

APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD PLANNING COMMISSION  
FEBRUARY 28, 2023, 7:00 P.M.  
COMMISSION CHAMBERS

- A. Chair Jones called the meeting to order at 7:00 p.m.
- B. The Pledge of Allegiance was led by Commissioner Holtrop.
- C. Roll Call:  
Members Present: Dan Holtrop, Sandra Jones, Ed Kape, Alex Porter, Ray Poyner, Darius Quinn, Doug VanderMeer  
Members Absent: Bill Benoit, Doug VanderMeer, Sarah Weir (with notification)  
Others Present: Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier, Parks and Recreation Director Val Romeo, Deputy Finance Director Bhama Cairns, the applicants and about 4 citizens.

**Motion by Kape, supported by Holtrop, to excuse Benoit, VanderMeer and Weir from the meeting.**

- Motion Carried (6-0)
- Benoit, VanderMeer and Weir absent -

- D. Approval of the Minutes and Findings of Fact

**Motion by Commissioner Holtrop, supported by Commissioner Quinn, to approve the Minutes of February 14, 2023 and the Findings of Fact for: Case#3-23 – Caring Hearts Adult Day Center – Special Land Use and Site Plan Review for an Adult Daycare located at 4488 Breton Ave SE; Case#4-23 – Snackcraft Building Addition – Major Change to a PUD and Final Site Plan Review located at 4444 – 52<sup>nd</sup> Street SE; Case#5-23 – Blue Pearl Specialty and Emergency Pet Hospital – Special Land Use and Site Plan Review for an Animal Hospital located at 2500 East Paris Ave SE**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

- E. Approval of the Agenda

**Motion by Commissioner Quinn, supported by Commissioner Holtrop, to approve the agenda for the February 28, 2023 meeting.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

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

There was no public comment.

There was no Old Business

H. Public Hearing

**Case#6-23** – Dykstra Auto – Major Change to an Approved Site Plan located at 4782 – 44<sup>th</sup> Street SE; (**Applicant has requested tabling to March 14, 2023**)

Pung stated the applicant has requested tabling because when they submitted for their building permit staff noticed they are also proposing an overhead door along the 44<sup>th</sup> Street frontage of the building. He stated the overhead door was not shown on the plans that we were reviewing as part of the major change. He stated the zoning ordinance states that you cannot have an overhead door for an auto repair facing the street. However, the Planning Commission can approve the overhead door in the case of corner lots and through buildings. He stated the applicant has requested tabling the public hearing so they can look at the plan and discuss the overhead door with the Commission for their comments.

Ryan Betts, with Land Resource Engineering, 63 Tuttle Ave was present. He stated the overhead door was an oversight they were not trying to slip that past. He stated they weren't thinking about it at the time. He stated they are happy to discuss the overhead door and they think it is going to be a really good addition to the building. He stated they are also adding more fenced area in parking lot. He stated they are adding 9 additional spots within the fenced in area.

Brian Dousma, 2149 Perry St. Byron Center was also present.

Jones opened the public hearing.

There was no public comment.

**Motion by Kape, supported by Poyner, to table Case#6-23 – Dykstra Auto – Major Change to an Approved Site Plan located at 4782 – 44<sup>th</sup> Street SE to the March 14, 2023 meeting.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

Porter questioned if there were any exits. Dousma stated there is a door that goes from the warehouse to the front area.

Poyner questioned where the door would have to be for them to be in compliance. Pung stated for vehicle repair establishments there is the allowance for an overhead door. However, doors can't face a street. Pung stated the Planning Commission can approve a door facing a roadway for either through garages or doors that are provided in the front

and rear. Pung stated garages located on corner lots or where its adjacent to a residential use would not be desirable. The Planning Commission can approve overhead doors facing a street.

Poyner questioned if the applicant explored putting the door on the south side or the west side. Dousma stated the south side is about 5-6 feet below grade inside the building. The back side there is a 20 foot side setback. He stated he will have an elevation drawn for the next meeting. He stated the garage door will be a nice glass garage door. Discussion ensued.

Holtrop stated we asked for more fencing to prevent storage outside from being visible but by allowing more fencing we are allowing more outside storage. Betts stated the reason they went for more parking is because they are doing the lot split and once sold, they figured they might as well get more parking before they split it.

Jones stated her only concern was the look. We want to make sure that it always looks nice. She stated their facility on Stauffer has a lot of cars. Dousma stated they are limited on Stauffer and they are very confident that this will be run like their other airport location were there are minimal cars out front.

**Case#7-23** Enthusiasts Choice Detail Studio- Request of Connecticut Development Company LLC for a Special Land Use Major Vehicle Repair Dry Ice Cleaning and Site Plan Review for Ste. 3 Located at 5120 East Paris Avenue SE

Golder stated this is a detail studio that uses a dry ice cleaning process. She stated there were no real issues with the special land use as long as everything is operated in accordance with the statement of operations that the applicant has provided.

Golder stated she is recommending conditional approval of the special land use and site plan review as described in her memos.

Bauer was present representing the request.

Jones opened the public hearing.

There was no public comment.

**Motion by Kape, supported by Poyner, to close the public hearing.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

Holtrop questioned if we had an overhead door. Golder stated the applicant had to go to the Zoning Board of Appeals and they did approve the variance.

The commissioners offered no additional comments and were ok with the request.

**Motion by Holtrop, supported by Poyner, to grant conditional approval of the Special Land Use Major Vehicle Repair for Enthusiasts Choice Detail Studio as described in Case No 7-23. Approval is conditioned upon conditions 1 and basis points 1 – 3 as described in Golder’s memo dated February 20, 2023.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

**Motion by Holtrop, supported by Poyner, to grant conditional approval of the Site Plan dated May 20, 2021 for Enthusiasts Choice Detail Studio as described in Case No. 7-23. Approval is conditioned upon conditions 1 and basis points 1 – 3 as described in Golder’s memo dated February 20, 2023.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

I. Work Session

**Case#8-23** – SIP– Structures and Improvements Plan 2023-2029

Golder stated the SIP Plan is broken down into a variety of project types. The SIP is an overview of the City’s Annual Capital Improvements Program that sets forth improvements over the next 6-year period and in this case years 2023-2029. She stated this plan covers Building and Site Improvements; Parks; Streets, Sidewalks and Non-Motorized Trails; and Water, Sanitary Sewer and Storm Sewer Management Systems.

Golder stated because Schweitzer added a number of pedestrians crossings, he is asking to add those projects into the Street and Sidewalk and Non- Motorized Trail Section. She stated the selection of the 15 crossings is a result of a study that was done to look at pedestrian crossings at the intersections that are neediest in the community.

Golder stated Deputy Finance Director Bhama Cairns, and Parks & Recreation Director Val Romeo are present to answer any questions that the commissioners may have.

Poyner questioned when we see the large increases in project cost, is there a policy in the various departments to re-bid projects that have seen a big increase. Golder stated these are based on estimates not bids. They would always be bid.

Poyner stated in the road resurfacing there is a final budget on the annual street resurfacing program and questioned what that is based on. He would like to have this information for the work session. Cairns stated that is an estimate the engineers put in. Discussion ensued.

Holtrop questioned where Act 51 monies comes from. Carins stated gas tax. Holtrop stated there are 3 new projects for the Justice Center. Cairns stated this has to do with DPW. Cairns stated sometimes the departments identify emergencies during the year and they defer it to the next year.

Kape stated under building and sign improvements, City Hall roof replacement the life expectancy is 2023. He questioned if we are hoping the roof is going to last another 2 years. Carins stated they sometimes think they can defer it because there are some other more pressing projects that have to be addressed, therefore they have to move it around to be able to fund it. Romeo stated regarding the roof, they have a company come out look at the roof and the condition and base the decision on how much life span the roof has. She stated we don't just go out and replace a roof because it is in the SCI. She stated we take the time to do an analysis, look at the quality of the roof and estimate from there.

Romeo stated Parks and Rec passed a millage in August of 2022. She stated all of the park projects are not in the SCI. She stated what they have done is looked at what the millage language stated and it states we would touch every park in 5 years. She stated what she has been doing in the past 30 days is meeting with the architect MC Smith reanalyzing what projects need to be prioritized. She has reprioritized and re-estimated the parks. She will have conversations with Public Works to make sure it is in line with what she is prioritizing the parks with. She stated she will spend time with the Commissioners. She stated they are using Parks and Rec Commission as an advisory committee to help make some of the decisions. She stated in the document they put the proposed community center in and it is their hope to open the door the last quarter of 2025, first quarter 2026. Romeo also spoke about the parks and trails being in their budget.

Holtrop questioned the estimated total they will be raising through the millage. Romeo state 2.3 million per year. Holtrop stated he sees there will be 12 million dollars going in Covenant Park. Romeo stated Covenant Park is going to include square fields many pickle ball courts, pump track, a building and event space that they would rent out, elite disc golf course, different types of surfaces for trails. She stated Covenant Park is also eligible for CDBG funding.

Quinn questioned if the improvements at the intersection of 48<sup>th</sup> and Division will help with the traffic. Golder stated we are looking to study both the 48<sup>th</sup>/Division intersection as well as the 43<sup>rd</sup> / Division intersection. Discussion ensued.

Jones questioned the fire station fitness room and alterations to the bunk room. She stated a ½ a million dollars seems like an awful lot of money for a fitness room and a place to sleep. Cairns stated we will have the Fire Department answer that.

Jones questioned what the City did with the ARPA dollars. Cairns stated the ARPA monies were utilized to cover qualifying Public Safety services expenses incurred during the pandemic. This freed up monies that will be used to support the Parks & Recreation

millage efforts, most notably a new recreation facility north of Fire Station 1 on Walma Avenue, the development of recreation amenities on the City Hall Campus and Covenant Park development.

Golder questioned if the commissioners want to have a SIP subcommittee meeting prior to the public hearing. The commissioners stated they would like to.

J. New Business

**Motion by Holtrop, supported by Quinn, to set a public hearing date of March 14, 2023 for: Case#8-23 – SIP– Structures and Improvements Plan 2023-2029.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

K. Other Business

1. Commissioners' Comments

Porter had concerns of the brightness of the LED signs around town and questioned if we have any provisions. Golder stated we have rules on how bright they can be based on ambient light.

2. Staff's Comments

Golder stated she gave a presentation to the City Commission regarding the ordinance amendments for residential housing. She stated she thinks they are receptive. She stated they are still concerned about what the builders think about it. She stated she has been going through housing developments in the City to see could they meet our architectural elements and a lot of them can't. She stated we are looking at ways to add a few more potential architectural elements to the list.

L. Adjournment

**Motion by Commissioner Holtrop, supported by Commissioner Poyner, to adjourn the meeting.**

- Motion Carried (6-0) –
- Benoit, VanderMeer and Weir absent -

Meeting adjourned at 8:10pm

Respectfully submitted,

Ed Kape, Secretary