

APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD PLANNING COMMISSION
JUNE 26, 2018, 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 Benoit.
- C. Roll Call:
Members Present: Bill Benoit, Garrett Fox, Dan Holtrop, Sandra Jones, Ed Kape, Timothy Little, Mike Pemberton, Monica Sparks, Frank Vander Hoff,
Members Absent: None
Others Present: Community Development Director Terry Schweitzer, Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier, the applicants and about 5 residents.
- D. Approval of the Minutes and Findings of Fact

Motion by Commissioner Holtrop, supported by Commissioner Pemberton, to approve the Minutes of June 12, 2018 and the Findings of Fact for: Case#20-18 – Good Stuff Fireworks Tent Sale – Special Land Use and Site Plan Review for an Open Air Business located at 3170 28th Street SE; Case#21-18 – The Fields of Breton – Tentative Preliminary Plat Located at 5955 Wing Ave

- Motion Carried (9-0) –

- E. Approval of the Agenda

Motion by Commissioner Kape, supported by Commissioner Pemberton, to approve the agenda for the June 26, 2018 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#22-18 – Cobblestone at the Ravines – Final PUD Phase Site Plan Review Central Village Phase 3 South Village Phase 2 Located at 4333 Shaffer

Golder stated the request is for a 4.33 acre approval of 36 condominium units. She stated this is a change from the previous depiction of these condominiums, which were approved preliminarily as site condominiums. She stated as condominiums (not site condominiums), the ownership privileges will only extend to the inside of the home. The outside of the home, and the land surrounding the units will now be considered common elements, with maintenance paid through the condominium association. The master deed for these units will be different from the site condominium units. Golder stated these will have the appearance of a regular subdivision or the rest of the single detached site condominiums on the Cobblestone site. She stated there are 10 regular condominium buildings -- 2 four unit buildings and 1 two unit condominium building.

Golder stated at the work session there was discussion regarding the applicant providing additional elevation. She stated she received them, they now have 6 different plans. She stated staff asked for the driveway that serves more than one unit to be widened to meet our private road regulations and they have done that. She stated we asked for a landscaping plan they have added that. She stated we have a plan that includes landscaping throughout the front of the single family homes so they will be standardized.

Golder stated she is recommending final approval for a PUD Phase as described in her memo.

David Stebbins with Redstone and Robb Lamer with Exxel Engineering were present.

Jones opened the public hearing.

Lynne Stolk, 4332 Stratton Blvd. was present. She questioned the stack flats. Golder stated they have already been approved and now under construction. Golder stated the commissioners received her email and it is related to the landscaping. She stated the association was wondering about the requirement for landscaping and when does the yard have to go in. Golder stated under the ordinance they have 1 year to complete. But the ordinance doesn't say that it has to be the contractor that puts the landscaping in. She stated in this case she expects they leave it up to the homeowner to put it in. Discussion ensued.

Steve Schultz, 4360 Astoria was present. He stated all he ask in the new phase that everything that was promised would be carried out. He stated he did his own landscaping. He stated they would like to hold Redstone accountable to making the condos look nice.

David Prominski, 4337 Astoria was present. He was concerned about the landscaping. He stated he would encourage the map to be amended with some foliage along the outer edge. He stated there is zero clearance when you step out of a house. He stated a couple houses you step off the back porch and you are on somebody else's property. Lamer stated there are 6 sets of the architectural drawings.

Motion by Holtrop, supported by VanderHoff, to close the public hearing.

- Motion Carried (9-0) -

Sparks questioned if they will be responsible for the landscaping. Stebbins stated that is correct. Stebbins stated the difference between this and the phase this and the one traditional single family homes, is the homeowners are responsible for their own landscaping. This has been converted because they have seen the type of people that want to come in and move into the area which are the baby boomers. He stated they want to move in and not have to worry about mowing lawns or driveways. That is why they switched to a traditional condominium so the association itself will manage the landscaping from the initial construction of the unit. He stated a part of that will be the developer's responsibility to complete the landscaping. Sparks stated they need to make sure the residents that are there are taken care of. Stebbins stated that is the difference between single family homes and traditional condominiums. They always landscape their units, it is always part of the package they deliver. A unit it is completed and landscaped. Single family homes the landscaping is up to the homeowner. Discussion ensued. Sparks stated she likes Redstones construction and thinks that they do a wonderful job.

Kape questioned the 30 foot drop along the northern edge of the phase under review and if they are concerned about putting a privacy fence along there so nobody wonders in. Lamer stated it is about 5 feet before it goes down.

Pemberton, Benoit, Holtrop and Little were ok with the request.

Fox questioned the zero step. Stebbins stated they have the units set for this area, they are all going to be zero clearance. He stated they try to accommodate where they can but they have other units that are available. Discussion ensued. Fox questioned parking. If you are visiting where people are parking. Lamer stated there is room to park a car on the street. Discussion ensued. Golder stated it is 26 feet with the curb.

Lamer stated the beauty of going to conventional condos versus single family lots is Redstone has more control of what building is going to go in when and where they get positioned. Lamer stated before it was, here is the lot, you own the lot, it has to be one of these types. He stated now it will flow together better.

VanderHoff stated there seems to be a shortage of parking and the lots are small.

Jones questioned if there will be a different HOA. Lamer stated it has to be now. The association has to maintain the yard. She questioned will it work with the existing HOA. Lamer stated there are multiple condos associations and then the overall board. Discussion ensued regarding HOA associations.

Motion by Holtrop, supported by Benoit, to grant conditional approval of the Final Site Plan dated June 20, 2018 as described in Case No 22-18. Approval is

conditioned on conditions 1-6 and basis points 1-4 as described in Golder's memo dated June 21, 2018.

- Motion Carried (9-0) –

I. Work Session

Case#23-18 Panda Express Chinese Kitchen - Special Land Use and Site Plan Review for a Drive-Thru Restaurant Located at 3170 28th Street SE

Golder stated the Panda Express Restaurant is proposed to be located at the southwest corner of 28th Street and Shaffer Ave. The applicant would like to build a 2,216 square foot restaurant on a 1.2 acre site.

Golder stated this piece is 70 feet from the center line ROW, adjacent is Ashly furniture and it is 50 feet from the ROW. Golder stated from the ROW our ordinance requires a 35 foot landscape parking setback. She stated it will sit back further than where the paved parking is now. She stated it does not meet our parking standards because the ROW would require it to be in the back to comply to the 70 foot setback from center lane. She stated the applicant is asking for a variance from the Zoning board of Appeals to allow them to keep the parking where it is now. She stated she isn't sure the project could work without the variance but that is something the applicant will have to take a look at once the Zoning Board takes action.

Issues

ROW

*Access on 28th Street a proposed easement is requested to make sure that is accomplished so they can always have access to and from 28th Street without crossing property they are not allowed to cross. Also want to continue the drive easement to 29th Street to provide a secondary access.

*Exceeds Parking requirements – She stated there are 26 spaces required and they have got 44 on the site, they are over parked. She stated the applicant proposes 9 parking spaces on the east side of the site near Shaffer Ave. However, there are no doors to the store along the east side of the building. A customer would have to walk along the drive aisle and across the front of the building to enter. The applicant should indicate the number of employees on the site to determine if this parking could be used by employees since it is less desirable for customers. Since customers may park in those spaces anyway a crosswalk at the front of the building would be beneficial.

Golder stated the applicant should indicate how often on average, a vehicle within the drive through may be asked on average to “pull ahead and park” if their food order is not ready.

In order to use the angled parking in front of the building a customer would have to first drive around the entire building, since 80 feet of the drive aisle in front of the restaurant is one way only. Since the site is over parked by 18 spaces, the applicant should consider

reducing the number of angled spaces on the east side of the one way driveway in front of the building. There is room for two way traffic to enter the drive through lane the wrong way. There was discussion about reducing the width of the driveway to better define the transition from two way to one way.

There was also discussion about the height of retaining wall and percent needed with landscaping to help minimize the impact of a tall wall adjacent to a street ROW. Lot coverage information shall be provided to confirm compliance with city requirements

Exceeds average to minimum lighting requirements

Parking on east side of site not convenient for customers. One lane in front of building should be reduced, and 90 degree parking provided

The City engineer notes that the loading area near the dumpster will block traffic if there is a queue for the drive through. The applicant indicates that the store hours are 10:00am-10:00pm

Amy Conti, with Noor Architects and Mike McPherson with Atwell civil engineer consultant were present.

McPherson stated the with respect to the retaining wall the highest point will be in the corner at about 7 – 7 ½ feet. They will have underground detention on the site, likely under the parking lot. That has been coordinated with the City Engineer. He stated they will give consideration to the 9 spaces for employees parking and additional crosswalk and paving markings. He stated there were some ideas from staff to maybe narrow the drive down or create a narrow pinch point for customers coming in won't continue. He stated they will look at the area and come up with the best solution.

VanderHoff stated by the retaining wall going to the east, if you go over the retaining wall you have a big drop. McPherson stated they will have a fence and/or a guard rail. VanderHoff stated he thinks it will be a great addition.

Fox questioned the facility operating with 3 employees. Conti stated that is average. At peak times you will have more. Engineer had questions regarding access to dumpster during peak hours. McPherson stated it will be off peak pick up same with the deliveries.

Little questioned if the storm sewer was public or private. McPherson stated it is public sewer. Little questioned if there was an easement for the public sewer. McPherson stated he doesn't think there is an easement. Little stated public water crossing private property is a concern he has. McPherson stated he will look at that. Discussion ensued regarding catch basins and storm sewer easements. Little also questioned the hydraulics being checked and the type of orifice. McPherson stated that should be fine.

Holtrop questioned the easements on the parking McPherson stated they are fine they are working on that. He questioned if there were any thought's on getting closer to 26

parking spaces and having less asphalt. Conti stated parking spaces is mostly client driven and what they prefer on their sites to accommodate peak volume. She stated they can have a conversation with them if the City feels it is too many but that is what they would prefer to see.

Benoit stated he agrees it will be hard for the Zoning Board of Appeals to approve a variance when you are exceeding the parking minimum. Discussion ensued.

Pemberton stated there is a lot of space behind the building that seems wasted what will it be. McFeson stated it will be grass and it is necessary for the stack for the drive-thru. Pemberton stated he is good with the request.

Kape stated he thinks it is a good use for a difficult site.

Sparks stated she is concerned about the deliveries. Conti stated it is before business hours and the drive-thru is 27 feet.

Jones questioned if the project is approved what is the construction timeline. Mcferson stated they think it will be a late summer early fall start and take 100-120 days to build trying to get it open in 2018.

J. New Business

Motion by Holtrop, supported by Fox to Set a public hearing date of July 24, 2018 for: **Case#24-18** – Inglenook Condominium – Major change to the PUD - Located the South side of Burton 4200 block

- Motion Carried (9-0) –

K. Other Business

1. Review/Discussion of Master Plan Update Documents

Economic Development

Key Issues:

- Kentwood has traditionally had a large number of manufacturers that it has relied on to supply jobs and tax base. Currently manufacturing is doing well; however, a turn of the economy may change this situation, as in 2008. Every effort should be made to retain the manufacturing jobs in the city, and encourage the diversification of manufacturers.
- While all manufacturing jobs are important to the local economy of the city, certain manufacturers may be seen as being more sustainable in the future. Alternative energy, advanced manufacturing, medical devices, and agribusinesses are some of the fields the city should promote for long term sustainability and job growth.

- One of the biggest issues for all employers in the metropolitan area is access to labor. In many cases, transportation to the workplace is a barrier to employment.
- Job growth in the future may come from start-ups that are based on new ideas and innovations. The city should must find ways to encourage and promote entrepreneurial development.
- Green is good business for the city. Businesses that promote green practices will save money, keep employees healthier, and be more successful. In addition, people increasingly want to live in a community that is sustainable and makes environmentally conscious choices.
- Commercial development is still an important part of the city's economy. The city has not actively pursued retention and expansion of this sector of the local economy that also provides jobs and income for the city.
- There have been large retail centers that have closed due to on-line sales and delivery services such as Amazon. So far, most of the closed retail buildings have been re-used or re-purposed. However, in a downturn of the overall economy, re-use of buildings may not be as certain. The city may be able to offer incentives for the re-use of existing buildings before allowing for new construction.
- It is increasingly important for business and industry to have access to multiple modes of transportation including rail service. However, there has been movement to remove rail access from industrial areas due to lack of use and deterioration.
- The city is part of a regional economy. It should recognize and build on its unique contribution to the overall well-being of the region.

Action Items:

- In conjunction with the Right Place, Inc. and the Michigan Economic Development Corporation (MEDC), Kentwood will maintain its retention and expansion program, a program designed to retain and grow businesses within the city.
- The city will encourage technology businesses to locate in the industrial sector of the city. These businesses may wish to locate in this area due to the existence of Switch in Gaines Township. Every effort will be made to improve broadband access within the region, including allowing for additional capacity for broadband when road projects are undertaken in the area, as well as providing additional non-motorized access to the industrial zone. These are amenities that are attractive to the these technology businesses.
- The EDC will review use of the Entrepreneurial Center that the Richard L Root library to ensure that information provided within is relevant and useful to people wishing to start their own business.
- City will update its website to include additional information regarding economic development programs and resources for all businesses, including start-ups and

home based businesses. **Golder stated she would be ok taking this bullet out or they can leave it in if they would like**

- o The city will encourage the redevelopment of brownfield sites to bring these underutilized properties back to full use and to ensure the safety of workers at these locations.
- o The city will encourage the reuse of existing buildings and will encourage the businesses that are mostly likely to be successful in the new economy.
- o The city will encourage and support commercial development through its loan programs and will support business associations in the community. The City will promote its businesses through social media to increase awareness of this sector of the economy.
- o City shall develop property information packages through its Redevelopment Ready Community (REC) efforts to identify priority properties available for development within the city. The property information packages shall list the amenities associated with the property, relevant demographic data, provide a market analysis, list incentives available and provide other information to communicate the city's desired outcome for the area. The city will work with the residents in the area to ensure community support and vision for a development project.

Jones questioned what would be the steps to make this reality. Golder stated RRC required Kentwood to submit information on how they approach redevelopment. They are going to let the City know when they are done with the initial review of their application then there is going to be a meeting with City Commission and planning. She stated a lot of attention is focused on transparency but one of the options would be to have the site on our website. Only thing she is concerned about is marketing something private on a public website. Sparks stated she thinks we should market where we want the development to happen faster. Golder stated she isn't sure how the city commissioners will feel about. Discussion ensued

- o The city will monitor the retail vacancies over time to determine whether a change in land use is necessary in traditionally commercial areas. If a change is warranted, city shall encourage mixed use development to reduce vacancies in the neighborhood shopping areas, bring more potential shoppers, and reduce amount of vacant property.

Golder stated she is going to remove references to mixed use development because the commissioners decided to take that out last time.

- o City will support efforts of Woodland Mall to attract and retain tenants, and to remain a relevant shopping facility.

- o The city will continue to improve pedestrian access through sidewalk construction and non-motorized facility interconnections along major arterial streets and areas that include large employers.
- o The city will consider its development review policy and procedures to ensure that the process is streamlined, well-documented and transparent.
- o City will encourage the establishment of business associations for commercial districts.
- o City will support the improvement and expansion of air service in and out of the Gerald Ford International airport.
- o The city will encourage and support the maintenance of rail service to the industrial sector of the community.
- o Kentwood is part of an economic development region, and should find its place in the regional economy and build on those strengths. Kentwood does not have a downtown, but it has accessible vibrant neighborhood shopping areas and a successful regional mall.

Schweitzer spoke about the prospect of a (FTA) Federal Transit Administration TOD grant and putting a grant application together with the RAPID, City of Grand Rapids and the City of Wyoming for the Division Avenue corridor

Green Infrastructure - Open Space and Greenway Network

Key Issues:

- Plaster Creek and its tributaries are important natural and cultural resources for the city of Kentwood. The Plaster Creek floodplain and associated wetlands are important for the long-term health of the Plaster Creek system as well as providing a protected habitat for the natural movement and migration of wildlife.

Schweitzer stated one thing we should incorporate into this section is the EPA standards as it relates to stormwater detention. Kentwood has an application in as to whether or not it is going to be acceptable. In addition, Calvin College has done some study and assisted clean-up along Plaster Creek.

- Existing parks in the Kentwood park system are generally not connected by non-motorized trails or green corridors. However, in recent years there has been some progress establishing a connection between the East-West Trail and Veteran's Park as well as improving the connectivity across and along 44th Street of the Walma Trail with the Walnut Hills Trail leading to Stanaback Park.
- The Kentwood park system is generally isolated from the parks and open space networks of surrounding communities.
- In recent years the city has developed the Paul Henry Trail and the East-West Trail which are outstanding recreational and cultural amenities. The Paul Henry Trail now extends south of 60th

Street along East Paris Avenue into Gaines Township. Likewise, in 2016 the City of Wyoming installed a refuge island in the 5000 block of Division Avenue to afford safe passage from the East-West Trail into Wyoming. The 2014 Grand Valley Metro Council Non-Motorized Transportation Plan and the Kentwood Non-Motorized Facilities Plan adopted in 2017 provide a guide to integrate these and other trails as part of a larger regional non-motorized network.

- The city of Kentwood has established a virtually complete network of sidewalks along arterial frontages within the community. The 2013 Community Development Block Grant project and 2014 joint Congestion Mitigation Air Quality project with the City of Grand Rapids and the Michigan Department of Transportation to install sidewalks in the highly visible commercial area of 28th Street from Patterson Avenue to the west city limits accommodates pedestrian movement and supports transit services along this major State trunkline.
- Public Act 135 of 2010 requires the development of a complete streets policy that provides for the planning, design, and construction of roadways or an interconnected network of transportation facilities. The policy is intended to be applied any time a transportation facility is constructed or reconstructed.
- Schools and civic spaces in Kentwood are gradually becoming connected via non-motorized trails through the use of Community Development Block Grant and Safe Routes to Schools grants.
- In the past, the city has had difficulty in accepting open space donations due to the issues regarding the costs for ongoing maintenance of city properties.
- Kentwood has had difficulty funding property maintenance for its existing open space properties. The city's millage that is dedicated to parks currently cannot be used for park maintenance, making it more difficult to justify the acceptance of open space and park properties. However, as a result of its 2014 Business Plan and subsequent adoption of the 2015-2020, the Parks & Recreation Commission has re-focused on projects that will improve maintenance of the infrastructure and facilities in existing parks.
- Surveys conducted by the Park and Recreation Department in 2010 and similar surveys and focus groups surveyed as part of the 2014 Business Plan indicate high satisfaction ratings for the overall Kentwood park system, the accessibility of parks/facilities, the maintenance of trails and parks, and the non-motorized trail system. The survey indicated a desire for more trails, walking paths, splash parks, and benches, and to make a more bike friendly community. The survey also revealed that there is some support to fund these initiatives with additional tax dollars.

Action Items:

- A Complete Streets policy consistent with PA 135 of 2010 should be developed.
- Supplement the annual Schedule of Capital Improvements to incorporate the improvements and funding strategies identified in the Non-Motorized Facilities Plan.
- In 2014 the Grand Valley Metro Council adopted a Non-Motorized Transportation Plan for Kent and portions of Ottawa counties. In 2017 MDOT began promoting a statewide non-motorized transportation plan that would weave together plans for the various metropolitan areas across the state.

Schweitzer stated this may be in process already we will look if this is an action item or something that has already taken place.

- Work with the Christian Reformed Recreation Center to create a regional trailhead. Recent discussions with the operators of the Recreation Center as well as a major property owner to the south would suggest there is some prospect of a nature trail in this area of the Plaster Creek.
- Work with State and County officials to open the landfill for recreational uses, such as for hiking and cross country ski trails around the restricted areas of the landfill. It is highly unlikely in the near term to open the former landfill for recreational use. However, the City Hall Campus Master Plan received and filed by the City Commission in 2017 included an eastward non-motorized trail extension from Walma Avenue along the south line of the Justice Center connecting to a future soccer field further to the east, to the Springbrook neighborhoods to the north and east again to the Woodberry and Meadowbrook subdivisions.

Fox suggested revising the language where it says highly unlikely doesn't sound like action items language. Revise it to what we can do

- Develop new landscaping standards to use native Michigan plants to cut down on maintenance costs for public parks and open space. Ash trees that have died should be replaced to maintain and improve the city's green canopy. The City has begun to replace some of the ash trees that have died along arterial and local streets through the annual DTE and Consumers Energy Street Tree Grant programs. Mayor Kepley has expressed a desire to develop a plan and funding strategy to replace and supplement all trees that were formerly placed in the public right-of-way. The funding strategy should include consideration of establishing a city tree nursery.

Student intern Brandy Bale is putting together a survey of trees along all City Streets which will serve as a tool to develop a street tree program to replace and replenish

- Consider offsetting maintenance costs by allowing the private maintenance of open space or parks in exchange for signage acknowledging the maintenance on city property.
- When the park millage is renewed, make provisions to allow the use of the funds for maintenance as well as new purchases.

Jones questioned when will this be renewed. Kape stated Park and Rec is starting with the POPS (Program Plan our Parks). Jones stated she notices the City struggles with maintenance and the prior Park Millage didn't permit for the dollars to be used for maintenance.

Sustainability means different things to different people and communities. In general, sustainable communities are communities that are planned, built or modified in order to promote sustainable living and tend to focus on environmental and economic sustainability, sustainable urban infrastructure, social equity, and municipal government.

Key Issues:

- Sustainability has become an important aspect of communities that are successful and vibrant. People want their communities to be economically and environmentally sustainable. Sustainability will pay off in the future by reducing waste, saving money, and attracting new residents to the community.
- The city currently has no specific policies in place that address the future sustainability of the city.
- The city must address issues that will affect its sustainability in the future. Some of the issues are environmental, such as the ability to maintain green space, the issues relating to the loss of ash trees within the community, and the benefit of connecting open space. Other sustainability issues include job growth and retention, maintenance of city facilities, availability of public transportation, etc. The city through its land use policy can also address the efficient use of renewable resources, and promote healthier living for Kentwood residents.
- Addressing sustainability issues in areas such as green infrastructure and economic development is a requirement to qualifying as a "Redevelopment Ready Community" under the state-wide certification program through the Michigan Economic Development Corporation.

Fox suggested wind turbines.

Action Items:

- The city should create a policy that details how the city will become more sustainable with respect to land use decisions and the environment. In addition, the city's policy will include ways that the city can become more economically sustainable. Part of this discussion will include ways to retrofit suburban areas to ensure their sustainability as places that people will want to continue to live.
- Review and update the city's zoning regulations to encourage the use of renewable resources.

Transit Oriented Development - TODs

Key Issues:

- Transit Oriented Development or "TODs" are areas that allow development that is conducive to transit. These TOD areas should be identified and regulations adopted to encourage their development. The TOD areas should include mixed use and provide adequate density to support the transit system. Areas planned for TODs include Woodland Mall, Division Avenue, and the 44th and Breton Avenue area.

- When the Woodland Mall ownership introduced the re-development concepts for a large portion of the mall it was suggested to introduce a residential component consistent with the Transit Oriented Development Master Plan concept. It appeared to be an ideal mixture of regional commercial and residential uses in combination with the transit hub established at the mall in 2011. However, Woodland ultimately decided not to incorporate a residential component at this point in time.
- A Form Based Code was adopted for the Division Avenue corridor in 2017 and the City Commission decided not to apply the 70-30 policy to this corridor in order to allow for the option of new rental housing. There has been some subsequent discussion on a perspective high density residential project in the Division Avenue corridor.
- According to some economic development precepts, the use of transit throughout the region is an indicator of environmental integrity. Environmental integrity is a factor that will distinguish this region from others and lead to growth in the New Economy.
- TODs improve the economic sustainability for residents. If a resident does not need to finance an automobile, he or she will have more discretionary funds to spend or save.
- The city's current zoning regulations do not allow small scale mixed-use developments. Regulations should be expanded to accommodate both small scale and large-scale TODs.
- The success of TODs will rely on the density of residential development. In a suburban setting like Kentwood, ownership options may not be feasible for higher density developments. This in turn may create a concern regarding the future of the 70-30 policy.
- Transit options will become increasingly necessary and economical given the increasing price of owning and operating a vehicle.

Action Items:

Although the city desires a balance between home ownership and rental units, TODs should allow higher densities and higher a number of rental units to support bus service and commerce. In order to combat the perception that higher density or rental housing is improperly maintained, the city should set more strict standards for the maintenance of higher density facilities through ordinances and development agreements.

- The true test of the Transit Oriented Development concept should be evident when a high density residential project is undertaken in the Division Avenue corridor. This experience should be drawn upon to develop zoning standards for the other designated TODs and targeted redevelopment zones, including standards for sites of under 5 acres
- The city should note the location of TODs on the future land use plan.
- The city should consider form based codes for the TOD areas in the city to emphasize walkability and accessibility along its corridors.
- City should reconfigure its mixed use district in the zoning ordinance to make it more usable.

Complete Streets

Key Issues:

- State of Michigan Public Act 135 of 2010 required the development of a complete streets policy to promote safe and efficient travel for all legal users of the transportation network under the jurisdiction of the Michigan Department of Transportation (MDOT). Public Act 135 defines complete streets as "...roadways planned, designed, and constructed to provide appropriate access to all legal users in a manner that promotes safe and efficient movement of people and goods whether by car, truck, transit, assistive device, foot, or bicycle."

- On July 26, 2012 the State Transportation Commission adopted a Complete Streets Policy to promote safe and efficient travel for all legal users of the transportation network under the jurisdiction of the Michigan Department of Transportation (MDOT). In addition, MDOT, in its role of administering the local federal-aid program in Michigan, pledged to help local jurisdictions understand the provisions of this policy and work with them to further the development of complete streets.

- While there are no specific complete streets requirements on transportation funding, all levels of transportation agencies are encouraged to take the opportunity to design and construct facilities that contribute to complete streets.

- There are benefits to the city to provide Complete Streets for its residents—it allows people to walk, use transit, or bicycle instead of using cars for local transportation and it takes into account the safe and efficient movement of goods. In turn, fewer cars on the road reduces congestion, improves air quality, reduces commuting costs, and improves the health of the residents.

- The analysis going into complete street design should consider:
 - Local context and recognize that needs vary according to regional urban, suburban, and rural settings;
 - The functional classification of the roadway, as defined by the Federal Highway Administration and agreed to by MDOT and local transportation agencies;
 - The safety and varying mobility needs of all legal users of the roadway, of all ages and abilities, as well as public safety;
 - The cost of incorporating complete streets facilities into the project and whether that cost is proportional to the overall project cost, as well as proportional to the current or future need or probable use of the complete streets facility;
 - Whether adequate complete streets facilities already exist or are being developed in an adjacent corridor or in the area surrounding the project;
 - Whether additional funding needed to incorporate the complete streets facility into the project is available or as a contribution from other transportation or government agencies from federal, state, local or private sources.

- In recent years the City of Kentwood Engineering Department, with approval from the City Commission, has incorporated a complete street philosophy into the design and re-construction of local streets that includes the installation of storm sewer, concrete curbing and sidewalk along roadway sections that were previously lacking these features.

- In early 2017 the Kentwood City Commission passed a resolution relieving the previous responsibility for homeowners to cover the cost of retrofitting streets to include sidewalk.
- On April 10, 2017 the Kentwood City Commission adopted the Non-Motorized Facilities Plan. The plan identifies future non-motorized facility development throughout the city both inside and outside the public street rights-of-way. Furthermore several existing streets are recommended to be considered for a road diet to reduce the number of vehicle travel lanes and incorporate on-street non-motorized.
- The City's Engineering Department inspects portions of the sidewalk network on an annual basis with the goal of seeing every section of sidewalk every five (5) years. By completing the annual inspection in the fall they prepare bid specifications for all the areas in need of repair/replacement generally during the winter. This information is forwarded to the Finance office to secure competitive bids and award the comprehensive package to the firm with lowest and best bid generally in late winter. The cost of the sidewalk repairs is assessed to the owners of the properties on which the sidewalk fronts.

Action Items:

- The city should take steps to define what Complete Streets means to Kentwood and how city streets can be retrofitted in the future to accommodate Complete Streets.
- The City shall formalize and adopt a Complete Street policy or ordinance.
- The City should draw upon the list of streets ~~to~~ identified in the 2017 Non-Motorized Facilities Plan and evaluate them for future road diet conversion. The streets to consider should include Shaffer Avenue, Stauffer Avenue, Eastern Avenue, and Burton Streets.

Sparks stated the streets in the vicinity to schools should be identified in the complete streets.

2. Commissioners' Comments

Sparks thanked staff for all of their work.

Kape wished Happy 4th of July to all.

Pemberton stated have a great Holiday.

VanderHoff stated July 24 will be his last meeting if everything goes as planned.

Jones gave the "secret" spot to watch Kentwood fireworks. 😊

3. Staff's Comments

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Staff offered no additional comments.

L. Adjournment

**Motion by Commissioner VanderHoff, supported by Commissioner Fox,
to adjourn the meeting.**

- Motion Carried (9-0) –

Meeting adjourned at 9:00p.m.

Respectfully submitted,

Ed Kape, Secretary