

JAMESTOWN CHARTER TOWNSHIP
PLANNING COMMISSION
REGULAR MEETING MINUTES
December 15, 2020, 7:00 p.m. remotely via zoom

CALL TO ORDER: Chairman Smith called the meeting to order at 7:00 p.m.

ROLL CALL: Commissioners Jeff Dykstra, Kevin Gilliam, Dave Kronemeyer, Diane Pater, Tim Tacoma, Randy Zomerlei, and Dean Smith and Planner Greg Ransford were present via teleconference.

INVOCATION: Commissioner Tacoma opened with the invocation.

APPROVAL OF MINUTES: A motion was made by Commissioner Tacoma, supported by Commissioner Dykstra to approve the minutes of the October 20, 2020 Planning Commission Meeting. A roll call vote was taken: Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

APPROVAL OF AGENDA: A motion was made by Commissioner Kronemeyer, supported by Commissioner Gilliam to approve the agenda with the addition by Chairman Smith of the Planning Commission schedule of meetings for 2021 as an item of New Business after Jamestown One Site Plan review. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

GENERAL COMMENTS REGARDING NON-AGENDA ITEMS: None.

NEW BUSINESS:

- **PUBLIC HEARING** for Spring Grove Village. The tentative preliminary plat application seeks to construct Phase 2 and Phase 3 of Spring Grove Village by establishing 21 single family residential lots, public streets, sidewalks, and related infrastructure. The property is located on the north side of Riley Street west of 16th Avenue, parcel number 70-18-10-400-043.

A motion was made by Commissioner Dykstra, supported by Commissioner Pater to open the Public Hearing at 7:05 p.m. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

Commissioner Smith gave an overview of the project. Phase 1 has already been approved. The total project is 85 single family home sites to be constructed in three phases. Phase 1 has 50 sites, Phase 2 has 21 sites, and Phase 3 has 14 sites.

Adam Feenstra, the project engineer for Spring Grove Village, presented information regarding the project. He stated that the intent is to build out both Phase 2 and Phase 3 at the same time. The primary entrance off Riley St. was built with Phase 1, and there will be a secondary entrance off 16th Ave. that is not finalized yet. He stated that there are no changes from the plan submitted with Phase 1. There were no comments from members of the public present at the meeting.

A motion was made by Commissioner Dykstra, supported by Commissioner Zomerlei to close the Public Hearing at 7:08 p.m. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

PLANNING COMMISSION DISCUSSION: Chairman Smith clarified with Feenstra that there are no changes from the initial submission when Phase 1 was approved. It was also noted by Smith that trees larger than six inches in diameter were not included on the plan, and that if the Planning Commission requires trees, they would need to be included on the site plan. Feenstra stated that there would be trees larger than six inches in diameter in the Phase 1 area, but not in the Phase 2 and Phase 3 portions. Commissioner Tacoma asked about the timeline for trees to be planted, and Planner Ransford stated that financial securities are now required to be posted at final plat approval in order to guarantee that the required planting will be done.

A motion was made by Zomerlei and supported by Dykstra to recommend approval to the Township Board for Phase 2 and Phase 3 of Spring Grove Village. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

- **PUBLIC HEARING** for a zoning map amendment (rezoning) from M & C VanRhee Properties to rezone their property located at 3180 32nd Ave., parcel number 70-18-16-100-016 from the Agricultural Rural Residential (AR) Zoning District to the Village Commercial (C-1) Zoning District. The property is approximately four (4) acres in area and is located at the southeast corner of 32nd Avenue and Riley Street.

A motion was made by Commissioner Tacoma, supported by Commissioner Pater to open the Public Hearing at 7:15 p.m. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

Chairman Smith stated the details of the application and noted that the property currently is not served by city water and sewer.

Melvin VanRhee was in attendance via phone to present information regarding his application for rezoning. He stated that this is the property that the Husqvarna dealership is on, and he owned 6/10 acre, and if anything happened to the building, that property would be deemed hardly usable. He also said that the 6/10 acre was rezoned on February 17, 2009 to C-1 Commercial. He purchased adjacent property, approximately 3 acres, so that if something happened to the building, he could rebuild. He currently contracts with a farmer to continue farming the additional acreage.

Mr. VanRhee read a letter of support from Bill Patmos, a nearby property owner on the southwest corner of Riley St. and 32nd Ave., who had no objection to the rezoning of the property.

Kevin Beimers asked if there was current infrastructure to support the use of Commercial at this point, and wouldn't it be better to obtain water and sewer before considering a rezoning. Smith stated that there is no water and sewer, and that depending on the zoning district, there are certain requirements prior to a rezone being considered because of the potential uses C-1 zoning allows, and that the property, if rezoned would have to be able to accommodate any of the allowed uses in that zoning district.

Planner Ransford pointed out that while the applicant noted that the property had been rezoned in 2009, the zoning map was not updated to reflect this change, and the property is still indicated on the map as Agricultural Rural Residential. He said that it is possible the maps were not updated at that time. Mr. VanRhee read from a copy of the Planning Commission meeting minutes of February 17, 2009, which indicated that the Planning Commission had recommended to the Township Board that the property be rezoned to C-1 Commercial. Commissioner Dykstra stated that he was on the Planning Commission at that time, and he thought it was decided to recommend the granting of a special use for the property and not a rezoning due to concerns with spot zoning in the Agricultural Zoning District. Smith informed VanRhee that even if the Planning Commission recommended to the Township Board that the property be rezoned, the Township Board would have had to approve the rezoning. Planner Ransford recommended that the Planning Commission research what status the property actually has before providing a recommendation.

A motion was made by Commissioner Dykstra, supported by Commissioner Kronemeyer to close the Public Hearing at 7:28 p.m. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

PLANNING COMMISSION DISCUSSION: Smith stated that it would not do much good to continue deliberating on the issue at this time, and that it needs to be determined if the original property has already been rezoned to C-1 Commercial.

A motion was made by Dykstra and supported by Pater to table a decision pending more information on the current zoning status of the 6/10- acre parcel. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

- **SITE PLAN REVIEW** for Jamestown One Planned Development-Final Development Plan submitted by Malone Development to establish a forty-two (42) unit residential development consisting of twenty-one (21) duplex buildings. The proposed Planned Development is located between Greenly Street and Riley Street, on the east side of 32nd Avenue, parcel number 70-18-09-300-022 and is located within the R-1 Residential Zoning District.

Chairman Smith stated that this was the final development plan, and that the applicant needed to provide additional off-street parking spaces on the plan.

Shayne Malone was present on behalf of Jamestown One Planned Development. Chairman Smith asked Malone to clarify where the additional parking spaces would be located within the development. Malone stated that 24 additional off-street parking spaces have been added to the plan for a total of 108 parking spaces available for visitors. The 24 spaces would be added to the ends of cul-de-sacs within the development. Each unit also has a two-stall garage for resident parking.

PLANNING COMMISSION DISCUSSION: The Commissioners reviewed the items listed for review and consideration in the Planner's memorandum. Planner Tacoma asked whether the townhomes would be owner occupied, and Malone replied that their intent was to sell the units, but also retain the option to rent. Commissioner Kronemeyer asked if easements were in place for sewer and water leads going over the top of the front properties to rear properties on the northern and southern edges of the development. Malone stated that this would be handled in the condo document preparation. The entire project would be managed as an association, and the issue would be addressed when the condo documents are prepared. It was determined by the Commission that no further public hearings would be necessary for the Planning Commission. The Commissioners reviewed the proposed Jamestown One Planned Development Ordinance, and Planner Ranford stated that the township attorney had reviewed it also. In reviewing the Township engineer's letter, it was stated by Smith that compliance with the engineer's letter should be included as a condition of approval.

A motion was made by Kronemeyer and supported by Dykstra to approve the site plan as written without another public hearing, and with the condition of compliance with the December 02, 2020 letter from Vriesman & Korhorn, Township Engineers. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

Kevin Beimers, who lives on property directly to the east of the development, asked if there would be a berm on the east edge of the property, will his property be dug up for the water and sewer stubs for the development, and can he plant landscaping on the utility easement. Malone replied that there would be trees as a buffer with a 50' setback from the property line and a park area in the northeast corner of the development. He also stated that there should be minimal disruption to Mr. Beimers' property for water and sewer connections in the development, possibly 8-10 feet maximum. Planner Ransford answered that Mr. Beimers could put landscaping in the easement, but there might be limitations and plantings could be removed at any time.

- **2021 PLANNING COMMISSION MEETING SCHEDULE.**

Chairman Smith asked the Commissioners if they wished to change the date of the December 21, 2021 meeting due to the proximity to Christmas. There was consensus that the Planning Commission would follow what the Township Board does with their schedule. A motion was made by Smith and supported by Dykstra to adopt the normal Planning Commission meeting calendar with all meetings on the third Tuesday of each month with the option that the December meeting may be changed based on what the Township Board does with their December meeting. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

OLD BUSINESS:

- Village of Jamestown and Forest Grove Overlay Concept Drafts and the need for Public Workshops post-Covid
Planner Ransford was of the opinion that it would be best to wait for better weather outside or for safer conditions regarding Covid before holding more public workshops on concepts related to the Master Plan, hopefully in the spring or early summer.

EXTENDED PUBLIC COMMENTS REGARDING AGENDA ITEMS ONLY:

Dana Odell, 3570 Jamesfield Dr. commented regarding the Jamestown One development. He asked when the initial public hearing was held, and if it was a via a prior zoom call. He said it was hard to follow on a zoom call, and he recommended another public hearing. Chairman Smith informed him that there would be another public hearing before the Township Board.

CORRESPONDENCE: None. Ransford stated that next month's meeting agenda would likely have an athletic training facility, an application for a PUD for a utility service boundary for a 120 -lot single family development, and a mining application from the Ottawa County Road Commission.

PLANNING COMMISSION MEMBER COMMENT: Commissioners would like to slow future development, and Smith stated that they have a master plan for where water and sewer would be allowed and not allowed. Chairman Smith wished everyone a Merry Christmas and a Happy New Year, and thanked everyone for their hard work.

ADJOURN: A motion was made by Commissioner Zomerlei, supported by Commissioner Pater to adjourn the meeting at 8:01 p.m. A roll call vote was taken. Ayes: Dykstra, Gilliam, Kronemeyer, Pater, Tacoma, Zomerlei, Smith. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary
Planning Commission

Minutes approved on _____ by _____
(chair)