

Leighton Township Planning Commission Minutes

NOTE: This meeting was held via RingCentral videoconference pursuant to applicable emergency orders related to the COVID-19 pandemic

Date: January 13, 2021, 7:00 PM

Members Present: Harry DeHaan (Wayland), Tom Smith (Leighton Twp), Ben Potts (Leighton Twp), Stephen Shoemaker (Leighton Twp), Matt VanderEide (Leighton Twp)

Members Absent: New member Steve Deer was absent with notice. John Hooker with absent without notice.

Also Present: Planner Andy Moore from Williams & Works, Zoning Administrator Lori Castello from PCI, Mark VerBurg from VerBurg Concrete (all via videoconference)

1. **Call to Order:** The meeting was called to order by vice-chairman Harry DeHaan at 7:00 PM
2. **Election of Officers:** The MZEA requires that the Commission elect a new slate of officers each year.
 - Motion by Potts to nominate Harry DeHaan as Chairman. Motion was supported by Smith and carried via roll call vote with all members voting yes.**
 - Motion by Smith to nominate Ben Potts as vice Chairman. Motion was supported by VanderEide and carried via roll call vote with all members voting yes.**
 - Motion by Smith to nominate Matt VanderEide as secretary. Motion was supported by Potts and carried via roll call vote with all members voting yes.**
3. **Approval of Minutes from December 9, 2020.** Minutes were accepted as submitted.
4. **Public Comments:** None
5. **Inquiry of Conflict of Interest:** None
6. **Public Hearings:** None
7. **New Business:**
 - a. **Approval of 2021 meeting schedule.** Due to a conflict for one member, other dates were discussed. After discussion, there was a consensus among commissioners to keep the date as-is. **Motion by Potts to keep the PC meetings on the second Wednesdays of each month for 2021. The motion was supported by Smith and carried with all members voting yes via roll call vote.**

- b. **VerBurg Concrete Site Plan.** Applicant Mark VerBurg reviewed the site plan and said the application is nearly the same layout as before his previously approved site plan from 2020, other than the new location. VerBurg is proposing to construct a 9,120 square-foot building, of which 2,500 square feet would be used by VerBurg Concrete and 6,620 square-feet of which will be rented/leased to others or used for indoor storage by the applicant. Moore reviewed his memorandum noting that the site plan was generally acceptable.

Moore advised the commission that the site plan review committee recommended approval with conditions. However, there are four issues need attention from the Commission: (1) landscaping (2) front building facade (3) parking, and (4) dumpster enclosure.

VerBurg is planning on occupying the first two units and will wall off the rest of units as needed. Commissioners felt that having two colors of steel was acceptable given that each of the bays would have awnings and windows, too.

Regarding landscaping, commissioners were accepted the four trees provided except that two need to be shifted so they are not located on top of water and stormwater infrastructure. Commissioners also noted there are existing trees to the east. After further discussion, the Commission required two additional trees.

Motion to approve by VanderEide with the conditions noted below, and supported by Potts.

- 1. No demolition or earthwork shall be undertaken on the site until a building permit has been issued consistent with this site plan approval.**
- 2. Prior to issuance of any permits, the applicant shall have paid all application, permit, and other fees related to this request.**
- 3. Any stipulations of the Leighton Township Fire Department, Township Engineer, County Road Commission, and County Drain Commissioner shall be met.**
- 4. The applicant shall obtain a Soil Erosion and Sedimentation Control permit through the Allegan County Drain Commissioner prior to any construction on the site.**
- 5. The new curb cut shall be approved by the Allegan County Road Commission.**
- 6. The applicant shall submit all missing site plan items of Section 15.04 of the Zoning Ordinance, and identified above under Completeness of Submittal unless specifically waived by the Planning Commission.**
- 7. The applicant shall maintain compliance with applicable regulations for operational standards in Section 11.04, of the Zoning Ordinance.**
- 8. The applicant shall install two additional trees and arrange them to the zoning administrator's satisfaction.**

9. **Any signage shall comply with Chapter 21 of the Zoning Ordinance.**
10. **The applicant shall add one parking space to comply with the minimum standards. deferred parking shall be shown to accommodate future needs.**
11. **The dumpster pad shall be adequately screened with a 6' opaque fence with locking gate.**
12. **All outdoor light fixtures shall be fully cut-off features and comply with Section 18.05 of the Zoning Ordinance.**
13. **Building façade shall consist of two complementary colors, through the siding pattern may remain the same, and shall be approved by the zoning administrator.**

The motion carried with all members voting yes via roll call vote.

8. **Correspondence:** None.
9. **Commissioner Comments:** DeHaan welcomed new commissioners Deer and Shoemaker.
10. **Adjournment. Motion by Potts to adjourn, supported by VanderEide. Motion carried via voice vote with all members voting yes.**

The meeting was adjourned at 8:11 PM.

Respectfully submitted,

Andy Moore, AICP
Leighton Township Planner