in Assessing, Finance, and Human Resources. The Board also approved a new Township Business Registration for maintaining all new businesses and contact information, as well as the PUD Amendment for Hidden Shores West.

12. Commissioner and Staff Comments

Mr. Zuniga asked for clarification about the use of decorative blocks for sidewalks per the Township ordinance, and Planner Ransford confirmed it was permissible.

13. Chairperson Longcore adjourned at 8:20 p.m.

Next meeting Monday, April 5, 2021 at 7:00 p.m.

Planning Commission Minutes respectfully submitted by Lora Richmond