

APPROVED MINUTES OF THE REGULAR MEETING  
OF THE KENTWOOD PLANNING COMMISSION  
JUNE 13, 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 VanderMeer.
- C. Roll Call:  
Members Present: Bill Benoit, Dan Holtrop, Sandra Jones, Ed Kape, Alex Porter, Darius Quinn, Doug VanderMeer, Sarah Weir  
Members Absent: Ray Poyner (with notification)  
Others Present: Community Development Director Terry Schweitzer, Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier, Planning Intern Aaron Sutter and the applicants.

**Motion by Kape, supported by Quinn, to excuse Poyner from the meeting.**

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

- D. Approval of the Minutes and Findings of Fact

**Motion by Commissioner Holtrop, supported by Commissioner Quinn, to approve the Minutes of May 23, 2023 and the Findings of Fact for: Case#11-23 Request by the City of Kentwood to amend the Animal Control and Form Based Code provisions of the Zoning Ordinance pertaining to building type size and massing, sign display, building type floor height, building type façade composition, building material and construction, and use allowances.**

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

- E. Approval of the Agenda

**Motion by Commissioner Quinn, supported by Commissioner Porter, to approve the agenda for the June 13, 2023, meeting.**

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

- F. Declaration of Conflict of Interest

There was no conflict of interest statement expressed.

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

There was no public comment.

H. Old Business

There was no Old Business

I. Public Hearing

There were no public hearings.

J. Work Session

**Case#13-23** – Request of Bigg Architecture on behalf of Huntington Bank for a Special Land Use Freestanding Drive Through ATM at 2956 – 28<sup>th</sup> Street SE (Zoned C-2 Community Commercial)

Schweitzer introduced the request. He stated the applicant, Optiva LLC, a bank equipment service representing Huntington Bank, is requesting approval of a freestanding ATM at 2956 28<sup>th</sup> Street, SE. He stated the proposed use requires Special Land Use and site plan review and approval by the Planning Commission.

Schweitzer stated that the site is located on the south side of 28<sup>th</sup> Street, one-tenth of a mile west of Radcliff Avenue and the main entrance into Woodland Mall. He stated that 28<sup>th</sup> Street is a five-lane arterial roadway with two through lanes in each direction and a center turn lane. He stated the posted speed limit along 28<sup>th</sup> Street is 45 miles per hour. The 2018 traffic count was 32,147. He stated there is a deceleration lane as eastbound motorists approach the boulevard access into the property.

Schweitzer stated the applicant wishes to install a freestanding bank ATM in a parking lot that supports a 31,000 square foot multi-tenant building. He stated staff's concern is the proximity of the ATM to the driveway. He stated the Zoning Ordinance requires a minimum of 4 standing spaces per outside teller or other outside service window.

Schweitzer stated that the locations proposed by the applicant appear to provide insufficient stacking for a queue waiting to utilize the ATM, resulting in a back-up obstructing the driveway. He stated staff has requested that the applicant provide the city with a time-of-day distribution of the projected ATM traffic to assist in gauging how far away from the driveway the ATM should be placed.

Schweitzer stated another staff concern relates to the sufficiency of the front parking field to serve the patrons of the shopping center. He stated the existing shopping center building is 31,000 square feet in area. There are currently 79 parking spaces in front of the building. He stated according to Kentwood parking standards, a total of 120 parking spaces are required. He stated that roughly two-thirds of the required parking is in front

of the building. He stated that given the proposed ATM design, at least 10 existing front parking spaces would be lost. Schweitzer stated there are 39 striped parking spaces on the paved parking area behind the building and sufficient room for additional pavement striping just outside the rear access door of the restaurant tenant space to accommodate at least another 26 parking spaces. He stated that it appears employees are already parking behind the building given the number of cars parked there during the day.

Schweitzer stated that the rear yard parking area interconnects with the adjacent Burger King site to the west allowing alternate access out to both 28<sup>th</sup> Street and 29<sup>th</sup> Street. In addition, the parking area in the southeast portion of the overall 2956 28<sup>th</sup> Street site interconnects with the New 2 You secondhand retail store located at 2929-29<sup>th</sup> Street.

Schweitzer stated that the staff's other concern is how the proposed ATM traffic will mesh with the other parking lot circulation. He stated that they are proposing that motorists approach the ATM from the east in the same manner that a car coming into the parking field may travel. He stated if the distance from the driveway is sufficient to queue the ATM traffic this may work if motorists exiting the ATM continue westward and then circulate south around the double tiered parking area and exit south to 29<sup>th</sup> Street or turn back to the east to leave via the 28<sup>th</sup> Street driveway.

Schweitzer stated given the relative grade of the shopping center to the east, it would be desirable to also establish a new interconnection from the parking area south of the existing shopping center building at 2956 28<sup>th</sup> Street, SE over to the shopping center parking area at 2978 28<sup>th</sup> Street, SE.

Schweitzer stated the lighting for the site consists of four light poles in the front parking lot and downlighting above the awning of each of the tenant spaces in front of the building. In addition, the applicant is proposing a light pole over the ATM. This may be sufficient lighting in the front. However, alongside the west building elevation there are two wall pack lights and along the rear of the building there are several wall pack lights, a light pole and two spotlights. This lighting may need to be re-evaluated and upgraded to the extent that shopping center patrons may choose to park behind the building.

Schweitzer stated the projects possible shortcoming is when you look at the standard how does it fit with the surrounding area. The proximity to the drive access off of 28<sup>th</sup> Street the closer it is to that the less it would appear to meet our regulations. Schweitzer stated relative to the sufficiency of parking it is arguable that they might be able to compensate for the loss of 10 spaces with the apparent parking capacity behind the building. He stated he feels from a staff perspective that moving the ATM location to within 50 feet of the west lot line may be far enough away from the driveway and provide for the ATM that they are looking for and allowing for a more seamless introduction of that use on the property.

Schweitzer stated during the staff review with the applicant there was discussion about the frequency they would expect cars to come into the site how long the transactions would take, and how the motorists would maneuver through.

Kathryn Settimo, 39817 Sunderland, Clinton Township was present representing the request. She stated cars typically take 25 seconds to complete a transaction. She stated the transfer of funds takes about 30 seconds, deposits takes about 60 seconds. She stated she was provided by their client the total of how many cars go through the drive-thru and what time of day. She stated most of the time the drive thru has the most people from 12pm-6pm. The highest number is at 6pm with 8 cars that go through. She stated the morning hours there are zero cars, then it starts to get busy around 6am with one car and then moving to 11am with about 6 cars per hour. After 6pm it also decreases to 1-2 cars per hour.

VanderMeer stated he doesn't like giving up greenspace and questioned how much will be given up. Schweitzer stated the applicant is providing the required 35-foot landscape setback. Settimo stated they are not proposing to touch any greenspace. VanderMeer stated he is struggling with losing the 10 parking spaces. Settimo stated it is possible that they can try to get it down to 8 lost parking spaces.

Benoit stated he had the same concerns regarding the parking. He stated but with his experience driving by he hasn't really seen the parking lot full. He questioned if she can show that we can get more organized parking in the back. Settimo displayed a diagram that shows the relocated parking. She stated after she met with staff it was suggested that they could put the spaces in a different location.

Weir stated she agrees if that if the parking was defined more that it would make a huge difference for her.

Holtrop questioned if there will be any signage. Settimo stated it will just be on the ATM. Holtrop stated there have been some suggestions for some changes to be made like a cross access going to the east behind the building. Settimo stated she isn't sure about this her work is with the ATM client and not the building owner. She stated she would have to present this to the building owner. Schweitzer stated there is a licensed agreement between the owner of the property and Octiva who provides the equipment for the ATM to use a certain area of the site. Schweitzer stated to relocate this, she would have to clear that with them and then they would have to clear it with the landlord.

Holtrop stated the drive lane and the ATM unit itself is wider than the current spaces are deep. Settimo stated they would like to keep them the same. Holtrop questioned why this location. Settimo stated she isn't sure, but they do a lot of research prior to picking locations. Chris Figures was also present. He stated they do a lot of research in large

areas and seem to know; they have to provide a service for their customers. Discussion ensued.

Porter questioned if anyone has asked the tenants of the mall what their thoughts are on the parking and the need for the ATM. Settimo stated she doesn't work with the tenant she works with the ATM. She stated she can reach out and ask. Porter stated he would be very interested if he were a tenant within that building.

Quinn stated the defined striping in the back will be helpful. Jones agreed.

Jones stated her only concern would be losing parking spaces.

K. New Business

**Motion by Holtrop, supported by Benoit, to set public hearing date of July 11,2023, for: Case#14-23 – Storage Five Kentwood - Change in the Master Planned Land Use Designation from Commercial to Industrial for an 8.6 acre area of the property located at 1800-1900 44<sup>th</sup> Street SE; Case#15-23 – EquipmentShare)- Zoning Ordinance Text Amendment Located at 4250 – 52<sup>nd</sup> Street SE**

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

L. Other Business

1. Form Based Code PowerPoint

Golder present a PowerPoint on the Form Based Code on Division Avenue.

2. Updated Draft of Architectural Standards for the Zoning Ordinance

Golder presented a PowerPoint of the Zoning Ordinance Amendments related to housing.

**Transparency**

For all residential dwellings at least ten percent 10% of the area of the front façade shall consist of clear glass windows and my include the primary entrance door which permit a view from the dwelling to the street.

**Design Elements**

Landscaping

Planted landscape area/s of a minimum of one hundred fifty (150) square feet in the front yard

A sod grass lawn provided in the front, back, and side lawn

**Front Porch**

Not including steps that is at least five (5) feet in depth to provide for usable seating

**Windows and Window Detailing**

Increased transparency of fifteen percent (15%)

**Roofing Detailing**

Minimum 12 inch overhang on all eaves

Minimum 8 inch overhang on all gable ends

Eavestroughs with downspouts

**Materials**

A change in exterior building materials used as an accent on the façade of the building

**Columns**

Porch columns of 8 inches or more with a substantial base and capital

**Garages**

Attached garages comprising 35% to 50% of the total width of the front façade may project up to 8 feet forward of the front of the dwelling unit or up to 10 feet forward of the front of the dwelling unit if a front porch is provided in compliance with Section 3.22.b.3.b

A third single garage stall set back more than 5' shall not count toward the width of garage for the purposes of determining compliance with Section 3.22.c.1.d

The commissioners were ok with the updates.

Schwieters stated we are looking at having a joint meeting with City and Planning Commissioners or set up a Committee of the Whole meeting.

Benoit stated he would like to see the City Commission look at the changes first and then bring them together and review as a group.

3. Commissioners' Comments

Quinn stated this year Kent County will celebrate and recognize Juneteenth as an official Kent County Holiday.

Kape stated the Food Truck Rally was nice and the proceeds haven't been counted yet.

Porter suggested moving the Conflict of Interest up ahead of the first vote, which is item D.

Porter stated we should come up with a mechanism to notify tenants of what is going on when a project has something to do with them because they would be the most impacted.

Porter stated he will not be at the July 11 meeting.

Holtrop stated there was a Master Plan meeting that preceded the regular meeting. There are 5 acres at 44<sup>th</sup> Street and Walmas that had been master planned office for years. Two years ago the land use designation changed to low density residential. The developer backed out of the project. We now have someone interested, however they want medium density residential. The feedback was that it's ok, however their medium density was at 8 units per acre. We suggested that it will look cramped and make it closer to 6 units per acre.

Benoit stated there was also a LUZ meeting preceding the regular meeting. A woman came in and proposed an outdoor flea market at 4860 Division. Her thoughts were maybe once or twice a week to set up, put tables up and to be able to sell their items. He stated she is going to try a short term open air business to see if that works first and see how that goes and if it works then she will go through the special land use process.

Jones stated there is a home on 48<sup>th</sup> Street that had a fire and it now has graffiti written on it and looks really bad and questioned how long can it sit like that before it has to be torn down. Schweitzer stated it could take longer, the timing will depend upon the investigation and insurance process. However, staff has met with the new owner who has plans to build homes on the site.

Jones stated there is RV Storage on Eastern and 52<sup>nd</sup> behind a house. She stated when she bought it up before and questioned whether they were grandfathered. Now there is a sign that says under new ownership. Do they have to get the RV's out. Schweitzer stated as long as the RVs are still there it is still a non-conforming use.

#### 4. Staff's Comments

Aaron Sutter, Intern for the Planning Department from Grand Valley State University introduced himself.

Golder stated that Vince Rostov the owner of 2180-2186 44<sup>th</sup> Street withdrew his Master Plan Amendment request.

#### M. Adjournment

**Motion by Commissioner Benoit, supported by Commissioner Kape, to adjourn the meeting.**

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

Meeting adjourned at 8:40pm.

Respectfully submitted,

Approved Minutes  
Planning Commission  
June 13, 2023  
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Ed Kape, Secretary