

JAMESTOWN CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING MINUTES  
May 21, 2024, 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, Sherrie Miedema, Dean Smith, and Tim Tacoma were present. Commissioner Dana O’Dell was absent with notice.

**ALSO PRESENT:** Township Planner Greg Ransford.

**INVOCATION:** Chairman Smith opened with the invocation.

**APPROVAL OF MINUTES:** A motion was made by Commissioner Kronemeyer, supported by Commissioner Klooster, to approve the minutes of the April 16, 2024 Planning Commission Meeting as written. Motion carried unanimously.

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

**GENERAL COMMENTS REGARDING NON-AGENDA ITEMS:** None.

**NEW BUSINESS:**

- **PUBLIC HEARINGS**

- **Map Amendments**

- **Eric Melton**-an application for a zoning map amendment (rezoning) to rezone property located at 2965 Quincy Street, parcel number 70-18-04-300-023, from the Agricultural Rural Residential (AR) Zoning District to the R-2 Residential (R-2) Zoning District. The two-acre property is located on the north side of Quincy Street between Sundial Avenue and Sun Chase Avenue.

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

**Eric Melton** presented information regarding his request to rezone the property. He believes that although the property is designated for Commercial zoning (C-1) in the Township Master Plan, rezoning to R-2 would be the best use for the property as it would allow him the most flexibility if he splits the property in the future. The property has approximately 325 feet of road frontage on Quincy. He also stated that the surrounding uses are residential with R-2 zoning across the street from his property.

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

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

**Planning Commission discussion.** Chairman Smith noted that while the Master Plan shows the potential for rezoning to C-1, there is existing residential use in the surrounding area, and it is likely that the area will stay residential. The Commissioners discussed the potential permitted and special uses in the R-2 Zoning District, and came to the consensus that, while a residential use would be a better fit for the property than a commercial use, some of the permitted and special uses in the R-2 Zoning District would not be compatible with neighboring parcels. They were of the opinion that R-1 Residential zoning would be more appropriate for the area.

**A motion was made by** Chairman Smith, supported by Commissioner Klooster, to recommend that the Jamestown Charter Township Board of Trustees deny the request for a Zoning Map Amendment to Rezone Certain Lands to the R-2 Residential Zoning District as all of the standards of Section 31.5 of the Jamestown Charter Township Zoning Ordinance have not been met. Motion carried unanimously. It was noted however, that the Planning Commission would be in favor of R-1 zoning for this property.

- **GRI Greenly, LLC**-an application for a zoning map amendment (rezoning) to rezone property located at 1265 Greenly Street, parcel number 70-18-11-100-036 from the Agricultural Rural Residential (AR) Zoning District to the Residential Zoning District (R-1). The property is 11.9 acres located on the north side of Greenly Street just east of 16<sup>th</sup> Avenue.

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

**Matt Scholten** representing GRI Greenly, LLC, presented information regarding their request to rezone the property. Many other properties in the area have been rezoned R-1, and the rezoning would be compatible with the Township Master Plan for this area.

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

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

**The Planning Commissioners** discussed the shape of the lot, which is long and narrow, and whether there is a potential for multiple splits. Due to the unavailability of public water for the property at this time, it would not be possible to put in a private road with multiple houses. The applicant stated that they have 271 feet of road frontage along Greenly Street, which would allow for one split if the property were rezoned to R-1.

**A motion was made by** Commissioner Tacoma, supported by Commissioner De Jong, to recommend that the Jamestown Charter Township Board of Trustees adopt the Zoning Map Amendment Ordinance to Amend the Jamestown Charter Township Zoning Ordinance by Rezoning Certain Lands to the R-1 Residential Zoning District, as the standards of Section 31.5 of the JCTZO have been met. Motion carried unanimously.

○ **Special Uses**

- **Mya Cruzan**-a Special Use application to construct an approximately 960 square foot accessory building of which approximately 480 square feet will be used as a home occupation salon. The property is located at 4013 8<sup>th</sup> Avenue, parcel number 70-18-02-400-014. The property is located within the R-1 Residential Zoning district and completely within the 32<sup>nd</sup> Avenue and M-6 Corridor Overlay Zone.

**A motion was made by** Commissioner De Jong, supported by Commissioner Klooster, to open the Public Hearing at 7:19 p.m. Motion carried unanimously.

**Matt McElheny** from Grand Rapids Construction, LLC, presented information on behalf of the applicant regarding the request for a Special Use permit. The applicant would like to operate a salon in the pole barn as an in-home business.

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

**The Planning Commissioners** reviewed the considerations in the Township Planner's memorandum. They confirmed with the applicant that the proposed exterior materials for the pole barn will match the house as much as possible. The applicant stated that they have approval from the Ottawa County Health Department (OCHD) for the use with the existing well and septic system. Existing landscaping is adequate. A shared access to adjacent properties was deemed not applicable in this circumstance.

Trash will be handled and stored in the garage that is attached to the salon. McElheny stated that Mya intends to work alone with no more than a couple of clients on site at the same time. Lighting was discussed, and it was noted that light cannot leave the property per ordinance.

**A motion was made by** Commissioner Tacoma, supported by Commissioner De Jong, to close the Public Hearing at 7:21 p.m. Motion carried unanimously.

**A motion was made by** Commissioner Tacoma, supported by Commissioner Kronemeyer, to approve the request for a Special Use permit for a home occupation salon as the standards of Section 18.4, 17.1E and 15.3D of the JCTZO have been met, with the condition that the applicant provide a copy of the OCHD approval for the existing well and septic system regarding this use. Motion carried unanimously.

- **Sun Chase Suites**-a Special Use application from Jeff Brinks of Venture Engineering, PLLC, to construct two commercial buildings of 9,101 square feet each within the Spring Meadows Planned Development. In addition to the Spring Meadows Planned Development the property is located within the 32<sup>nd</sup> Avenue and M-6 Corridor Overlay Zone at 3830 32<sup>nd</sup> Avenue. The applicant is seeking site plan review, but the request automatically becomes a Special Use Request based on that the expected trip generation exceeds certain peak trip data pursuant to Section 15.3-Permitted and Special Uses of the Jamestown Charter Township Zoning Ordinance (JCTZO).

**A motion was made by** Commissioner Tacoma, supported by Commissioner De Jong, to open the Public Hearing at 7:28 p.m. Motion carried unanimously.

**Dwane Masselink**, from InterActive Studio, LLC, presented information on behalf of the applicant regarding the request for a Special Use permit. He stated that there would be six individual tenant spaces per building with a drive through on the north end (Ziggy's coffee is a possibility for this space), with storefronts broken up to represent the individual character of each tenant suite.

**Darlyn Merryweather**, 3136 Rain Tree Ct., lives in Spring Meadows and stated concerns regarding traffic, lighting, landscaping and noise.

**Ria Faber**, 3887 Rain Tree Ave., lives in Spring Meadows and stated concerns regarding trees, screening and greenspace.

**A motion was made by** Commissioner Kronemeyer, supported by Commissioner De Jong, to close the Public Hearing at 7:41 p.m. Motion carried unanimously.

**Chairman Smith** reviewed the considerations listed in Planner Ransford's memorandum. The Planning Commissioners verified that the base materials for the free-standing sign would be the same as the materials used on the buildings. The applicant would like to utilize planters to break up the mass of the building walls. He stated that these planters would receive professional landscaping maintenance, and that the total amount of landscaping in the planters would meet ordinance requirements. The applicant explained that the request for additional parking spaces was for staff parking in the rear of the building. There was discussion regarding screening of rooftop equipment and potential traffic conflicts near the north dumpster during operational hours. The applicant stated there would be no trash pick-up during business hours. Planner Ransford suggested a hedge of shrubs along the east side to help prevent headlights shining into nearby residential areas, a reasonable height being thirty inches. There was discussion of access to Sun Chase Avenue. The applicant stated cars can enter and exit onto Sun Chase Avenue, but that traffic is one-way behind the building. Planner Ransford stated that with two entrances, one on 32<sup>nd</sup> Avenue and one on Sun Chase Avenue, the Traffic Impact Study won't need to be revised. The Planning Commissioners determined that access to Sun Chase Avenue should be permitted and that it would not be necessary to require a curbed island at the south

end of the parking row adjacent to the south dumpster. There was discussion of additional screening for dumpsters, and it was determined that the hedge should be extended to provide more screening for the south dumpster. The north dumpster is already screened by existing vegetation. It was determined that the proposed width of the islands is adequate as the islands are long enough to provide adequate square footage. Ordinance standards for a drive-thru were discussed. It was noted that sidewalks already exist on both sides of the road, and they were required with the original planned development and constructed at that time.

**A motion was made** by Chairman Smith, supported by Commissioner Kronemeyer, to approve the request for a Special Use permit for two commercial buildings as well as parking, landscaping, storm water, pathways and related infrastructure, within the Spring Meadows Planned Development as shown on the revised site plan dated 04/29/2024, as the standards of Section 18.4, 17.1E and 15.3D of the JCTZO have been met, with the following conditions:

- That the applicant provides the required evidence from the Ottawa County Road Commission regarding sight distance prior to the issuance of a building permit.
- That the sign base material be brick as presented on the site plan.
- That the site plan shall show the required screening of rooftop equipment on all building elevations.
- That the 122 proposed parking spaces are appropriate.
- That a continuous hedge be added to the landscaping plan on the east side and all other landscaping within the site plan shall remain.
- That cash or an irrevocable letter of credit be submitted for the cost of the required improvements associated with the project and the landscaping prior to construction.
- That the proposed shall satisfy the content of the Township Engineer letter dated May 9, 2024.
- That the proposed shall satisfy the content of the Township Planner's memorandum.

Motion carried unanimously.

#### **OLD BUSINESS:**

- **The Heritage-Preliminary Planned Development**-the applicant is seeking to construct 74 duplex residential condominiums and one single family residential condominium. The application was considered for preliminary approval at the April 16, 2024 Planning Commission meeting, but at that meeting the applicant was directed to return with a revised Preliminary Planned Development site plan to include the following:
  - Identify wooded areas and wetlands as "no-cut" or other permanent indicator
  - Provide internal pathway along all drives on at least one side
  - Provide pathway connections to adjacent parcels
  - Install a fence on the west property line between the existing tree areas

It was noted by Chairman Smith that the applicant disagrees with providing pathway connections to adjacent parcels due to concerns by neighbors regarding trespassing. The Planning Commissioners discussed the previous fence requirement, a potential pathway connection to Riley St., landscaping to screen along the south property line, creating a separation of 2.5 feet between the sidewalks and the internal drives, and whether the applicant should provide a connection to adjacent parcels. The applicant stated concerns regarding planting trees along the south property line as they may not thrive due to the existing tree canopy as well as create potential impacts for wetland areas if existing trees are removed, and that the construction of a berm may affect stormwater drainage. Also discussed were pathway options to provide Planner Ransford direction regarding the pathway worksheet for final plan review. The options are to allow pay-in-lieu, require pathway along Riley Street and 24<sup>th</sup> Avenue, or to require an internal pathway to connect to Riley Street through the 33-foot-wide strip of land connecting the parcel to Riley St., as long as there aren't stormwater easements in this area, and as

pathways already exist on the other sides of Riley Street and 24<sup>th</sup> Avenue. EGLE may have to be involved with this option as wetlands also exist in this area.

**A motion was made** by Chairman Smith, supported by Commissioner Tacoma, to approve the revised Preliminary Planned Development site plan dated 05/08/2024 as submitted with the following requirements:

- That an internal pathway be constructed to the north to connect to Riley Street as long as there is not a legal reason it cannot be done.
- That the applicant provide pay-in-lieu of construction of pathway along 24<sup>th</sup> Avenue due to the existing pathway on the other side of 24<sup>th</sup> Avenue.
- That the applicant provide an easement and show on the site plan a future connection to the west property line between the south property line of the church and the woods on the west property line.
- That options for landscaping along the south property line be provided from a landscaping professional.
- That the fence remain along the west property line between the existing tree areas.
- That the applicant create at least a 2.5 feet separation between the internal drives and the sidewalks.

Motion carried unanimously.

● **Text Amendments**

- **Contractor's Offices in the C-2 District Discussion**-Planner Ransford was directed to draft language to amend the Jamestown Charter Township Zoning Ordinance to make this a potential Special Use instead of a permitted use.

● **Master plan**

- **Chapter Five-Commercial Uses**-discussion was tabled until the next Planning Commission meeting on June 18, 2024.

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

**CORRESPONDENCE:** A notice of a Master Plan amendment was received from the City of Hudsonville.

**PLANNING COMMISSION MEMBER COMMENT:** None.

**ADJOURN:** A motion was made by Commissioner Miedema, supported by Commissioner Klooster, to adjourn the meeting at 9:06 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary  
Planning Commission

Minutes approved on

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