

**MINUTES OF THE GAINES CHARTER TOWNSHIP PLANNING COMMISSION
FOR THE REGULAR MEETING HELD ON
FEBRUARY 22, 2018
AT THE GAINES CHARTER TOWNSHIP OFFICES
8555 KALAMAZOO AVENUE SE CALEDONIA, MICHIGAN 49316**

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by Chair Giarmo. A quorum was present.

MEMBERS PRESENT: Talimma Billips, Brad Burns, Connie Giarmo, Tim Haagsma, Ronnie Rober, Lani Thomas, Brad Waayenberg

MEMBERS ABSENT: NONE

OTHERS PRESENT: Mark Sisson, AICP, Township Planner
Matt McKernan, Assistant Planner
Jeff Gritter, P.E., Township Engineer

II. CONSIDERATION OF MEETING AGENDA

No Changes

III. CONSIDERATION OF MEETING MINUTES

January 25, 2018 – Regular Meeting Minutes

Motion: By Member Haagsma supported by Member Rober to approve the minutes for the January 25, 2018 Planning Commission Regular Meeting.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

IV. INQUIRY OF CONFLICT OF INTEREST

None

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

VI. New Business

1. Advertised Public Hearings

a. 7514 Melinda Ct SE (Crystal Creek Estates PUD)

Special Use Permit Request to allow a single-family residence to be used as a Group Child Day Care Home (7-12 children).

Debbie Clark, on behalf of JoJo's Daycare.

Debbie Clark is the mother of the applicant Cami Clark, and is speaking on her behalf. Cami Clark currently operates a licensed Group Child Day Care in Kentwood called JoJo's Daycare. Cami Clark is in the process of purchasing a home on Melinda Ct and would like to relocate her existing license to her

new home. The state requires that group child daycare operations have 1 employee for every 6 children. Clark has one employee who works in the morning and another who works in the afternoon. The two outside employees are both onsite in the early afternoon. The afternoon employee participates in Byron Center Public Schools' school-to-work program.

Assistant Planner McKernan explained that the request was similar to others that the Planning Commission had heard recently. The state requires that group day care homes received a special use permit from local governments. The interior of the home will be reviewed by the state to ensure child safety. The Planning Commission's job is to determine whether or not the proposed request will be a nuisance to neighbors. The applicant is not proposing any alterations to the property other than adding a child's play area to the rear yard of the home. There is an existing 6 foot privacy fence in the rear yard of the home. The home should be more or less indistinguishable from any other single-family home with young children. The only possible concern would be the level of traffic generated by the request and whether or not parents would be parking along the street.

Chair Giarmo opened the public hearing at 7:15 pm.

Bill Cimbalik, 7536 Melinda Ct

Cimbalik stated that previous owners of the property were very messy. Cimbalik reached out to other neighbors in anticipation of this meeting. The most common concerns of neighbors were maintaining the residential character of the neighborhood and traffic safety. Cimbalik welcomed Clark to the neighborhood and encouraged her to speak with neighbors about these issues.

Carrie Ames, 7506 Melinda Ct

The turnaround at the end of Melinda Ct has not been very busy in the past, but allowing this request might increase traffic in this area. Allowing cars to park along the side of the street might block the driveway for 7510 Melinda Ct. Ames inquired if there were going to be any children's play areas in the front yard of the home. Clark responded that children's play areas will be confined to the fenced-in backyard.

Jose Codina-Mujica, 7510 Melinda Ct,

Codina-Mujica lives next door to the applicant. Worried that clients parking along Melinda Ct might block his driveway. Also concerned about increased traffic levels on Melinda Ct, which has no access to Eastern Avenue.

Timothy Barbe, 7515 Melinda Ct

Barbe lives across the street from the applicant. Barbe is concerned about the level of traffic this request could generate. Extra traffic could be problematic because vehicles have limited visibility when rounding this corner. Barbe has had issues with cars cutting across his yard in the past.

Adam Willmer, 7507 Melinda Ct

Willmer reiterated that traffic is already a problem on the street. Explained that the neighbors did not necessarily intend to block the request, but wanted more information.

Giarmo read a letter from Taina Barbe of 7515 Melinda Ct into the public record and closed the public hearing at 7:19 pm.

The Planning Commission asked the applicant pertaining to the number of children she'd be caring for, hours of operation, and employee parking.

Cami Clark addressed the questions raised by the Planning Commission:

- Clark explained that she had two children of her own, so she would only be permitted to watch 10 additional children. Currently she has 4 families that bring at least 2 children, which reduces the number of vehicle trips generated by her day care to 8-10 per day.
- Lower traffic levels are a major reason that Clark has decided to relocate her day care to Melinda Ct and she is determined to limit her traffic impacts.
- The hours of operation for the day care are 7am to 6pm Monday thru Thursday and 7am to 5pm on Friday.
- There generally will be one car parked in the driveway throughout the day. Clark will park her vehicle in the garage. The morning employee parks in the driveway and leaves after lunchtime. The afternoon employee is dropped off and picked up at the property.

Motion: By Member Burns supported by Member Billips to approve the special use permit at 7514 Melinda Court SE allowing the Group Child Day Care Home, subject to the following conditions:

1. That the applicant comply with all standards for Group Child Day Care Homes as required by the Michigan Department of Licensing and Regulatory Affairs.
2. That the daycare operation be confined between the hours of 7am and 6pm Monday thru Friday.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

b.Private Roads Ordinance Advisory Public Hearing

Planner Sisson explained that there are currently no standards for private driveways or private streets other than the required width of access easements. The Fire Department would like to begin operating under the standards of the International Fire Code. Under the International Fire Code, local fire departments would be then be the agency responsible for approving private roads if local municipalities don't adopt a separate set of private road standards. The Township is therefore drafting a set of private road standards in order for the Planning and Engineering Departments to retain control over the creation of private roads.

Sisson explained that there would be separate standards for private driveways and private roads. The standards are intended to ensure that the roads/driveways can be adequately served by emergency vehicles. Access drives located on the same property being served will be considered private driveways. Access drives cutting through neighboring properties will be considered private streets. Private streets created as part of the land division process will be considered minor, while a private Street created as part of a plat or site condominium will be considered major. Major private streets will be built to Kent County Road Commission standards. Private roads standards will become part of the Township Code of

Ordinances and not the Zoning Ordinance, which will allow the Township Board to handle variance requests.

Chair Giarmo opened and closed the public hearing at 7:40 pm.

Sisson explained that there have only been minor changes to the draft version of the private ordinance that the Planning Commission reviewed in January. In addition to the private road ordinance, the Planning Commission was given a copy of the proposed fire ordinance which will be reviewed along with the private roads ordinance at the March Township Board meeting.

Motion: By Member Rober supported by Member Burns to recommend approval of the proposed private roads ordinance to the Township Board.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

2. Site Plan Review

a. Kamp's Hardwoods, 6925 Dutton Industrial Park Drive SE (I-2)

Site Plan Review for an 8,640 SF open air, all steel storage building.

Rob Kukowski, General Manager for Kamps Hardwood.

Kamps Hardwoods is adding a third open air building lumber storage building at their location along Dutton Industrial drive. The open air sheds allow are used for the purpose of storing lumber during the drying process. There will be no electricity or lights associated with the building. The addition of the storage shed will improve the aesthetics of the property by reducing the amount of lumber that is currently stored in piles throughout the site. Kamps has been committed to improving the look of the property since it first moved in about 8 years ago.

Chair Giarmo asked for Planner Sisson to address any outstanding issues. Sisson stated that the request was straight forward and he didn't have any additional comments.

Motion: By Member Haagsma supported by Member Rober to approve the site plan for the 8,640 square foot open air storage building with the following condition:

1. The site plan use and occupancy of the building must comply with the requirements of Dutton Fire Chief.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

b. Cook's Crossing North Phase 2

Site Plan Review for Cook's Crossing North Phase 2.

Jeff Van Laar, Exxel Engineering on behalf of Eastbrook Homes

Eastbrook Homes is continuing development along High Knoll Drive. This will be a continuation of Cook's Crossing North Phase 1. Eastbrook will continue the existing utilities, sidewalks, landscaping etc.

Planner Sisson explained the recommendation found in the staff report for a temporary turnaround at the end of High Knoll Drive. The request was made due to the fact that the proposed development will bring the total number of lots without a second means of access to 56. Additional phases in this portion of the site will be required to complete the connection between High Knoll Drive and Peaceful Drive. The applicant has made a request that the temporary turnaround be constructed of gravel.

Member Haagsma expressed his desire for the temporary turnaround to be constructed entirely of blacktop. The turnaround could be very short-lived at the current rate of construction, but could also be around for 10 years or more if the economy were to sink into a recession like 2008. A gravel turnaround would not be very desirable for a prolonged period of time.

Township Engineer Jeff Gritter explained that the applicant is proposing to extend utilities beyond the temporary turnaround all the way to the intersection of High Knoll Drive and the future north-south connection to Peaceful Drive. Gritter recommended that a full "T" should be constructed of blacktop to allow ease of access by the Byron-Gaines Utility Authority.

Van Laar reiterated Eastbrook Homes' desire to construct the turnaround or "T" out of gravel rather than paving it. Van Laar requested the flexibility for Eastbrook to also construct lots 46, 47, and 48 if the Planning Commission decides to require that the turnaround be paved.

Motion: By Member Haagsma supported by Member Billips to approve the final site plan for Phase 2 of the "Cooks Crossing North" Site Condominiums, with the possible addition of Lots 46, 47, and 48. The approval is subject to the following conditions:

1. That construction plans are to be reviewed and approved by the Township Engineer.
2. That housing styles used in each phase remain consistent with those utilized in the preceding phases.
3. That sidewalks be installed in each phase and that streetscapes utilized in the preceding phases be continued.
4. That streetlights in each phase be installed.
5. Cooks Crossing Phase 2 is not eligible under the early start provisions of Section 22-107(b). Final site condominium plans (Proposed Master Deed and Exhibits) must be submitted and approved by the Township Board in accordance with GCTZO Section 4.12E and the condominium project must be recorded and incorporated prior to the issuance of building permits in each phase. Final detailed site plans for streets, utilities, grading and other improvements needed to satisfy the requirements of GCTZO Section 4.12E are required and Township Code Sec. 22.107 must be met and approved by

the Township Board, based on the recommendations of the Township engineer.

6. That a temporary "T" turnaround shall be constructed at the end of High Knoll Drive. The "T" shall be paved with asphalt.

Discussion: None
Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg
Nays: None
Abstain: None
Motion: Passed

c. Byron-Gaines Utility Authority (Byron-Gaines Maintenance Facility PUD)

Site Plan Review for a 1,417 square foot addition to an existing office, an expansion of the parking lot, and the installation of a turnaround for the entrance drive.

Jeff Gritter, Township Engineer

The Byron-Gaines Utility Authority (BGUA) has increased staff in response to the large amount of growth that Byron and Gaines Townships have seen over the last several years. In response, the BGUA is proposing an expansion to their office on 84th Street. The office expansion itself is relatively minor. The BGUA is also proposing a temporary turnaround be installed on the entrance drive to facilitate access by water trucks with a large turning radius. The turnaround could be modified in the future to connect to the South Christian High School lot if the school decides to create an exit onto 84th Street. The BGUA is proposing a temporary gravel expansion to the parking lot to facilitate more storage. The expansion will be paved when the BGUA resurfaces their existing parking lot in the next several years.

Planner Sisson explained that this was part of the Township's facilities PUD. The proposed expansion is consistent with the conceptual layout of the original PUD and therefore requires only a simple site plan review. South Christian High School has discussed the potential need for a connection to 84th Street in the future. The layout of the driveway on the BGUA site has been adequately designed to facilitate this request should the High School pursue this connection in the future.

Motion: By Member Waayenberg supported by Member Rober to approve the site plan for a 1,417 square foot addition to the existing BGUA office, an expansion of the parking lot, and the installation of a turnaround for the entrance drive.

Discussion: None
Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg
Nays: None
Abstain: None
Motion: Passed

VII. UNFINISHED BUSINESS
None

VIII. GENERAL DISCUSSION

1. Election of Officers

Motion: By Member Haagsma, supported by Member Burns to nominate Connie Giarmo as Chairperson, Ronnie Rober as Vice Chair, and Lani Thomas as Secretary of the Planning Commission for the year 2018.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

2. 2017 Planning & Zoning Department Annual Report

Motion: By Member Thomas, supported by Member Haagsma to forward the 2017 Annual Report to the Township Board.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

3. Discussion on Proposed Ordinance Amendments

Planner Sisson gave a brief review of zoning ordinance amendments that that will be presented for a public hearing at the March Planning Commission meeting:

- There will be minor changes to the definitions section for items related to private roads such as flag lots, and lot width.
- The Building Inspector has requested that the rules for mobile home parks be revised to conform to state standards. Regulations for mobile homes outside of mobile home parks will be created for aspects like size and required skirting to better ensure they complement other homes in other residential districts.
- Regulations on building height in industrial and commercial districts will be increased. Allowable building heights in commercial districts would be increased to 3 stories or 42 feet. Allowable buiding height in industrial districts would be allowed to exceed 60 feet by special use permit.

IX. ADJOURNMENT

Motion: By Member Haagsma supported by Member Rober to adjourn the meeting.

Discussion: None

Ayes: Billips, Burns, Giarmo, Haagsma, Thomas, Rober, Waayenberg

Nays: None

Abstain: None

Motion: Passed

Meeting adjourned at 8:30 pm.

CERTIFICATION

I hereby certify that the above is a true copy of the minutes from the February 22, 2018 Regular Meeting of the Gaines Charter Township Planning Commission held at the time and place mentioned above pursuant to the required statutory procedures.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lani Thomas". The signature is written in black ink and is positioned above the printed name and title.

Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: March 22, 2018