

TALLMADGE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING  
SEPTEMBER 26, 2017

**7:00 p.m. Marvin Bennink called the meeting to order.**

Members present: Marvin Bennink, Matthew Fenske, James Szejda, Dewey Bultsma, Joel Terpstra, Richard Temple and Curtis Rypma.

Also present: Greg Ransford, Mike Houseman, Matt Cole, Kent VerWoert.

**Approval of the Agenda:**

James Szejda provided a motion to approve the agenda. Matthew Fenske seconded the motion and was carried unanimously.

**Approval of the Minutes:**

Matthew Fenske provided a motion to approve the Minutes from the July 25, 2017 meeting. Joel Terpstra seconded the motion and was carried unanimously.

**Non-Agenda Items:**

No items were discussed.

**New Business:**

- Site Plan Approval
  - H2.1, LLC (REMAX) – 0 1<sup>st</sup> Avenue
    - Seeking to construct an office building of approximately 6,082 square feet, related parking, landscaping and other site improvements.

Mr. Cole stated that they are looking to construct a new office building to be located to the north side of the parcel. The proposed building will be an approximate 6,082 square feet office building with designated parking area and site improvements. Mr. Cole also stated that the future owner intends to construct an addition of approximately 2,808 square feet on the west side of the proposed new building.

Marvin Bennink asked if it belonged to the same owner.

Mr. Cole stated that it is the same owner.

Mr. Houseman stated that they plan on possibly dividing the parcel in the future.

Richard Temple questioned if the parking is adequate for the proposed use.

Matthew Fenske questioned if the 32 parking spaces will be sufficient for the proposed use.

Mr. Cole stated that they meet the minimum parking amount required for future use.

Richard Temple asked if a curb cut would be necessary and also wondering if a curbing to control the flow of traffic at the entry point might be necessary.

Mr. Cole stated that the issue of adding the curbing might affect the drainage.

Joel Terpstra questioned if the first parking space should be removed to give enough room to the patrons entering into drive.

Greg Ransford stated that we could have the township engineer look at that space.

Marvin Bennink asked if the submitted façade plans meet the ordinance requirements.

Greg stated that the façade does meet the ordinance requirements pending Planning Commission conclusion regarding some proposed materials.

Mr. Cole stated that the façade will split faced and scored block along with steel canopy with metal panels.

Richard Temple feels that the building materials submitted do meet the facade requirements.

Dewey Bultsma asked if the existing utilities run across the existing lot.

Mr. Cole stated that the City of Grand Rapids was contacted and that two laterals will be ran for each lot.

Dewey Bultsma stated that the sidewalk should be brought all the way to the property line.

Mr. Houseman said that they will run the sidewalk if necessary.

Curtis Rypma asked if the sidewalk meets the township requirements.

Greg Ransford stated that they are in compliance with the ordinance requirements.

Marvin Bennink questioned where the utility box is located.

Mr. Cole stated that it will be located on the north side of the building west of the east corner.

James Szejda asked what the use will be for the proposed building.

Mr. Houseman stated that it will be used for office space.

Greg Ransford stated the Fire Chief noted that the parking lot and drive provides sufficient access for the fire apparatus. The Fire Chief also stated that the applicant will need to install a Know Box in a location that will be approved by the fire chief.

Richard Temple provided a motion to approve the site plan as submitted with the following conditions:

1. The access agreement must be approved by the Township and executed.
2. Traffic control curbing or other means at the entrance must be designed and approved by the Township.
3. The screening of the meters on the north side of the building to the satisfaction of the Township.

Dewey Bultsma seconded the motion and was carried unanimously.

- Planned Unit Development
  - Manen Meadows
    - Seeking to establish a seven-lot single family residential site condominium development, related open space amenities.

Mr. VerWoert stated that he is interested in developing a 12-acre lot into a PUD that will consist of 7 lots with the smallest lot being 1 acre. He will be adding green space for possible recreational use to the entry point of the PUD. He will have a private road that will serve to access the PUD. Mr. VerWoert stated that the parcel perked for the proposed seven lots. The open space is a proposed soccer field but could possibly use it as any type of recreational field. He is also proposing that a private drive maintenance agreement will need to be signed by the owners of the lots that will help maintain the private drive. Mr. VerWoert also stated that the private road meets the requirements but the cul-de-sac will be developed at 96 feet to meet the requirements of the fire chief and being able to access properties with the fire apparatuses.

Joel Terpstra asked if he was going to provide MBO's for the building sites.

Mr. VerWoert stated that he will not have any issues with providing that information.

Richard Temple questioned if he planned to add screening to shield the properties to the west.

Mr. VerWoert stated that he did not plan for that.

Richard Temple expressed that adequate screening ought to be provided along the east and southeast lot lines adjacent to the existing dwellings.

Richard Temple asked what defines the open space as a soccer field.

Mr. VerWoert stated that a maintained, mowed area with lining of the field.

Curtis Rypma questioned what other things could be proposed in the open space.

Marvin Bennink stated that if open space is maintained and has the proper drainage it could be used for anything.

Richard Temple stated that updrainage will be necessary to keep it from standing water.

James Szejda asked if the Ottawa County Health Department had been present for the testing.

Mr. VerWoert stated that all boring was approved by the Health Department and all the proper paper work has been submitted and approved which he can provided that report if need be.

Marvin Bennink asked if sidewalks will be installed.

Mr. VerWoert stated that no sidewalks will be installed.

Joel Terpstra asked if the catch basin at the entry way of the private drive will have screening or fencing for safety proposes.

Mr. VerWoert stated that he hadn't planned on adding screening or fencing to that area. He also stated that the way the water drains naturally there shouldn't be an issue with standing water.

Joel Terpstra provided a motion to approve the preliminary site plan in accordance with Section 14.01 and 14.03(b) of the Zoning Ordinance with the following conditions:

1. Applicant must provide Final Site Plan with the following:
2. Engineer must provide storm water calculations and the report must be sent to the township
  - a. Provide crown and underdrainage details for the soccer field to provide adequate drainage throughout the year
  - b. Show drainage connection from soccer field to the pond
3. Provide maintenance agreement for the soccer field
4. Provide road profile with grades
5. Corrected private road document

Dewey Bultsma seconded the motion and was carried unanimously.

**Old Business:**

No business was discussed

**Planning Commission Comment:**

No comments were by the commission.

**Adjournment:**

8:15 James Szejda provided a motion to adjourn. Matthew Fenske seconded the motion and was carried unanimously.

**Respectfully submitted:**

Val Schwallier  
Administrative Assistant