

JAMESTOWN CHARTER TOWNSHIP
PLANNING COMMISSION MEETING MINUTES

January 17, 2023, 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, Cal Klooster, Dave Kronemeyer, Dean Smith, and Tim Tacoma were present. Commissioner Kevin Gilliam was absent with notice. Chairman Smith stated that a notice of resignation has been submitted by Commissioner Jeff Dykstra.

ALSO PRESENT: Township Planner Greg Ransford.

INVOCATION: Commissioner De Jong opened with the invocation.

APPROVAL OF MINUTES: A motion was made by Commissioner Tacoma, supported by Commissioner Klooster, to approve the minutes of the December 20, 2022 Planning Commission Meeting as written. Motion carried unanimously.

APPROVAL OF AGENDA: A motion was made by Commissioner Kronemeyer, supported by Commissioner De Jong, to approve the agenda. Motion carried unanimously.

GENERAL COMMENTS REGARDING NON-AGENDA ITEMS: None.

NEW BUSINESS:

- **Public Hearings**

- **Map Amendment** application from Jamestown Industrial LLC to change that portion of land located in the Charter Township of Jamestown that is described and currently zoned as the C-2 General Commercial Zoning District to the I-2 Planned Industrial Zoning District. The property is located at the south end of Central Parkway, south of Quincy Street, part of parcel 70-18-08-200-036.

A motion was made by Commissioner Tacoma, supported by Commissioner Kronemeyer, to open the Public Hearing at 7:02 p.m. Motion carried unanimously.

Todd Stuive, from Exxel Engineering, was present to give information regarding the application. He stated that the property is nine acres in size and is currently split-zoned, with the eastern three acres zoned General Commercial (C-2) and the western six acres zoned Planned Industrial (I-2). While the property is within the area planned for C-2 development in the Jamestown Township master plan, rezoning that portion of the property currently zoned C-2 to I-2 would be compatible with surrounding properties, as adjacent properties to the north and west are currently zoned I-2. The property also has frontage on a public road with access to public utilities, therefore capable of being developed in the I-2 zoning district.

There were no comments from the public in attendance.

A motion was made by Commissioner Tacoma, supported by Commissioner Kronemeyer, to close the Public Hearing at 7:07 p.m.

The Planning Commissioners discussed the current zoning in the area. The west side of 32nd Avenue is master planned for C-2, but the properties behind this area to the west are currently zoned I-2. Properties at the end of Commercial Parkway are not conducive to commercial development as there is no access to 32nd Avenue.

Commissioner De Jong asked if Central Parkway would be extended to Greenly Street. Stuive noted that the road is master-planned to continue to Greenly Street, but that it would be difficult to put a commercial property in the middle of Industrial uses. Commissioners noted that there are many similar uses in both the Commercial and Industrial Zoning districts, and that rezoning this property would create an Industrial property adjacent to other Industrial properties.

A motion was made by Commissioner De Jong, supported by Commissioner Kronemeyer, to recommend that the Township Board approve rezoning the parcel to the I-2 zoning district, as rezoning would be consistent with the master plan, is consistent with surrounding uses, and is capable of supporting the use. Motion carried-five ayes, Commissioner Gilliam absent.

- **Text Amendment** Section 26.4C5 of the Jamestown Charter Township Zoning Ordinance (JCTZO) regarding Off-Street Parking Areas.

A motion was made by Commissioner Klooster, supported by Commissioner Tacoma, to open the Public Hearing at 7:14 p.m. Motion carried unanimously.

Chairman Smith read the proposed text amendment for Section 26.4C5- Required parking lot landscape areas shall comply with the following standards: "Raised standard or rolled concrete curb shall 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.” The proposed language is intended to create consistency throughout parking lots within the Township with regard to curbing.

There were no comments from the public in attendance.

A motion was made by Commissioner Tacoma, supported by Commissioner Kronemeyer, to close the Public Hearing at 7:16 p.m. Motion carried unanimously.

Commissioner Kronemeyer suggested that valley gutter is just as good as rolled curb in large areas, and sometimes better for storm water control. He thought it should be included as a third option. In a landscape area however, it would be better to have a rolled concrete curb to create more of a barrier to keep people out of landscape areas, and to create better aesthetics. There was discussion of including valley gutter 4-inch or greater in the text amendment as an option or an exception.

Chairman Smith stated that standard or rolled concrete curbing is preferable for aesthetics and durability, and if the language for valley gutter was added, then it would be the applicant’s decision whether to use raised standard, rolled concrete or 4-inch valley gutter.

A motion was made by Chairman Smith, supported by Commissioner Klooster, to recommend that the Township Board adopt an ordinance to amend the Jamestown Charter Township Zoning Ordinance by Amending Section 26.4C5-Off Street Parking Areas with the following revised language: “Raised standard or rolled concrete curb shall 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 adequate through the construction of a 4-inch valley gutter or will be enhanced without the construction of a curb in limited locations.” Motion carried- five ayes, Commissioner Gilliam absent.

- **Site Plan**

- **Site Plan application** from Pioneer Construction on behalf of Kent Quality Foods (KQF) to construct a building addition of approximately 31,250 square feet for additional freezer space at 3426 Quincy Street, parcel number 70-18-08-200-031, which is located in the Planned Industrial Zoning District (I-2). Approval was granted for the original building in 2017.

Don DeGroot, from Exxel Engineering, was present to give information regarding the site plan application. The addition will be located at the northwest corner of the existing facility, and the utilities will be serviced from the existing building. The storm sewer is in place and will be extended as necessary to capture runoff. The Fire Chief has reviewed and approved the project, and the gravel fire lane will be rerouted as necessary. Ottawa County Water Resource has the package for review, and the soil erosion permit will be obtained prior to any activity occurring on the site.

Planning Commissioners discussed the conditions in the Township Planner’s memorandum and the standards for site plan review in Section 17.1E of the zoning ordinance.

Commissioner De Jong asked Planner Ransford about a variance that was granted in 2017 from the requirement that all office facades and at least thirty-five percent (35%) of any other wall facing a street shall be constructed of certain materials, including glass. Ransford replied that the request for a variance, which was granted, was a result of federal regulations concerning food preparation facilities. He further stated that the Township Zoning Administrator was of the opinion that the variance can be extended to the proposed addition.

De Jong asked the applicant if they could have something that looks better and still meets food preparation requirements.

Shane Dood from Kent Quality Foods stated that any façade material placed over the exterior of the building (which is constructed of smooth concrete) would allow animals or insects to harbor behind the material, and while glass might be smooth, it would allow light into the production area that would discolor the product. They are also trying to keep the same aesthetics for the whole facility. He explained they can’t get the proper insulation factor for the freezer with something that looks pretty, and concrete with imbedded insulation sealed to create a vapor barrier is the best solution. He stated that the USDA does not provide specific regulations, they just tell you after you have built it that you can’t do it.

There was discussion regarding landscaping, and Planner Ransford stated that everything on the site complies with the original 2017 approval, and nothing has been changed. It was noted by the Planning Commissioners that they had approved the look of the building in 2017, and it is located in an industrial area. The applicant stated that they have a significant ten-foot-high berm along Quincy Street.

Planner Ransford informed the Planning Commissioners that Kent Quality Foods is also submitting a site plan review application for a plant addition at the February 21, 2023 Planning Commission meeting.

A motion was made by Commissioner Kronemeyer, supported by Commissioner Tacoma, to approve the site plan as written with the condition that the applicant satisfy the content of the January 04, 2023 Vriesman and Korhorn letter and the Planner's memorandum as well as meeting all the standards for site plan review in Section 17.1E of the Jamestown Charter Township Zoning Ordinance. Motion carried-five ayes, Commissioner Gilliam absent.

- **2023 Election of Officers**

- **A motion was made** by Commissioner Tacoma, supported by Commissioner De Jong, to elect Commissioner Dean Smith as Chairperson.

A motion was made by Commissioner Klooster, supported by Commissioner Kronemeyer, to elect Commissioner De Jong as Vice-Chairperson.

A motion was made by Commissioner Smith, supported by Commissioner Klooster, to elect Commissioner Tacoma as Secretary.

All three motions carried- five ayes, Commissioner Gilliam absent.

OLD BUSINESS:

- **Special Use Application**

- Special Use Permit application submitted by Brenda Morris to construct a 1,182 square foot kennel and spa, as well as related parking and landscaping located at 2830 48th Avenue. The 13.34-acre property is located on the east side of 48th Avenue, north of Byron Road within the AR Agricultural-Rural Residential Zoning District, parcel number 70-18-18-100-012.

The Public Hearing for the Special Use permit was held at the August 16, 2022 Planning Commission meeting. Discussion of the application was tabled to give the applicants time to address the concerns of the Planning Commission and adjacent property owners.

A motion was made by Commissioner Kronemeyer, supported by Commissioner De Jong to reopen deliberations. Motion carried unanimously.

Chairman Smith reviewed the outstanding items from the Planner's memorandum regarding a greenbelt between the kennel and the properties to the north, east and south, whether the parking lot and driveway will need to be paved and whether bike path construction or pay-in-lieu of bike path construction will be required. The applicant has added sixty boxwood shrubs to the north, east, and south of the exercise yard as well as a six (6) foot high berm and multiple plantings along a portion of the south property line. Regarding paving, the applicant stated that they anticipate about five cars per day for the drop off and pick up of animals between 8:00 a.m. and 5:00 p.m. They do not do day care with daily drop off, but they do grooming on four days with clients coming and going. Commissioners determined that a maximum number of twenty trips per day be allowed as a condition of the special use permit. The Planning Commissioners determined that this would be a low volume use, and therefore only two parking spaces need to be paved with the remainder of the parking lot and the drive to be crushed asphalt, which the applicant has already done. Planning Commissioners determined that the applicant should be exempt from the construction of a bike path, or pay-in-lieu of construction as the property is more than a mile from the nearest residential development, and it appears that a pathway exists adjacent to the road. Planner Ransford stated that a pathway is defined as a paved surface paralleling and usually separate from the paved surface of the road, and as Commissioner De Jong observed, the extra wide shoulders could also be considered a pathway. Commissioner Tacoma stated that the paved shoulder along 48th Avenue is part of the Meijer trail.

The Commissioners also discussed insulating to minimize noise. Chairman Smith reminded the applicant of the numerous standards within the ordinance that must be complied with. Commissioner De Jong would like to see data regarding the insulated panels in order to determine whether they are adequate for minimizing sound. Planner Ransford noted that manufacturers have specification sheets available, and that it could be made a condition of the special use permit that the applicant submit this information with the building materials to the zoning administrator to make sure the specification sheets meet what is required. Standard number 6 can be verified by measuring the decibel level, which may not exceed fifty-five decibels at the common lot line when adjacent to residential uses and residential districts.

A motion was made by Commissioner De Jong, supported by Commissioner Kronemeyer, to approve the special use permit with the following conditions:

- Compliance with all standards of Section 18.4, Section 17.1E, Section 6.3, and Section 6.4

- That the Zoning Administrator confirm that exterior building materials have sound dampening characteristics pursuant to Section 6.4S4 of the Zoning Ordinance
- That the applicant is exempt from the requirement to construct a pathway or pay-in-lieu of construction pursuant to Section 3.24B2 of the Zoning Ordinance
- That the paving of two parking spaces with the remainder of the parking lot and drive be crushed asphalt is adequate with a maximum of twenty client trips per day allowed
- Compliance with all federal, state, and local requirements

Motion carried-five ayes, Commissioner Gilliam absent.

• **Ten Ways to Slow Growth Board Motion**

At the August 16, 2022 Planning Commission meeting, the Planning Commissioners directed Planner Ransford to draft language to amend the Zoning Ordinance and set the number of residential units per acre for Planned Developments at 1.5 per acre in the R-1 Zoning District, 2 per acre in the R-2 Zoning District and 2.5 per acre in the R-3 Zoning District and 1.5 per acre in the AR Zoning District. It was later realized that this would disincentivize developers to use the Planned Development process, and would result in more site-condo developments which eliminate a benefit exchange between the developer and the Township. The Planning Commissioners will need to have more discussion regarding density for Planned Developments.

Brian Boss, from the Jamestown Township Water/Sewer Department, addressed the Planning Commissioners to provide information on potential adverse impacts to the utility system if development was slowed significantly. Higher densities help pay for repairs to the system, and fewer users would result in higher costs for individuals in the future. Commissioner Ross suggested raising hookup fees to slow growth, and Boss explained that EGLE requires charges to reflect the true cost of connection to the system.

The Commissioners discussed the list of suggestions for slowing growth as presented by Trustee Miller at the July 19, 2022 Planning Commission meeting, as the Township Board has required the Planning Commission to come up with ten ways to slow growth. Consensus was that the Planning Commission has already done a lot to achieve the goal of slowing development by creating the development boundary and requiring public water for certain development. Chairman Smith stated that some of the ideas in Trustee Miller’s list are not in the purview of the Planning Commission but are instead regulated by the State building code. The Planning Commissioners will give more thought to potential recommendations to the Township Board for slowing growth, with emphasis on adjusting standards to create desirable neighborhoods.

EXTENDED PUBLIC COMMENTS REGARDING AGENA ITEMS ONLY: None.

CORRESPONDENCE: None.

PLANNING COMMISSION MEMBER COMMENT:

- Workshop update-Planner Ransford informed the Commissioners that another Public Workshop has been scheduled for Wednesday, January 25, 2023 to obtain public input regarding the Forest Grove master plan concepts. He will have the summary from this workshop and the previously held workshop for the Village of Jamestown master plan concepts for the February 21, 2023 Planning Commission meeting for consideration.

ADJOURN: A motion was made by Commissioner Kronemeyer, supported by Commissioner De Jong, to adjourn the meeting at 9:17 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary
Planning Commission

Minutes approved on

_____ by _____ (chair)