

JAMESTOWN CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
September 20, 2022, at 7:00 p.m.  
Jamestown Charter Township Hall, 2380 Riley St., Hudsonville MI 49426

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

**ROLL CALL:** Commissioners Ross De Jong, Jeff Dykstra, Kevin Gilliam, Dave Kronemeyer, Dean Smith, and Tim Tacoma were present, with one position vacant. Also present was Township Planner Greg Ransford.

**INVOCATION:** Commissioner Gilliam opened with the invocation.

**APPROVAL OF MINUTES:** A motion was made by Commissioner Dykstra, supported by Commissioner Kronemeyer, to approve the minutes of the August 16, 2022 Planning Commission Meeting as written. Motion carried unanimously.

**APPROVAL OF AGENDA:** A motion was made by Commissioner Gilliam, supported by Commissioner Dykstra, to approve the agenda. Motion carried unanimously.

**GENERAL COMMENTS REGARDING NON-AGENDA ITEMS:**

Rick Wilson from RWE Renewables, 5800 Jelinek Rd., Northport MI, addressed the Planning Commission regarding solar farms. He requested that ordinance language be developed to allow solar farms in the AG-Rural Residential Zoning district.

**NEW BUSINESS:**

- **PUBLIC HEARING** for a Special Use Permit application submitted by Boeverhof Builders, LLC to construct a multiple family dwelling containing four units, each approximately 1,150 square feet in area. The property is located on the west side of 22nd Avenue, north of Quincy Street within the R-2 Residential Zoning District, currently parcel number 70-18-03-300-042.
  - A motion was made** by Commissioner Tacoma, supported by Commissioner Gilliam, to open the Public Hearing at 7:04 p.m. Motion carried unanimously.
  - Brent Boeverhof**, from Boeverhof Builders, Inc., was present to provide information regarding the application. They are planning to construct a four-plex long-term rental unit on 22<sup>nd</sup> Avenue. Each two-story unit will have three bedrooms and a single stall garage.
  - Chairman Smith** noted the small size of the parcel, and that the application falls under Section 8.3A of the Jamestown Charter Township Zoning Ordinance (JCTZO)-Special Uses-Multiple family dwellings of no greater than four (4) Dwelling Units.
  - Paul Lancaster**, 4079 Carlie Ct., stated that his backyard is adjacent to the property. He asked the applicant if the building would match the residential look of the surrounding properties, and the applicant showed him the site plan.
  - A motion was made** by Commissioner Dykstra, supported by Commissioner Tacoma, to close the Public Hearing at 7:10 p.m. Motion carried unanimously.
  - Planning Commissioners** discussed conditions listed in the Township Planner's memorandum regarding specifications for exterior materials of the building, specifications for a trash enclosure and outdoor lighting. Parking was also discussed. Planner Ransford noted that in the submitted plans, only the front elevation has exterior materials specified, and that the Planning Commissioners can decide if they want to see exterior material specifications for the other elevations. The applicant stated that instead of a large trash bin in an enclosure in the parking area, residents would have individual trash bins stored in the garages and retrieved from the garages by the trash service so that the bins are never visible. While the Planning Commissioners liked the idea, this led to a question of space for parking in the garages and making trash storage in the garage a condition of special use permit approval to be enforced by the Township Zoning Administrator. The space originally indicated for a dumpster with enclosure would become an additional parking space. They also discussed adding a 12-hour window for the trash to be outside for removal. Outdoor lighting was discussed. There would be exterior lights over the garage and no parking lot lights. The lights on the front of the building would come on automatically. Parking was discussed. There will be 6 additional spaces for parking. The applicant stated that they could add more parallel parking out front, but then some grass would need to be removed. Commissioner Tacoma stated that he felt too much was being squeezed onto a lot less than one acre in size. He also did not think the proposed two-story

structure would fit the character of the area and that a four-plex is too big for the lot. He stated that a single-family home or duplex would be more appropriate. There was general agreement among the Commissioners that the lot is not big enough for a four-plex and would change the character of the area, as residences in the vicinity of the four-plex are single-family.

**A motion was made** by Commissioner Tacoma, supported by Commissioner De Jong, to table a decision in order to have language for a motion of denial drafted by legal counsel to be considered at the October 18, 2020 Planning Commission meeting. The Planning Commission noted that the proposed is not in harmony with the existing or intended character of the surrounding single-family dwellings pursuant to Section 18.4C3 of the JCTZO. Motion carried unanimously.

- **Site Plan Review application** from Arbor Financial Credit Union for a Final Site Condominium Plan to establish two (2) site condominium units at 3961 32<sup>nd</sup> Avenue, parcel number 70-18-08-200-034, located at the southwest corner of 32<sup>nd</sup> Avenue and Quincy Street. The proposed site condominium units include the existing Arbor Financial Credit Union location and the property to the west along Quincy Street.

**Chairman Smith** noted that the Planning Commission had granted preliminary Site Condominium approval for the property on September 21, 2022, and the proposed plans are consistent with the preliminary resolution. The Final Site Condo Plan will create two Commercial Condo units, with the existing building located on site two. Site one is approximately 1.4 acres with no proposed use yet.

**Commissioners** discussed the Final Site Condominium Plan application and noted that there were multiple Township Engineer letters with different dates. They asked for clarification regarding the Engineer letter that will need to be included in the resolution. Planner Ransford noted that the application was reviewed and approved by the Township Attorney and Fire Department. A letter of credit was discussed, and as the required site improvements are already in place due to the construction of the existing building, there is no need to have a cash deposit or irrevocable letter of credit submitted to the Township.

**A motion was made** by Chairman De Jong, supported by Commissioner Dykstra, to adopt a resolution recommending to the Board of Trustees that Final Site Condominium Plan approval be given, with a clarification to be obtained by the Township Planner regarding which Township Engineer letter should be included in the resolution. Motion carried unanimously.

- **Site Plan Review application** from Aspen Group to construct a 9,500 square foot church (Harbor Church), as well as related parking, landscaping, and stormwater improvements. The property is located at 3010 Riley Street, parcel number 70-18-16-100-020, within the AR Agricultural Rural Residential Zoning District.

**Chairman Smith** read a section from the Township Planner memorandum that indicated a Church operates similarly to a commercial use, and therefore the proposed chain link fence and screening for the trash enclosure is insufficient if the Planning Commission determines the same. He also noted from the memorandum that the JCTZO requires that the minimum size of landscaping islands and peninsulas must be 60 square feet and at least 15 feet wide. Most of the proposed landscaping islands and peninsulas do not meet the minimum width requirement.

**Nate VanderLaan**, from Harbor Church, was present to provide information regarding the application. He stated that they would like to have a sturdier trash enclosure by utilizing six-foot high chain link fencing with slats instead of opaque fencing as required by the ordinance. They are installing plantings with a mature height of at least six feet as well. He also requested that they be allowed to construct the center landscape islands with nine feet of width from back to curb rather than the required 15 feet of width. They are intending to direct storm water runoff to these islands which will function as rain gardens. He said there are also a couple of perimeter landscape areas that connect to side yard setbacks that are narrower, but as they connect with grass in the side yard setbacks, they would like the side yard grass to count toward the minimum landscaping width. They are working with the Ottawa County Road Commission to run sanitary sewer along their road frontage on Riley Street, which will require digging up and reconstructing Riley Street in that area.

**The Commissioners** discussed the proposed landscape plan. There was general agreement that a six-foot chain link fence with slats and landscaping would be acceptable. They would like to see renderings included on the landscape plan to be verified administratively. Curbing for the center landscaping areas was discussed. Storm water will run into these islands to be collected in catch basins and then piped south to a water detention area, so the applicant did not want to install curbing around the entire perimeter of the landscape islands. There will be trees planted in the rain gardens, and there will be lighting for the parking lot installed in the center islands. Commissioners discussed the purpose of the 15-foot minimum width requirement for landscaping islands, and they determined it was likely for aesthetic greenspace purposes.

The Commissioners determined that curbing should be required on the ends of the landscaping islands as there were concerns that visitors to the church would drive over the center islands and get stuck in soft soil if there are no curbs. Planner Ransford informed the Commissioners that the church would be exempt from constructing a pathway or submitting pay-in-lieu of pathway construction as the JCTZO grants an exemption if there is an existing bicycle path located across from the proposed development, and there is an existing bicycle path on the north side of Riley Street across from the proposed development. The applicant also verified that they have updated the plans to depict zoning for the site and all adjoining properties.

**A motion was made** by Chairman Smith, supported by Commissioner Dykstra, approve the site plan as written with the following conditions:

- That the applicant be allowed to change the style of screening for the trash enclosure to six-foot tall chain link fencing with slats along with landscaping with a mature height of at least six feet.
- That the applicant be granted a waiver from the minimum width requirement of 15 feet for landscaping islands and peninsulas in off-street parking areas.
- That the applicant shall submit updated plans for off-street parking area landscaping, as well as an elevation of the dumpster enclosure showing vegetation, fence, and gate to be confirmed by staff based on the content of discussion recorded in the minutes of the September 20, 2022 Planning Commission meeting.
- That all plans are found satisfactory by the Township Fire Department.
- That all plans are found satisfactory by the Township Water and Sewer Department.
- That all content of the Township Engineer's September 06, 2022 letter is satisfied.
- That the content of the Township Planner's memorandum is satisfied.

Motion carried unanimously.

- **Discussion item**

- **Curbing**

**Planner Ransford** asked the Planning Commissioners to discuss whether the language regarding curbing in off-street parking areas of the JCTZO should be amended to provide more clarity. Currently Section 26.4(C)(5) states that landscaped areas need not be protected by a raised standard or rolled concrete curb if the area is appropriately designed as point of collection and retention for storm water runoff. There is confusion as this can be interpreted two ways:

1. Unless landscaped areas have been designed as point of collection and retention areas for storm water runoff, off-street parking areas must have a raised standard or rolled concrete curb in all zoning districts.
2. Under Section 10.4-Development Requirements for the C-1Village Commercial District (C-1), subsection C. states, "the installation of curb and gutter is required for all new construction." And Section 15.6-Landscaping and Overall Site Design for the 32<sup>nd</sup> Avenue/M-6 Corridor Overlay Zone (Overlay Zone), subsection E. states, "curbs must be used throughout the parking lot and paved areas. The Planning Commission may grant an exception on a finding that overall storm water disposition will be enhanced without the construction of a curb in limited locations." As no other zoning districts contain this language, curb and gutter for parking areas is only required within C-1 and the Overlay Zone and subsection 26.4.C.5 is there to be applied as a relief valve for stormwater when appropriate and does not imply that curb and gutter is required for parking areas in all zoning districts.

The Planning Commissioners discussed requiring curbing in all zoning districts based on the language in Section 10.4(C) and Section 15.6 (E). There was agreement that it is desirable to have curbing to distinguish travel areas from landscape areas and that it is more aesthetically pleasing. They still would have the ability to remove curbing when related to storm water. The Planning Commissioners directed Planner Ransford to draft language to update the curbing requirement in the JCTZO.

**OLD BUSINESS:** None.

**EXTENDED PUBLIC COMMENTS REGARDING AGENA ITEMS ONLY:** None.

**CORRESPONDENCE:** None. Planner Ransford stated that there would be some Public Hearings Scheduled at the October 18, 2022 Planning Commission meeting for ordinance text amendments discussed at the August 16, 2022 Planning Commission meeting.

**PLANNING COMMISSION MEMBER COMMENT:** Chairman Smith informed the Planning Commission members that he has been appointed by the Board of Trustees to the Township Zoning Board of Appeals as the Planning Commission liaison to fill the vacancy created by the resignation of Randy Zomerlei. The Township is seeking someone from the AG community to fill the Planning Commission vacancy.

**ADJOURN:** A motion was made by Commissioner De Jong, supported by Commissioner Kronemeyer, to adjourn the meeting at 8:21 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary  
Planning Commission

Minutes approved on

\_\_\_\_\_ by \_\_\_\_\_  
(chair)