

JAMESTOWN CHARTER TOWNSHIP
PLANNING COMMISSION MEETING MINUTES

August 20, 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, Dana O’Dell, Dean Smith, and Tim Tacoma were present.

ALSO PRESENT: Township Planner Greg Ransford.

INVOCATION: Commissioner Tacoma opened with the invocation.

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

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

GENERAL COMMENTS REGARDING NON-AGENDA ITEMS: None.

NEW BUSINESS:

▪ **Site Plans**

- **Jamestown Baptist Church** for an 18,900 square foot addition to the Jamestown Baptist Church. The property is a 21.21-acre parcel located at 2472 Quincy Street. The parcel is zoned Residential R-2 to the north and Single Family Planned Development (RPD) to the south. The addition will be within the R-2 zoning district.

Jeff Brinks, from Venture Engineering, was present to provide information regarding the site plan. This will be the first phase of a larger project. They are focusing first on education with an addition of classrooms to the south side of the church where the original site plans showed a future addition, and once additional funding is in place, the church plans to enlarge the sanctuary. They are requesting that the Planning Commission consider deferring full site compliance for landscaping until Phase 2 of the project so as not to have to remove anything that will be impacted by the future improvements. When Phase 2 is submitted, landscaping for the site will be brought into full compliance with township zoning requirements. Currently the landscaping is mainly lawn. The future sanctuary will be to the west of the proposed addition, and the church wants to refocus the front of the church from the north side to the south side, which will result in a change in parking on the north side. Those improvements will be completed as soon as fiscally possible.

Commissioner Kronemeyer stated a concern regarding the spoils deposited on the south side of the property. He thought that area should be graded and seeded due to the proximity to the township’s Fire Barn and Community Park. He also asked what would happen with the required landscaping if the completion of Phase 2 is abandoned. The Commissioners discussed options for requiring compliance with the deferred landscaping for the current addition. The applicant stated that no current landscaping is being removed, and there will be landscaping added now, just not the entirety of what is required.

Chairman Smith reviewed the site plan standards of Section 17.1E of the Jamestown Charter Township Zoning Ordinance (JCTZO) and the considerations and recommendations within the Township Planner’s memorandum.

A motion was made by Commissioner Kronemeyer, supported by Commissioner Miedema, to approve the site plan dated 8/8/2024 as presented with the following conditions:

- A Soil Erosion and Sedimentation Control permit from the Ottawa County Water Resources Commission shall be provided, if required, prior to the issuance of a building permit.
- The Applicant shall meet the content of the Township Engineer review letter.
- The Applicant shall meet the content of the Township Planner’s memorandum.
- The Applicant shall complete the landscape plan to fully comply with the landscaping requirements of the JCTZO when Phase 2 begins or in five (5) years if Phase 2 has not begun.

- The Applicant shall grade and seed along the south property line, to be completed with Phase 1.
Motion carried unanimously.

▪ **Master Plan Chapter Review**

○ **Industrial Uses-Chapter six.**

The Planning Commissioners discussed the bullet points under Recommendations and Strategies that reference “prohibiting public utilities south of the boundary of the Rush Creek Watershed and the Minderhouse Drain to the point where the Minderhouse Drain terminates at Ransom Street to concentrate development, especially regarding the feasibility of maintaining this boundary as development expands within the township.” Planner Ransford stated that the legal basis for the boundary language is supported by the topographic challenges for extending utilities beyond those areas. The Planning Commissioners directed Planner Ransford to strike that language from both Recommendations and Strategies to maintain consistency with other chapters of the Master Plan, as it has already been adopted as an ordinance.

○ **Public and Recreational Facilities-Chapter Seven**

The Planning Commissioners did not have any changes for this Chapter of the Master Plan.

OLD BUSINESS: None.

EXTENDED PUBLIC COMMENTS REGARDING AGENA ITEMS ONLY: None.

CORRESPONDENCE: None. Planner Ransford stated that an informal review of an updated site plan for a truck engine repair business has been scheduled for the September 17, 2024 Planning Commission meeting. The applicant is applying for Special Permit reapproval under Section 3.19 of the JCTZO for a non-conforming, grandfathered use. There will also be a Site Plan review for a mining expansion at the Ottawa County Road Commission mine on Riley Street that is operated by Top Grade Aggregates.

PLANNING COMMISSION MEMBER COMMENT:

- **Charter Counties Act**-Planner Ransford provided the Charter Counties Act language to the Planning Commissioners for information.
- **The Planning Commissioners** commented on the upcoming submission of a request from Top Grade Aggregates for a change to the existing mining plan for the mine located at 1860 Riley St, which is owned by the Ottawa County Road Commission. There was discussion regarding the viability of the proposed end use, the reclamation bond and whether tipping fees are current.

ADJOURN: A motion was made by Commissioner De Jong, supported by Commissioner Klooster, to adjourn the meeting at 8:04 p.m. Motion carried unanimously.

Respectfully submitted by,

Maureen Carmody, Recording Secretary
Planning Commission

Minutes approved on

_____ by _____ (chair)