

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
December 12, 2023 7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Six members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 pm B. Raak moved to approve the agenda. The motion was supported by D. Raak and carried unanimously.

At 7:00 pm Chairperson Dreyer opened discussion on the minutes from the November 14, 2023 meeting. Geertman moved to approve the minutes. The motion was supported by Meekhof and carried unanimously.

At 7:00 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda.

GENERAL COMMENTS -- None

NEW BUSINESS

- **At 7:01 pm Chairperson Dreyer introduced the next item on the agenda, a Special Use Permit for a Landscape Contractor in the Commercial Zoning District, Autumn Ridge Stone and Landscape Supply, located south of Port Sheldon on 136th Avenue, parcel 70-12-30-200-004.**

Autumn Ridge currently is located at 5960 136th Avenue on the east side. They have purchased a parcel further north and on the west side of West Olive Road. They have submitted site plans.

Owner Greg Leegwater presented the project to the commission. Autumn Ridge has been in its current location for 20 years, but they have outgrown the space. He likes the new location because they will be able to have a nice building, more space and better organization.

ZA Kushion said the parcel was rezoned from the Ag District to the Commercial Zoning District. The applicant didn't submit any elevations originally, but ZA Kushion has them now. The proposed building appearance meets the requirements of the overlay district. In addition, it meets all requirements of Section 18.06.

The plans show a wet area on the site plan. ZA Kushion talked to the engineer at Holland Engineering and asked him to find out if it is a regulated wetland. If it is, they will have to get permission from EGLE to fill that area in. Existing trees will remain along SE corner, as well as along the golf course.

ZA Kushion indicated that stormwater retention is shown on plan, but the applicant will need Ottawa County Water Resources approval. He went on to say that the two light poles will have to meet township lighting specs.

ZA Kushion asked the applicant about the additional drive. Mr. Leegwater said that he would like to put that in sooner rather than later. It will help with moving larger trucks through and provide an access point for equipment during construction.

The planning commission then began going through the Olive Township Zoning ordinance sections that they thought were involved in reviewing this request asking various questions as they proceeded:

- Section 18.06 (required standards & findings for making a decision on the request)
- Section 25.04 (Site plan content)
- Section 25.06 (Standards for approval)
- Section 23.04 (Off street parking)
- Section 15.03 (US 31 Commercial Overlay District)
- Section 21.28 B-2 & Section 21.28 B-3 (Green Space Landscaping)
- Section 12 (Commercial District Requirements)

Dreyer asked where they plan to park construction equipment. Mr. Leegwater indicated that they didn't designate areas for that. Larger equipment will be kept on the south side of the asphalt lined up facing north.

Dreyer asked about exit and entryway. ZA Kushion indicated that the 50' setback is met. Dreyer mentioned that Section 12.06 D 1 says no accessory or other uses. He asked if the proposed scale is an accessory use in the front set back area. He mentioned that he thinks that the scale will be too close to the road.

B. Raak questioned if there will be lawn between the scale and road. Mr. Leegwater said he envisions trees and shrubs and grass there. They are not sure what to do with the ditch, and they might just keep the vegetation in it trimmed neatly. B. Raak asked how big the ditch is. Mr. Leegwater said it isn't that big or deep.

B. Raak asked if the property is wet. Mr. Leegwater says there is one low area. ZA Kushion says the wet area shown on the second page is not that big. But he does want to find out if it's regulated wetland.

Meekhof questioned how wide the scale area will be. Mr. Leegwater indicated that it will be wide enough to put dump trucks on. B. Raak said if they moved the scale over about 10', it would be far enough from the road to be in compliance. ZA Kushion asked if they could move it to the south end of the parking lot running east to west. Mr. Leegwater indicated that the scale will be fairly low, and there will be no scale equipment housed outside.

ZA Kushion thinks the existing trees will hide the scale area, and that "accessory" in this case means building. Mr. Leegwater stated that they can do other things to hide the scale a bit.

ZA Kushion informed the commission that any future buildings proposed will have to come back to the Planning Commission for approval.

At 7:19 pm Dreyer opened the public hearing.

Dreyer mentioned that the two lights that are shown on the east side of West Olive Road on the plan must be a mistake and should be shown on the west side.

D. Raak asked about whether there was a well. Mr. Leegwater replied that they just had one put in.

Dreyer asked about sewage treatment listed in Section 12.08 L. ZA Kushion indicated that this is handled at the time the applicant comes for a building permit and does not need to be discussed at this time.

ZA Kushion stated that a soil erosion permit is needed. Mr. Leegwater assured him that he has the application ready to send in.

Geertman questioned who the contractor will be. Mr. Leegwater replied that they have not yet chosen a contractor.

Dreyer asked about the loading and unloading of product. Mr. Leegwater answered that all loading and unloading will be on the asphalt area on-site.

Dreyer brought up the requirements of the Overlay District Section 15.03. Discussion was held on the building details. Mr. Leegwater indicated that they haven't determined what the building materials will be. ZA Kushion feels like it will meet the standards if it is constructed as the site plan shows, as it has glass garage doors and a roofline over the entrance. But he indicated that the Planning Commission may want to know what kind of materials will be used. Dreyer mentioned that steel is not on the list of accepted materials for the Overlay District. The commission might want to require the applicant to submit the plans for building materials to the Zoning Administrator once the decision is made. After more discussion, it was determined that all other Overlay District requirements are met.

Dreyer brought up landscaping that is adjacent to roads and indicated that the requirements listed in section 21.28 B appeared to be met. But he noted that the detail of the greenbelt between the scale and the road is not on the site plan. Mr. Leegwater indicated that he doesn't know exactly how that will look, and how they will manage the roadside ditch yet. B. Raak suggested that they have him come back in and report to the Zoning Administrator how he plans to handle it. ZA Kushion reminded the Commission that no one is allowed to add landscape materials in the road right of way.

Geertman asked about a sign for the business. Mr. Leegwater said that hasn't been worked on yet. ZA Kushion says a sign is a separate thing—the applicant will have to come back when he wants a sign and there are different requirements that can be dealt with at that time.

B. Raak asked whether there was still an old sign for the golf course. Mr. Leegwater indicated that the sign is on the golf course property.

Dreyer closed the public hearing. Meekhof moved to approve the site plan with the following conditions:

- 1) Ottawa County Water Resource approval of the drainage plan and soil erosion permits must be provided to the Zoning Administrator before construction begins on site.
- 2) The applicant shall provide the Zoning Administrator with fixture specifications for the proposed exterior lighting on site before installation.
- 3) Verification that there are no regulated wetlands on the site shall be provided to the Zoning Administrator regarding the 'Wet Area' shown on sheet no. CD-101.
- 4) Any dumpsters on site must be enclosed in a wood or block enclosure.
- 5) The building façade shall be approved by the Zoning Administrator before a building permit is issued.
- 6) The area between the pavement and the road right of way shall be maintained as a green belt.
- 7) Fire chief approval of site plan must be obtained before a building permit is issued.

The motion was supported by D. Raak and carried unanimously.

B. Raak asked the applicant what the timeline was for this project. Mr. Leegwater indicated that it will happen next summer.

- **At 7:50 pm Chairperson Dreyer introduced the next item on the agenda, a Special Use Permit for a Landscape Contractor in the Agriculture Zoning District, Diemer's Property Services, 14122 Barry St., 70-12-31-300-025.**

Chairperson Dreyer asked Commissioner Geertman to handle the discussion and action on this item and recused himself from discussion and voting because of a conflict of interest. He also asked D. Raak to recuse himself from voting, as he is the contractor of the project, but indicated that he can participate in the discussion.

Adam and Kylie Diemer are the applicants, and Mrs. Diemer introduced the project. They are applying for a special use permit for their existing landscaping business. ZA Kushion said this could be considered a Home Occupation, except for the number of employees. He went on to explain that the Planning Commission must decide whether or not this business meets the requirement that Home Occupations employ no more than one non-family employee, given that their employees work off-site. He went on to explain that this is not a commercial business with employees working on the property. They are there maybe half an hour per day. ZA Kushion said another alternative is to amend the ordinance to allow more employees in a Home Occupation when employees

work off-site. This could apply to landscape contractors or other trade operations like electrical, plumbing, and building contractors.

At 7:57 pm Geertman opened the Public Hearing. Garry Dreyer spoke to the commission and told them he owns property directly across the road from the applicant, and farms quite a bit of land nearby. He indicated that the applicants keep a neat place and he has no problem with the business being there. They are good neighbors. Hearing no other comments, Geertman closed the public hearing.

Geertman asked what their plans are for the business. Mrs. Diemer said owning a business is a lot of work, and they want to stay small. They don't want more than six full-time employees. She indicated that they have three non-family full-time employees right now, but that is not quite enough. She went on to explain that employee levels depend on the season. In addition to their full-time employees, they have three part-time employees right now, and 5-7 in the summer.

Geertman asked if they have restrooms and break rooms in the building. Mr. Diemer replied that they do not really have a need for these things, since employees work off-site. But they do have a table, a refrigerator, and a microwave. One person comes in and works on equipment in the shop during off season.

B. Raak asked about recent property line adjustments. He commented that there is a lot going on at this property—and reminded the applicant that many other small business owners have had to jump through a lot of hoops. Mrs. Diemer replied that they were told by someone in the township that they didn't need a permit to put up their hoop house. She went on to explain that the building they just put up they did get a permit for. They made the lot line adjustment when they put this most recent building up so that they could meet the 3% coverage rule. She indicated that they didn't know that they were out of compliance with this business—they figured they were fine, since they were out in the country surrounded by farms. They also know of many other landscapers that are doing the same thing.

Meekhof asked how much equipment they have. Mr. Diemer indicated that they have 4 pickup trucks, 1 dump truck, 2 skid steers, 1 tractor and some mowers. All of this is housed inside.

B. Raak asked about semis coming in. Mr. Diemer said they receive five truckloads of mulch per year, all in the space of a month, and four trucks of salt all on one day.

ZA Kushion explained that landscape contractors often want to operate in the ag district out of their homes. He said that if they are in the commercial district, they are taking space from a business that is better suited to that district. He said the commission could amend the ordinance so that with enough acreage, landscape contractors could have more employees.

B. Raak asked the applicants how they would feel about their neighbors doing what they are doing. Mrs. Diemer said they do have that sort of situation, since they are surrounded by farms.

ZA Kushion asked if the commission wanted to table the item so that more investigation could be done. B. Raak indicated that he doesn't see a good way out of this. Geertman said he was thinking about requiring an exit plan to be submitted within 6 months, with the requirement that within 3 years' time the business move into a commercial space. The applicants indicate that they do not want to grow their business--that they would like to stay small and stay there.

Meekhof moved to table the request. The motion was supported by B. Raak and carried with three members voting in favor and two members abstaining.

OLD BUSINESS – None

SPECIAL USE RENEWALS – None

COMMENTS & CORRESPONDENCE

ZA Kushion contacted Hollandia Gardens. He showed them their approved site plan and gave them a new application for their current expansion. He assured the commission that they will be doing surveys and a full site plan. He is concerned that some of the expansion has affected regulated wetland.

B. Raak asked whether there is an addition at Scott Aeration since he sees groundwork being done. ZA Kushion indicated that are working on a site plan.

B. Raak asked about a new building going up on 104th and New Holland. ZA Kushion will check it out.

Dreyer asked what was being built just east of 144th on Port Sheldon. ZA Kushion indicated that it is a new house being built.

Dreyer asked if there were any updates on the Master Plan. ZA Kushion reported that Tanya reached out to talk about the next steps.

Dreyer asked the Zoning Administrator if he knew of anyone that had a copy of the planning commission by-laws for review.

Meekhof said that somewhere near 10600 Fillmore a homeowner who currently has shipping containers on his property now also has lifts parked there. He believes someone is running a business there.

ADJOURNMENT

- **At 9:05 pm D. Raak moved to adjourn the meeting. The motion was supported by B. Raak and carried unanimously. The meeting was adjourned.**

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
November 14, 2023, 7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Four members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 pm Meekhof moved to approve the agenda. The motion was supported by B. Raak and carried unanimously.

At 7:00 pm Chairperson Dreyer opened discussion about the minutes from the October 10, 2023 meeting. D. Raak moved to approve the minutes. The motion was supported by Meekhof and carried unanimously.

At 7:01 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda.

GENERAL COMMENTS – None

NEW BUSINESS

- **At 7:01 pm Chairperson Dreyer opened discussion on the Site Plan Review for expanded outdoor storage of ATVs, JAG Development for Village Motor Sports, 70-12-32-400-030, 13035 New Holland Street.**

Jonathan DePoy with Nederveld presented the plan on behalf of JAG Development/Village Motor Sports. He said that this is a very straightforward site plan and is an expansion of a permitted use in the Light Industrial District. The fenced-in outdoor storage area will be expanded due to a need for additional security on site as well as parking for recreational vehicles that are for sale or being repaired.

Mr. DePoy indicated that the storm water management plan meets the approval of the Water Resource Department. The proposed plan also meets the standards for parking and landscaping. The only new thing will be the fence and millings (similar to gravel surface) in the fenced in area. A retention basin will be added in the northwest corner to hold water before releasing as shown on the drawing provided.

ZA Kushion indicated that this plan meets all standards. He has two recommendations—that the Water Resources Management Plan and the Lighting Plan be submitted to the Zoning Administrator.

Dreyer asked about the brightness of the existing lighting—he thinks it might be too bright.

B. Raak asked if they would be putting a fence along the west edge. He mentioned that there is an existing ditch and commented that the fence will be 10 ft. from the ditch, and that it actually shows another shallow ditch on the east/other side of the fence.

Mr. DePoy indicated that the overflow of storm water from the retention pond will go into the ditch that straddles the property line, and that the swale will be on the east side of the new fence, to convey the water toward the retention pond.

B. Raak asked how deep the stormwater basin will be. Mr. DePoy replied that it will be somewhere between 3 and 4 ft. deep. They hope to maintain water in the basin at all times. Currently they need to bring pontoon boats off site for float testing. This basin will allow them to do the testing on site. B. Raak commented that this area is a very wet corner, and that some of the water flows in one direction and some in another direction. Geertman commented that the drop in the culvert is 1-2 ft.

Mr. DePoy reminded them that this will all be reviewed by the Water Resource Commissioner.

Dreyer mentioned that this property is in the US-31 overlay district, and because of this there are requirements for landscaping. Section 21.28B2 addresses fencing and landscaping. He went on to comment that there are two entryways to the parking lot, and one is gravel. He asked what the plan is for that gravel drive, given that it is in the overlay district.

ZA Kushion mentioned that he addressed this in the memo. He reminded the commissioners that Hollandia Landscaping was allowed to put more landscaping in to shield product. He advised that the commission could make this a third condition. Or they could require the applicant to submit a landscape plan to him in the spring that meets the overlay district requirements.

Dreyer replied that maybe they don't want to hide what they are trying to sell. ZA Kushion replied that they could use landscaping islands if so.

Mr. DePoy informed the commission that the applicant plans to renovate the site in a couple of years. This renovation will involve an expansion to the existing building or a new building. He feels like that would be a better time for a landscaping plan. The immediate need is the security that comes from putting up a fence, and that requiring landscaping when adding a fence seems a bit ridiculous.

Dreyer noticed that there is no description for the fence in the plan. He asked how high the fence will be. Mr. DePoy said that is yet to be determined.

ZA Kushion said it will likely be dark chain link with cloth. The commission can require that it be an obscuring fence. Dreyer indicated that he wants it to look nice—maybe white vinyl fence along the front. Geertman proposed that the fence type be approved by the Chairman and ZA Kushion.

ZA Kushion asked if the commission wants obscuring fence along New Holland. B. Raak doesn't think this is necessary—he feels that black chain link is fine. D. Raak agrees. Mr. DePoy says they would be comfortable with the ZA and the Chairman approving the fence type in future discussions.

Dreyer brought up landscaping. ZA Kushion offered to work on that with the applicant. Dreyer asked whether additional asphalt is needed. ZA Kushion replied that additional asphalt can wait until the site renovation project.

Geertman asked why there are two parcels on the plan. ZA Kushion clarified that it is one parcel.

Dreyer brought up whether to place limits on storage in the front--should the commission be concerned about pallets displayed in the front? ZA Kushion replied that all storage of recreational vehicles should be behind the fence along New Holland.

Geertman asked if the applicant plans to display vehicles along New Holland, and Mr. DePoy indicated that it would not be used for display. Dreyer reminded the applicant that this is the overlay district and it has to look nice. He went on to say that the township requires other properties in the overlay district to meet the standards and this property should meet them as well.

D. Raak says he approves of this plan. Dreyer reminded the applicant that in the Industrial District, no fence should be taller than 12 ft.

Mr. DePoy indicated that the owner would prefer to wait on any landscaping until the future site renovation, but he expects that the owner will be willing to work with ZA Kushion on something in the short-term.

Geertman moved to approve the site plan with the following conditions:

- 1) Water Resources Commission approval of the drainage plan shall be submitted to the Zoning Administrator.
- 2) Any lighting on site shall be approved by the Zoning Administrator before installation and Zoning Administrator shall ensure that existing lighting meets current lighting ordinance standards.
- 3) Fencing shall be approved by Zoning Administrator and Chairperson.
- 4) No long-term storage shall be allowed between the proposed fence and New Holland except for outdoor recreational vehicles for sale.
- 5) Site improvements shall be approved by the Zoning Administrator.

The motion was supported by B. Raak and carried unanimously.

OLD BUSINESS – None

SPECIAL USE RENEWALS -- None

COMMENTS & CORRESPONDENCE

Meekhof mentioned that the Crown Motors lease is up and there are no cars there because they elected not to renew the lease.

Discussion was held on the Master Plan Open House. B. Raak mentioned that the comment cards were good. Geertman said there was one that mentioned a lack of transparency. He was surprised at this, as he feels like there is more transparency than ever.

Dreyer wished they would have printed a new large zoning map and master plan map. People were very interested in that and the one that was available was faded and hard to read.

ADJOURNMENT

At 7:45 pm a motion to adjourn was made by D. Raak. The motion was supported by B. Raak and carried unanimously. The meeting was adjourned.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
October 10 2023 7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Two members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 D. Raak moved to approve the agenda. Motion was supported by B. Raak and carried unanimously.

At 7:00 Chairperson Dreyer opened discussion about the minutes from the September 12, 2023 meeting. Meekhof moved to approve the minutes. Motion was supported by Geertman and carried unanimously.

At 7:01 Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda.

GENERAL COMMENTS – None

At 7:01 Chairperson indicated that there was no new business.

NEW BUSINESS – None

OLD BUSINESS

- **At 7:02 pm Chairperson Dreyer opened a discussion on the conditions for an approved Special Use Permit for a Sand Mine at approximately 8046 136th Avenue, parcel number 70-12-07-400-004, Turkey City Partnership.**

Jon Van Denend from Turkey City Partnership said they had questions about the conditions approved last month. They are hoping that some of the conditions could be changed. He specifically mentioned the truck route. They are also wondering about the set-back requirement that they need to mine no closer to the road than 100 feet.

Mr. Van Denend said when trucks leave the sand mine they take different routes based on their destination. Turkey City would like to ask if the trucks could use any of the public roads in the area.

ZA Kushion remarked that the thinking with the truck routes is to get them to the nearest paved road. Tyler west of 136th Avenue is one of the truck routes, whereas 136th Avenue to the north is not. Staying on the paved road as much as possible avoids damaging gravel roads. B. Raak asked if Tyler Street is a truck route to the east. ZA Kushion said Tyler Street from 128th west to US-31 is an approved truck route.

Mr. Van Denend said Turkey City is not running heavy 8-axle trucks. They average about 1000 yards per month. They deliver sand to different farms and probably average 3-4 truckloads a day. B. Raak asked which way the trucks leave Turkey City's existing sand pit. Mr. Van Denend answered that all the sand used to go to Request Foods. Now that the sand goes to various places, the trucks go both east and west on Tyler. Dreyer suggested loosening that condition and waiting to see if there are any complaints.

D. Raak said it's only one mile between 128th and 120th that isn't technically a truck route. Geertman indicated that he is okay with allowing them to go east on Tyler when needed.

ZA Kushion suggested that the condition could be changed to something like "the preferred truck route is 136th to Tyler to US-31. Applicant may coordinate with the OCRC for an alternative truck route."

B. Raak asked if the truck routes are decided by Olive Township or by the Ottawa County Road Commission. ZA Kushion replied that truck routes are set by Olive Township ordinance.

A member of the public asked if the sign in condition #5 is necessary or if it just attracts attention. Dreyer wondered whether the sign is required in the ordinance. ZA Kushion replied that the point of the sign is to provide a phone number for contact in case there are any issues. Dreyer checked Section 18.16 and found that there is no mention of a sign requirement.

Several commissioners commented that they didn't really care whether there was a sign.

D. Raak moved to change the wording in Condition 4 to read "Preferred truck route is 136th Avenue to Tyler Street to US-31. Applicant may coordinate with the OCRC for alternative truck route" and to remove Condition 5 entirely. Motion was supported by B. Raak and carried unanimously.

Dreyer showed photos of the site and mentioned that the ordinance requires that mining happen at least 100 feet from the edge of the road right of way. Mr. Van Denend mentioned that 100 ft from the road right of way does not allow them to remove much of the sand hill that they hope to level. Mr. Van Denend believes that it will be helpful for road conditions to allow them to mine closer to where the fence is—approximately 50 feet from the road right of way.

Geertman mentioned that most often when a sand mine is opened, there is an engineering plan submitted. He asked for clarification as to the purpose of the mine, as he personally would like to see the hill leveled off.

Dreyer mentioned that since Section 25.06C requires that any proposed development "conforms to all regulations of the zoning district in which it is located" it would not be appropriate for the Planning Commission to approve a smaller set-back. He went on to say that Section 18.16G lays out a plan for a waiver by bringing it to the Zoning Board of Appeals (ZBA).

ZA Kushion indicated that he believes the Ottawa County Road Commission (OCRC) will want something from an engineer that says sand removal will not endanger the road. He commented that before they go before the ZBA, Turkey City should have an engineer do a grading plan and/or an elevation plan, and that it should specifically mention the desired set back from the road right of way. He stated that it would be good to have a letter of approval from the OCRC before the appeal goes to the ZBA.

Mr. Van Denend asked if the plan has to be done by a professional engineer. ZA Kushion replied that this is preferable. Meekhof commented that by the time an engineer is involved, Turkey City won't be able to make money on the sand mine. ZA Kushion responded that Mr. Van Denend should contact OCRC and ask what they require.

Mr. Van Denend said as he looked at aerial photos, he noticed that the fence was very close to or right on the road right of way. Dreyer affirmed that Turkey City should work with the OCRC and then bring the appeal to the ZBA for a variance.

SPECIAL USE RENEWALS – None

COMMENTS & CORRESPONDENCE

ZA Kushion mentioned that 144 Master Plan survey responses have been received.

Dreyer asked if the Building Permits and Splits Reports that ZA Kushion sends to the Township Board could also be sent to the Planning Commission members. ZA Kushion will make sure this happens.

Geertman reported that the Hidden Timbers property is for sale. D. Raak wondered why. ZA Kushion suggested that the water and sewer requirements might have been more expensive than the developer expected. He indicated that he believes that a buyer should not be required to resubmit plans for the PUD as long as forward progress is being made.

ADJOURNMENT

At 8:03 pm Geertman moved to adjourn the meeting. The motion was supported by Meekhof and carried unanimously. The meeting was adjourned.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
September 12, 2023 7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Four members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 pm, D. Raak moved to approve the agenda. The motion was supported by B. Raak and carried unanimously.

At 7:01 pm, Chairperson Dreyer opened discussion about the minutes from the August 8, 2023 meeting. Meekhof moved to approve the minutes. The motion was supported by Geertman and carried unanimously.

At 7:02 pm, Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

NEW BUSINESS

- **At 7:02 pm, Chairperson Dreyer opened the Public Hearing for a Special Use Permit for a sand mine at approximately 8046 – 136th Avenue, parcel #70-12-07-400-004, for Turkey City Partnership.**

Jon Van Denend represented Turkey City and came to the meeting to answer questions. Turkey City is planning to mine sand to sell for dairy free stall barns. Their plan is to phase out their existing sand mine and start this new one.

D. Raak asked if Turkey City plan to level off the sand at the new sand mine. Mr. Van Denend replied that this is the plan.

ZA Kushion indicated that the mine should be at least 100 feet from the road right of way. He went on to explain that the route for hauling sand should be 136th to Tyler to US-31, as this is the route with the most pavement. The mine can be open from 7 am - 7 pm on weekdays, 7 am – noon on Saturdays, and closed on Sundays. Turkey City will need to provide a financial guarantee of \$5,000 cash, certified check or letter of credit. They should post no trespassing signs no more than 100' apart. The Planning Commission will have to decide where they want berms and fences on site. There probably should be a berm at the road.

Dreyer covered the information in the memo from ZA Kushion along with the township's zoning ordinance Section 18.16 – Extraction of Natural Resources. Dreyer asked Mr. Van Denend what the elevation goal is, and he replied that it will be somewhere around the 610' mark. D. Raak mentioned that he would like to make sure that the sand is not blowing over the road. ZA Kushion asked if they are hoping to dig a pond, and Mr. Van Denend answered that they do not plan to dig a pond.

Dreyer asked what kind of berm is needed. Mr. Van Denend replied that they will be excavating to the north of the access road. The general consensus is that they do not need a berm to the south, only along the East (136th Ave). Dreyer asked about what the goal is for total sand mined. Mr. Van Denend said maybe 50,000-100,000 yards and indicated that if they hit gravel, they will not keep digging in that spot.

ZA Kushion said that Ottawa County Water Resources will probably issue some sort of soil erosion permit. He told Mr. Van Denend to have some sort of conversation with OCWR.

ZA Kushion said he thinks the house to the south is like 600+ feet away. He is not worried about screening for the neighboring house, but he is worried about sand blowing on the road. Mr. Van Denend says typically the mine sites are not completely stripped—they dig a little here and there. He went on to say that the mining will be done in 3 or 4 phases, and that they plan to establish the area to prairie grass afterwards. The commission decided that the reclamation plan (including final slopes and grades) can be approved by ZA Kushion.

ZA Kushion asked if the old mine is still open. Mr. Van Denend said it is. Geertman asked who is doing the mining for them. Mr. Van Denend replied that Ralph Meyer is doing the mining in the existing mine, and Turkey City will probably use them at the new mine, too.

B. Raak wondered if the commission could put a clause or contingency on continued mining if sand blowing becomes a problem. He also asked if they would have to widen the driveway. Mr. Van Denend replied that it might be necessary to widen the driveway.

A motion for approval was made by B. Raak with the following conditions:

1. The property shall be posted with signs no more than 100 feet apart.
2. There shall be an annual fee of \$500 plus 5 cents per cubic yard of sand removed paid to the Township.
3. Permit holder will be responsible for payment of road maintenance and/or additional applications of chloride required upon combined decision of Zoning Administrator, the Supervisor, and representatives of Turkey City. Additional chloride to be applied to full truck route within 24 hours upon request of the Zoning Administrator. Ottawa County Road Commission shall bill Turkey City for these additional applications of chloride or maintenance.
4. Trucking will be from the pit on 136th Avenue, south on 136th, west on Tyler to US-31.
5. A sign (4 x 4) shall be erected at entrance of mine stating the hours of operation and a sign shall be placed at the exit giving truck route.
6. The mine can be open 7 am – 7 pm on weekdays, 7 am – noon on Saturdays, and will be closed on Sundays.
7. Turkey City Partnership shall submit a reclamation plan to the Olive Township Zoning Administrator before mining on the site commences. This plan will include final elevation, slope from the road, and a plan for the soil after mining is finished, as listed in the zoning ordinance, Section 18.16 E.3.
8. Proof of Ottawa County Water Resources approval must be submitted to the Zoning Administrator before mining can commence.
9. No more than two (2) acres shall be mined in each phase without reclamation of soil in already-mined areas.
10. Turkey City shall post a minimum financial guarantee in the amount of \$5,000. The guarantee shall be provided in one of the following forms: 1) cash, 2) certified check, or 3) irrevocable bank letter of credit acceptable to the Township Board. Upon rehabilitation of mined acreage and reduction of net operational area, the security shall be released in accordance with the amount of security required per acre.

The motion was supported by D. Raak and carried unanimously.

- **At 7:38 pm Chairperson Dreyer opened a discussion on the Master Plan.**

Tanya DeOliveira was in attendance at the meeting. ZA Kushion reported to the commission that he had passed on all their previous suggestions to her.

She indicated that they will remove all the recommendations at the end of each chapter. She also let the commissioners know that any maps that they decide are inaccurate can be removed. They will remove the private well data layer from the map in Chapter 3, but keep the map. Dreyer informed Ms. DeOliveira that there are two aquifers—one shallow and one deep. All farmers that irrigate use water from the shallow aquifer, and it is not appropriate to say that agriculture is draining the deep aquifer. Ms. DeOliveira said that if Dreyer can share the specific wording that bothers the commissioners, she can change or remove it.

ZA Kushion let Ms. DeOliveira know that he would send her a digital copy of the water main plans.

Ms. DeOliveira asked for clarification on the solar and wind energy section. She asked if it was true that the township doesn't want to promote solar and wind energy systems. Geertman replied that the commission feels that the Master Plan should be neutral. Ms. DeOliveira said that since that is a recommendation it will be taken out.

Dreyer asked where the broadband service map came from. Ms. DeOliveira indicated that this information was from a broadband website for the state of Michigan. She agreed that the information may not be accurate, and said that if it is not, that map can be removed. She will write something to be added about the internet needs of our community. ZA Kushion remarked that when we do the survey, broadband access will likely receive a huge response from our community.

Ms. DeOliveira said the next part of the Master Plan is community engagement. The Planning Commission has chosen to do a survey, an Open House, and Visioning Workshops. After all the community engagement opportunities are finished, W&W will take the results from all of them and compile the report. She asked when the survey should be made live.

Dreyer asked if the Visioning Workshop is a meeting with the board. Ms. DeOliveira said no, it's more of a targeted community thing. Participants would be led through a workshop to find out what each target group thinks the important issues are. Dreyer asked if the survey comes first. Ms. DeOliveira replied that yes, usually the survey is first, and that ours is ready to go.

Olive will need to mail out notice to the community and advertise on the website and on Facebook. She recommends that we leave the survey up for 4 weeks. If there are not at least 200 responses, we should do a second round of advertising. Ms. DeOliveira indicated that W&W could print the postcard and mail it, or we could do it with some financial savings. The postcard will be designed by W&W either way and could advertise the survey, the Open House, and maybe even the Visioning Workshop all on the same postcard.

Ms. DeOliveira stated that the Open House should be in an informal setting, with the expectation that people would drop in at any time and stay as long as they wanted. The Planning Commissioners should be in attendance. It should last about two hours, and light refreshments should be provided. After some discussion, the commissioners set the date for Saturday, November 11, from 9 - noon.

Ms. DeOliveira went on to talk about the Visioning Workshops. These are targeted public engagement sessions with around three different stakeholder groups. Typically, certain people are invited to the workshops, and participants will spend 1.5-2 hours working through a set of questions. Usually, the survey is open during the time when the Open House and the Visioning Workshops are happening.

B. Raak asked what groups we would invite to the Visioning Workshops. He suggested that we do two Open Houses and skip the Visioning Workshops. Ms. DeOliveira indicated that we could expect 30-50 people to come to the Open House, and that a turnout like that would be good. But the Visioning Workshops involve a personal invitation, and that is a more in-depth process.

After some discussion, the Commission decided to make the survey live from September 18 – October 23, hold the Open House on Saturday, November 11, from 9 – noon, and host the Visioning Workshops in January. They also decided to hold a combined PC/board meeting on November 14 at 7 pm. Ms. DeOliveira will attend this meeting. W&W will design the postcard and include information about the Open House, and Olive Township will get it printed and mailed out ASAP.

Ms. DeOliveira advised the Commission that the next chapter is all about goals and is usually not worked on until after the survey and Open Houses.

Dreyer asked for a copy of the Chapter 2 and 3 updates after they are completed. Ms. DeOliveira will send the changes to ZA Kushion and he will forward them to the Board and Planning Commission. She will also send the survey to ZA Kushion for distribution to the commissioners for approval. The survey will not be available to the public until approval is received from ZA Kushion.

Dreyer would like to send a personal invite to each of the people who was involved in the last Master Plan process.

OLD BUSINESS -- None

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

- **At 8:31 pm Chairperson Dreyer opened discussion on Special Use Renewal for M&M Kennels/Mary Haworth to operate a dog kennel at 5004 – 116th Avenue, parcel number 70-12-34-400-005.**

ZA Kushion informed the board that M&M has paid the fee and there are no complaints.

A motion was made by Meekhof to approve the renewal. The motion was supported by B. Raak and carried unanimously.

COMMENTS & CORRESPONDENCE – None

At 8:40 pm a motion to adjourn was made by Meekhof. The motion was supported by D. Raak and carried unanimously.

Respectfully submitted,
ZA Kushion Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
August 8, 2023
7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Six members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 pm D. Raak moved to approve the agenda. The motion was supported by B. Raak and carried unanimously.

At 7:01 pm Chairperson Dreyer opened discussion about the minutes from the July 11 meeting. Meekhof moved to approve the minutes. The motion was supported by D. Raak and carried unanimously.

At 7:01 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda.

GENERAL PUBLIC COMMENTS

Rachel Harned, the owner of Bombshell Blow Dry Bar, mentioned to the commissioners that she has been talking to Kushion about opening a wedding venue. She currently owns two profitable businesses and wants to open a third. She works with brides and one thing many of them mention is the lack of wedding venues available. She feels like brides would come from all over the country to be married here because it's a beautiful area. She is looking at Olive Township as a possible location for a venue like this. She asked if Olive would consider amending the zoning ordinance to allow for wedding venues.

Kushion has talked with legal counsel about this. Legal counsel's opinion is that the township should probably include wedding venues in the definitions of the zoning ordinance, decide which zoning districts to allow them in, and establish a special use process. Kushion said he gets a lot of calls from people who want to start a wedding venue. He suggests considering them in the industrial and commercial districts, and maybe even the ag and rural residential districts.

He commented that many other townships have ordinances that require minimum acreage, like 5 or 10 acres, to allow for a buffer for neighbors and adequate room for parking. He mentioned that an issue for other townships is the presence of 250 cars on the property every Friday and Saturday night throughout the summer. He said that while some townships have very few rules on wedding venues, Olive would be able to establish good rules as this is considered.

B. Raak asked what the requirements are for water and sewer for event centers. Kushion replied that the county health department would oversee this. Ms. Harned mentioned that many event centers just use portable restrooms seasonally.

Kushion offered to research and study this and come back with information in a couple of months. D. Raak asked Ms. Harned if she wants to be open for business next year, and she replied that she does. She added that she feels a wedding venue makes sense in the ag district because there is more space. Kushion offered that Blendon Township has some setback requirements that seem to work well.

Geertman questioned whether the township has turned down requests for wedding venues before. Kushion replied that the person who most recently asked about weddings only had 4 acres. Dreyer indicated that he thinks a wedding venue would fit well in the commercial district. Kushion pointed out that Olive doesn't have much land in commercial district.

Scott Harned commented that a local wedding venue would be good for other businesses, as well, bringing profit from people from Chicago and Detroit.

NEW BUSINESS

- **At 7:14 pm Chairperson Dreyer opened the Public Hearing for a Special Use Permit for a 11,400 Sq. Ft. addition to Ottawa Reformed Church, 11390 Stanton St., parcel 70-12-03-400-043.**

Two representatives were present from Dan Vos requesting a special use permit on behalf of the church: Shawn Bates, a civil engineer and Brent Folkert, an architect. Mr. Bates explained that the new sanctuary addition would be to the south of the existing church building, and that parking would also be added to the south. The existing sanctuary will become a fellowship area. A new entrance ramp would be added on the west, with barrier free entrances on both the east and west sides. The pavement and sidewalks would be expanded.

A stormwater retention pond would be added on the south side of the added parking space being proposed. The church has been working with the Water Resource Department of the county and will obtain site plan approval from that department before proceeding. Kushion indicated that the parking to seat ratio of the plans is 1:3.

Dreyer asked for comments from the audience. Hearing none, the public hearing was closed.

The commission went through the standards of Section 25.06. The project meets all the standards of this section.

Meekhof noted that the exterior is not going to match the current buildings. Mr. Folkert admitted that it will not be exact, but that each of the three possible designs that are being considered will tie in with the existing buildings.

Meekhof asked how close the retention pond was to the creek in the back. Kushion thought it was about 1000 feet away, and that the parcel is quite long.

Dreyer asked the commissioners to look at the parking situation. He is concerned that the proposed parking expansion is on (or close to) several different parcels, but the special use request is only for one parcel. If the church ever wanted to sell one of the other parcels in the future, that might be a problem. Either those other parcels should be included in the special use, or the parking lot should be moved away from the parcel boundary line and contained solely on the one parcel. Geertman said the parcels could be combined. Kushion said he could check with the assessor on that. Dreyer commented that maybe the church might want to sell the parcel with the parsonage on it sometime in the future—and that combining the parcels would prevent that. Mr. Bates said that if this was a problem, they would eliminate the parking spaces that are too close to the parcel line. He indicated that his firm would make that adjustment to the plans.

The commission went through the standards of Section 23.02. The project meets all the standards of this section, other than the above parking issue.

B. Raak asked where the runoff from the flat roof will go. Mr. Bates explained how the water drains through a gutter system, which then flows through a sump drain system, which as shown on the drawing will be extended all the way to end in the new retention pond proposed.

Dreyer asked how the perforated chamber drain system works. Mr. Bates answered that it drains through the perforated sides into the soil around it. He went on to say that if these drains are built correctly and maintained every 2-3 years, they really work well.

Geertman mentioned that with the three different proposed exterior styles they were trying to tie all three buildings together. They are looking for a unified appearance and are hoping that someone with artistic flair will be able to make a recommendation. B. Raak feels that the church should submit their final choice of exterior for approval.

D. Raak asked about total seating. Geertman thinks it is 700.

Meekhof asked if there isn't an entrance on the south side where all the parking is. Mr. Folkert answered that this is correct there is none on the South side—they want people to funnel through the narthex. So people will have to walk a little ways from where they park to the entrance.

B. Raak asked about fire suppression. The approximately 10,000-gallon tank (10' x 20' x 5') with a pump will be under the riser room. This is something that is under the building inspector's purview.

D. Raak moved to approve the special use permit with the following five conditions:

1. Zoning Administrator approval of the site lighting before installation (Section 25.06P).
2. Ottawa County Water Resource Department approval of stormwater management, including soil erosion permits submitted to Zoning Administrator before building permit is issued (Section 25.06I).
3. Zoning Administrator approval of more detailed landscape plan before permit is issued.
4. Fire Chief approval of fire access before permit is issued (Section 25.06M).
5. Planning Commission review of exterior design renderings once decision has been made by the church.

The motion was supported by Meekhof and carried with Geertman abstaining from voting because of the adjoining property parcels he owns.

- **At 7:58 pm Chairperson Dreyer introduced the review of Master Plan Chapter 2 and 3.**

Dreyer went over last month's suggestions for Chapter 2 and asked if there were any new suggestions.

B. Raak mentioned that he heard a news report about a study that MSU did that showed that landowners are using 3 billion gallons? per year to sprinkle their lawns as opposed to the entirety of agriculture that is using 2 billion gallons? per year. No further comments.

Dreyer went over last month's suggestions for Chapter 3 and asked if there were any new suggestions.

Meekhof said that he would like to talk about the first recommendation: working with the county to expand recreation in the township. He doesn't feel like we need more parks. Dreyer replied that this will be a question on the survey. Kushion indicated that "recreation" could be more than parks—like trails or bike paths. He went on to say that he has received calls from people who live on Stanton who would love a bike/walking path. He suggested that we should keep that recommendation in there and see what the survey says. Dreyer commented that this is just a letter that goes out to the public to gauge interest so the Master Plan can be updated.

B. Raak commented that South Olive Christian School should be added to the school section.

Geertman commented that these chapters seem to have an agenda. He would rather provide facts and accurate information, without any agenda. Kushion offered to ask Williams and Works to change the tone a bit. Dreyer feels like we should remind Tanya that the former Master Plan was a good model to use as a guideline. Geertman would like to see all the recommendations removed. The commissioners agreed that more facts and less recommendations would be good.

OLD BUSINESS - None

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

- **At 8:18 pm Chairperson Dreyer opened discussion on Special Use Renewal for Heyboer/Reenders (H & R Sand Mine) to operate a sand mine in the RR District, East of 144th Avenue on the South side of Fillmore Street. Parcels 70-12-06-100-024, 70-12-06-100-003, 70-12-06-100-019 & 70-12-06-100-004.**

Kushion indicated that all fees have been paid, and that during this past year, not much sand was mined. Dreyer asked if we should be paying attention to the elevation or grade as they finish up. Kushion offered to look at the original permit to see what the requirements were. He went on to say that he thinks this area is going to be developed eventually, and that quite a few developers have been interested in the property.

Geertman asked if water and sewer are needed to develop. Kushion replied that any more than 7 splits need to have public utilities. A development in this location could coordinate with the proposed Hidden Timbers development to the south, but that project seems to be moving slowly. B. Raak asked how long the Hidden Timbers PUD approval is good for. Kushion replied that the approval is for one year, but that legal counsel informed him that if they are working actively to obtain public utilities, the approval doesn't expire after a year. D. Raak asked how many lots are in the proposed Hidden Timbers development. Kushion replied that the plans were for 99 homes.

Meekhof moved to approve the special use renewal for H&R Sand Mine. The motion was supported by B. Raak and carried unanimously.

COMMENTS & CORRESPONDENCE - None

At 8:26 pm a motion to adjourn was made by D. Raak. The motion was supported by B. Raak and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
July 11, 2023 7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Brian Raak
Dan Raak
Zoning Administrator Steve Kushion

Four members of the public were also present.

The meeting was called to order at 7:02 pm by Chairperson Dreyer.

At 7:02 pm Raak moved to approve the agenda. Motion was supported by Geertman and carried unanimously.

At 7:03 pm Chairperson Dreyer opened discussion about the minutes from the June 13 meeting. Raak moved to approve the minutes. Motion was supported by Meekhof and carried unanimously.

At 7:04 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

NEW BUSINESS

- **At 7:05 pm Chairperson Dreyer opened a discussion on the Master Plan and Municipal Water Lines.**

Kushion asked Supervisor Nienhuis for an update on what is happening with municipal water line discussions. Nienhuis said the Careerline Tech Center would like to run a line from New Holland Street out to the school. Nienhuis suggested to them that they should wait a year and tap into line at Van Buren Street once that water line is constructed.

Nienhuis indicated that the school has requested help from the township in funding this. He sees that this would be a benefit to the township and is in favor of contributing. He believes that the board is in favor of it as well, but he feels that the bulk of the project should be up to the school to finance. Nienhuis reported that the Van Buren line will be a 54" line, and construction was planned for 2024, but may be bumped back to 2025. Phase 1 will go east to 96th Avenue.

Dreyer asked about connections into the Van Buren line, and how that would affect the Master Plan. Nienhuis answered that there will be a connection at the feed mill on US-31, and there may be one additional construction location to be determined in the future. Raak asked if people can connect anywhere along New Holland Street, and the answer to that is no—people can only connect at certain locations. Geertman mentioned as an example that the housing development at 112th and Fillmore connects to the water line at 120th and Fillmore.

Dreyer moved the commission into a discussion about the way the water lines are shown in the Master Plan documents. The trunk line between New Holland and Barry Streets is not even shown on the map in Chapter 3. Kushion will contact Williams and Works about that oversight.

Dreyer mentioned wording in Chapter 2 about how irrigation is draining the deep aquifer. He commented that this is not accurate, and that the wording should be changed. Nienhuis agreed that we should have accurate wording in the Master Plan. Kushion suggested taking out any mention of irrigation entirely.

Dreyer offered that page 6 of Chapter 2 was worded well. Raak brought up how many new houses there are on Blair Street between 96th and 104th and commented that it doesn't look like we are "limiting private wells."

Kushion mentioned that a neighboring township is allowing four houses to be built on 10 acres if they are connected by a private drive. Many 10 acre plots are being developed in this way. He suggested if we want to avoid this in Olive that we address this possibility by requiring mini developments like this to connect to public water. Dreyer commented that what neighboring townships are allowing actually affects our water supply here in Olive.

Dreyer pointed out that in Chapter 3 it again mentions crop irrigation affecting the deep aquifer—this wording should be removed, as it is not correct. The rest of the commission agreed. He went on to point out Map 3.1, and questioned where Williams and Works obtained the information on private wells, as it seems to be incomplete.

Dreyer brought up the solar and wind overlay districts, and pointed out that the Master Plan Future Goals section suggests an increase to the solar and wind areas. Kushion commented that the commission should give feedback to Williams and Works on anything that the commissioners don't agree with. This should be done well before the draft copy of the Master Plan is finalized.

Geertman suggested that the third section on page 10 titled "expand renewable energy" should be eliminated entirely. Kushion commented that the township may hear from a lot of farmers that want to sign leases for solar farms.

The education section on page 10, second paragraph, indicates that Borculo Christian School is in the township. This should be fixed, as Borculo School is actually in Blendon Township.

Dreyer suggested that the commissioners read the draft chapters over very closely and plan to discuss them in depth next month. Dreyer will send a copy of the 2009 Master Plan to each commissioner to read carefully to see what was done in the past. Raak agreed that next month the commissioners should be prepared with marked up copies of Chapters 2 and 3.

Dreyer pointed out Map 3.5 which shows where broadband is available in the township. He mentioned that there is a whole section that shows adequate broadband that only has internet through T-Mobile.

Kushion suggested that the major areas that the commission needs to concentrate on in the Master Plan are the Borculo area north to Tyson, and the US-31 corridor.

OLD BUSINESS

- **At 7:50 pm, Dreyer brought up the South Olive portable classroom project. The school has decided that the portables they obtained were not of good quality. They are not moving forward with the project at this time but will continue to seek out other portable classrooms.**

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

None.

COMMENTS & CORRESPONDENCE

Kushion reported that Village Motor Sports will be asking for a site plan review for the expansion project that they have already started. The commission will have to consider how their expansion fits into the requirements of the US-31 overlay district, and whether landscaping will be required for screening.

Dreyer mentioned that he does not want the commission to have a reputation for being overly harsh on zoning matters. But he sees issues in the township. He asked about the business that is operating in the rural residential district south of Van Buren on 136th Avenue. Kushion gave an update on what is happening with that situation.

Dreyer indicated that he especially does not want a two-tier system, one for those who come for permission and one for those who don't. Kushion encouraged the commissioners to send him information on things they know about, and he will follow up on them.

Raak mentioned that there are parts of the township that look very messy. Nienhuis commented that he and Code Enforcement Officer Rotman have been working with some of these individuals. Besides meeting with people, they are working on a list of suggested companies that can help with clean-up projects. Geertman said sometimes there is a mentality of "this is my property and I can do what I want."

Geertman went on to say that we need to encourage people who have home businesses to move to a commercial or industrial part of the township once their business expands.

At 8:10 a motion to adjourn was made by Meekhof. Motion was supported by Geertman and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
June 13, 2023
7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Al Nienhuis
Adrian Meekhof
Brian Raak
Jerry Geertman
Steve Kushion, Zoning Administrator

One member of the public was also present.

The meeting was called to order at 7:01 pm by Chairperson Dreyer.

At 7:01 pm Nienhuis moved to approve the agenda. Motion was supported by Meekhof and carried unanimously.

At 7:02 pm Chairperson Dreyer opened discussion about the minutes from the May 9 meeting. He mentioned that one correction needed to be made to the minutes--that the storage building mentioned in the comment section is actually on Port Sheldon, not New Holland. Nienhuis moved to approve the minutes with that one change. Motion was supported by Raak and carried unanimously.

At 7:03 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

NEW BUSINESS

- **At 7:03pm Chairperson Dreyer opened discussion on a request to add portable classrooms to South Olive Christian School, located at 6230 120th Avenue.**

Chairperson Dreyer mentioned that Article 18 fits this situation. Zoning Administrator Kushion explained that he was contacted by Borculo Christian School in his work with Blendon Township. Blendon approved the Borculo request as long as it was temporary and followed the building code. Zoning Administrator Kushion believed he could handle the South Olive request the same way. Chairperson Dreyer and Nienhuis felt it should have come to the Planning Commission.

Chairperson Dreyer stated that based on Article 18 there is no reason not to approve this. Article 18 does require a public hearing, and if the matter were brought to the Planning Commission, a few things could be looked at closely before it is sent to the board for approval. Zoning Administrator Kushion reported if a public hearing is needed, it will have to wait until the next meeting. Nienhuis stated that he wants to make sure we have everything in place.

Raak commented that overcrowding at the school is a great problem to have. He paid a visit and noticed that the site is already excavated for classroom placement. Nienhuis indicated that he told South Olive not to start anything without township approval. Chairperson Dreyer questioned why they are in a hurry as it is summer. Raak reported that Borculo and South Olive obtained classrooms from the same place, and that excavating probably happened because the classrooms are supposed to arrive this week. Raak reported hearing that Borculo had ordered classrooms earlier but that opportunity fell through. So when this opportunity to get classrooms from Rockford came up, the two schools wanted to work together and have moved quickly on this. Zoning Administrator Kushion stated that for both Blendon and Olive any additions to a school or church require a special permit. Blendon didn't require a special use permit in this case because they are temporary classrooms. If the classrooms would be used for longer than 2-3 years the school would need a special use permit, which would require an application, fees, etc. He offered to call South Olive tomorrow to start them working on a site

plan to be brought to the July meeting.

Raak replied that an approval in July might give them too short a timetable to get everything ready for fall, as they have to set a power pole. A question was raised as to whether there are bathrooms in the portable classrooms. Zoning Administrator Kushion reports there are not, and that code requires the classrooms to be set within 300 ft of a bathroom. Chairperson Dreyer doesn't want to hinder their progress but feels that they should go through the proper channels.

A question was raised about storm water drainage. Zoning Administrator Kushion reported no storm water management approval is needed.

Chairperson Dreyer pulled up Section 18 and reviewed the items needed for approval. Nienhuis asked if the Planning Commission can give special consideration on this and whether it would be possible to approve this administratively without another meeting. Nienhuis reported that he was told a representative would be present at the meeting and that he was disappointed that no one came from the school.

Zoning Administrator Kushion stated from his point of view it meets all the six things required in Section 18. Chairperson Dreyer asked if Zoning Administrator Kushion agreed that any addition to a church or school is a special use. Zoning Administrator Kushion didn't know if the fact that they are temporary eliminates the need for a special use. Raak asked if there should be a timeline on how long these portables can be placed—should they be limited to 2-3 years? Zoning Administrator Kushion stated that would be up to the board.

Raak asked what Faith United Reformed Church was required to do after its church fire. ZA Kushion said that was a very temporary placement of offices. Geertman brought up whether to require South Olive to renew their special use annually. He asked if we are setting precedent for others if we don't require them to go through the special use process.

Zoning Administrator Kushion questioned if it needs to go through the public hearing process. If it is just temporary it could be left up to the Planning Commission. Geertman and Nienhuis both expressed concern about the length of time that the classrooms might be used. Chairperson Dreyer asked if they are putting in sidewalks. Raak would like more info on the power pole/electricity situation.

Chairperson Dreyer asked if there were any other comments. No further questions were raised.

The Planning Commission decided that a public hearing needs to happen to give neighbors a chance to voice any concerns. Zoning Administrator Kushion will contact South Olive to let them know they will have to go through the special use permit process at the next meeting and request that they get their site plan submitted.

OLD BUSINESS

- **At 7:20pm Chairperson Dreyer opened the public hearing for a Special Use Permit for a 5,060 square foot addition to an existing Buddhist temple at 5582 112th Avenue, parcel number 70-12-35-100-008.**

Zoning Administrator Kushion reported they have provided a new landscape plan and site plan, and that their landscape plan exceeds what is required.

Khamphosy Kaseumsouk from Se Carpentry and Handyman came to represent the applicant. He and TJ Molewyk of M5 Homebuilder will be working on the project. Mr. Kaseumsouk reported they want to put additions on the east and west sides for offices. They need offices as their current office is out in the open in the corner of a large room.

Geertman asked about the raised platform to the east in the plans. Mr. Kaseumsouk reports that it is a decorative platform. Raak brought up that the west side addition is 22' by 50' (1100 sq. ft.) and the east side addition is 34' by 50' (1700 sq. ft.). However, they are asking permission for 5060 sq. ft. addition and the math does not add up.

Zoning Administrator Kushion reported that this is likely a clerical error. The original building is 4500 sq. ft. and that the additions should be 2800 sq. ft.

Raak mentioned that if the existing building is 4500 sq. ft. and they are adding 2800 sq. ft. that means their project adds over 50% of the original building in square footage. He asked if there are any special conditions for that. Zoning Administrator Kushion stated that at greater than 50% addition, any deficits in the existing plan need to be corrected and are not grandfathered in. He indicated that there are no existing deficits that need correcting.

Geertman asked what type of construction will be used. Mr. Kaseumsouk reported it will be stick frame, with exterior siding and roof to match existing building.

Raak asked if the plans include the elevation change. Mr. Kaseumsouk showed the plans to Raak. Raak asked about open trusses on the west elevation – Mr. Kaseumsouk reports they are going to drywall the interior ceiling and there will not be open trusses. Mr. Kaseumsouk believes the ceiling height will be 9 ft. Geertman asked about heating and cooling. Mr. Kaseumsouk reported they are going to have individual units for each addition. Chairperson Dreyer discussed that the landscaping may change slightly with the addition of individual units.

Raak asked about bathrooms. Mr. Kaseumsouk reports they are adding bathrooms for the office area. He indicated that this has been approved by the health department. Raak asked if there are people living in the house on-site and if the same septic system is used for both the house and temple. Mr. Kaseumsouk responded affirmatively.

Zoning Administrator Kushion stated that the Ottawa County Water Resources Department has approved the plan for drainage. Chairperson Dreyer asked about exterior lighting. Zoning Administrator Kushion said it will have to be shielded light and that he can go over any details of that with the applicant.

Chairperson Dreyer reviewed the standards from Section 25.06, and the Planning Commission decided that it meets all requirements.

Raak asked if the construction was going to be done all at once or in phases. Mr. Kaseumsouk replied that it will be done all at once, and that construction is expected to take between 5-12 months. Zoning Administrator Kushion indicated that he is willing to work with them on the landscape plan next year if a long construction phase makes planting inadvisable yet this fall.

A motion was made to approve by Meekhof, with the following conditions:

- Landscape must be completed before certificate of occupancy is given for the addition. Any changes must be approved by the Zoning Administrator.
- Exterior lighting must be approved by Zoning Administrator.
- Restroom plan must be approved by Ottawa County Health Department.
- Plans must be approved by Fire Chief prior to building permits being issued.

Motion was supported by Nienhuis and carried unanimously.

Chairperson Dreyer informed Mr. Kaseumsouk that the project will be submitted to the board for approval at their Thursday, June 15 meeting.

- **At 7:40pm Chairperson Dreyer opened up discussion on the Master Plan Project.**

Raak said that the survey was quite long. Nienhuis reports typical surveys have about 50% response rate. Raak asked if anyone checked to make sure Williams and Works made all the requested changes. Others felt that the changes were made, with the exception of the marijuana question that should have been removed.

Chairperson Dreyer asked if they need to set up the next meeting, Zoning Administrator Kushion reported that is not needed at this time.

Nienhuis mentioned some grammatical errors. Chairperson Dreyer mentioned that in the printed version the column headers are lost when you move to the next page. He would like to see these headers on each page.

Raak asked how this is going to be advertised to residents. Residents will receive a paper copy if they request one, but that all residents will receive a post card advertising the survey with a link to fill it out online.

Chairperson Dreyer indicated that the Planning Commission is satisfied with the progress overall. Zoning Administrator Kushion will report to the board on the Master Plan.

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

No Special Use Renewals/Temporary Seasonal Uses

Zoning Administrator Kushion reported that he has not received a renewal request from H&R Sand Mines.

COMMENTS & CORRESPONDENCE

Zoning Administrator Kushion reported that Village Motorsports requested a fence permit so they can fence off a section to the west for storage. He let them know that this needs to go through the Planning Commission before a permit can be issued. He will meet with them Thursday.

At 8:06 pm a motion to adjourn was made by Nienhuis. The motion was supported by Meekhof and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
May 9, 2023
7:00 PM

PRESENT

Chairperson Dwayne Dreyer
Al Nienhuis
Adrian Meekhof
Brian Raak
Jerry Geertman
Zoning Administrator Steve Kushion

Two members of the public were also present.

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

At 7:00 pm Nienhuis moved to approve the amended agenda with the addition of “Discussion of Shipping containers” to New Business, and removal of the second Special Use Renewal. Motion was supported by Raak and carried unanimously.

At 7:01 Chairperson Dreyer opened discussion about the minutes from the April 11 meeting. Raak moved to approve the minutes. Motion was supported by Nienhuis and carried unanimously.

At 7:01 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

NEW BUSINESS

- **At 7:02 Chairperson Dreyer introduced Tanya DeOliveira from Williams and Works to update the commission on the Master Plan Project.**

DeOliveira reviewed the draft community survey with the commission. She mentioned that there will be an online version and a paper PDF version. She expects that the majority will be doing the survey online but that the paper version can be made available in the township hall. Any paper responses will be entered manually by Williams & Works.

DeOliveira mentioned that she looked at the former survey and tried to incorporate some of it into the current survey while trying to keep it fairly short. She is open to having the survey longer if that is what the commission wants.

Dreyer said the draft version was a good start. Raak asked about how residents would know where to go to take the survey. DeOliveira said the flyer that Williams & Works is designing would have a link to the online survey and information on where the paper version could be found.

Nienhuis wanted to add “as required by the State of Michigan” to the opening paragraph. DeOliveira encouraged the commission to make general suggestions and comments. Williams & Works will then take these suggestions and comments into consideration as they make changes.

Geertman asked if there is any way to tell if someone is taking the survey multiple times. DeOliveira says we can’t really tell, but she doesn’t feel like this happens much.

Dreyer asked who could take the survey. DeOliveira replied that anyone with an interest in the Master Plan can take it. Meekhof said he didn’t think people would take it more than once, and Kushion agreed.

Dreyer suggested some questions from the older survey that he appreciated. These questions (Table 2) could be incorporated into the current survey to find out what is important to survey takers. The commission decided that only questions that are not duplications or prohibited by ordinances should be included.

DeOliveira will make the suggested changes and send the updated survey to Nienhuis, Dreyer, and Kushion. The commission will look at it one more time for final approval before the survey goes live.

Discussion was held on the flyer advertising the survey and the timing of the survey. Dreyer felt that summer is not a good time for community engagement meetings—that perhaps we should wait until after Labor Day. The commission suggested that the first community engagement meeting should be held from 6-8 pm on Tuesday, September 12. DeOliveira will discuss details about the survey and mailings and meeting in mid-July or August and plan for the fall. Williams & Works will continue to work on other things over the summer.

DeOliveira asked if the commission would like to keep the format of the current Master Plan. The commission decided they would like to allow Williams & Works some creative liberties in how the information is presented.

Discussion was held on Chapter 1--Community Profile. Raak asked where the information came from. DeOliveira indicated that much of the information came from the Census and the American Community Survey, and that some of the building information came from the township itself.

DeOliveira will rework Chapter 1 and begin work on subsequent chapters. She will let the commission know when the next meeting will be, given that community engagement and the release of the survey will be pushed off to the fall.

- **At 8:14 Chairperson Dreyer opened the public hearing on a Special Use Permit for a 5,060 square foot addition to an existing Buddhist temple at 5582 112th Avenue, parcel number 70-12-35-100-008.**

There were no public comments, and the public hearing was closed. Kushion mentioned that they are hoping to add office space that is more secure to the front, and storage in the back. He indicated that setback requirements are met, and that the addition matches the existing building. The applicant has approval from the Water Resource Commissioner, Kushion has requested a copy of that letter of approval. Because no additional seating is being added to the temple, no extra parking spaces are needed.

Raak wondered why the applicant didn't come to the meeting to answer questions. Dreyer stated that the requirements for a site plan listed in Section 25.04 have not been met by the applicant. Geertman agreed and said that more detail is needed. He said that the township should be consistent in its requirements for all applicants. He wants to make sure the addition meets all standards because it houses a group of people. Raak asked if perhaps the contractor would come to a future meeting on the applicant's behalf. Dreyer stated that more detail is needed on square footage, elevation, size, landscaping, etc. Kushion said it is his belief that the standards are all met, despite the lack of detail on the site plan. Raak asked if neighbors received notice about the plans for the addition. Kushion responded that those who lived within 300 feet received notice.

Nienhuis made a motion to table the request until next month, giving the applicant time to provide more detailed information as required in Section 25.04. The motion was supported by Raak and carried unanimously.

Dreyer asked Kushion for a digital copy of the submitted plans. Meekhof wants to make sure that Kushion specifies exactly what is needed from the applicant.

- **At 8:30 Dreyer opened discussion on the use of shipping containers.**

Nienhuis briefed the commission on the prohibitions against shipping containers in Section 21.54. He indicated that there are two businesses that have shipping containers on their property, and that he has talked with both business owners. In both cases the shipping containers are not unsightly at all. Geertman asked if the business owner who placed two shipping containers side by side and put a roof over them pulled a building permit.

Kushion replied that the business owner did not. Geertman stated that if the township allows these business owners to keep the shipping containers in place then anyone should be allowed to have shipping containers.

Kushion mentioned that the ordinance allows shipping containers in the heavy industrial district and that the ordinance could be amended to include them in the light industrial and/or commercial districts. After some discussion, the commission decided to leave the ordinance as is. Nienhuis will contact the business owners and tell them that the shipping containers need to be removed.

OLD BUSINESS

- **None.**

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

- **At 8:39 Chairperson Dreyer opened a Special Use Renewal for Turkey City Partnership to operate a sand mine in the Ag and RR zoning districts at approximately 7796 136th Avenue, parcel numbers 70-12-17-100-003 and 70-12-17-200-001.**

Kushion said the applicant has paid the fees and there are no complaints. A motion was made by Nienhuis to approve the request. The motion was supported by Meekhof and carried unanimously.

COMMENTS & CORRESPONDENCE

Discussion was held on the removal of grass at the new nursery business that was approved last month.

Discussion was held about other potential businesses that may be moving into Blair Lane. A mini golf course has been mentioned but it would have to come to the Planning Commission as a Special Use request.

Dreyer asked about the ag storage building on Port Sheldon. Kushion is going to check with Assessor Tacoma.

At 8:48 a motion to adjourn was made by Geertman. The motion was supported by Meekhof and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION
Minutes of the Regular Meeting
April 11, 2023
7:00 PM

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

PRESENT

Chairperson Dwayne Dreyer
Jerry Geertman
Adrian Meekhof
Al Nienhuis
Brian Raak
Zoning Administrator Steve Kushion

ABSENT

None

4 members of the public were also present.

At 7:00 pm Nienhuis moved to approve the agenda. Motion was supported by Meekhof and carried unanimously.

At 7:01 Chairperson Dreyer opened discussion about the minutes from the March 14 meeting. Raak mentioned that he felt that some comments were missing from last month's minutes—specifically one about the need for a recording secretary and a question about how the required annual reviews are tracked by the township. After some discussion, Geertman moved to approve the amended minutes. Motion was supported by Raak and carried unanimously.

At 7:02 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

NEW BUSINESS

- **At 7:03 Chairperson Dreyer opened the public hearing for a Special Use Permit for a Greenhouse/Nursery in the Commercial Zoning District for Michael Grassmid at 6642 Blair Lane, 70-12-19-400-020.**

The applicant is proposing a small retail garden center/nursery on the SE corner of the property at 6642 Blair Lane. He is proposing roughly 5,000 square feet of nursery space that will be covered in ground fabric as shown on the site plan. That area as dimensioned on GIS is roughly 50 feet from the neighboring property. Zoning Administrator Kushion reported that greenhouses are a special use in the zoning district. Mr. Grassmid is not proposing any additions to any buildings. Kushion indicated that parking is adequate and meets all the requirements. The only proposed changes to the site will be the landscaping fabric that will be laid down to display the plants for sale.

Mr. Grassmid introduced himself and gave an overview of his business. He has sold nursery stock in several different locations: Van Wieren Hardware parking lot, Macatawa Area Coordinating Council site, and finally a location at the corner of Fillmore and US-31. After Kandu Industries shut down, he employed former workers as volunteers at his business in an effort to give them something to do. He estimates that it will take him approximately two days to set up his business.

Stylianos Dokianakis, the owner of the property, spoke in support of the venture. He feels it will improve the area cosmetically and bring traffic to the other businesses in the square.

Mr. Grassmid added that if a business is located this remotely, it has to be a destination business. And he reports that he has many repeat customers from the Chicago area, as well as from Ohio. He has a Facebook page with quite a large following so that he can draw customers in.

Chairperson Dreyer commented that this is a Special Use in the Commercial Zoning District. He feels there should be fencing of some type between the business and the residential property and the agriculturally zoned land to the east.

Geertman asked if there would be any sort of shade fabric over the top of the plants. Mr. Grassmid said there would only be landscape fabric underneath. He will utilize the gazebo and the existing trees to shade any plants that are sun-sensitive. Geertman went on to ask if the building would be utilized in the business. Mr. Grassmid answered that he would be selling garden related clothing items, coffee mugs, indoor plants and other items inside the building—a gift shop with a plant theme. The cash register will be located inside. He plans to also utilize the building for fertilizer storage for the business.

Raak asked if the landscape fabric would be laid on top of the sod. Mr. Grassmid answered that it would, and that he would pull the fabric tight, tape the seams to eliminate a tripping hazard, and secure it with large staples. The fabric will be left in place and replaced as needed when it becomes worn. He will use cinder blocks and timbers as makeshift fences to create division between the different types of plants.

Raak asked about water supply for the business. Mr. Grassmid replied that he plans to use the on-site well. Mr. Dokianakis indicated that there is one well for the whole complex. Mr. Grassmid reported that he would install two pumps. Raak then asked if he would continue selling at his other locations. Mr. Grassmid replied that this would be his only location. Raak went on to ask about signs. Zoning Administrator Kushion indicated that he would like to see one sign with all the tenants on it. He would like to see the location named something (like Blair Square) and have that on the sign as well. Mr. Dokianakis replied that he would consider the idea.

Meekhof commented that he was familiar with the Fillmore/US-31 location, and in his opinion it did not look well-kept. He is hesitant about the approval because of this. Mr. Grassmid replied that the Fillmore/US-31 site looked like that when he started there, and throughout his whole time there he worked hard on cleaning it up. Meekhof went on to say that he didn't appreciate the temporary signs that changed every week. Zoning Administrator Kushion said we could do what we did with another recent approval that we add a condition that it be reviewed every year.

Zoning Administrator Kushion asked if there would be Christmas trees for sale. Mr. Grassmid said there would be. The business usually stays open through about January 1, slows down (OR CLOSES?) for the rest of the winter and picks back (OR OPENS?) up in the spring.

Raak asked about how many other tenants are in the complex. Mr. Dokianakis reported that there is a bookstore, one building used for storage, and a janitorial company opening soon.

Meekhof asked about whether the business would be selling fertilizer or just storing it. Mr. Grassmid reported that he is not sure if he can sell fertilizer without a license, but that he would like to sell peat moss. Anything that he needs to care for the plants will be stored indoors and will not be accessible to the public.\

Zoning Administrator Kushion stated that no mulch or dirt piles would be allowed outside, and that Mr. Grassmid should limit his offerings to the area shown on overhead. Mr. Grassmid said he may display hanging baskets for sale in the gazebo, and that he would also like to use the gazebo to offer classes. Mr. Grassmid offered that the more densely his product is displayed, the less weeds will grow through the landscaping fabric. He asked for permission to store a small amount of topsoil on site for his own use in repotting plants. Zoning Administrator Kushion indicated that would be allowed.

Chairperson Dreyer mentioned that he had walked the site and has concerns about customers wandering into nearby ag fields and the retention pond. He asked if there would be a picket fence or some other kind of fencing around the business area to prevent this problem.

Mr. Grassmid mentioned that the gazebo has small sides walls around it. Chairperson Dreyer clarified that he wants to see something that keeps people off other people's property and safe. Zoning Administrator Kushion suggested adding a condition with wording indicating that a barrier around the site is necessary.

Nienhuis suggested putting up no trespassing signs instead of a fence. Chairperson Dreyer replied that he didn't feel that was enough. Mr. Grassmid mentioned that he has rope fencing that would be easy to put up around the edge of the pond. Raak asked how deep the pond is. Mr. Grassmid answered that he doesn't know, but thinks it's not terribly deep—just a retention area. Mr. Grassmid asked if the commission would consider allowing him to put up a fence next year, after he gets his business established in this new location. If a fence is needed, Mr. Grassmid thought that it could easily be attached to the back of his temporary timber fence.

Chairperson Dreyer asked about restrooms. Mr. Grassmid indicated that there are restrooms. Chairperson Dreyer then asked about exterior lighting. Mr. Grassmid said the only additional lighting needed would be Christmas tree lights strung up in the winter to illuminate the tree sale area.

Chairperson Dreyer asked how this business fits in the US-31 Overlay District. Zoning Administrator Kushion said since this is a business in an existing building, we do not need to look at whether it meets the requirements of the Overlay District. He went on to say that if building modifications were occurring that the commission would need to look at that.

Geertman asked if it was a non-profit business. Mr. Grassmid answered that it is a for-profit business, but that he does like to use volunteer help through Preferred Employment and Living Supports. This company provides a small group of people to do simple tasks for a few hours. Geertman also asked if he does all the potting of the plants. Mr. Grassmid said he buys most of his plants, and only replants things as they outgrow pots. Chairperson Dreyer went over the memo from Zoning Administrator Kushion. He indicated that the site plan was hard to read, but that he thinks that the set-back is about 60' from the edge of the property.

Raak brought up the US-31 Overlay District again. His property near Port Sheldon had to meet very high standards, and he feels like we are not holding this business to the same standard. He also mentioned that these buildings were not built with this use in mind. Zoning Administrator Kushion reminded the commission when Hollandia Gardens had salt bins in the Overlay District, we required them to screen. But he does not think that a business that sells landscaping plants needs screening or landscaping to hide the business in the same way that salt bins do. Chairperson Dreyer commented that he thinks screening in the Overlay District is more important at the time of construction, and is not automatically needed when the business use changes. The ordinance indicates that screening is not needed if there is construction less than 50%, and there is none in this situation. He feels that this exempts the business from screening requirements.

Nienhuis spoke in favor of allowing this business. Mr. Dokianakis is also very in favor of this new business and indicated that he will work towards the installation of a main sign. Mr. Grassmid assured the commission that every place he has operated the curb appeal has improved because of his plants.

Nienhuis moved to approve with the following conditions:

1. Signage to be approved by Zoning Administrator.
2. Exterior Lighting to be approved by Zoning Administrator.
3. Bulk storage of material used on site must be stored behind the building and the materials are only to be used on site.
4. Barrier / fencing will be added around retail sales area and approved by the zoning administrator.
5. No storage units on site.
6. Special Use to be renewed on March 2024.

Geertman supported the motion. Chairperson Dreyer closed the public hearing and called for a vote. Motion carried, unanimously.

- **At 7:42 Chairperson Dreyer introduced Tanya DeOliveira from Williams and Works to brief the commission on the Master Plan Project.'**

Nienhuis reported that he and Treasurer Vander Zwaag have already met with Ms. DeOliveira.

Chairperson Dreyer asked Ms. DeOliveira if she has had a chance to look at the old Master Plan. She answered that she hadn't had a chance yet but is excited to provide Olive with an updated Master Plan. She asked the commission to tell her what the top issues are that they want the Master Plan to address.

Chairperson Dreyer indicated that he appreciated the old Master Plan and reiterated that she should look at it to gain ideas of what we need to cover. He asked Ms. DeOliveira what the Steering Committee is. She replied that it is a group of people (primarily township officials) that Williams & Works will bring suggestions to for initial approval. W&W does the research and work, and the Steering Committee gives feedback. The Steering Committee would help decide what to talk about at the Open House and Community Engagement meetings. Then W&W will take suggestions back and incorporate them.

Ms. DeOliveira indicated that at the May meeting she will share objective data that has been gathered and start talking about what should be on the community survey. At the end of every meeting a date will be set for the next meeting and work assigned for the interim. She went on to tell the commission that the first 6 months include a lot of interaction while the plan is developed. The next 4-6 months is a quieter period because the plan is drafted and sent out to other communities for review. At the end of this time the Master Plan is formally adopted.

Chairperson Dreyer suggested again that she look at the old Master Plan because this will give a good idea of what to expect. Ms. DeOliveira would like to have a community survey, because this allows people to give input in a way and at a time that works for them. The survey will be online, but we can print out a few copies to have in the township office for those who want to fill them out on paper. After the survey comes the community engagement time—the face-to-face meetings. She reported that it is good to have a combination of in-person and digital interfaces. The Master Plan is only as good as good as the level of involvement.

Chairperson Dreyer asked about additional costs. Ms. DeOliveira assured him that the options we chose are going to work well for us. Everything is included in the quote unless we add something significant on top. Their job is to deliver a completed plan, and if they go over budget they will not charge extra. Significant discussion is included in this process—they desire to provide a quality finished product and do not bill hourly.

Ms. DeOliveira will communicate with ZA Kushion, Supervisor Nienhuis, and Chairperson Dreyer on all matters, providing info about 10 days before each PC meeting. Any in-between communication, ZA Kushion will forward to the commissioners. Ms. DeOliveira indicated that at next month's meeting she will have a prototype flyer advertising the survey and the possibilities for public engagement, and open house.

She will also plan to review what has been worked on so far, and is happy to move at the pace that the PC feels comfortable with. This can include extra meetings, but she will keep things moving unless there is a request to slow down. Some discussion was held on what would be a good time to add in extra meetings, but nothing was decided. Chairperson Dreyer would like to have the board involved with some of these meetings.

Chairperson Dreyer mentioned that we liked the 12-month time frame as opposed to a shorter time frame suggested by other firms.

Ms. DeOliveira asked again about main issues:

- Public Utilities, including: water, sewer, natural gas, broadband
- Farmland Preservation
- Solar and wind districts
- Water quality/supply
- Traffic
- Harmonious blending with surrounding municipalities

The commission informed Ms. DeOliveira that Prein and Newhof recently did a public water study, and that Ottawa County has information on groundwater supply studies and traffic counts.

Chairperson Dreyer indicated that he hoped Williams and Works would look over the old Master Plan. Zoning Administrator Kushion offered to send it to Ms. DeOliveira to read.

- **At 8:20 Chairperson Dreyer opened discussion on Municode.**

Zoning Administrator Kushion said General Code came in about \$2,000-3,000 higher, and the two are very similar. He suggests if we choose one, we should choose Municode because of the cost, and because he feels it's a little more user-friendly.

Nienhuis indicated that he would like to make that decision tonight. Zoning Administrator Kushion reported that Attorney Bultje says the costs for his firm to do a review can vary widely, but that he expects it to be in the \$2,000-5,000 range.

Chairperson Dreyer asked if it would be better to wait to decide until after the Master Plan is finished. Zoning Administrator Kushion replied that since it takes a year to do both, we should start now. Nienhuis feels like they can be done at the same time, since one is looking back and the other is looking forward. They can run parallel since it's mostly looking back. Geertman indicated he is in favor of it, as it is not that expensive. Chairperson Dreyer commented that Municode is integrated well.

A motion was made by Raak to recommend to the board that we approve the contract with Municode to host our ordinances. Meekhof supported it and it was carried unanimously.

OLD BUSINESS – None

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES – None

PLANNING COMMISSION MEMBER COMMENT & CORRESPONDENCE

Meekhof asked about the trees down along Stanton, behind the old schoolhouse. Discussion was held on what is going on back there, along with some discussion about Ottawa Reformed Church's planned addition.

Raak asked why the Planning Commission does not do site plan approvals for pole barns and houses like they do for businesses. Zoning Administrator Kushion replied that anything that is a permitted use does not have to come to the Planning Commission, while anything that is a special use does have to be looked at. Raak indicated that he doesn't like the double standard and would like to see PC approval of these other things as well.

Discussion was held on the ag storage building on New Holland. Zoning Administrator Kushion reported the Code Enforcement Officer is working on this. Discussion was held on using old ag buildings for storage. There was discussion about whether there is also a double standard between old ag buildings being used as storage and new commercial storage.

Discussion was held on the building recently built on the southeast corner of 144th and Blair. Zoning Administrator Kushion said he will look at it.

At 8:42 a motion to adjourn was made by Geertman. The motion was supported by Nienhuis and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP
PLANNING COMMISSION

Minutes of the Regular Meeting
March 14, 2023
7:00 PM

The meeting was called to order at 7:00 pm by Chairperson Dreyer.

PRESENT

Dwayne Dreyer
Al Nienhuis
Adrian Meekhof
Brian Raak
Jerry Geertman
Steve Kushion, Zoning Administrator

ABSENT

None

3 members of the public present.

At 7:00 Geertman moved to approve the agenda. Motion was supported by Nienhuis and carried unanimously.

At 7:01 Nienhuis moved to approve the December 13, 2022, meeting minutes. Motion was supported by Raak and carried unanimously.

At 7:02 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda.

None

NEW BUSINESS

- **At 7:01 Chairperson Dreyer opened a Site plan review for a 6,320 Sq. Ft. building addition, Lakeside Mechanical, 13329 New Holland St. 70-12-32-300-052**

ZA Kushion discussed his memo and stated that it met the criteria for the Light Industrial Zoning District.

Eric DeYoung presented the case before the Planning Commission. The building addition will be used for piping and would have an overhead crane for loading heavy materials. He spoke about utilities, parking, and outdoor lighting as well as stormwater storage on site.

Dreyer read the site plan review standards regarding this request.

There was discussion with the Planning Commission about the location of the stormwater detention area and outside storage. The Commissioners questioned the grade to the rear of the building as it was shown in the renderings and questioned loading and unloading of semis and how it relates to the site plan as a whole. Nienhuis questioned the location of the Stormwater Detention on the property and DeYoung stated that there were no plans to expand the business to the north.

DeYoung stated that they would try to have final grades shown before building permits and stormwater permits were issued.

Motion to approve with conditions by Meekhof, supported by Nienhuis. Motion passed unanimously.

- Review of the Site Plan by the Olive Township Fire Chief
 - Review of the Site Plan by Ottawa County Water Resources
 - All disturbed areas are to be seeded and/or landscaped.
- **At 7:50 Chairperson Dreyer opened discussion of Municode online Zoning Ordinance hosting proposal.**

Sarah Bydalek presented for Municode. There was discussion about the cost and abilities of Municode and how it would help the public and staff with ordinances and searchability.

Raak feels that it would be money well spent to invest in Municode. Meekhof and Nienhuis are on the fence. Geertman feels that it's a good idea and makes ordinances easier to find, as does Dreyer.

- **At 8:34 Chairperson Dreyer opened Review of Master Plan Update Proposals.**

The Planning Commission discussed the proposals from Williams and Works and Progressive AE.

There was consensus that Williams and Works had a superior proposal and the Planning Commission was comfortable with their price and timeline. Dreyer stated that he likes that Williams and Works deals with more Townships than cities.

Nienhuis made a motion to suggest the Township Board select Williams and Works for the Master Plan Update Proposal. Supported by Meekhof. Motion passed unanimously.

OLD BUSINESS

None

SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

- **At 8:54 Chairperson Dreyer opened a Special Use Renewal for a dog kennel, Kent and Sherri Merryman, 7552 128th Ave.**

Nienhuis made a motion to approve the request. Supported by Raak. Motion passed unanimously.

- **At 8:54 Chairperson Dreyer opened a Temporary Seasonal Use, Andrew Machiela, Seasonal Sales from May 1 to December 20 at 9622 Port Sheldon St.**

Meekhof made a motion to approve the request. Supported by Geertman. Motion passed unanimously.

- **At 8:55 Chairperson Dreyer opened a Temporary Seasonal Use, Ed Hoezee, T-shirts and sweatshirts during nine (9) days of the 2023 calendar year. The proposed days include three (3) days in May; three (3) days in June; three (3) days in September. 9622 Port Sheldon St.**

Raak made a motion to approve the request. Supported by Meekhof. Motion passed unanimously.

- **At 8:56 Chairperson Dreyer opened a Temporary Seasonal Use, Chuck Friese from TNT Fireworks, Seasonal Sales from June 16th through July 5th at 13714 Port Sheldon St.**

Meekhof made a motion to approve the request with the condition that the applicant receive all applicable State of Michigan permits for Fireworks sales. Supported by Raak. Motion passed unanimously.

PLANNING COMMISSION MEMBER COMMENT & CORRESPONDENCE

There was discussion about hiring a recording secretary and the Planning Commission urged the Township Board to look into it.

Motion to adjourn by Nienhuis at 9:20 pm, supported by Meekhof and carried unanimously.

Respectfully submitted,
Steve Kushion, Zoning Administrator