

JAMESTOWN CHARTER TOWNSHIP
PLANNING COMMISSION MEETING MINUTES

May 16, 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, Dave Kronemeyer, Dana O’Dell, Dean Smith, and Randy Zomerlei were present. Commissioners Cal Klooster and Tim Tacoma were absent with notice. Chairman Smith welcomed Dana O’Dell who was appointed by the Township Board to fill the remainder of Jeff Dykstra’s term.

ALSO PRESENT: Township Planner Greg Ransford.

INVOCATION: Commissioner O’Dell opened with the invocation.

APPROVAL OF MINUTES: A motion was made by Commissioner Zomerlei, supported by Commissioner De Jong, to approve the minutes of the April 18, 2023 Planning Commission Meeting as written. Motion carried unanimously.

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

GENERAL COMMENTS REGARDING NON-AGENDA ITEMS: None.

NEW BUSINESS:

- **Public Hearing- Tentative Preliminary Plat and Condominiums for Waterton Station Phase 2** to establish 26 single family residential lots, public streets, sidewalks, and related infrastructure, as well as 13 triplex buildings and 3 duplex buildings (condominiums) on parcel number 70-18-10-100-001 and 70-18-10-100-009. The property is located on the north side of Greenly Street, east of 24th Avenue.

A motion was made by Commissioner Kronemeyer, supported by Commissioner De Jong, to open the Public Hearing at 7:01 p.m. Motion carried unanimously.

There were no comments by members of the Public.

A motion was made by Commissioner Zomerlei, supported by Commissioner Kronemeyer, to close the Public Hearing at 7:03 p.m. Motion carried unanimously.

Chairman Smith gave an overview of the Planned Development (PD) approval granted to Waterton Station last year which essentially created a zoning district and noted that each phase also needs Preliminary Plat and Final Plat approval to create the lots. There are no changes from the original PD.

The Planning Commissioners reviewed Section 3.2.1b22 of the Jamestown Charter Township Zoning Ordinance (JCTZO) regarding the requirement to show trees with a trunk over six (6) inches in diameter on the plan when required by the Planning Commission. The applicant did not show these trees in the initial submission. Rick Pulaski from Nederveld, Planner and Engineer for Waterton, and Jeff Klaasen from Waterton Investors presented information to the Planning Commissioners regarding trees and overall grading. They stated that as the property was previously farmed, there were no large existing trees to be preserved in the original PD, but in a future phase the wooded ravine on the east side of the property will be preserved. As a large detention pond was required for the PD, the dirt removed was graded out rather than stockpiled per approvals from the Planning Commission and the Ottawa County Drain Commissioner. Planner Ransford explained the Planned Development process for the benefit of new Planning Commissioners.

A motion was made by Commissioner Kronemeyer, supported by Commissioner Zomerlei to recommend that the Township Board approve the Tentative Preliminary Plat and Condominiums for Waterton Station Phase 2 as submitted, with the conditions that the applicant satisfy the content of the May 2, 2023 Township Engineer letter and the Planner’s Memorandum, as well as meeting all the standards of Section 3.2 of the JCTZO for Preliminary Plat (Tentative and Final Preliminary) and all the standards of site plan review in Section 17.1E of the JCTZO. Motion carried unanimously.

- **Public Hearing -Special Use application** from Kenneth and Dianne Schantz to construct an accessory building in the front of the dwelling (in the front yard) at 3070 16th Avenue, parcel number 70-18-14-100-038. The property is located on the east side of 16th Avenue, south of Riley Street in the Agricultural Rural Residential (AR) Zoning District. The same application was reviewed and approved by the Planning Commission in 2019. The applicant never constructed the building and the Special Use permit expired.

A motion was made by Commissioner De Jong, supported by Commissioner Zomerlei, to open the Public Hearing at 7:15 p.m. Motion carried unanimously.

There was no public comment from those in attendance, but Chairman Smith noted the receipt of a letter from a neighbor of the applicant regarding the application.

A motion was made by Commissioner Zomerlei, supported by Commissioner Kronemeyer, to close the Public Hearing at 7:17 p.m. Motion carried unanimously.

The Planning Commissioners discussed the application, particularly the conditions of the previous approval, current conditions of the property and lighting. It was noted by the Planning Commissioners that all of the neighbors have barns in the front yards. The applicant stated that the building would have recessed lighting under the eaves. The grade of the property and location of the drain field were discussed, and it was determined that there was no alternative location that would be preferable and that the building would be located approximately 1400 feet from the road with no close proximity to structures on neighboring properties. It was confirmed with the applicant that the accessory building would be for personal use only.

A motion was made by Commissioner Zomerlei, supported by Commissioner Kronemeyer, to approve the Special Use permit for an accessory building in the front yard with the following conditions:

- That the applicant meet all the standards of Section 3.2M Accessory Buildings, Structures and Uses, Section 18.4 Standards for Special Use Approval, and Section 17.1 Site Plan Review Standards of the JCTZO.
- That the height of the accessory building not exceed an average of 20 (twenty) feet as measured between the eave and the peak.

Motion carried unanimously.

- **Site Plan review** for Jamestown Community Park and Memba (Michigan Edge Mountain Bike Association) Park. The Planning Commission is required to review and recommend approval of the plans for any Township capital improvements. Jim Ondersma, the Chairperson of the Park Planning Committee and Township Supervisor Laurie Van Haitsma answered questions regarding the new parks. The MEMBA organization will be funding and maintaining the mountain bike park. **A motion was made by** Commissioner De Jong, supported by Commissioner O'Dell, to recommend that the Township Board approve the MEMBA Park and that the Township Board address liability concerns and long-term maintenance. Motion carried unanimously. **A motion was made by** Commissioner De Jong, supported by Commissioner Kronemeyer, to recommend that the Township Board approve the Jamestown Community Park and that the Township Board address liability concerns and long-term maintenance. Motion carried unanimously.
- **Text Amendment-Accessory building height discussion.** Chairman Smith presented information regarding a recent Zoning Board of Appeals application that resulted in discussion of how overall building height is measured within the JCTZO. The Planning Commissioners will continue discussion regarding measurement of total building height next month-in particular potentially increasing the maximum height for accessory buildings under 3.2j in the R-1 Zoning District, whether total building height as measured halfway between eave and peak should be measured with an average of grade to eave height rather than at the center of the building only, and whether there should be an ordinance regarding minimum roof pitch requirements.

OLD BUSINESS:

- **Discussion items**
 - **Village of Jamestown and Forest Grove Overlay Drafts.** The Planning Commissioners discussed the draft language for both overlay districts and directed the Township Planner to send the language to the Township Attorney for review prior to the scheduling of a Public Hearing for those within 300 feet of the overlay districts, with a change in the language of Section 16.3A1 in the Village of Jamestown Overlay for density not to exceed that of the R-2

Residential Zoning District. Density in the Forest Grove Overlay District is tied to the underlying zoning district. The Township Planner was also directed to present different perimeter options for each overlay district next month. Chairman Smith would also like to review parcels throughout the township that are identified in the Master Plan as potential upgrades to R-3 and reduce them to R-2.

- **10 Ways to Slow Growth List.** The Planning Commissioners discussed the list of eleven ways to slow growth that they developed at the direction of the Township Board. Planner Ransford stated that if they feel the list is complete, it can be passed on to the Township Board. Input received by Planner Ransford from local developers regarding the proposed changes in density for Planned Developments was discussed, and Commissioner De Jong will present an updated version of the proposed changes in Density for Planned Developments at the meeting next month. Commission Kronemeyer suggested that the Planning Commission obtain professional help in drafting design standards for developments. The Planning Commissioners added a twelfth item to the list of ways to slow growth-reviewing and amending master plan zoning upgrades, and they will discuss the list at the meeting next month before presenting a final list to the Township Board.

EXTENDED PUBLIC COMMENTS REGARDING AGENDA ITEMS ONLY: None.

CORRESPONDENCE: None.

PLANNING COMMISSION MEMBER COMMENT: None.

ADJOURN: A motion was made by Commissioner Kronemeyer, supported by Commissioner De Jong, to adjourn the meeting at 8:51 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary
Planning Commission

Minutes approved on

_____ by _____
(chair)