

OLIVE TOWNSHIP  
PLANNING COMMISSION MEETING

Minutes of the Regular Meeting  
April 9, 2024, 7:00 PM

**A regular meeting of the Olive Township Planning Commission was called to order** by Chair Dwayne Dreyer at 7:00 pm. Upon roll call, the following members were present:

**Present:** Dwayne Dreyer, Jerry Geertman, Adrian Meekhof, Brian Raak, Dan Raak

**Also Present:** Zoning Administrator Steve Kushion

**Absent:** None

**Motion to approve the agenda** was made by B. Raak, supported by D. Raak. All Ayes. Motion passes.

**Motion to approve the Planning Commission Meeting Minutes dated March 12, 2024** was made by D. Raak, supported by Meekhof. All ayes. Motion passes.

Opportunity for general citizen comments regarding items not on the agenda.  
There were no comments.

NEW BUSINESS

- **Election of Officers**

**Motion to elect Dwayne Dreyer as Chairman of the Planning Commission** was made by Meekhof, supported by B. Raak. All Ayes. Motion passes.

**Motion to elect Jerry Geertman as Vice Chairman of the Planning Commission** was made by Meekhof, supported by Dreyer. All Ayes. Motion passes.

**Motion to elect Brian Raak as Secretary of the Planning Commission** was made by D. Raak, supported by Geertman. All Ayes. Motion passes.

- **Public Hearing**

**Rezoning from Low Density Residential (LDR) to Heavy Industrial (HI), Gary Gillissie of Grant Farms Inc., 4917 136<sup>th</sup> Ave., 70-12-31-400-027.**

DeWind Dewatering for future use.  
Property is in the Master Plan for general industrial.  
Surrounded by all types of zoning districts.

Kushion reviewed the request.  
Applicant is proposing outdoor storage for future use.  
Will need to be zoned heavy industrial for outdoor storage.  
It is consistent with the Master Plan.

Greg DeWind was present and provided an overview of the request.  
The applicant is running a dewatering company north of it. They are running out of space to park trucks and trailers. There will be parking on the NW corner.

Kushion stated that it would be subject to a Site Plan Review and the applicant must submit plans.  
Discussion ensued amongst the commission.  
Dreyer believes it meets the standards.

Public Hearing opened at 7:09 pm.  
No comments.  
Public Hearing closed at 7:10 pm.

**Motion to recommend the Township Board the approval of the rezone request from LDR to HI** was made by B. Raak, supported by Meekhof. All Ayes. Motion passes.

## OLD BUSINESS

- **Conditional Rezone from Agricultural (AG) to Commercial (CO), Diemer's Property Services LLC, 14122 Barry St., 70-12-31-300-031.**

With some connection to the applicant, Dreyer and D. Raak recused themselves from the meeting. Geertman will take over as Chair.

Discussion ensued regarding the zoning ordinance amendment.

Kylie Diemer approached the commission and provided a packet with updated information. Attorney Randy Schipper stated that the changes make his clients' application problematic. Would like to withdraw their request. Township counsel Ron Bultje affirmed that they could do that.

**Motion to accept the applicant's withdrawal** was made by Meekhof, supported by Geertman. All Ayes. Motion passes. Dreyer and D. Raak rejoined the meeting.

## SPECIAL USE RENEWALS/TEMPORARY SEASONAL USES

- **Temporary Seasonal Use, Chuck Friese from TNT Fireworks, Seasonal Sales from June 17<sup>th</sup> through July 5<sup>th</sup> at 13714 Port Sheldon St.**

**Motion to approve the request** was made by D. Raak, supported by Meekhof. All Ayes. Motion passes.

- **Temporary Seasonal Use, Doug Sterk, T-shirts, and sweatshirts during nine (9) days of the 2024 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.**

**Motion to approve the request** was made by B. Raak, supported by Meekhof. All Ayes. Motion passes.

- **Special Use Renewal for open air garden sales, Michael Grassmid, 6642 Blair Lane.**

The commission believes the applicant is not being compliant with the conditions of approval. Kushion will reach out to the applicant and go over the conditions and concerns that the commission has.

**Motion to table the renewal until the next meeting** was made by B. Raak, supported by D. Raak. All Ayes. Motion passes.

## PLANNING COMMISSION MEMBER COMMENT & CORRESPONDENCE

Geertman commented on the updated Master Plan.

Commissioners commented on the Diemer Rezone.

Dreyer asked Kushion for updates on approving the final site plan for the fencing at Fine Line on New Holland

Dreyer would like to know if Top Cut is keeping all their equipment inside. It is listed as one of their conditions for their special use permit.

Kushion will report back to the commission.

With no further business brought before the Planning Commission, a motion was made to adjourn at 7:37 pm by B. Raak, supported by Geertman. All Ayes. Motion passes.

Respectfully submitted,

Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP  
PLANNING COMMISSION

Minutes of the Regular Meeting  
March 12, 2024, 7:00 PM

PRESENT

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

27 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.** Motion was supported by D. Raak and carried unanimously.

At 7:00 pm Chairperson Dreyer opened discussion about the minutes from the February 13, 2024 meeting.

**Meekhof moved to approve the minutes.** Motion was supported by D. Raak and carried unanimously.

At 7:00 pm Chairperson Dreyer opened the floor for any citizen comments regarding items not on the agenda. There were none.

Chairperson Dreyer informed the meeting attendees that for the next part of the meeting he would recuse himself due to the fact that he is a close neighbor to and family member of the applicant, and that Jerry Geertman would act as the chair.

NEW BUSINESS

- **At 7:01 pm Geertman opened the Public Hearing for a Conditional Zoning from Agricultural to Commercial for Diemer's Property Services, LLC, 14122 Barry St, parcel number 70-12-31-300-031.**

Geertman informed the meeting attendees that public comments would be limited to 3 minutes per person. He asked those who would like to speak to stand up and state their name before they talk.

Attorney Randy Schipper from Cunningham Dalman spoke on behalf of the Diemers. He said that the Diemers would prefer to operate as a special use in the Ag District, but that they brought the proposal for conditional rezoning as a second choice.

ZA Kushion advised the commission that the Diemers' operation isn't a perfect fit for commercial, as they do not have customers coming and going. In addition, they don't need the utilities commonly found in the Commercial District. He believes they could operate in the Ag District if the Zoning Ordinance were amended. But they are offering conditional rezoning as a courtesy at the request of the township.

The following people spoke in support of the Diemers: Rick Diemer, Jon Dreyer, Merle DeWitt, Kim Dreyer, Amy Lampen, Clint Dreyer, and Shawn Diemer. Geertman read a letter of support from Garry Dreyer. He closed the public hearing and indicated that D. Raak and Dreyer would be recusing themselves from any decisions.

Geertman said the conditional rezoning request must be either approved or denied tonight. It cannot be modified by the Planning Commission.

B. Raak mentioned that he was unaware of the fact that they wanted to stay in the Ag District. Attorney Schipper replied that now that they have received their nursery license, they feel their operation fits even better in the Ag District than it did before. They had asked to meet with the township to discuss this new expansion and were told there wasn't enough time to do that before this meeting.

B. Raak asked if they plan to start a tree farm and stop the landscaping business now that they have their nursery license. Adam Diemer replied that they want to do both.

Attorney Ron Bultje reiterated that the conditional zoning request must be approved or denied. He said that their request to be considered as a special use in the Ag District is a fair question, given the new nursery license. He also stated that the township could amend the Zoning Ordinance to allow landscaping businesses in the Ag District. He mentioned that the information about the new nursery license was not known to him before tonight. The Planning Commission indicated that they did not know of the new license, either.

Attorney Bultje recommended that the commission should give direction whether they would prefer to amend the Zoning Ordinance to allow landscaping businesses in the Ag District, or if they would prefer to continue with the conditional rezoning. Geertman said that he leans toward conditional rezoning. Kylie Diemer asked the commission not to discard the idea of a zoning amendment just because it is a hard thing to do.

Geertman asked the commission if they would like to go through the five conditions in the Diemers' conditional rezoning proposal to discuss them one by one. After some discussion about this possibility, he asked if they would like to consider tabling the conditional rezoning proposal. Attorney Bultje reiterated that they need to decide in which direction they would like to move—toward amending the Zoning Ordinance, or toward the conditional rezoning.

Geertman said he is concerned that if landscaping businesses are allowed in the Ag District the township could end up with large landscaping companies operating in that district. ZA Kusion replied that limitations can be included in the new language.

Geertman asked what percentage of the Diemers' business is currently considered horticulture, and they replied that it is currently 0%, but that they are expanding into that area. Geertman reminded that commission that the task at hand is to deal with the current landscaping business.

Meekhof commented that he believes that landscaping is a commercial business. If the township considers a landscaping business as agriculture, there will have to be limitations on commercial sale of products such as mulch.

B. Raak asked Attorney Bultje if the Diemers would have to follow commercial guidelines (such as Section 12.08A, asphalt roads and Section 12.08L, sanitary sewer) if the property was conditionally rezoned to the Commercial District. Attorney Bultje replied that they would have to follow commercial rules or request a variance.

B. Raak commented that he would like to discuss the options as a full planning commission, especially the option of amending the Zoning Ordinance. Meekhof said he would consider an amendment to the Zoning Ordinance. D. Raak reminded the commission that a change to the Zoning Ordinance would apply to all landscape businesses in the future.

Attorney Bultje indicated that B. Raak has a good point—that a discussion about a Zoning Ordinance amendment should include the entire commission. He suggested that the commission could table the conditional rezoning request and discuss proposed language changes next month. A public hearing would not have to be held at that meeting. If the commission decided at that time to proceed with an ordinance amendment, they would schedule a

public hearing for a future meeting. On the other hand, if they decided not to proceed with an ordinance amendment, they could then reconsider the tabled request.

**Geertman moved to table the conditional rezoning request to allow the full planning commission to consider new language for the Zoning Ordinance to allow landscaping business as a special use in the Ag District.** Motion was supported by Meekhof and carried unanimously.

Attorney Bultje clarified that the commission could decide to allow landscaping businesses in both the Commercial District and the Ag District, or just one or the other. Different conditions can be required of the landscaping businesses depending on the district they are located in. Geertman asked for draft language to be prepared for next month's meeting but clarified that there would be no public hearing.

Mr. Diemer responded that he prefers the idea of the business operating as a special use in the Ag District. Mrs. Diemer expressed agreement.

Geertman returned the leadership of the meeting to Chairperson Dreyer.

- **At 8:16 pm Chairperson Dreyer opened the Public Hearing for a Rezoning from Light Industrial to Heavy Industrial for Fine Line Transport and Rigging, 13401 New Holland St, parcel number 70-12-32-300-064.**

Rob Lamer from Excel Engineering spoke on behalf of the applicant. He reported to the commission that the site is in a tired state. It has had many different owners and uses over the years, including a truck dolly. He indicated that the site used to have semi-trailers parked all over it, and that the property to the north looks to have had a similar use, as it also has a truck dolly on it. He guesses that underneath the pavement there is gravel, which would indicate prior heavy use. The applicant is asking that this parcel be rezoned to the Heavy Industrial District so that it can be used again.

ZA Kushion believes that rezoning this property to Heavy Industrial District is appropriate. He informed the commission that the Master Plan has this parcel in the Light Industrial District, but that it is not a stretch to rezone it to HI.

Dreyer noted that all the parcels to the north are used and zoned as heavy industrial, and several to the west are also used and zoned as heavy industrial. He said the rezoning makes sense to him. D. Raak and Meekhof both agreed.

Dreyer opened the public hearing. Merle DeWitt asked some questions and expressed his opinion that the businesses in the township should look nice. Randy Baumann asked if this was the old Northern Fiber parcel. ZA Kushion indicated that it is. Seeing no other comments, Dreyer closed the public hearing.

**Geertman moved to rezone the parcel from Light Industrial to Heavy Industrial.** Motion was supported by B. Raak carried unanimously.

- **At 8:30 pm Chairperson Dreyer opened a discussion on the site plan for a parking lot expansion and outdoor storage for Fine Line Transport and Rigging, 13401 New Holland St, parcel number 70-12-32-300-064.**

Mr. Lamer reported that the applicant wants to use this parcel as outdoor storage. Trucks would come to the property to be loaded and unloaded with contents stored short-term on the property. He clarified that the building on this parcel is not being used for anything. The applicant doesn't have any plans to use it right now, as it does not even have utilities turned on and needs extensive work.

The applicant plans to put crushed concrete down, which does not increase the impervious area. The applicant has submitted an application to the Water Resources Department and they expect a Minimal Impact Permit will be issued. There are wetlands on the property, but the applicant does not plan to modify any wetlands. The applicant would like to continue with crushed concrete all the way to the road right of way for pallet storage. The property will look just like Village Motor Sports, but the proposed fencing will be back off the road so that trucks can easily pull off the road and not impede traffic in any way.

B. Raak asked if more gravel will need to be hauled in. Kyla Cook, the applicant, replied that they have owned this property for 2 years, and they want to continue to improve it. The existing yard is not adequate for truck traffic. Ms. Cook indicated that they are happy to abide by landscaping requirements, but that they do plan on a fence for security purposes. She clarified that the fence would stop at the edges of the building, and that they would like the fence to extend around the backside of the property, as well.

Dreyer asked if everyone felt that the request is meeting the standards of heavy industrial section 14 as shown in ZA Kushion's memo, and all commissioners agreed.

ZA Kushion suggested some conditions and indicated that the commission may want to add more. He mentioned his concerns about the proximity of the crushed concrete to the edge of the wetlands. He would like to see some landscaping and encouraged the applicant to consider parking. Ms. Cook reported that there will be a few employees. ZA Kushion requested that they add proposed designated parking to the site plan as the crushed concrete area designed for storage should not be considered as a parking area.

ZA Kushion would like to have the fire chief review the site plan. Ms. Cook said that she has contacted the fire chief, and that he told her the fire hydrants in the interior of the lot can be removed at the applicant's expense.

ZA Kushion said the commission should require a Soil Erosion Permit from the Water Resources Department. He went on to talk about the north property line and said that any laydown should meet the 20' setback requirement. He asked the applicant to make that change on the site plan. Crushed concrete can be within the setback area, but no laydown. In addition, the applicant should not plan to store anything within the setback area.

Dreyer asked if the applicant would consider a decorative fence to hide product along the road frontage, following Section 21.28 requirements. The applicant replied that she would be open to adding a fence or landscaping. ZA Kushion said that a fence would be better. The applicant indicated that all product will be shrink-wrapped. Mr. Lamar asked for clarity on what type of fencing the commission would like to see. Dreyer gave some fencing suggestions and said that he would like to see the fence along the road frontage where material would be stored and then north along the east property line until the other parcel building is reached. B. Raak suggested that the applicant come back to the commission with proposals for the decorative fence.

Geertman asked if the applicant hopes to receive site plan approval tonight so that they can proceed with the work. Ms. Cook replied that they are highly motivated and hope to walk out of the meeting with approval with conditions. Mr. Lamar indicated that they would like to start construction in April.

Dreyer mentioned that he is concerned about elevation and drainage. He asked the applicant how the water drains off the site. Mr. Lamar replied that the site has storm sewer infrastructure in place, and that the applicant will fix anything that is not working. Ms. Cook said that they will need to remove a lot of topsoil before they begin putting down the crushed concrete. Dreyer restated that he would like to see the site drain well.

Geertman asked how tall the equipment is that will be coming on-site. Ms. Cook indicated that the equipment varies widely and that they will position taller stuff away from the fence. Meekhof asked if they plan to remove the trees by the road, and the applicant said that they will be taking most of them down, as they are dead.

Geertman asked how many trucks they expect to have coming and going. Ms. Cook reported that it will likely be no more than 15 trucks per day.

ZA Kushion said the commission could approve the site plan tonight with conditions for additional information that needs to be provided to him.

D. Raak asked about restrooms for employees. Ms. Cook indicated that they expect to have no more than 3 employees on site at any given time, and that they will only be on site long enough to load and unload trucks. She went on to explain that their Ransom Street property is just down the road with facilities, and that they have no plans to use the building on New Holland Street for anything at this time. ZA Kushion offered that since it will be just a laydown yard, they should be able to skip the restrooms.

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

- 1) Water Resources Department approval of the drainage plan and a soil erosion permit shall be submitted to the Zoning Administrator before any construction commences.
- 2) Fire chief review and approval of overall plan that includes a Knox box shall be submitted to the Zoning Administrator before any construction commences.
- 3) Any lighting, fencing (per Section 21.28) and landscaping plans shall be submitted to Chairperson Dreyer and the Zoning Administrator for approval before any construction commences.
- 4) A revised site plan showing a 20-foot setback of the parking area in the NE corner of the property shall be submitted to the Zoning Administrator for approval before any construction commences.

Motion was supported by B. Raak and carried unanimously. It was suggested that the applicant should plan to attend the next township board meeting to answer any questions the board members may have.

- **At 9:10 pm Chairperson Dreyer opened the discussion on the Master Plan.**

Discussion was held on the Visioning Workshop that will be held on Tuesday evening, March 19, 6-8 pm. The commissioners should plan to be there. This is the last opportunity for the public to weigh in on the Master Plan Update.

OLD BUSINESS – None

SPECIAL USE RENEWALS

- **At 9:11 pm Chairperson Dreyer opened discussion on a Temporary Seasonal Use Permit for seasonal sales from May 1-December 20 for Andrew Machiela at 9622 Port Sheldon St, parcel number 70-12-25-200-032.**

**B. Raak moved to approve the permit.** Motion was supported by D. Raak and carried unanimously.

- **At 9:12 pm Chairperson Dreyer opened discussion on a Special Use Permit Renewal for a dog kennel for Kent and Sherri Merryman at 7552 – 128<sup>th</sup> Ave, parcel number 70-12-16-300-017.**

ZA Kushion reported that no complaints have been received and that the renewal fee has been paid.

**Meekhof moved to approve the renewal.** Motion was supported by B. Raak and carried unanimously.

COMMENTS & CORRESPONDENCE

D. Raak asked if the Master Plan Update is on schedule. ZA Kushion replied that it is.

Dreyer asked if the commission should go through all the zoning district specifications in the Zoning Ordinance one by one as part of the Master Plan Update. ZA Kushion replied that this process could be carried out during slow times by the commission at a future time.

Meekhof reported that the new Wassink Equipment business looks good.

B. Raak reported that someone called him about rezoning a property just north of New Holland St. ZA Kushion told Raak that the interested party should contact him with any questions and commented that there has been a lot of interest in that property.

#### ADJOURNMENT

- **At 9:22 pm Meekhof moved to adjourn the meeting. Motion was supported by D. Raak and carried unanimously. The meeting was adjourned.**
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Respectfully submitted,

Steve Kushion, Zoning Administrator



OLIVE TOWNSHIP  
PLANNING COMMISSION

Minutes of the Regular Meeting  
February 13, 2024 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 B. Raak moved to approve the agenda. Motion was supported by D. Raak and carried unanimously.

At 7:00 pm Chairperson Dreyer opened discussion about the minutes from the January 9, 2024 meeting. Geertman moved to approve the minutes. 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 7:03 pm Chairperson Dreyer opened the Public Hearing for a Special Use Permit for Equipment Rental/Outside Storage at 6702 Blair Lane, Ken Koetsier, parcel number 70-12-19-400-022.**

Ross Wassink and Bill Dorn were in attendance as the applicants for Wassink Equipment Rental, which they propose to operate on the property that is owned by Mr. Koetsier. ZA Kushion said that expansion of the building or parking will not be allowed. The applicants have submitted a site plan that does not allow for any storage or display on the grass between Blair Lane and US-31. No fencing is proposed.

Mr. Dorn informed the commission that from spring through fall, they expect to be very busy with equipment rentals. In the winter, much of the equipment will be housed somewhere else for the purpose of repair and maintenance. Very little repair will happen on the Blair Lane site—mostly checking fluid levels, for instance. No heavy maintenance will happen at all. Dreyer closed the public hearing at 7:03 pm.

Dreyer asked if commissioners had read Section 12.04, permitted special uses for a commercial zoning district, to see if this fits as a special use. The general consensus is that it does. Everyone agreed that it also meets the required standards in Section 18.06 for making a special use approval with conditions.

B. Raak asked if the applicant is concerned about security. Mr. Dorn replied that they don't plan on installing fencing but will install security cameras. B. Raak asked if they plan to install a sign. Mr. Dorn indicated that they plan to just replace the panel on the existing sign. ZA Kushion remarked that no sign permit is needed unless more than just the panel is changed.

Geertman asked if the business is going to be manned full time. Mr. Dorn replied that at least one employee will be there whenever it is open. Geertman asked if they will sell smaller items inside. Mr. Dorn replied that they will not be selling items, just renting larger equipment. Geertman said he thinks it fits well. Dreyer agrees. Dreyer asked how the township could put limits on this business as it grows. ZA Kushion replied that if the applicant starts parking equipment on the grass or in the customer parking area they will be in violation of their special permit. Any business changes need to be brought back to ZA Kushion for approval.

D. Raak asked how big of a deal it is if they put a trailer on the equipment side, switching things around from what is shown on the site plan. ZA Kushion replied that this does not matter as long as they keep the equipment on the pavement and out of the customer parking area, and as long as they keep it tidy.

Dreyer asked if the applicant needs to come back every year for renewal. ZA Kushion indicated that they do, which will help with enforcement.

Dreyer asked if Blair Lane is public or private. ZA Kushion indicated that it is a private road. Mr. Dorn assured the commission that they will only load and unload equipment in their own parking lot.

Meekhof asked if they plan to have a fuel tank on site. Mr. Dorn indicated that they plan to. ZA Kushion replied that they are allowed to.

Mr. Dorn asked if they need a handicap parking spot. ZA Kushion replied that they probably should have one.

B. Raak asked where the lot line was, and ZA Kushion said it was at the edge of the pond.

**D. Raak moved to approve the site plan with the following conditions:**

1. Parking of equipment, trailers, and attachments shall be located only in the locations shown on the map provided by the applicant.
2. Any security fencing or lighting proposed by the applicant must be approved by the Zoning Administrator before installation.

The motion was supported by Meekhof and carried unanimously.

**• At 7:17 pm Chairperson Dreyer opened a discussion on the Master Plan.**

ZA Kushion reported that he and Supervisor Nienhuis had a conference call with Tanya DeOliveira from Williams and Works. They discussed important areas: US-31, Fillmore/Stanton area, and Borculo. Ms. DeOliveira indicated that the next step is to do a 2-hour workshop with stakeholders. ZA Kushion said that the second week in March works well for her.

During this meeting the planning commission will be here with the public. B. Raak asked what would be different between this and the open house held in November. He also asked if Williams and Works will have a rough draft ready for the March meeting. ZA Kushion doesn't think so, but the commission discussed having the current zoning map printed out so that meeting participants can mark it up. ZA Kushion will call Ms. DeOliveira tomorrow and ask for more details—who should be involved, what date works best for her, and what the format of the meeting should be. He will suggest either March 18, 19, or 20, from 6-8 pm, and report back to the commissioners as to what they decide on.

OLD BUSINESS -- None

SPECIAL USE RENEWALS -- None

## COMMENTS & CORRESPONDENCE

Discussion was held on the Diemer Landscaping situation. ZA Kushion said the lawyers are working on a plan for conditional rezoning, and they hope to have something for the March meeting.

## ADJOURNMENT

- **At 8:12 pm a motion to adjourn was made by Geertman. The motion was supported by D. Raak and carried unanimously. The meeting was adjourned.**

Respectfully submitted,

Steve Kushion, Zoning Administrator

OLIVE TOWNSHIP  
PLANNING COMMISSION

Minutes of the Regular Meeting  
January 9, 2024 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 7:00 pm Chairperson Dreyer opened discussion about the minutes from the December 12, 2023 meeting. Meekhof moved **to approve the minutes with one change**. 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. There were none.

NEW BUSINESS

- **At 7:01 pm Chairperson Dreyer opened a discussion on the site plan for an 8,960 sq. ft. building addition in the Light Industrial Zoning District for Scott Aerator Co., LLC at 13245 Barry Street, parcel number 70-12-32-100-054.**

Mr. John Volpe from Scott Aerator informed the commission that they would like to add an addition to the existing building. The business has been family-owned for 49 years. He informed the commission that the addition will be a shell with a concrete floor and a few doors. The outside will match the existing building. An engineering print has been provided. Dreyer asked if the building would be steel. Mr. Volpe replied affirmatively.

Kushion said that the project meets all setbacks, and they do have a plan for storm water retention. The Ottawa County Water Resource Department is looking over the plan right now. Kushion said while the style of the building probably doesn't meet the overlay district requirements, they can be required to add additional landscaping in lieu of that.

Dreyer mentioned that all the standards of Section 13.08 Light Industrial are met.

B. Raak asked why they are pumping water, and Mr. Volpe informed him that the property does not drain properly right now. The water is supposed to flow off the property east to US-31, but the road currently drains

onto the property. Kushion said their engineer has developed the stormwater system, and the Ottawa County Water Resource Department is looking at it now. Dreyer said that if the OCWR approves, it should be fine.

Dreyer brought up the requirements for the Overlay District, Section 15.3 Commercial Architectural Attributes Required, for approval. For instance, the standards require at least 5% glass—should more windows be required? He suggested that any requirements that aren't met could be offset by additional landscaping. Mr. Volpe said they would like to make it up with the landscaping, and they are very willing to add additional landscaping and/or trees. Dreyer mentioned that this extra landscaping needs to be maintained properly. Mr. Volpe says they will be sprinkling and maintaining the property, as they want it to look nice. They are considering adding a fountain in the back.

Dreyer brought up the exterior lighting. Kushion indicated that the plan shows shielded lighting, and that one of the proposed conditions requires lighting specs to be submitted to him.

Dreyer mentioned that he feels the Site Plan Review Standards, Section 25.06 to be considered for approval are all met.

Dreyer moved **to approve the site plan with the following conditions:**

1. Approval of drainage plan from Ottawa County Water Resources.
2. Light fixture specifications shall be approved by Zoning Administrator before construction.
3. Landscape/greenbelt plan following Section 21.28.B.3.b as well as proper maintenance following Section 21.28.D.1-4 shall be submitted to the Zoning Administrator in lieu of architectural conformance to the US-31 Overlay District as mentioned in Section 15.04.3.D. Plan needs to be submitted by April 1, 2024, and installed no later than June 1, 2024.

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

- **At 7:33 pm Chairperson Dreyer opened a discussion on the site plan for a 9,900 sq. ft. building addition in the Heavy Industrial Zoning District for DeWind Onepass at 13685 Rocky's Road, parcel number 70-12-31-400-037.**

Greg DeWind explained that they want to have a bigger trencher so they need room, in addition to more height in the building and bigger doors. They will be using the building for repair, assembly, and fabrication. They do not plan to add a bathroom, as they already have one in the existing building. The addition will be 40 feet tall, and the current building is 24 feet tall.

D. Raak asked about height limitations. Kushion said the limitation is 40 feet. B. Raak asked if anyone will be able to see it from Barry Street. Mr. DeWind replied negatively.

Dreyer says the project is located in the Heavy Industrial District, and all standards are met. B Raak asked Mr. DeWind if it is ever wet back there. Mr. DeWind replied that no water ever leaves the site as it all goes in the retention pond.

Geertman asked about a fire suppression system for the building addition. Mr. DeWind hopes that they can get an exception because it is all steel construction. Dreyer noted that the site plan and the elevation plan don't agree. Mr. DeWind explained that they eliminated one of the doors. B Raak asked if the addition would be open on the inside to the existing building. Mr. DeWind answered that it will be.

Dreyer indicated that he would like to have site approval from the fire chief, including site access for fire trucks and a knox box on the gate. Meekhof asked if the addition would have wash basins. Mr. DeWind answered that there would be no wash basins and no floor drains.

Dreyer said that the project meets all the standards in Section 25.06 Site Plan Review.

Dreyer moved **to approve the site plan with the following conditions:**

1. Water Resources Department approval of the drainage plan shall be submitted to the Zoning Administrator.
2. Any additional lighting on site shall be approved by the Zoning Administrator before installation.
3. Approval of site plan by Olive Township Fire Chief before permit is issued.

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

#### OLD BUSINESS

- **At 7:49 pm Chairperson Dreyer opened a discussion on the conditions and ZBA approval for a Special Use Permit for a Sand Mine at approximately 8021 136<sup>th</sup> Avenue, parcel number 70-12-07-400-004, Turkey City Partnership.**

Kushion reported that the Zoning Board of Appeals approved the variance for a set-back less than 100 feet.

B. Raak moved **to approve the conditions of the Special Use Permit for Turkey City Sand Mine with the ZBA variance.** The motion was supported by Meekhof and carried unanimously.

#### SPECIAL USE RENEWALS

- **At 7:55 pm Chairperson Dreyer opened a Special Use Renewal for a Home Occupation in the Ag Zoning District for an excavating business, Joel Miedema at 6731 120<sup>th</sup> Avenue, parcel number 70-12-21-400-019.**

Kushion indicated that he has received no complaints.

Geertman moved **to approve the Special Use Renewal** for another year. The motion was supported by Meekhof and carried unanimously.

#### COMMENTS & CORRESPONDENCE

Dreyer asked about the progress of the Master Plan. Kushion will call Williams and Works this week and find out what the next steps are.

Various issues were discussed with Kushion giving input.

#### ADJOURNMENT

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

Respectfully submitted,

Steve Kushion, Zoning Administrator