A. **Call to Order**
Latsch called the meeting to order at 7:01pm.

B. **Approval of Agenda**
Ketchum made a motion, support by Clark to approve the agenda as presented. The motion was approved unanimously.

C. **Approval of Minutes**
Latsch made a motion, support by Ketchum to adopt the Planning Commission November 16, 2022 regular meeting minutes as presented. The motion was approved unanimously.

D. **Public Comments**
A time for public comment was provided. No comments were offered.

E. **Sintel – Site Plan Review – 18437 171st Avenue**
Nick Kulkarni presented the request for an addition. They currently have an open area behind the building, which has a pole barn. The open area is between two wings of the building. They want to connect that area to the main building to facilitate production of very large parts for a new contract. This contract will support between 25 and 30 new jobs.

Ketchum asked about the last expansion of the facility. Kulkarni said that was in 2008 or 2009.

Ketchum stated he was concerned that some of the outdoor storage is encroaching on the fire lane. He would like the area where storage is allowed to be delineated. Kulkarni stated that they are planning to paint the parking lots, and will add the outdoor storage area to those being painted.

Latsch stated he agrees with Ketchum’s concern, and in addition to paint he would like orange bollards installed. Kulkarni stated that they use those inside the building, and they will add some outside.

Ketchum asked if the waiver from the stormwater permit has been received. Hill stated it is still pending, but the Township engineer reviewed the plans. The engineer’s opinion is that no additional impervious surfaces are being added, so expansion of the stormwater system will not be needed.
Tiles asked if it was possible to repaint the crosswalks on the bike path in front of the building when the parking lots are repainted. Kulkarni stated that they would add that to the painting list.

Motion by Ketchum, support by Latsch to approve the Sintel site plan dated 11/29/2022 located at 18437 171st Ave with the following conditions:

1. All new lighting conform with the zoning ordinance and be approved administratively prior to installation.
2. The 20-foot fire lane around the building shall be maintained at all times.
3. All outside storage shall be located in the approved areas as depicted on the site plan.
4. Obtain a waiver from the Ottawa County Water Resources Department for the need for additional stormwater retention.
5. The applicant comply with all verbal and written representations.
6. The applicant comply with all other applicable state and local laws.
7. The fire lane shall be delineated with bollards and painted lines.
8. The striping on the bike path in front of the building shall be updated when the parking lots are painted.

A roll call vote was taken. The motion was approved unanimously.

F. *Agathon Solar – Site Plan Review – 14721 Cleveland*

Greg Oliver presented the request to install a six foot tall chain link fence with blue privacy slats along the west side of the building and along the west lot line to the north end of the pavement. He hopes to add live wall planters to the fence next year. He will have a 20-foot moving section, so there won’t be as many plants in that area. He plans to add solar panels to the roof of the building.

Ketchum asked if the purpose of the fence was to conceal equipment, and if it would also add security. Oliver stated that the fence would hide equipment and would also provide some security. He believes the ravine behind the building will protect the back of the property.

Ketchum asked if the plan has been discussed with the neighbors. Oliver stated he has not spoken to the new owner to the west. There is a section of old fence that Oliver would like to replace, but he will need to talk to the neighbor.

Ketchum asked about the bushes on the west side. Oliver stated they were on his property. He plans to put the fence behind the bushes, since he must maintain them.

Ketchum asked if any additional exterior lighting is planned. Oliver stated there is not any planned.

Motion by Clark, support by Somers, to approve the Agathon solar site plan dated 06/30/2022 located at 14721 Cleveland with the following conditions:

1. All outside storage of materials shall be located behind the proposed screen.
2. The applicant comply with all verbal and written representations.
3. The applicant comply with all other applicable state and local laws.

A roll call vote was taken. The motion was approved unanimously.
G. **Joe’s Auto Parts – Conceptual Business Discussion – 14720 Cleveland**  
Zack Bisaky discussed his auto parts business. Bisaky noted that he serves on the Corridor Improvement Authority. He wants to improve the look of the business, but is constrained because his brother owns the land. His mother owns property across the street and wants to retire. Bisaky discussed moving his business to her property.

Consensus of the Planning Commission is they have no objections. They noted rezoning will be needed if this moves forward, but the Future Land Use Map has the property of interest zoned LI so a change could be possible.

H. **Coastal Resiliency Presentation – Land Information Access Association**  
Lee Maynard of the Land Information Access Association (LIAA) presented information on coastal resiliency. LIAA is working on a chapter for the Master Plan. They also have a community assessment tool related to coastal resiliency. The draft chapter and assessment tool are available on the project website, and comments will remain open until the end of the year.

I. **Commissioner Comments**
1. Township Board: The Board purchased a fire truck.
2. ZBA: A variance request on North Shore Estates Road was approved with conditions. An accessory building authorization on N Fruitport Road was denied.
3. Community Development Director: A donation of $250,000 was made to the Friends of the North Bank Trail, to finish the trail through Crockery Township.

J. **Adjournment**
Ketchum moved to adjourn the meeting at 9:05pm. Tiles seconded the motion, which was approved unanimously.

Respectfully submitted,

Jack Ketchum, Secretary  
Planning Commission