

APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD PLANNING COMMISSION
OCTOBER 10, 2017, 7:30 P.M.
COMMISSION CHAMBERS

- A. Chair Jones called the meeting to order at 7:30 p.m.
- B. The Pledge of Allegiance was led by Commissioner Bridson.
- C. Roll Call:
Members Present: Bill Benoit, Emily Bridson, Garrett Fox, Dan Holtrop, Sandra Jones, Ed Kape, Mike Pemberton, Frank Vander Hoff
Members Absent: Johngerlyn Young (with notification)
Others Present: Community Development Director Terry Schweitzer, Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier, and the applicants.

Motion by Kape, supported by Pemberton, to excuse Young from the meeting.

- Motion Carried (8-0) –
- Young absent -

- D. Approval of the Minutes and Findings of Fact

Motion by Commissioner Benoit, supported by Commissioner Fox, to approve the Minutes of September 26, 2017.

- Motion Carried (8-0) –
- Young absent -

- E. Approval of the Agenda

Motion by Commissioner Pemberton, supported by Commissioner VanderHoff, to approve the agenda for the October 10, 2017 meeting.

- Motion Carried (9-0) –

- F. Acknowledge visitors wishing to speak to non-agenda items.

There was no public comment.

- G. Old Business

There was no Old Business.

- H. Public Hearing

Case#27-17 – Christ Community Church Conversion- Special Land Use and Site Plan Review for an Elementary School – Located at 2400 Forest Hill Ave

Pung introduced the request. He stated the request is for special land use and site plan review for an elementary school that will be located in the lower level of Christ Community Church. Pung stated the property is zoned RPUD1 which makes an elementary school a special land use within that zoning district.

Pung stated there will be no changes to the exterior of the church. He stated all the changes will be internal only to the existing building. He stated based on their description they are looking at a maximum of 75 students. Pung stated when they are fully staffed there will be a teacher/student ratio of one to fifteen. He stated the school is designed for grades K-5.

Pung stated the issues that were raised at the work session were addressed. The applicant indicated there are no plans for any type of fenced in play area. He stated they will be using a fenced in garden area as part of their education and part of their classroom activities, but they will not have an outdoor fenced in play area.

Pung stated the applicant has no intent to have any kind of bus parked or stored on the property. He stated their current intent is to have parent volunteers transport the students to any type of off-site activity.

Pung stated he is recommending conditional approval of the special land use and site plan review as described in his memo.

Jones opened the public hearing.

Marc Daneman, 2557 Forest Bluff, a member of the condominium was present. He stated he is not the President, but as far as he recalls there were no objections from the association. He stated he is in support of the project and thinks it is good for the community.

Motion by Benoit, supported by Pemberton, to close the public hearing.

- Motion Carried (8-0) –
- Young absent –

Kape questioned what happens in Montessori after the 5th grade. Frances Neville stated later on down the road they will be looking for a larger piece of property and expand the program to teach children ages 3-18. Neville stated but, they have to be accredited first and that take two years. They will start that process when they open the school.

Fox questioned how many administrators and how many educators. Neville stated the intent is to start with one classroom. There will be one teacher which will be Neville. She

stated she will be the administrator and teacher for the first classroom. When they reach 15 students she will hire a teacher. She stated she will then step out of the classroom and become administrator only.

The commissioners were ok with the request.

Motion by Holtrop, supported by Pemberton, to grant conditional approval of the special land use Elementary School as described in Case#22-17. Approval is conditioned on conditions 1-2 and basis points 1-5 as described in Pung's memo dated October 2, 2017.

- Motion Carried (8-0) –
- Young absent –

Motion by Holtrop, supported by VanderHoff, to grant conditional approval of the site plan dated July 20, 2017 as described in Case#22-17. Approval is conditioned on conditions 1-2 and basis points 1-3 as described in Pung's memo dated October 2, 2017.

- Motion Carried (8-0) –
- Young absent -

I. Work Session

Case#28-17 Ferguson Site Plan – Special Land Use and Site Plan Review for a Contractor's Yard – Located at 3900 44th Street

Pung introduced the request. He stated the request is for special land use and site plan review for a contractors yard. He stated they applicant is taking over an existing building. He stated for the use they want, they would like to expand the paved area behind the building. He stated they want to use that for storage of product in addition to what they would store indoors as part of their business.

Pung stated there were two issues. Staff needs more detail on the operations and business description, which would also include the type of material that would be stored outdoors and the anticipated stacking height for those materials. He stated staff also asked for additional detail on the screening. They proposed some landscaping but there is an open fenced area. At the staff review the applicant stated that it is there intent to put some type of slating or screening along the fencing which would count for screening for that storage yard.

Pung stated fire and engineering didn't have any major concerns with the project.

Nolan Miller, with Nederveld, was present.

VanderHoff, Bridson and Pemberton, were ok with the request. VanderHoff and Jones questioned if Ferguson already had a presence in the area. Miller stated they do off of Franklin and Ionia.

Fox questioned the kind of business. Miller stated the applicant is using the business primarily for sales. The outdoor area will be primarily for PVC, HDP and ductile iron. He stated mainly items that they sell. He stated the outdoor use is for the larger items. He stated the applicant would like to stack the items as high as 12 feet outside, but if the City imposes a limit they would be willing to comply with that. Fox questioned what will be in the rear. Miller stated that will all be storage. Fox questioned how many employees they plan to have. Miller stated 28. Fox questioned the hours of operation. Miller stated 7am-5pm Monday-Friday. Holtrop questioned if it will be enough drainage area. Pung stated yes. Holtrop stated as long as we are clear on the stacking height and screening he is ok with the request.

Case#29-17 – Kentwood Pizza Ranch – Special Land Use and Site Plan Review for a Drive-Thru (Pick up Window) Located at 3858 28th Street

Golder stated there was previously a Pizza Ranch franchise at this location and it went out of business. She stated the Westra's are establishing the Pizza Ranch at the same location. She stated what they would like to do is have a pick up window because they think it will enhance their business. Golder stated the property owner has recently redone the parking lot area.

Golder stated the applicant is interested in adding a drive up window on the south side of the building. She stated due to the nature of food sold at this store, no menu board is proposed. She stated customers would place a call to the store and pick up their food within a specified time at the drive up window. She stated the applicant estimates that the time at the window for each vehicle is approximately two minutes, averaging 4-6 guest per hour.

Golder stated she has concern with the blind corner on the southeast corner of the building, they have a freezer unit outside. She stated they need some signage and there are some bollards to protect the freezer and cooler from getting hit. Golder stated with the cooler on the service drive it is not wide enough on the east side of the building for two way traffic; therefore staff is going to recommend that it become one way traffic from 28th Street to the south.

Golder stated some of the things that staff will be looking for from either Pizza Ranch or the landlord is: staff will want the drive up window striped for one way traffic, some kind of directional signage to show one way, and put a berm or a fence on the blind corner (to make sure there are no accidents due to someone not seeing someone else coming around the corner when they finish picking up their order).

Bret Westra, Muskegon MI was present.

Kape questioned if the outdoor freezer is in compliance. Golder stated she thinks it is in compliance. Benoit stated he wants to make sure we have some signage. Holtrop and

Pemberton suggested there be a mirror in place where there is the blind corner. Fox questioned the hours of operation and number of employees. Westra stated 11am-8pm Monday through Saturday and 11am-7pm on Sunday. Westra stated there will be roughly 10 full time employee and an additional 30-35 part time high school students. Bridson and VanderHoff, were okay with the request. Jones questioned when they plan to open. Westra stated their goal is November.

J. New Business

Motion by Holtrop, supported by VanderHoff to set a public hearing date of November 14, 2017, for: Case#30-17 – Zoning Ordinance Amendment pertaining to Art Display Venues.

- Motion Carried (8-0) –
- Young absent -

K. Other Business

1. Master Plan Discussion

Motion by Holtrop, supported by Benoit, to initiate the review of the City of Kentwood’s Master Plan.

- Motion Carried (8-0) –
- Young absent -

The issues relating to redevelopment of Division Avenue and complete streets were discussed at length.

2. Commissioners’ Comments

Jones questioned what is happening at Burlington. Golder stated they are proposing to redevelop the property to include a Marshall’s, Pet Store and an office. Burlington will down size.

3. Staff’s Comments

Staff offered no additional comments.

L. Adjournment

Motion by Commissioner VanderHoff supported by Commissioner Holtrop, to adjourn the meeting.

- Motion Carried (8-0) –
- Young absent -

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Meeting adjourned at 8:55pm

Respectfully submitted,

Ed Kape, Secretary