

**Site Plan Review Committee
Jamestown Charter Township**

August 31, 2017

Meeting was called to order at 2:30pm by Jeff Dykstra.

Members present: Ted Woltjer, Greg Ransford, Nate Vriesman and Jeff Dykstra

Members absent: None

Also present: Zach Voogt, Nate Heyboer, Tim Vande Zande and Supervisor Bergwerff

At 2:30pm Vriesman provided a motion to approve the agenda as presented. Motion was seconded by Woltjer and carried unanimously.

At 2:31pm Woltjer provided a motion to approve the July 20, 2017 meeting minutes. Motion was seconded by Ransford and carried unanimously.

At 2:32pm Chairperson Dykstra noted there were no non-agenda item citizen comments.

At 2:32pm Chairperson Dykstra noted that the first order of business is the DHE Headquarters Site Plan Review application.

Nate Heyboer and Zach Voogt presented an overview of the project.

Ransford noted that a landscaping waiver is required.

Vriesman noted that a future easement for sewer would conflict with the current proposed tree placement.

Discussion was held regarding the content of Ransford's memorandum.

1. The applicant will determine if a split should occur now and/or if an easement is necessary to separate the properties and access the subject project.
2. No exterior roof-top mechanical equipment will exist
3. Photometrics were provided. The applicant will revise the light exposure to no more than 0.3 at the property line.
4. Water and Sewer Special Assessment Contract
5. Payment in-lieu of construction for the pathway based on final road frontage width
6. Dumpster enclosure details by site plan for Planning Commission
7. Outdoor storage/staging area for trailers and the like will be crushed paving material
8. Fencing will be forward facing
9. Traffic calculations will be confirmed by Vriesman and Korhorn
10. Truck circulation was satisfied with the existing pavement proposal

11. Signage is not proposed with this application. Resubmittal to the Planning Commission will occur when a sign is desired
12. Concrete will be pre-cast panels rather than poured walls. Applicant to provide metal panel details. The west wall was deemed not visible from the right-of-way and the applicant will provide topography evidence of the lack of visibility.
13. The landscaping is satisfactory and a waiver should be granted

Vriesman discussed the content of his review letter.

General discussion was held.

Ransford provided a motion to recommend approval of the site plan with the necessary access or road frontage finalized, photometrics to not exceed 0.3 foot candles at the property line, execution of the Water and Sewer Special Assessment Contract, payment in-lieu of construction of the pathway, dumpster enclosure details included on the site plan, crushed paving material for the outdoor staging area, west elevation is not visible from the public road and the applicant will provide documented evidence of non-visibility and therefore the elevation may be premanufactured metal, traffic calculations verified by Vriesman and Korhorn, approval of the landscape waiver and satisfaction of the content of the Vriesman and Korhorn letter. Motion seconded by Woltjer and carried unanimously.

At 4:00pm Chairperson Dykstra noted that there was no correspondence and no extended public comment.

At 4:01pm Ransford provided a motion to adjourn. Motion was seconded by Vriesman and carried unanimously.

Respectfully Submitted:

Gregory L. Ransford