



PLAINFIELD CHARTER TOWNSHIP COMMUNITY DEVELOPMENT DEPARTMENT

6161 Belmont Avenue NE • Belmont, MI 49306 • 616.364.1190 • plainfieldmi.org

MEMO

TO: Planning Commission
FROM: Community Development Department
DATE: February 19, 2026
RE: Upcoming Meeting

AGENDA ITEM 5a: Winding Trail

Private Road

Report by: Peter Elam

Action Requested	To grant preliminary private road approval for an extension.
Project Type	Private Road Extension Approval
Property Address	4400 Winding Trail NE
Parcel Number	41-10-01-451-006
Lot Size	Approximately 23.59 acres
Public Hearing	No

Introduction

The applicant, Daniel Dick, owner of Highline Homes, is requesting preliminary private road approval for an extension of Winding Trail, an existing private road. If approved, the applicant intends to create 4 new (additional) parcels for single family homes. The property is zoned RE, Rural Estate and is within the NR, Natural Rivers Overlay District. The property is generally located on the west side of Northland Drive, halfway between the City of Rockford boundary and Kroes Street.

Background

Several years ago, Winding Trail served a single-family residential house and a church, each on separate parcels. Over time, the two parcels were combined, and the church building was converted to storage. In general, the front portion of Winding Trail is a private road but has been currently serving as standard driveway for the existing home and former church building.

Process

When considering a private road extension, the Planning Commission can approve, approve with conditions, or deny the extension of an existing private road. If the Planning Commission grants approval, the Community Development Department will issue a preliminary private road permit so improvements may begin. Upon completion of the private road improvements, a final inspection will be conducted by the Township Fire Department and Community Development Department, and if approved, a final private road permit will be issued.



Site Plan Review

Overall Design

The applicant will be utilizing/rehabilitating the existing drive up to roughly where the old church building is located and making improvements to widen the drive and adjust the grade to meet slope requirements from that point to the proposed cul-de-sac. The applicant is not requesting any deviations from the private road design requirements. The applicant is required to obtain a permit from the Kent County Road Commission (KCRC) to upgrade the entrance to private road design status. The layout shows the maximum amount of splits the applicant can apply for at this time under current zoning.

Utilities/Septic and Well

According to the Township Engineer, public water and sanitary sewer services are located over 3,000 feet from the site and are not readily accessible; the nearest viable access point is at Kroes Street and Northland Drive. Regardless, the applicant is required to provide utility easements for both services within the private road easement. The Kent County Health Department (KCHD) has granted preliminary approval for septic systems. The proposed locations for septic systems are shown on the site plan. Regarding well permits, according to the applicant, per- and polyfluoroalkyl substances (PFAs) were not detected in tests of the existing well on the property, and the property is located outside of the boundaries of the PFAS Groundwater Ordinance. Please note that building permits will not be issued without well permits issues by the KCHD.

Sidewalks

In this case, sidewalks are reviewed during the building permit process on an individual basis. Given the remoteness of this property and low development density of this property, internal sidewalks will not be required. However, the Township Engineer has recommended that the applicant provide a 10-foot sidewalk/pathway easement along the Northland Drive frontage to allow future pathway/boardwalk options due to the swampy terrain. This is addressed as recommended condition below.

Stormwater

The Township Engineer has stated that the current design of the private road is acceptable in terms of creating appropriate sheet flow and design. The applicant does not plan to undertake improvements within the Natural Rivers Overlay portion of the private road, which would otherwise require approval from the MDNR regarding Barkley Creek. It should be noted that soil erosion control measures will be necessary, and a permit must be obtained from the KCRC.

Signage

The applicant must install a street sign, stop sign, and obtain KCRC approval for the private road name and addresses.

Landscaping and Buffer

Given the amount of open space between property lines, no landscaping is proposed as part of this project.

Maintenance Agreement

A private road maintenance agreement is required as part of the site plan approval. This along with recorded utility easements is a standard requirement of the private road approval process.

Fire Department Review

The Fire Department has reviewed and approved the plans as presented, an inspection by the Fire Department will be required for final private road approval as noted earlier.

RECOMMENDATION & SUGGESTED MOTION

Staff recommends that the Planning Commission preliminary private road approval for the extension of Wind Trail and we offer the following motion with conditions for your consideration:

Suggested Motion

“I move that the Planning Commission grant preliminary private road approval for the extension of Winding Trail, subject to the following conditions of approval:

1. The applicant shall provide sanitary sewer and public water easements, a private road maintenance agreement, and a 10-foot sidewalk easement along the Northland Drive frontage, in recording format, subject to approval by the Community Development Department.
2. The applicant shall obtain a driveway permit, signage and addressing approval from the Kent County Road Commission.

DISCUSSION ITEM 6a: 2025 Zoning Ordinance Update

Action Requested	No Action is Required
Project Type	Update on the Status of Zoning Ordinance Revisions

To implement the strategies provided in the Master Plan, staff, with assistance from our consultants at Progressive Companies, have been diligently drafting updates to the zoning ordinance over the last several months. Much of this work has focused on varying types of housing and densities, recognizing that there is a housing shortage in the township and in Kent County. However, we are also taking this opportunity to reformat the zoning ordinance to be more user friendly, as well as modernize certain regulations.

Below are a few highlights of items that staff has been working on thus far:

- Accessory Dwelling Units (“ADUs”) regulations drafted

- Two-Family permitted on corner lots in Suburban Residential subject to special conditions
- Multifamily housing types permitted subject to special conditions in Neighborhood Residential
- Minimum lot sizes reduced
- Collapsed Zoning Districts (i.e. combining and simplifying number of commercial districts)
- Expanded Village Commercial concept to other smaller mixed-use areas
- Recreation Vehicle Parking regulations amended
- Combined and simplified overlay districts
- Standardized language on design standards for commercial buildings

We also want to note that most of the zoning ordinance is being supported by the significant grant the township was awarded by the state of Michigan, specifically to implement housing reform.

Looking ahead, within the next few months, staff will be scheduling workshops with the PC to review the proposed amendments.

INFORMATIONAL ONLY – Coit Investors Plainfield Pit Amendment. The applicant has withdrawn their request to amend the PUD and soil removal permit. A letter, from the applicant’s attorney, informing the township of the withdrawal is on file. No action is required.



Charter Township of Plainfield
6161 Belmont Avenue NE, Belmont, Mi 49306

Regular Meeting Minutes

January 27, 2026

1. Call to Order

Chair Justema called the meeting to order at 6:30 P.M.

Present: Chair Brian Justema, Vice Chair Jim Koslosky, Secretary Dennis Cardosa, Planning Commissioners Janel Curry, Jack Hagedorn, and Robin Ellerthorpe

Absent: Planning Commissioner Marie Kessler

Staff: Peter Elam, Senior Planner; Elizabeth Curcio, Planner

Also Present: Kevin Gritters, Prein&Newhof; Cliff Bloom, Bloom Sluggett

2. Approve Agenda

Commissioner Ellerthorpe moved, with support from Vice Chair Koslosky, to approve the meeting agenda.

The motion carried unanimously.

a. Staff Memo

3. Approve Consent Agenda

a. Approve the September 23, 2025 Planning Commission Meeting Minutes

b. Approve the 2026 Planning Commission Meeting Dates

c. Accept and Forward the 2025 Planning Commission Annual Report to the Township Board
Commissioner Curry moved, with support from Secretary Cardosa, to approve the consent agenda.

The motion carried unanimously.

4. Public Comments

Chair Justema opened the Public Comments portion of the agenda, and upon seeing no one who wished to speak, closed the Public Comments portion of the agenda.

5. Agenda Items

a. Site Plan Review

Phoenix Training Facility

3963 & 3973 Butternut Drive

Ms. Sarah Scott, Phoenix Training Facility

Secretary Cardosa read the applicant information.

The Planning Commissioners discussed the project, and had questions regarding parking calculations for the proposed building and future addition, as well as sidewalk placement.

Commissioner Curry moved, with support from Secretary Cardoso, that the Planning Commission grant site plan approval for a 5,000 square foot office building and future 3,600 square foot addition at 3963 & 3973 Butternut Drive NE, subject to the following conditions of approval:

1. The lots must be combined prior to issuance of a building permit.
2. The applicant shall provide an agreement to create cross access with the neighboring lot to the northeast.
3. The applicant shall provide a photometric plan prior to the issuance of a building permit.
4. The applicant shall provide building elevations more comparable to the surrounding construction, to be approved by the Community Development Department, prior to building permit issuance.
5. A Stormwater Permit, including an Operation and Maintenance Agreement, will be required.

The motion carried unanimously.

b. **PUD Amendment / Soil Removal Permit - Public Hearing**

Coit Investors PUD

4640 & 4672 Coit Avenue

Mr. Matt Cole and Mr. Mike Rusche on behalf of J.M. Development LLC

Secretary Cardoso read the applicant information.

Chair Justema opened the public hearing.

One member of the public spoke about the application, and asked the Planning Commission to add a recommendation to the Township Board to allow Boulder Creek pit to remove material. He referenced a letter sent to the Township Board, and outlined his evaluation of staff errors and the applicant's violations.

Upon seeing no one else who wished to comment, Chair Justema closed the public hearing.

Mr. Elam gave an overview of the application. He noted the difference between major and minor violations. He explained the deadlines for removing existing stockpiles and the excavated materials. He also went over the options for the Planning Commission to take action. He noted the suggested motions to tentatively recommend approval or denial, and went over the process moving forward.

Mr. Bloom gave further direction on the drafted suggested motions.

Mr. Cole gave an overview of operations and removal estimates. He noted that they are asking to haul out less material than what was approved.

The Planning Commission reviewed the application and raised concerns about inaccurate benchmarks and the applicant's history of not meeting requirements, warning this could lead

to additional violations. Mr. Elam stated that without adjusted benchmarks, a major violation was likely and the performance bond might need to be called in. Commissioners questioned what would happen if resources remained in the ground for future requests. Mr. Bloom noted that applicants can always ask, but the Restrictive Covenant governs the site, and there is no legal obligation to approve this request. The Commission acknowledged the Township is in a difficult position due to state law and nuisance issues and emphasized holding the applicant accountable. They discussed increasing the performance bond and asked how the higher elevations would affect future development. Mr. Gritters explained that the higher elevations would raise sewer main construction costs, though connection costs would not increase. Mr. Elam noted that staff is proposing yearly benchmarks and a midway check for grades. They asked about calling in the performance bond and finding an excavation or mining company to finish the grades.

Commissioner Hagedorn moved to postpone the application to the next meeting. The Commissioners discussed if they would be comfortable making a tentative decision. Commissioner Hagedorn withdrew his motion.

Secretary Cardosa moved, with support from Commissioner Ellerthorpe, to tentatively recommend denial to the Township Board for the request by Rusche/J.M. Development for the property located at 4640 and 4672 Coit Avenue NE and with Permanent Parcel Nos. of 41-10-29-400-005 and 019 to modify the 2023 Plainfield Gravel and Sand Pit Soil Removal Permit Conditions and PUD amendment to allow a reduction of the required aggregate materials that must be mined and removed from the property on or before December 31, 2030 from 2,180,000 total cubic yards contingent upon the Township's staff and the Township's attorneys drafting the appropriate final findings of fact for final action by the Planning Commission at a subsequent meeting.

The motion carried via roll call vote: 5 ayes: Curry, Koslosky, Cardosa, Hagedorn, Ellerthorpe to 1 nay: Justema

c. **2026 Elections**

Chair

Vice Chair

Secretary

Parks & Recreation Advisory Committee Representative

Zoning Board of Appeals Representative

Commissioner Hagedorn moved, with support from Commissioner Curry, to approve Mr. Justema as Chair, Mr. Koslosky as Vice Chair, Mr. Cardosa as Secretary, Mr. Ellerthorpe as ZBA Representative, and Mr. Cardosa as Parks and Recreation Representative.

The motion carried unanimously.

6. Staff Comments

No Comments.

7. Planning Commission Comments

There was one comment on the timing for calling in the performance bond for Plainfield Gravel Pit. There was one complaint about an inoperable vehicle at the Post Drive Park and Ride.

8. Adjournment

Chair Justema adjourned the meeting at 7:35 P.M.

**Development Application for Consideration by the
Planning Commission**

Project Name: Winding Trail Private Road

Applicant: Mr. Daniel Dick, Highline Homes

Project Address: 4400 Winding Trail NE

Perm. Parcel #: 41-10-01-451-006

Size of Site: Approximately 23.59

Project Description & Action Requested of the PC: To grant preliminary private road approval for Winding Trail Private.