

MINUTES OF THE GAINES CHARTER TOWNSHIP PLANNING COMMISSION
FOR THE REGULAR MEETING HELD ON
MARCH 25, 2016
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 7:04 p.m. by Chair DeWard. A quorum was present.

MEMBERS PRESENT: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma,
Ronnie Rober, Lani Thomas

MEMBERS ABSENT: Louis Waayenberg (*with notice*)

OTHERS PRESENT: Mark Sisson, Township Planner / Zoning Administrator,
Matt McKernan, Assistant Planner
Sandy Wiltzer, Recording Secretary

II. CONSIDERATION OF MEETING AGENDA

None

III. CONSIDERATION OF MEETING MINUTES

February 25, 2016 – Regular Meeting Minutes

MOTION: By Member Haagsma supported by Member Rober to approve the minutes for
the February 25, 2016 Regular Meeting.

AYES: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma, Ronnie Rober,
Lani Thomas

NAYS: None

ABSTAIN: None

MOTION: Passed

IV. INQUIRY OF CONFLICT OF INTEREST

None

V. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

VI. GENERAL DISCUSSION ITEMS:

- 1. Chick-fil-A Restaurant, 1545 Edgeknoll Drive: Amendment to Crossings PUD and Site Plan Review:** Step 1 Preliminary Site Plan Review for a Major PUD Amendment to the Crossings PUD. Site Plan Review for 4800 Sq. Ft. restaurant with drive through window. *File No. 151228CS*

Chair DeWard called for a motion to remove the item from the table.

Motion: By Member Giarmo supported by Member Haagsma to remove this item tabled from the February 25, 2016 meeting.

Discussion: None

Ayes: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma, Ronnie Rober, Lani Thomas

Nays: None

Abstain: None

Motion: Passed

Chair DeWard asked the representative for Chick-fil-A to discuss changes provided to the Commission from the last meeting. Cheryl Scales from Progressive AE indicated there had been minor changes to the site plan which included a designated parking space for customers using the Chick-fil-A mobile application for order pick-up, and the addition of a mobile cash station which would be staffed as weather permitted.

A revised landscape plan has not been submitted, but Chick-fil-A will make changes as required by the Township and is asking that staff be allowed to approve administratively.

Signage had been approved at the prior meeting; it was noted that an additional sign had been added to support the mobile application. Planner Sisson stated the sign is incidental and does not need to be called out on the site plan.

Chick-fil-A has provided a letter stating they will cover the expense for traffic control provided by the Sheriff's department during opening week.

Pete LaMourie a traffic engineer from Progressive AE, spoke to the concerns expressed at the previous meeting regarding traffic conditions at the intersection of Edgeknoll Drive and Kalamazoo Avenue. The Kent County Road Commission aided in identifying the parameters of the study area. Existing conditions and anticipated changes after opening were reviewed. The worst case scenario was selected and to that, an additional 10% was added. A left hand turn to the north from Edgeknoll Drive proved to be unacceptable. Mitigation measures indicated capacity on the traffic signal to allow a shifting of green times to put the level of service into an acceptable range without significant detriment on surrounding traffic.

It was noted that Kent County Road Commission staff has concurred with the results.

Chair DeWard requested a letter received from Jessica Campbell – 6858 Aleda on March 23 be included in the record. A copy of the letter is to be provided to AE Progressive for review before the Township Board meeting on May 9.

Giarmo asked for peak time(s) to be defined. LaMourie stated the time would be between 5:00 – 6:00 p.m. Member Haagsma, who is the Director of Traffic and Safety at the Kent County Road Commission, noted that in this case, the study indicated the peak volume occurring between 5:00 to 6:00 p.m. Overall, forty-five inbound and 42 outbound traffic movements are projected to be added to the intersection by Chic-fi-A during the peak hour.

Giarmo asked about the mobile cash station being an outdoor activity. Planner Sisson stated it is proper to make note of it and the station is shown on the site plan but if it is acceptable, no further action is required.

Engineer Gritter is satisfied with the utilities, drainage and the detention area sized for the site.

Chair DeWard called for a motion.

Motion: By Member Giarmo supported by Member Rober to approve the Site Plan Review for a Major PUD Amendment to the Crossings PUD per Resolution #16-03 to the Township Board for the May 9, 2016 meeting to allow for a “fast food restaurant with drive through”. The Planning Commission acknowledges and approves the mobile payment station indicated on the site plan, signage as indicated in the resolution and on the plan, and staff administrative approval for final landscape plans.

Discussion: None

Ayes: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma, Ronnie Rober, Lani Thomas

Nays: None

Abstain: None

Motion: Passed

2. 2015 Planning & Zoning Department Annual Report

Assistant Planner McKernan presented the 2015 Annual Report (*attached*). The Planning Department is mandated by statute to present an Annual Report to the Township Board including a work plan for the upcoming year. Planner Sisson stated a motion to forward the 2015 Planning & Zoning Department Annual Report to the Board would be appropriate.

Chair DeWard inquired about Code Enforcement relating to trash and where the problem is most likely to appear in the Township. Assistant Planner McKernan stated the area to the west of Brownell Street to 72nd Street east of Division Avenue was the Township’s challenge area.

Chair DeWard called for a motion.

Motion: By Member Haagsma supported by Member Giarmo to approve the 2015 Planning & Zoning Department Annual Report to the Township Board for their approval.

Discussion: None

Ayes: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma, Ronnie Rober, Lani Thomas

Nays: None

Abstain: None

Motion: Passed

VII. DISCUSSION AND CONSIDERATION OF PLANNING COMMISSION BYLAWS (Tentative).

Planner Sisson prepared a draft copy of bylaws for the members to review. Items hi-lighted in green were discussed at the February meeting regarding ethics and conflict of interest. Sisson restated that members must examine themselves and decide whether an issue is to be brought to the Commission's attention. Sisson asked for the members to review the documents and questions would be covered at the April meeting.

VIII. GENERAL DISCUSSION ITEMS

1. Distributed Antenna Systems (DAS).

Planner Sisson stated that Distributed Antenna Systems are a current topic of discussion with the Grand Valley Metro Council. The Council has created a consortium to address the topic of permitting and licensing of these devices intended to "augment the area's cellular and wireless communication system connected to the larger existing cell towers by fiber optics." Planner Sisson stated the devices are attached to poles similar in size and appearance to light poles, within the street right-of-way. The system is not supported by current permitting processes. The companies installing the devices are somewhat furtive in describing the nature of the work. The Township recently received requests for inspections at 6 locations for which a "Stop Work" will be issued.

Planner Sisson stated a request had been made of the Township Board to provide general policy direction on this issue.

2. Development possibility on the east side of Kalamazoo Avenue across from Stonewater Country Club in the 7000 block.

The Township was approached by a potential developer who is considering a gas station / convenience store / potential day care center on the site.

Sisson stated the requirements of the PUD are for C-1 uses but did not specifically prohibit gas stations, which are considered special uses in regular C-1 Districts. After some discussion it was noted that other areas defined in the 68th Street/Dutton subarea plan

may be more appropriate for this type of use.

3. Leisure Creek Street Stub

Valley Spring Drive, the first street running to the east from Leisure Creek (north of 68th Street) is a public road ending in a stub. The Kent County Road Commission has been petitioned by to make the road private. The Township Board passed a motion in support of forwarding a letter in opposition to the request.

4. South Christian High School

Chair DeWard indicated a three year plan to develop a new South Christian High School in the 8000 block of Kalamazoo adjacent to the existing athletic area is underway. The project is currently in the design process. The existing school located on 68th Street in Byron Township is being considered for other uses such as a tech center or to house apprenticeship trade programs.

5. Comments from Don Hilton

In reference to code enforcement mentioned in the 2015 Annual Report, Supervisor Hilton stated staffing in the department had been reduced to one person for the past five years. Prior to that, two people were in the department and time was available for code enforcement. The department has returned to two full time people and with that, code enforcement should pick up. He also noted that the reduction in code enforcement actions may also be partially attributed to the Township's decision to allocate money to retain the services of a Community Policing Officer.

Hilton suggested that a gas station in the Crystal Springs PUD would probably not be well received by the public and / or current Township Board members.

6. Parks and Recreation

The annual Garlic Mustard Pull is scheduled for Saturday, May 7.

Hilton stated the Township Board approved a request to build a 60' stretch of boardwalk over wetlands in the back southwest section of the property located at Prairie Wolf Park. Chair DeWard expressed a desire to look at the overall trail system to determine if gaps in the system can be tied together. Hilton stated Roger Sibine, Director of Kent County Parks Department has been working with the Township to connect the Paul Henry Trail to the Dutton area along the Railway trail. Sabine is looking for Federal funding to complete the section from 76th Street / Railway to Hammond Ave connecting to Shady Side Park. The Township's share in the expense is \$80,000 per Hilton.

IX. ADJOURNMENT

Motion: By Member Giarmo supported by Member Thomas to adjourn the meeting.

Discussion: None

Ayes: Brad Burns, Robert DeWard, Connie Giarmo, Tim Haagsma,
Ronnie Rober, Lani Thomas

Nays: None

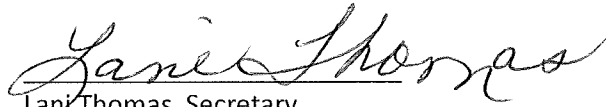
Abstain: None
Motion: Passed

Meeting adjourned at 8:34 P.M.

CERTIFICATION

I hereby certify that the above is a true copy of the minutes from the March 25, 2016 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,



Lani Thomas, Secretary
Gaines Charter Township
Planning Commission

Dated: May 28, 2016