

JAMESTOWN CHARTER TOWNSHIP
PLANNING COMMISSION MEETING MINUTES

October 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, Dave Kronemeyer, Dana O'Dell, Cal Klooster, Dean Smith, Tim Tacoma, and Randy Zomerlei were present.

ALSO PRESENT: Township Planner Greg Ransford.

INVOCATION: Commissioner Tacoma opened with the invocation.

APPROVAL OF MINUTES: A motion was made by Commissioner Klooster, supported by Commissioner Zomerlei, to approve the minutes of the September 19, 2023 Planning Commission Meeting as written. Motion carried unanimously.

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

GENERAL COMMENTS REGARDING NON-AGENDA ITEMS: None.

NEW BUSINESS:

- **Public Hearing** for a Special Use Permit application submitted by Christian Brothers Automotive Corporation to construct a 5,560 square foot automobile repair center. The property is located on Quincy Street adjacent to Taco John's, south of Meijer, and west of the Wendy's Restaurant. The property is located within the C-2 General Commercial Zoning District and partially within the 32nd Avenue and M-6 Corridor Overlay Zone.
- **A motion was made** by Commissioner Tacoma, supported by Commissioner Kronemeyer, to open the Public Hearing at 7:01 p.m. Motion carried unanimously.

Paula Tolliver, agent of Christian Brothers Automotive Corporation and **Josh Manion** from Progressive AE, presented information regarding the request for a Special Use Permit. Christian Brothers will offer comprehensive auto repair services, excluding auto body repair or painting services. They will be open from 7:00 a.m.-6:00 p.m. Monday-Friday, and initially they plan to be open on Saturdays also, but after the business has been established for a few months, they will be closed on weekends.

There were no comments from members of the public in attendance.

A motion was made by Commissioner Tacoma, supported by Commissioner Zomerlei, to close the Public Hearing at 7:06 p.m. Motion carried unanimously.

Members of the Planning Commission questioned the applicant regarding services that will be provided, potential storage of tires, how many employees, the size of the facility, parking requirements, overnight parking, landscaping, building material and loading areas.

Tolliver stated that tires are only changed as needed, and there would be no tires stored outside. They do mostly post warranty work, diagnostic services, brake maintenance, and oil changes. There will be nine bays and up to ten technicians for the first year, although the number of technicians may eventually increase to twenty. They have requested more parking than the minimum allowed in the overlay district- for a total of 39 spaces plus 2 ADA spaces. **Planner Ransford** stated that as they exceed the minimum parking required, they must demonstrate a need for additional spaces to justify the increased amount of blacktop surfacing. The applicant included a letter with the application that outlined the expected number of customers per day based on similar locations, which they believe will lead to a need for the 11 additional spaces to accommodate staff and customer parking. **Manion** also stated that they have a driveway access agreement with Meijer. **Tolliver** stated that cars would only be parked outside overnight due to scheduling of drop-offs after hours. Cars being repaired will be parked inside the building. Regarding landscaping, **Manion** stated that they will add more landscaping to supplement that which currently exists on the berm along Quincy Street. **Commissioner Kronemeyer** clarified that the grading plan shows the side of an existing hill, and not a berm. **Manion** also stated that all the building materials shown on the materials sheets will be used for the structure. **Tolliver** stated that deliveries and package unloading will be done at the Parts Delivery Door at Bay 1, which is nearest to the office.

Planning Commissioners discussed the considerations and recommendations from the Township Planner's memorandum. The Meijer traffic study regarding trip generation was discussed. The study included the impact of the proposed outlet property, which covered a higher traffic volume that this use will generate. Planner Ransford

stated that if the Planning Commissioners determine that the parking letter provided by the applicant is sufficient, no further parking study would be needed. For landscaping and overall site design, the location of the service doors facing east toward the side yard was discussed. The property is unique in that the property faces Quincy Street but will not be accessed from Quincy Street. This will require additional screening, and the applicant has updated the landscaping plan to provide additional landscaping along the eastern property line along with the approximately six-foot-high berm (existing hill) between the road and the parking lot to aid in screening the service doors from Quincy Street and the Meijer Drive.

The Payment in-lieu of installation of a bicycle path worksheet was discussed, particularly item #5, which noted that during the previous development of the site, Meijer conducted a traffic study and developed the necessary pathways to safely handle both vehicular and pedestrian traffic throughout the site for all of the properties within the original development plan, therefore as sidewalks were pre-established by Meijer to serve the subject site, it is not necessary to require payment in-lieu of constructing a pathway for the proposed Christian Brothers Automotive development.

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

- That the standards of Section 18.4-Standards for Special Use Approval and Section 17.1E-Site Plan Review Standards of the Jamestown Charter Township Zoning Ordinance (JCTZO) are met.
- That no additional traffic study be required.
- That sufficient information regarding proposed parking was submitted, and that the applicant be allowed parking beyond the minimum required.
- That the proposed site layout and landscaping are sufficient to meet the standards of the overlay district.
- That the proposed loading and unloading plan is sufficient.
- That the applicant is not required to submit payment in-lieu of construction of a bicycle path.
- That the applicant must submit cash or an irrevocable letter of credit for the cost of the required improvements associated with the project and the landscaping prior to construction.
- That the applicant satisfy the content of the Township Engineer's letter dated October 3, 2023.
- That the proposed shall not be constructed until it is approved by the Township Fire chief.
- That the applicant satisfy the content of the Township Planner's memorandum.

Motion carried unanimously.

OLD BUSINESS: None.

EXTENDED PUBLIC COMMENTS REGARDING AGENA ITEMS ONLY: None.

CORRESPONDENCE: None. Planner Ransford will not be able to attend the November 21, 2023 Planning Commission meeting. There may be a Public Hearing for a Special Use Permit application for a home occupation and another for outdoor trailer storage on the November agenda. Planner Ransford also notified the Planning Commissioners that The Jamestown Charter Township Board of Trustees adopted a moratorium at the October 16, 2023 Township Board meeting on any development that proposes a bituminous valley gutter. The purpose of the moratorium is to allow the Planning Commission and the Board to study and examine the current language and possibly consider an amendment to the Zoning Ordinance in this regard. As a result of this, both Jamestown Industrial and Quincy Street Industrial cannot be heard by the Planning Commission until the moratorium process is complete. Alternatively, both projects can return to the Planning Commission with concrete curbing throughout the site at any time, also pending any other direction previously provided by the Planning Commission (and the OCRC for Jamestown Industrial).

PLANNING COMMISSION MEMBER COMMENT:

- **Chairman Smith** initiated discussion regarding allowing wedding venues in barns. The Commissioners discussed whether wedding barns can be operated under current language within the JCTZO. It was determined that separate language with stipulations would need to be drafted for this type of use as a Special Use, with considerations given to required acreage, whether an owner-occupied home would need to be on the same parcel, parking, number of employees, noise, and hours of operation. Chairman Smith will speak with a contact regarding this type of use and report back to the Commission.
- **Chairman Smith** initiated discussion regarding whether the language of Chapter 28.5(A)-Open Space Requirements should be updated for Planned Developments. Planner Ransford informed the Commissioners that Allendale Township is working

on updated language for open space in Planned Developments, and he can provide sample language once their process is complete.

- **Chairman Smith** initiated discussion regarding updating the Township Master Plan before the mandated five-year review process begins to revert some areas planned for residential development that are currently outside the development boundary to the AR zoning district in the Master Plan. Planner Ransford noted that the Master Plan process takes 12-18 months and begins with sending out a Notice of Intent to Plan to neighboring jurisdictions, which then gives those jurisdictions 63 days to comment. He advised that if there is concern regarding the map and the potential for an unintended result, the Planning Commission could simply start the master plan review process now as it would need to begin next year anyway. There was Planning Commissioner consensus to instruct Planner Ransford to send out Notices of Intent to Plan.

ADJOURN: A motion was made by Commissioner Tacoma, supported by Commissioner Zomerlei, to adjourn the meeting at 8:05 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary
Planning Commission

Minutes approved on

_____ by _____
(chair)