

**ALLENDALE CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

January 20, 2020

7:00 p.m.

Allendale Township Public Meeting Room

1. Meeting called to order

2. Roll Call:

Present: Westerling, Adams, Zuniga, Longcore, Schut, Kelley

Staff present: Planner Ransford

3. Received for Information: None.

4. Motion by Schut to approve the January 6, 2020 Planning Commission Minutes. Seconded by Zuniga. **Approved 6-0.**

5. Motion by Longcore to approve the January 20, 2020 Agenda. Seconded by Adams. **Approved 6-0.**

6. Public Comments for *non-public hearing items*:

Chairperson Longcore opened and closed the public comment period due to no public comments.

7. Public Hearings: None.

8. Site Plan Review: None.

9. Old Business:

A. Kennel language

Planner Ransford recapped the information that changed regarding the kennel language from the last Planning Commission meeting.

Mr. Schut suggested that under Section 23.19fvi, the language reference sound control rather than sound proofing the building as it may be difficult to sound proof. The Commission discussed what the sound control may entail. Mr. Schut wondered who would complete the inspection for a new or reestablished kennel to make sure that they meet the requirements. The Commission discussed that the Zoning Administrator may complete these inspections.

Township staff will schedule a public hearing at a future Planning Commission meeting with the change noted to Section 23.19fvi.

10. New Business:

A. Allendale Charter Township – Maintenance Building

Tim Vande Zande from The Architectural Group was present. He stated that this is a two-phase project. The existing maintenance building will move further south on the property and a new fire station will be built. He discussed the zoning of the site and the building materials.

Planner Ransford discussed the memo that Lindsay Mohr created. Mr. Zuniga expressed concern over the potential lack of parking with the new maintenance building, and Mr. Adams requested Mr. Ransford clarify the Planning Commission's role in the process of reviewing this building. Ransford stated that the Michigan Enabling Act requires the Planning Commission to review and provide recommendation regarding the proposed building. Although Allendale Township does not need to comply with the zoning

ordinance, the Township Board asked that the building is completed as closely as possible to the requirements of the ordinance. Mr. Longcore replied to Mr. Adam's earlier question regarding the Commission's role. Mr. Longcore stated that the Township has a right to do what they wish with their property. While the Commission may voice their opinion on the proposed building, they are being asked if it is in compliance with the ordinance.

Mr. Longcore wondered how this maintenance building would look in comparison to the fire station. Mr. Vande Zande described how the fire station will look in appearance including the adjacent parking spots, how the site was chosen, and the timeline of the proposed building.

The Commission expressed concern over the limited parking spots and green space of the proposed maintenance building. This green space was suggested to be used as overflow parking. They also expressed a desire for continuity of both the proposed fire station and proposed maintenance building. Mr. Zuniga requested to see a Master Plan of the park. Consensus was reached that the appearance of the building is acceptable, but Mr. Vande Zande will connect with Mr. Ransford and address the concerns of the Planning Commission for a second review.

B. 2020 Work Program

Mr. Ransford recapped his memo for the 2020 Work Program. He stated that there are two new matters for the Planning Commission: the suggestion by Mr. Zeinstra to require condominium developments to create sidewalks along private streets and remove the rezoning factors from the Master Plan and move them to the ACTZO.

Mr. Longcore explained for the new commissioners that every year the Planning Commission looks at their list of projects for the entire year. During this meeting, the Commission is able to remove or add matters to this list. Consensus was reached that numbers 3, 8, 10, 11, and 12 of the 2020 Work Program Draft be moved to the top five numbers of the program.

C. 2019 Annual Report

Mr. Ransford recapped the 2019 Annual Report and asked the Planning Commission to review it for errors or omissions.

Motion by Schut to approve the 2019 Annual Report as presented. Seconded by Zuniga. **Approved 6-0.**

D. Master Plan – Introduction and Agricultural Chapters

Planner Ransford explained the agricultural chapters of the Master Plan. He stated that many individuals enjoy the rural character and the open space that may achieve this character. This is not limited to agriculture, but rather also includes woodlands, open spaces, etc., and could be extended onto the residential chapter. Ransford suggested that creating wildlife corridors may be popular. These corridors would connect open spaces between developments for the benefits of both the rural character and wildlife.

The Commission discussed the Master Plan results, including their control of alcohol use at events, pedestrian bridges, and the definition and different aspects of rural character. The Commissioners also discussed the expressed threat of large-scale commercial development by residents.

Mr. Ransford asked the Commission if they had any interest in limiting land divisions in order to preserve agricultural land. The Commission discussed their thoughts regarding the rights of property owners and the growth of the Township. Direction was provided to Ransford for revisions and to continue with the Master Plan Framework.

11. Public Comments:

Chairperson Longcore opened the public comment period.

Karri Rozema asked about the kennel inspection in regards to Mr. Schut's earlier question about the inspections. She stated that Ottawa County presently does their own inspection. She stated that they have guidelines for kennel owners.

Mr. Schut responded to Mrs. Rozema stating that his question was in regards to the enforcement of the Special Use Permit. He felt that the best way to enforce the regulations is by inspecting the business, and that the Township duplicates many of the Ottawa County regulations. He clarified that this applies to new or reestablished kennels.

Mr. Kelley asked Mrs. Rozema who comes from Ottawa County to inspect her business, and she replied that someone from Animal Control inspects every year. She explained the process that she completes every year for Ottawa County in order to be inspected and receive her license. Mr. Longcore explained to Mrs. Rozema that this ordinance is in place in order to respond to potential complaints received about kennels.

Chairperson Longcore closed the public comment period due to no further comments.

12. Township Board Reports: None.

13. Commissioner and Staff Comments:

Mr. Ransford stated that Mr. Doornbos was unavailable for this meeting, but he is available for the meeting on February 3, 2020. He also clarified that existing kennels are grandfathered in and are not subject to this new ordinance unless they were to expand. They will receive a letter from the Township stating this information.

14. Chairperson Longcore adjourned at 9:37.

Next meeting February 3, 2020 at 7:00 p.m.

