



AGENDA
CITY OF KENTWOOD PLANNING COMMISSION
TUESDAY, JANUARY 10, 2023
KENTWOOD COMMISSION CHAMBERS
4900 BRETON AVENUE
7:00 P.M.

- A. Call to Order
- B. Pledge of Allegiance (Sarah Weir)
- C. Swearing in New Commissioner Alex Porter
- D. Roll Call
- E. Approval of the Minutes of December 13, 2022 and Findings of Fact for:
- F. Approval of the Agenda for January 10, 2023
- G. Acknowledge visitors and those wishing to speak to non- agenda items.
- H. Old Business
- I. Public Hearing

Case# 1-23 – Steelcase– Major PUD Change and Preliminary Site Plan – Located at 4308 52nd Street SE

- J. Work Session

Case# 2-23 – Zoning Ordinance Text Amendments Relating to: Childcare provisions; sign provisions; PUD procedures

- K. New Business

Set public hearing date of February 14, 2023, 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 – 52nd 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

- L. Other Business
 - 1. Residential Architectural Amendments
 - 2. Election of Officers

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3. Committee Appointments
4. Commissioners' Comments
5. Staff's Comments

M. Adjournment

*Public Hearing Format:

1. Staff Presentation – Introduction of project, Staff Report and Recommendation
Introduction of project representative
2. Project Presentation – By project representative
3. Open Public Hearing (please state name, address and speak at podium. Comments are limited to five minutes per speaker; exceptions may be granted by the chair for representative speakers and applicants.)
4. Close Public Hearing
5. Commission Discussion – Requests for clarification to project representative, public or staff
6. Commission decision – Options
 - a. postpone decision – table to date certain
 - b. reject proposal
 - c. accept proposal
 - d. accept proposal with conditions.

PROPOSED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD PLANNING COMMISSION
DECEMBER 13, 2022, 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, Ray Poyner, Mike Pemberton, Darius Quinn, Doug VanderMeer, Sarah Weir
Members Absent: None
Others Present: Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier, and the applicants.
- D. Approval of the Minutes and Findings of Fact

Motion by Commissioner Kape, supported by Commissioner Pemberton, to approve the Minutes of November 22, 2022 and the Findings of Fact for: Case#25-22 – Kum & Go – Special Land Use and Site Plan Review for a Vehicle Fuel Station – Located at the southeast corner of 52nd Street SE & Eastern Avenue 802 52nd Street plus adjoining properties (5202 Eastern Ave SE, 846 52nd Street, 860 52nd Street, 5244 Eastern Ave SE); Case#26-22 – Zoning Ordinance Text Amendments Relating to Short Term Rentals
- Motion Carried (9-0) –
- E. Approval of the Agenda

Motion by Commissioner Quinn, supported by Commissioner Poyner, to approve the agenda for the December 13, 2022 meeting.
- Motion Carried (9-0) –
- F. Acknowledge visitors wishing to speak to non-agenda items.

There was no public comment.
- G. Old Business
- H. Public Hearing

There are no Public Hearings
- I. Work Session

Case# 1-23 – Steelcase– Major PUD Change and Preliminary Site Plan – Located at 4308 52nd Street SE

Golder stated the property was zoned for agriculture and low density residential prior to 1980. In the 1980s of land was rezoned from Agricultural and R1-B Low Density Residential to I-1 Light Industrial and later to an Industrial PUD. At one time, it was envisioned that Steelcase would someday build and occupy approximately 6 million square feet of manufacturing, shipping, distribution and other operations within the campus. Over time, Steelcase found they did not need as much land or manufacturing space as was previously thought.

In 2014 a Major Change to the approved Steelcase site plan was approved through the Planning and City Commissions to allow for other business to utilize portions of the Steelcase PUD. A new development agreement was approved and signed by all the property owners—Steelcase, Franklin Partners, Roskam Baking, as well as the city.

In 2017 another amendment to the Steelcase PUD was approved to allow a the construction of a credit union and to allow for the increase of square footage of several of the buildings in the southeast corner of the PUD.

Golder stated with each of these revisions there was a change to the PUD plan and a change to PUD the agreement between the City and Steelcase. Among other things the agreement laid out a procedure asking for additional curb cuts onto the public streets. The agreement it states that key provision of the PUD is to reasonably limit access points to the public rights-of-way. She stated each building cannot have its own individual driveways. She stated is considered a major change to the approved PUD. She stated in addition, any new proposed buildings are also a major change to the PUD.

Golder stated with the 2014 and 2017 PUD amendments two former Steelcase plants became Roskam Baking Company. Eto Magnetic and Kentwood Distribution Cener. Now we are looking at the area off of 52nd Street. It is about 30 acres in size, it is the current Steelcase Fleet and Maintenance Facility. She stated it currently includes a truck washing facility and a truck maintenance facility and the vacant property has a future 80,000 square foot building. She stated the applicant is proposing as many as 3 curb cuts onto 52nd Street. She stated Steelcase wants to sell about 27 acres to Transport Properties and they would like to lease or sell the property to other entities. She stated the applicant will likely sell or lease the entire 27 acres to 3 separate owners.

Golder stated from a staff perspective, if the maintenance facility is integral to the operation then that is consistent with what Steelcase was already doing. She stated if it is a separate entity and they are looking for customers to come off the street, then that would be a vehicle maintenance major repair and that is a special land use. A special land use would have to be reviewed by the Planning Commission if that were the case.

Golder stated what is being proposed are 3 potential sites and 3 potential curb cuts. The curb cuts were an issue for both Engineering and Planning and 3 additional curb cuts more than what the PUD envisioned and as per the PUD agreement a traffic study was completed.

Golder stated the traffic study looked at both Broadmoor and 52nd Street. The proposal would not have an impact on the functioning of that intersection. At 52nd Street and East Paris there is also no expected impact from this proposal. In addition, the study looked at whether the traffic generated from this proposal would have an impact on 52nd Street traffic. Study did not. He study showed that there is not a lot of traffic generated from the potential proposed uses. However, it does bring up the question as to whether three driveways are needed.

Golder stated the driveways should align if they are allowed to be constructed. There is about 100-foot separation between the center driveway and the driveway on the north side of 52nd Street. She stated trucks would be vying for the same turn area and that is an issue. She stated there is an existing large berm along 52nd Street and when you put in the curb cuts it would remove a portion of that large berm and the screening would be gone. Also, the applicant indicated it is possible that the driveways would be gated and the concern with that would be trucks backing up onto the public street.

David Meek, Land Use Counsel for Transport Properties was present. He stated they do industrial outdoor storage facilities; anything from surge yards that a FedEx would use to provide space for its additional trucks and trailers during the holiday periods, to fleet storage yards, fleet maintenance and repair. He stated there are a variety of types of tenants, but it is all in that sector. He stated this site is a very opportunistic site for them because it is large, but it is also divisible by lease or by ownership into one or more facilities customized for particular tenants.

Meek stated they are seeking is a concept plan approval. The curb cuts are a concept that would be implemented by them through the regular site plan approval process to be justified by the particular tenant. He stated, for example, if they are doing a single use facility, they may only need one curb cut. But if they thought that the first tenant that came in wants 8 acres on the east side of the property, it would be beneficial to them to provide them their own secure access. These business want to have secure facilities. They are going to want fencing and gates, and they need to be able to give companies their own independent access points. He stated the need for 3 curb cuts is not driven by the traffic volume of the facilities.

Meek stated that they are proposing the concept of three curb cuts but each one would need to come in for site plan approval. He stated they may end up with one or two curb cuts for this facility. He stated they really need for leasing purposes the ability to ask for the third curb cut to be engineered and designed through the site plan review process.

Meek stated staff mentioned the 80,000 square foot building that wasn't built, it was planned in the 2014 PUD for the western third of the 27 acres. He stated they are proposing to not build an 80,000 square foot building, but rather follow the same utilization of the property in terms of the amount of the impervious area. He stated they would make sure the storm water capacity the drainage and storage capacity is there. They think the can achieve that since the footprint is

substantially similar to what was provided for previously. He stated they want to make sure the landscaping and the berm along 52nd Street is maintained as much as possible. He stated curbs cuts mean some loss of landscaping but he thinks there are some strategies keeping as much of the screening as possible. He stated it is an interesting site because it is a bit lower than the street elevation and that affects the visual scale from many points on 52nd Street.

Meek stated he thinks that having 3 curb cuts is justified. They have looked at internal driveways, but there would be a loss of leasable land area. But also then it potentially presents some conflict with efficient use of the land because there are two existing buildings there that they have to work around in terms of drive aisle and where the larger vehicles could be parked.

Tim McCahill, Transport of Properties was also present. He stated their goal is one tenant. When you look at the buildings that Steelcase designed, they were put very close together. Ideally, if they could rebuild they would be spread apart. He stated what they have realized is that the City of Kentwood is vastly growing in distribution and manufacturing. When you grow in both distribution and manufacturing, trucks come, equipment comes, storage needs come and they would rather have it in a controlled environment. He stated they do this throughout the Midwest this is a very big growth market for them. They like to go where population is booming. He stated they always want to have it in a controlled environment. He stated when you do it the right way it tends to be much better than truck parking in vacant shopping malls and people parking in different areas where you don't want them. He stated what they are proposing is a class A venture. Full paving, higher end fencing, secure lots off the street where it is right off the highway, trucks don't want to go where residences are, trucks don't want to go where there is too much traffic. He stated they are trying to take something that was built a long time ago below replacement cost value and make it work for today's standards. Their goal is not to create issues and create curb cuts unnecessarily. Their goal is to find a way to serve the users that are here today. Discussion ensued.

Kape questioned with the addition of all the black top what is the drainage plan. Eric Calcaterra, Director of Facilities at Steelcase was present. He stated similar to all the properties that have been developed, they have a Master Plan storm water retention design that accounts for all the development in the future. He stated since the PUD was amended and they sold the building to Roskam, the two new buildings have been built, and the credit union has been built. These all continue to drain into ponds 1,2,3,4,5 and 6. Discussion ensued where stormwater will drain. He stated they will work with the engineers to make sure everything is ok.

Poyner questioned if the retention pond will be Steelcase's responsibility. Calcaterra described the ponds and stormwater easement on the site. Discussion ensued regarding stormwater and easements. Poyner questioned why 3 curb cuts. Meek stated it comes down to use size. Kentwood is growing and 60,000 square feet is a big building. He stated 2 of the buildings are close to each other and a bunch of users want the middle building but it is tough because then you leave two building sites on each side so the reason they determine 3 curb cuts is necessary is that most people don't need the existing buildings. Most will need one building and parking or one building and outdoor storage for contractor equipment. It comes down to functionality. He stated they are comfortable as an investor with 3 curb cuts. Discussion ensued. Golder stated the

curb cuts will have to align. Meek stated that is something they can adjust. Poyner stated he is ok with the 3 curb cuts.

Benoit stated he doesn't have that much of a problem. We need to go back and look at when this PUD was going to be all Steelcase and it didn't work out. If they had not bought the property, we would have a lot more curb cuts than having the luxury of Steelcase owning everything. Benoit stated we need to start looking at these individual parcels and start making accommodations for them.

VanderMeer questioned if there were any contingencies from a previous approval. Golder stated there is nothing from the previous approval to be completed. Golder stated that when things change in a PUD you just have to go through a process. VanderMeer stated he wants to make sure from a trucks cannot go onto East Paris Avenue.

VanderMeer questioned if Steelcase was getting out of the trucking business. Calcaterra stated they are getting out of their highway fleet vehicles. He stated right now they have 6 remaining drivers and they also have some which are part of a union which is set to expire March 31. Discussion ensued.

Holtrop questioned if people will come in off the street and have their truck repaired. Meer stated that is not what they are doing. They understand that they would have to come back to the Planning Commission to make sure it is permitted. They are not looking to put a sign out front saying repair your truck here, however, they could come back for that for as a special land use. Discussion ensued.

Holtrop stated the Steelcase facility has a exiting double lane to the east and there is a guard gate. You can probably stack 2-3 semis maybe even 4-6. How would that fit on their facility. Meek stated most of these facilities will be open from 7am-5pm. The gate will be open during the day. The only time the gates will be closed would be after business hours. Meek stated it is tough to answer this question because they don't know who is coming. Ariana Jeske o, Spalding DeDecker was present. She stated when they do have the details of what kind of tenant is coming in and what type of security system they have if it is a transponder or a guard shack, they can do a study to determine what a service rate would be to make sure traffic doesn't back up onto 52nd Street. Discussion ensued.

Golder stated we have to think about the overall PUD how to get access to the site long term and where does there need to be truck access. Holtrop stated this is his concern. The 3 curb cuts for this parcels and limit potential access in the future.

Meek raised the question of land use and the outdoor storage of equipment. The land use for what they are proposing in Kentwood's code is a motor freight terminal. He stated this is not the same type of storage that a contractor's yard will have. He stated they want to get clarity on whether a United Rental type of use would be best put in the motor freight terminal category or is it something else, or is it prohibited. He stated they can control by lease whether an equipment company is even allowed.

Pemberton stated when he looked at this particular piece all he saw was blacktop and wondered where the water would go. He stated he thinks the 3 curb cuts makes total sense for 3 parcels. If it evolves and it isn't necessary to have 3 parcels, then they don't need 3 curb cuts. He stated he is ok with being flexible with the concept that this would evolve into 3 separates tenants and each needing their own driveway. He stated he is on board and thinks it is doable. He stated as long as the water is controlled, and traffic is controlled he thinks it would be ok.

Jones stated she agrees with Pemberton. She is fine with the concept and echoes Benoit's comment that we need to consider this to be potentially 3 separate parcels.

J. New Business

Motion by Pemberton, supported by Benoit, to Set public hearing date of January 24, 2023, for: Case# 2-23 – Zoning Ordinance Text Amendments Relating to: Childcare provisions; sign provisions; PUD procedures

- Motion Carried (9-0) -

K. Other Business

1. Updated Draft Zoning Ordinance Amendments Architectural Design Standards

Pung reviewed some of the changes from the ordinance amendment discussion. We made sure the FBC district is exempt from these new requirements. He stated under the design elements there is discussion regarding how many designs elements should be the minimum requirement. He stated there were some specific ones that were going to be required no matter what.

There has also been changes to the section on garages for attached single family, duplex and multi family. Some of the proposed changes applied only to multi family, therefore when we talk about unenclosed parking area we have added the language that this applies to multi family developments

Pemberton stated this is a work in progress and we have made tremendous strides. Poyner and Jones agreed. Jones stated she doesn't like the snout houses.

Quinn's concern was if the developers will get another look at this before this is finalized. He doesn't want this to be too restrictive. Golder stated we have been forwarding the minutes to developers.

Commissioners were ok

2. Commissioners' Comments

Weir thanked everyone who donated gifts to the Kentwood Public Schools

The Commissioners wished Pemberton a farewell for his services and best of luck and happy holidays.

Pemberton thanked the commissioners and stated its been an honor to serve on the Commission the last 10 years.

Jones stated she wishes there was an IKEA on this side of the state.

3. Staff's Comments

Staff offered no additional comments.

L. Adjournment

Motion by Commissioner Pemberton, supported by Commissioner Benoit, to adjourn the meeting.

- Motion Carried (9-0) –

Meeting adjourned at 8:30p.m.

Respectfully submitted,

Ed Kape, Secretary

PLANNING STAFF RECOMMENDATION

Golder 12/28/22

PROJECT: Steelcase PUD Major Change

APPLICATION: 1-23

REQUEST: Major Change to an Approved PUD Site Plan

LOCATION: 4308 52nd Street SE

HEARING DATE: January 10, 2023

RECOMMENDATION: Recommend to the City Commission conditional approval of the request for Major Change to an Approved PUD Site Plan for the site plan dated December 20, 2022 for the Steelcase PUD as described in Case No. 1-23. Approval is conditioned on the following:

CONDITIONS:

1. Compliance with the applicant's written description of the proposed Amendment to the IPUD Plan dated December 21, 2022.
2. Review and approval by staff and the city attorney of a revised PUD Development Agreement, and execution of the Development Agreement by all parties required to sign.
3. Compliance with the City Engineer memo dated December 9, 2022, and the Kentwood Fire Marshal memo dated December 1, 2022.
4. Driveways portrayed on the site plan shall be labeled "Potential Curb Cuts".
5. The application for Final Site Plan approval shall include a justification for each proposed driveway. Any land division (beyond the division of the overall 27 acres) shall occur only after final site plan approval.
6. Final approval of driveway design by Kentwood City Engineer. This shall include entry gate design.

7. Final approval of landscaping plan related to any proposed driveways on 52nd Street. Landscaping plan shall include proposed fencing and gates on the property.
8. Staff approval of final building elevations and lighting.
9. Planning Commission approval of the final PUD plan(s).

BASIS

1. An amendment to the Steelcase Planned Unit Development was approved in 2014 and 2017 and a revised PUD Agreement was signed at that time detailing requirements and restrictions within the development. With the proposed major change, the overall PUD Agreement must be amended again.
2. The applicant has indicated that they may lease the facility to one, two, or three separate lessees. Therefore, it is not known at this time how many driveways may be necessary. Since the 27-acre parcel needs to be physically separate from Steelcase, at least one driveway would be permitted for the site. However, the applicant will need to provide justification as to why tenants may need additional driveways, given the lack of traffic volume generated by the potential users identified.

Section 17.10 of the Zoning Ordinance addresses access management for driveways onto arterial streets within the city. Section 17.11 B indicates that the number of driveways shall be the minimum necessary to provide reasonable access for regular traffic and emergency vehicles. The applicant will need to provide justification for the number of driveways requested.

3. The City Engineer shall determine whether the proposed driveways meet city standards for design and width. The developer must provide information on proposed entry gates to determine whether gated access will create stacking issues on 52nd Street. Additional review by the applicant's traffic engineer may be necessary to determine whether the proposed gated access design is acceptable.
4. The applicant has indicated that fencing might be required to separate the Steelcase property from the 27-acre property under consideration. The location and design of the fence must be noted on the site plan.
5. The PUD Agreement outlines requirements for the tree preservation and landscaping plans within the PUD. These can be addressed at the time of final PUD Approval.

6. The 2017 PUD Development Agreement holds any new construction to the same standard that is used for any commercial or industrial building within the city.
7. Discussion and representations during the work session and public hearings.

PROJECT STATEMENT: Application for Amendment to IPUD Plan – 4308 52nd Street NE, Kentwood, MI

INTRODUCTION

Transport Properties LLC is the contract purchaser from Steelcase Inc. of a 26.5-acre parcel (the “Site”) that is currently part of a larger tax parcel owned by Steelcase having a parcel number of 41-18-36-100-050. The Site is currently operated and used by Steelcase as a maintenance facility and service storage yard for Steelcase’s fleet of trucks, trailers and other vehicles. The Site and its maintenance buildings are securely self-contained within the Steelcase campus and serve only Steelcase vehicles. The existing site conditions are illustrated on Sheet Ex-1.

Transport Properties’ plan is to continue to use the Site for commercial vehicle maintenance, truck and trailer parking, but to lease the property to 1, 2 or 3 separate operators. Such tenant operators may include a large shipping company (i.e. FedEx) which requires fleet repair and parking, or a local manufacturing company that requires additional off-site truck parking capacity, or a school bus or van fleet company, or a combination thereof. Transport Properties would convert the Site to a self-contained secure facility with direct access to 52nd Street and physically separated from the Steelcase campus.

SUMMARY OF PROPOSED MODIFICATIONS TO THE IPUD PLAN

Transport Properties’ proposal is to modify the Site by adding additional paved parking area on the westerly third of the Site, providing up to 3 curb cuts onto 52nd Street and eliminating cross access between the Site and the Steelcase Campus. This proposal requires two modifications to the existing Final IPUD Plan for the Steelcase campus, each modification constituting a “Major Change” to the Final IPUD Plan:

- (i) the addition of “Other Future Access Points” onto 52nd Street (constituting a Major Change under Section 3.A.iii of the Steelcase PUD Development Agreement dated May 28, 2014) and separation of the Site from the Steelcase campus by a new continuous landscaped barrier along the south property line and elimination of cross access; and
- (ii) the removal from the IPUD Plan of the designation of a portion of the Site for future development of an 80,000 sq. ft. Building “A”.

Transport Properties’ plan does not reduce the 52nd Street landscape buffer area depth or intensity of landscaping, except in those areas which may become entry access points. These mature dense landscaping features screen the Site from public view and screen parking areas from perimeter roads. The proposed IPUD site changes are illustrated on Preliminary Site Plan, sheet SP-1.

USE AS AN INDUSTRIAL SERVICES FACILITY FOR TRUCK PARKING, STORAGE AND MAINTENANCE

Transport Properties believes the Site is appropriate for reuse and development as a self-contained industrial services facility (an “ISF”) for the parking and storage of trucks, trailers and construction equipment/vehicles by one or more tenant operators. There is considerable demand in the greater Kentwood / Grand Rapids industrial logistics service market for secure, well-maintained, accessible vehicle storage and repair sites. Transport Properties has a proven track record of developing and operating over thirty ISFs in Michigan, Indiana and Illinois. Transport Properties owns, operates, leases and develops ISFs for the parking and storage of trucks, trailers, buses, and for contractor storage yards. These facilities sometimes include truck repair and maintenance buildings with ancillary office space. Transport Properties’ ISF properties range from single tenant to multi-tenant integrated facilities.

Some properties are fleet storage and maintenance facilities for a single user. Other properties provide a campus for 2 or more tenants, each with its own secure site.

Transport Properties is in discussion with a variety of companies interested in leasing or acquiring all or a portion of the Site for ISF uses. Demand for an ISF at the Site is strong. ISF tenants are long-term users, typically with 10-year leases. Transport Properties tenants want paved, secure storage facilities. The types of companies that are interested in this Site include:

- Large shipping companies (FedEx, UPS, DHL, etc.) which require fleet storage and surge yards for high-demand periods and overflow parking
- Local and regional trucking companies that require truck parking and trailer storage capacity, either for their own fleet or for individual drivers, typically drivers who live in the vicinity of the parking yard;
- Local and regional industrial manufacturing companies that require additional off-site truck and trailer parking and storage capacity due to their on-site capacity limitations;
- School bus fleet parking, dispatch and service facilities..

The Kentwood land use categories applicable to these various potential ISF users would be:

- Motor Freight Terminal, defined as “a building *or area* in which [i] freight brought by truck is assembled and/or stored for routing or reshipment, or [ii] *in which semitrailers, including tractor and/or trailer units and other trucks, are parked or stored.*” (Emphasis added).

Motor Freight Terminal is a permitted use in the IPUD zoning district. This land use classification should be applicable to most of the anticipated tenant types listed above, other than tenants whose principal business activity is more appropriately classified in an Industrial PUD as a use requiring Special Land Use approval such as a “contractor’s storage yard” ¹ or a “vehicle repair establishment, major” facility. ²

STATEMENT OF JUSTIFICATION

A. The Continuation of Industrial Use is Consistent with the IPUD Plan and Master Plan.

The proposed development and use of the Site continues to serve the goals of the City Master Plan by retaining the zoning of I-PUD and continues the use of the Site in a manner substantially similar to its use by Steelcase. The various uses by Transport Properties tenants are all substantially similar in character to Steelcase’s use of the Site for its own fleet maintenance and vehicle parking and storage, so the proposed land use is consistent with the existing IPUD Plan.

B. Site Traffic Needs to be Separated from the Steelcase Campus.

To be able to sell the Site to Transport Properties for operations which are not integrated into Steelcase’s business, Steelcase needs to be able to provide the Site with direct access to 52nd Street. The Site must be a self-contained facility, physically separate from Steelcase. Steelcase needs to maintain a

¹ A contractor’s storage yard operator would need to obtain Special Land Use approval before operating on the Site and the contractor’s outdoor storage areas must paved, located in the rear of the property and screened from the view of neighboring properties or from the street through the use of an approved landscape plan.

² Vehicle Repair Establishment, Major is a Special Land Use in the I-1 zoning district if vehicle repair is the principal use of the property. If vehicle repair is accessory to or incidental to the use of the property for vehicle parking and storage, the use of the existing repair facility on a proposed 8-acre Lot 3 should not require a SLU approval.

secure self-contained campus to comply with U.S. Customs rules and regulations. Accordingly, Steelcase requires physical separation of the Site from Steelcase's adjacent properties. Consequently, the Site will require its own direct access to 52nd Street. Existing access points along the Site's south property line will be removed and the property improved with a continuous curb along the south property line. A secure perimeter fence will further separate the Site from the Steelcase campus.

C. Area Roads Can Support the Truck Traffic Generated at the Site.

52nd Street and the area roadways can support the volume of traffic that may be generated by the conversion of the Site to the uses proposed by Transport Properties with up to 3 new curb cuts. This conclusion is supported by the traffic impact study (TIS) prepared by Spalding & DeDecker and submitted in support of this application. The TIS report concludes:

"The addition of the traffic generated by the [] proposed development will not negatively impact operations of the signalized intersections under all three potential land use scenarios that were analyzed. Additionally, it was found that the additional access points for the parcels off 52nd Street will not have a negative impact on the roadway traffic."

D. Three Curb Cuts on 52nd Street Are Warranted by This Land Use.

Because of the size of the Site and the existing vehicle repair and washing facilities, the Site lends itself to division into 2 or 3 separately leased premises (or separate ownership parcels), so long as new curb cuts can be secured to provide direct access to 52nd Street. Transport Properties has determined that there is sufficient interest in the greater Kentwood industrial market area for an ISF facility divisible into 7-acre to 10-acre sites.

Transport Properties' ability to provide 3 separate driveway curb cuts on 52nd Street is not required by the volume of traffic generated by this land use. The traffic study demonstrates that 52nd Street can accommodate the volume of traffic. Instead, the request for 3 curb cuts is premised on the nature of the land use and the requirements of tenants that Transport proposes to bring to this Site. ISF tenants operate at properties that can provide physical separation from other users and which have perimeter fences for security. Transport Properties requests a modification to the IPUD Plan showing 3 curb cuts in order to have the ability to market the Site to up to 3 separate users.

If the entire Site is leased to 2 tenants, only 2 driveway curb cuts may be needed. If a single tenant leases the entire Site, only 1 or 2 driveway curb cuts may be needed, depending on the tenant's operational needs. If the entire Site is leased to 3 tenants, 3 separate curb cuts would be needed. Transport Properties understands that the number and design of driveways for a tenant would be determined and permitted through the final site plan that would be approved for the tenant's leased portion of the Site.

The original Steelcase campus plan from the 1980s envisioned a single-user self-contained campus whose use and development was controlled through the I-PUD zoning. Steelcase's facility needs have evolved over time. The proposed sale and separation of the Site from the Steelcase campus would be a reasonable modification to the IPUD. Once it is physically separated from the Steelcase campus, the Site will function like any other industrial commercial property along 52nd Street. But for its inclusion in the original Steelcase IPUD Plan, the Site property likely would have been developed as 2 or 3 separate lots, each with their own direct access to 52nd Street.

E. Final Site Plans will be Required for Anticipated Improvements to the Site.

In all potential future tenant/user scenarios, Transport Properties anticipates maintaining the two existing shipping fleet maintenance buildings. The two existing buildings would be used for repair, maintenance and washing, subject to tenant modifications to be determined. Whether Transport Properties proposes improvements and/or additions to the existing buildings or changes in use of the interior spaces would be driven by the tenants' needs. For example, if the Site is divided into 3 leased parcels, the center parcel may be leased to trucking company who may propose to convert one or more wash bays into repair bays or office space.

Transport Properties does not anticipate that a third building would be developed on the westerly parcel because strong market demand exists for an 8-acre parking and storage yard that does not require an office or repair building.³

Transport Properties understands that Site Plan Review approval (and other governmental agency approvals) would be required in connection with final Site redevelopment plans (engineering, landscaping, etc.) for improvements such as the new curb cuts, expansion of the parking area and closure of access along the south property line. In connection with Site Plans, Transport will propose fencing and gate systems that will allow for security and controlled entrance to the leased parcels. Entry gates will be set back from 52nd Street. The location and the operational characteristics of the gate security (transponder controls, gate house, etc.) can be reviewed and approved by the City as a part of Site Plan Review.

Transport Properties intends to retain the existing berm and as much of the landscaping along 52nd Street as possible. While new curb cuts on 52nd Street will create openings in the landscape screening, Transport Properties will propose landscaping that will minimize the visual impact of the openings. The significant grade differential between 52nd Street and the Site's parking areas will also minimize the appearance from the street of trucks and trailers parked at the Site.

F. Site Drainage can be Accommodated by Steelcase Stormwater Detention Ponds.

Site stormwater drainage and detention will be provided by existing facilities and new drainage inlets and pipes serving the expanded parking area. The existing stormwater infrastructure was designed and built to support the master plan for the Steelcase campus. Pond A was planned and developed in anticipation of an 80,000 sq. ft. building and associated parking areas being built on the western 1/3 of the Site. The developed 2/3rds of the Site drain into offsite Pond A and Pond B on the Steelcase campus. The additional impervious surface area created by Transport Properties' expanded parking area will drain into Pond A, which detention area can be expanded if necessary. At the time Transport Properties proposes a specific site plan that adds impervious area, the stormwater drainage issue can be resolved to the City's satisfaction as part of site plan approval. Other Site utilities will be decoupled from Steelcase so that the Site is separately metered. Steelcase and Transport Properties will enter into any necessary easements and easement agreements for drainage facilities and other utilities.

³ Transport Properties understands that the proposed amendment to the IPUD Plan eliminates reference to a Building "A" and that, if the IPUD Plan is amended as proposed, no additional building could be constructed on the Site without further amendment to the IPUD Plan.

KENTWOOD FIRE DEPARTMENT
4775 Walma Ave., SE
Kentwood, MI 49508

Station 1: 616-554-0800
Station 2: 616-949-1780
Station 3: 616-534-7117



KENTWOOD PLAN REVIEW

Fire Department Information

Occupant ID: 23477

Inspection Date: 12/01/2022

Inspected By: QUICK, PATRICK

Facility Information

Occupant Name: STEELCASE

Business Address: 4308 52ND Street Southeast

Inspection Information

Inspection Type: SITE PLAN ONLY

Inspection Notes: Site plan for existing site.

Fire Code Reference

Description

Comments

Approved vehicle access for fire fighting shall be provided to all construction or demolition sites prior to and during the time of construction. Access road(s) (20 feet wide, designed and maintained to support a vehicle weighing 20 tons on a single axle with dual wheels and standard road tires) shall be constructed as required. This road may be gravel, but vehicle access must be maintained and unobstructed at all times. (IFC 501.4, 503.1.1, 503.2.3, 503.4, 3310.1)

Construction involving combustible building materials shall not occur until operable fire hydrants are in place within 500 road feet of the furthest point of any building being constructed. (IFC 3312.1)

Install supplemental fire hydrants per site plan on a minimum 6" public water main. (IFC 507.5.2) Hydrants must be East Jordan 5BR with two 2-1/2" and one 4" outlet in conformance with Kentwood specifications and be painted safety yellow.

More hydrants may be needed if buildings are to be added to site.

Signatures

First Name	Last Name	Signature Date
Pat	Quick	12/01/2022



To: Kentwood Planning Department
From: Brad Boomstra, P.E.
City Engineer
Date: December 9, 2022
Re: **Steelcase – Transport Properties**
4308 52nd Street SE
41-18-36-100-050

We have completed our review of the proposed site plans dated 11-18-2022 for the above referenced project. While a full detailed review is not warranted at this time, Kentwood Engineering has the following comments that will need to be addressed as the site plan review process progresses.

Overall Plan Comments:

1. Kentwood remains concerned with the 3 curb cuts/driveways proposed for this development. Concerns and discussion items are listed below.
 - a. Based on the traffic study completed, the amount of traffic generated by the proposed development does not warrant the need for 3 driveways.
 - b. Kentwood would prefer a shared use of the Steelcase access drive on the east side of the parcel.
 - c. If gated access is utilized on the proposed driveways, how will stacking of traffic on 52nd Street be avoided.
 - d. Can a service drive be created on the property to eliminate the need for multiple curb cuts.
 - e. If allowed, the driveways must align with driveways on the north side of 52nd Street.
2. Storm sewer design calculations will need to be submitted and stormwater detention volumes will need to be calculated. The existing stormwater detention system will need to be evaluated to determine if adequate capacity exists or if additional detention will be needed.
3. The City of Grand Rapids owns, operates, and maintains the sanitary sewer collection and water distribution systems in this portion of Kentwood. Any alterations, extensions, or new connections to either of these systems will require approval from Grand Rapids.

Should you have any questions regarding this department's review, please feel free to contact our office.

cc: Kentwood Engineering Permit Staff

MEMO TO: Kentwood Planning Commission
FROM: Planning Staff
RE: Uses permitted and Special Land Uses in the Industrial and IPUD zones
DATE: January 5, 2023

A question at the Planning Commission meeting as to what would constitute a **Motor Vehicle Terminal**, the types of vehicle storage would be included in a **Contractors Storage Yard**, and what situations would require vehicles to be stored indoors. To clarify the questions asked, we offer the following:

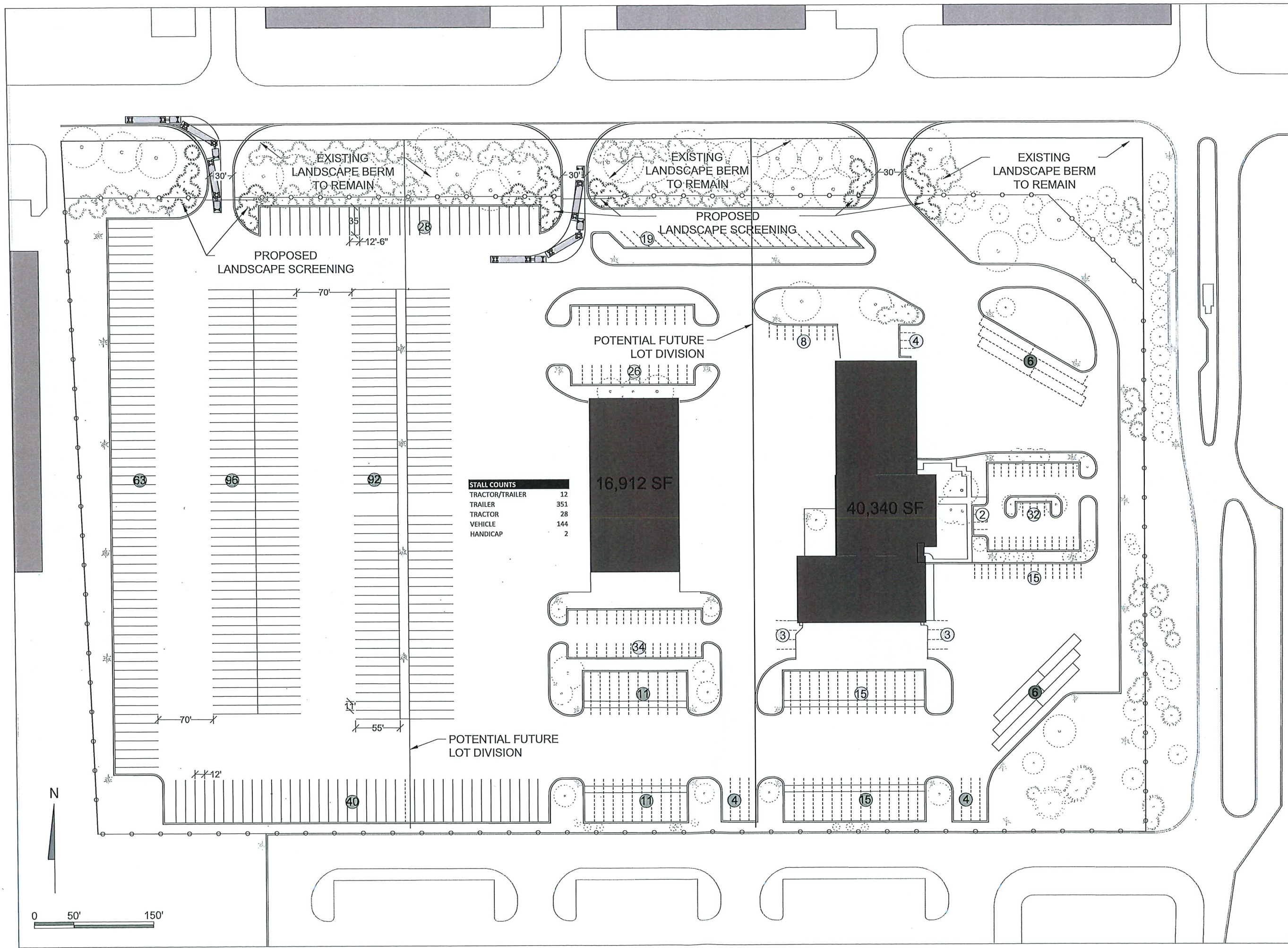
MOTOR FREIGHT TERMINAL: A building or area in which freight brought by truck is assembled and/or stored for routing or reshipment, or in which semitrailers, including tractor and/or trailer units and other trucks are parked and stored.

The definition would not apply to construction equipment or construction vehicles.
The Motor Freight Terminal parking and storage shall be on a paved surface.

Construction Equipment, not for sale or lease is considered a **Contractor's Storage Yard**. A Contractor's Storage Yard must be paved, located in the rear of the property and screened through the use of an appropriate landscape screen. A Contractor's Storage Yard can also include construction materials, stored in the same manner. Special Land Use Approval is required.

Construction equipment for sale or for lease must be entirely within an enclosed building and must receive Special Land Use approval.

Any kind of service for RVs, trucks, or other commercial vehicles that is not integrated as part of a fleet operation is considered a **Major Vehicle Repair**, and subject to Special Land Use approval.



STALL COUNTS	
TRACTOR/TRAILER	12
TRAILER	351
TRACTOR	28
VEHICLE	144
HANDICAP	2

DATE

11/18/2022

ISSUE

PRELIMINARY PUD SITE PLAN SUBMITTAL

DATE

12/20/2022

ISSUE

PRELIMINARY PUD SITE PLAN 2nd SUBMITTAL

DATE

ISSUE

DATE

ISSUE

IPUD AMENDMENT

4308 52ND STREET SE

KENTWOOD, MICHIGAN 49512

12/20/2022

PRELIMINARY

SITE

PLAN

SP-1

Steelcase

TRANSPORT PROPERTIES

5000 W BURNHAM AVE ROSEMONT, IL 60018

WWW.TRANSPORTPROPS.COM

NO.	DATE	DESCRIPTION
1	11/16/2022	REVISION 1.0
2	11/16/2022	REVISION 2.0
3	11/16/2022	REVISION 3.0
4	11/16/2022	REVISION 4.0
5	11/16/2022	REVISION 5.0
6	11/16/2022	REVISION 6.0
7	11/16/2022	REVISION 7.0
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99	11/16/2022	REVISION 99.0
100	11/16/2022	REVISION 100.0

Drawn By: DNU
Designed: ASH
Reviewed: ASH
Manager: ASH

Hard copy is intended to be 30"x42" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
221628
SHEET NO.

PARCEL NUMBER	PARCEL ACREAGE	EXISTING BUILDING SFT.	PROPOSED BUILDING SFT.	EXISTING DRIVES & PARKING SFT.	PROPOSED DRIVES & PARKING SFT.	TOTAL FUTURE LOT COVERAGE SFT.	TOTAL FUTURE LOT COVERAGE %
41-18-36-100-050	181.8	1,050,495	1,050,000	1,235,347	1,250,000	4,585,842	58%
41-18-36-200-047	40.5	666,000	0	551,583	0	1,227,583	69%
41-18-36-400-020	119.44	627,028	595,000	500,000	500,000	2,232,000	43%
41-18-36-400-021	87.68	874,605	200,000	610,524	200,000	1,885,129	49%
41-18-36-400-022	4.12	0	18,000	0	55,000	73,000	41%
41-18-36-400-024	13.96	0	150,000	0	200,000	350,000	57%
41-18-36-400-025	21.23	65,000	100,000	140,000	150,000	455,000	44%
NEW	26.49	63,983	0	480,000	300,000	760,000	65%
TOTAL P.U.D.	495.22	3,347,109	2,115,000	3,507,454	2,355,000	11,325,063	53%

DESCRIPTION FOR PARCEL 41-18-36-400-021:
411836400021 PART OF 1/2 OF SEC 36 COM 544.57 FT S 890 53M 00S E ALONG S SEC LINE FROM S 1/4 COR TH N 00 00M 30S E 2884.85 FT TH S 470 00M 00S E 261.33 FT TH N 590 30M 00S E 5000 FT TH NELY 282.48 FT ALONG A 550 FT RAD CURVE TO RT ALONG CHORD BEARS N 71 D 59M 00S E 280.38 FT TH N 840 26M 00S E 185.95 FT TO WLY LINE OF STL W-37 TH S 300 27M 59S E ALONG SD WLY LINE 1476.88 FT TH S 130 27M 00S W 588.39 FT TH S 350 37M 00S E 157.64 FT TH N 800 18M 07S E 11.11 FT TH SELY 174.53 FT ALONG A 532.29 FT RAD CURVE TO RT ALONG CHORD BEARS S 730 41M 53S E 171.01 FT TH S 590 41M 53S E 122.37 FT TO WLY LINE OF PATTERSON AVE TH ONLY ALONG SD WLY LINE 100.14 FT ON A 532.29 FT RAD CURVE TO LT ALONG CHORD BEARS S 300 18M 07S W 100.0 FT TH N 590 41M 53S E 122.37 FT TH NELY 104.72 FT ALONG A 150 FT RAD CURVE TO LT ALONG CHORD BEARS N 790 41M 53S W 102.61 FT TH N 800 18M 07S W 145.0 FT TH N 80 41M 53S W 100.0 FT TH NLY 49.0 FT ALONG A 516.50 FT RAD CURVE TO RT ALONG CHORD BEARS N 50 26M 10S W 48.98 FT TH NLY 70.0 FT ALONG A 50 FT RAD CURVE TO LT ALONG CHORD BEARS W 480 18M 03S W 68.94 FT TH N 890 53M 00S E 647.27 FT TH NELY 120.92 FT ALONG A 216.50 FT RAD CURVE TO RT ALONG CHORD BEARS N 730 53M 00S W 119.35 FT TH N 510 53M 00S W 152.13 FT TH S 90 00M 30S 1355.19 FT TO S SEC 36 TH S 120 53M 00S W ALONG S SEC LINE 774.76 FT TO BEG. SEC 36 TEN R11W 81.68 A. SPLIT/COMBINED ON 09/25/2014 FROM 41-18-36-400-019, 41-18-31-351-001, 41-18-31-351-002.

DESCRIPTION FOR PARCEL 41-18-36-400-022:
411836400022 PART OF SE 1/4 SEC 36 OF SEC 36 TEN R11W & PART OF SW 1/4 OF SEC 31 TEN R10W COM AT SE COR OF SEC 36 TH N 890 53M 00S W ALONG S SEC LINE 5003 FT TH N 10 48M 18S E ALONG WLY LINE OF PATTERSON AVE 721.21 FT TH NELY 340.13 FT ALONG A 532.29 FT RAD CURVE TO RT ALONG CHORD BEARS N 160 56M 36S E 342.17 FT TO BEG OF THIS DEED - TH N 590 41 M 53S W 174.53 FT TH NELY 174.53 FT ALONG A 250 FT RAD CURVE TO LT ALONG CHORD BEARS N 790 41M 53S W 171.01 FT TH S 800 18M 07S W 11.11 FT TH N 300 27M 59S E ALONG SD WLY LINE 630.78 FT TH S 10 37M 08S W 100.32 FT TO WLY LINE OF PATTERSON AVE TH SLYT ALONG SD WLY LINE 152.59 FT ON A 532.29 FT RAD CURVE TO RT ALONG CHORD BEARS S 420 48M 36S W 132.29 FT TO BEG. SEC 36 TEN R11W & SEC 31 TEN R10W 4.12 A. SPLIT/COMBINED ON 09/25/2014 FROM 41-18-36-400-019, 41-18-31-351-001, 41-18-31-351-002.

DESCRIPTION FOR PARCEL 41-18-36-400-024:
411836400024 PART OF SE 1/4 COM 50.03 FT N 890 53M 00S W ALONG S SEC LINE & 1224.24 FT N 890 53M 00S W ALONG S SEC LINE FROM SE COR OF SEC 36 TH N 890 53M 00S W ALONG S SEC LINE 62.0 FT TH N 00 00M 30S E 1355.16 FT TH S 210 53M 00S E 152.13 FT TH SELY 120.92 FT ALONG A 216.50 FT RAD CURVE TO RT ALONG CHORD BEARS S 730 53M 00S E 119.35 FT TH S 890 53M 00S W 102.61 FT TH N 800 18M 07S E 11.11 FT TH SELY 174.53 FT ALONG A 532.29 FT RAD CURVE TO RT ALONG CHORD BEARS S 450 18M 03S E 68.94 FT TH SLY 49.0 FT ALONG A 516.50 FT RAD CURVE TO LT ALONG CHORD BEARS S 50 26M 10S E 48.98 FT TH S 90 41M 53S E 100.0 FT TH N 800 18M 07S E 145.0 FT TH SELY 104.72 FT ALONG A 150 FT RAD CURVE TO RT ALONG CHORD BEARS N 790 41M 53S E 102.61 FT TH S 590 41 M 53S E 122.37 FT TO WLY LINE OF PATTERSON AVE TH SLY ALONG SD WLY LINE 532.29 FT ON A 532.29 FT RAD CURVE TO LT ALONG CHORD BEARS S 120 12M 43S W 234.05 FT TH N 890 53M 00S W 1200.22 FT TH S 00 00M 30S E 783.02 FT TO BEG. SEC 36 TEN R11W 13.96 A. SPLIT/COMBINED ON 01/06/2016 FROM 41-18-36-400-023.

DESCRIPTION FOR PARCEL 41-18-36-400-025:
411836400025 PART OF SE 1/4 COM 50.03 FT N 890 53M 00S W ALONG S SEC LINE FROM SE COR OF SEC 36 TH N 890 53M 00S W ALONG S SEC LINE 1224.24 FT TH N 10 48M 18S E ALONG WLY LINE OF PATTERSON AVE 721.21 FT TH NELY 340.13 FT ALONG A 532.29 FT RAD CURVE TO RT ALONG CHORD BEARS S 10 00M 48S E 122.33 FT TH S 1 D 48M 18S E ALONG SD WLY LINE 751.21 FT TO BEG. SEC 36 TEN R11W 21.23 A. SPLIT/COMBINED ON 01/06/2016 FROM 41-18-36-400-023.

DESCRIPTION FOR ROSKAM PARCEL 41-18-36-200-047:
THAT PART OF THE NORTHEAST 1/4 AND NORTHEAST 1/4, SECTION 36, TOWN 6 NORTH, RANGE 11 WEST, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 36, THENCE SOUTH 01 DEGREES 54 MINUTES 24 SECONDS EAST 1174.43 FEET ALONG THE WEST LINE OF SAID NORTHEAST 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION, THENCE SOUTH 01 DEGREES 54 MINUTES 24 SECONDS EAST 2500 FEET ALONG SAID WEST LINE, THENCE NORTH 59 DEGREES 32 MINUTES 02 SECONDS EAST 1192.68 FEET TO THE WESTERN LINE OF BROADMOOR AVENUE (W-37), 205 FEET WIDE, THENCE SOUTH 50 DEGREES 27 MINUTES 59 SECONDS EAST 1817.89 FEET ALONG SAID WESTERN LINE, THENCE SOUTH 84 DEGREES 28 MINUTES 00 SECONDS WEST 185.95 FEET, THENCE SOUTHWESTERLY 292.48 FEET ALONG A 450.00 FOOT RADIUS CURVE TO THE LEFT, THE DELTA ANGLE BEING 24 DEGREES 54 MINUTES 00 SECONDS AND THE CHORD OF WHICH BEARS SOUTH 71 DEGREES 59 MINUTES 00 SECONDS EAST 138.53 FEET, THENCE SOUTH 59 DEGREES 32 MINUTES 00 SECONDS WEST 6000 FEET, THENCE NORTH 47 DEGREES 00 MINUTES 00 SECONDS WEST 378.00 FEET, THENCE NORTH 41 DEGREES 00 MINUTES 00 SECONDS EAST 138.53 FEET, THENCE NORTH 61 DEGREES 00 MINUTES 00 SECONDS WEST 209.53 FEET, THENCE NORTHEASTERLY 242.24 FEET ALONG A 450.00 FOOT RADIUS CURVE TO THE LEFT, THE DELTA ANGLE BEING 28 DEGREES 27 MINUTES 50 SECONDS AND THE CHORD OF WHICH BEARS NORTH 41 DEGREES 41 MINUTES 30 SECONDS WEST 239.73 FEET, THENCE NORTH 32 DEGREES 23 MINUTES 00 SECONDS WEST 410.00 FEET, THENCE SOUTHWESTERLY 580.00 FEET ALONG A 400.00 FOOT RADIUS CURVE TO THE RIGHT, THE DELTA ANGLE BEING 42 DEGREES 41 MINUTES 00 SECONDS AND THE CHORD OF WHICH BEARS SOUTH 71 DEGREES 48 MINUTES 32 SECONDS NORTH 291.16 FEET, THENCE NORTH 09 DEGREES 49 MINUTES 07 SECONDS EAST 506.16 FEET, THENCE NORTH 88 DEGREES 05 MINUTES 36 SECONDS EAST 88.00 FEET TO THE PLACE OF BEGINNING. CONTAINS 43.5 ACRES.

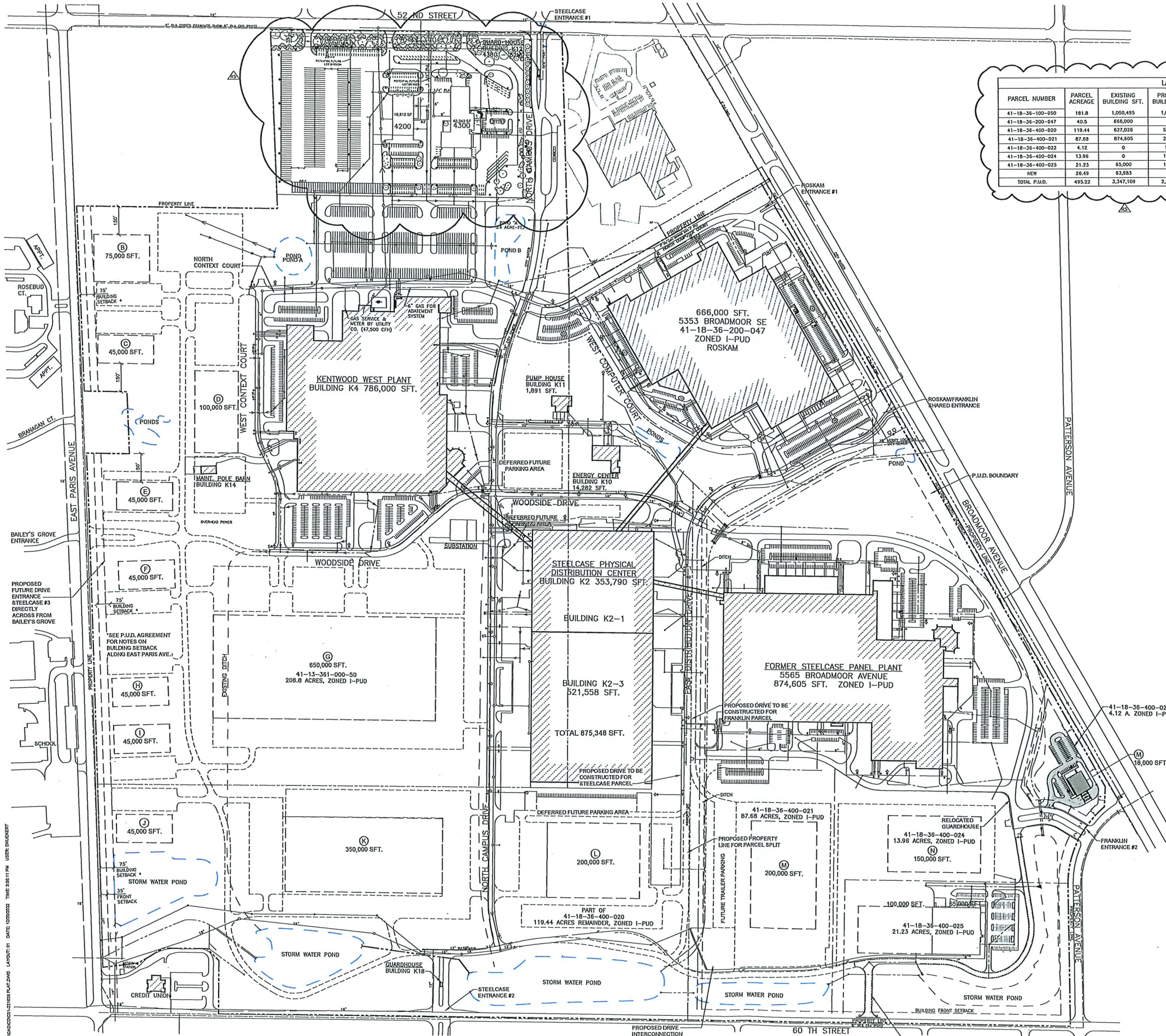
DESCRIPTION FOR FRANKLIN PARCEL 41-18-361-400-019:
THAT PART OF SECTION 36, TEN, R11W, AND THAT PART OF THE SW 1/4, SECTION 31, TEN, R10W, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 36, THENCE S89°53'00"E 544.57 FEET ALONG THE SOUTH LINE OF THE SE 1/4, SECTION 36 TO THE PLACE OF BEGINNING, THENCE N00°00'30"E 2884.85 FEET, THENCE S47°00'E 281.33 FEET, THENCE N35°20'E 600.00 FEET, THENCE NORTHEASTERLY 282.48 FEET ALONG A 550.00 FOOT RADIUS CURVE TO THE RIGHT, THE CHORD OF WHICH BEARS N11°39'00"E 280.38 FEET, THENCE N81°20'E 185.95 FEET TO THE WESTERN LINE OF HIGHWAY W-37 (BROADMOOR AVENUE) RELOCATED 1993, THENCE S30°27'59"E 2109.64 FEET ALONG SAID WESTERN LINE, THENCE S01°37'08"W 106.32 FEET TO THE WESTERN LINE OF PATTERSON AVENUE, THENCE SOUTHWESTERLY 480.00 FEET ALONG THE WESTERN LINE OF PATTERSON AVENUE ON A 532.29 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS S2°04'43"W 464.74 FEET, THENCE S01°41'08"W 121.11 FEET ALONG SAID WESTERN LINE TO THE SOUTH LINE, SE 1/4, SECTION 36, THENCE N89°53'00"W 2061.00 FEET ALONG SAID SOUTH LINE TO THE PLACE OF BEGINNING. THIS PARCEL CONTAINS 126.99 ACRES, INCLUDING R.O.W. FOR BOTH STREETS.

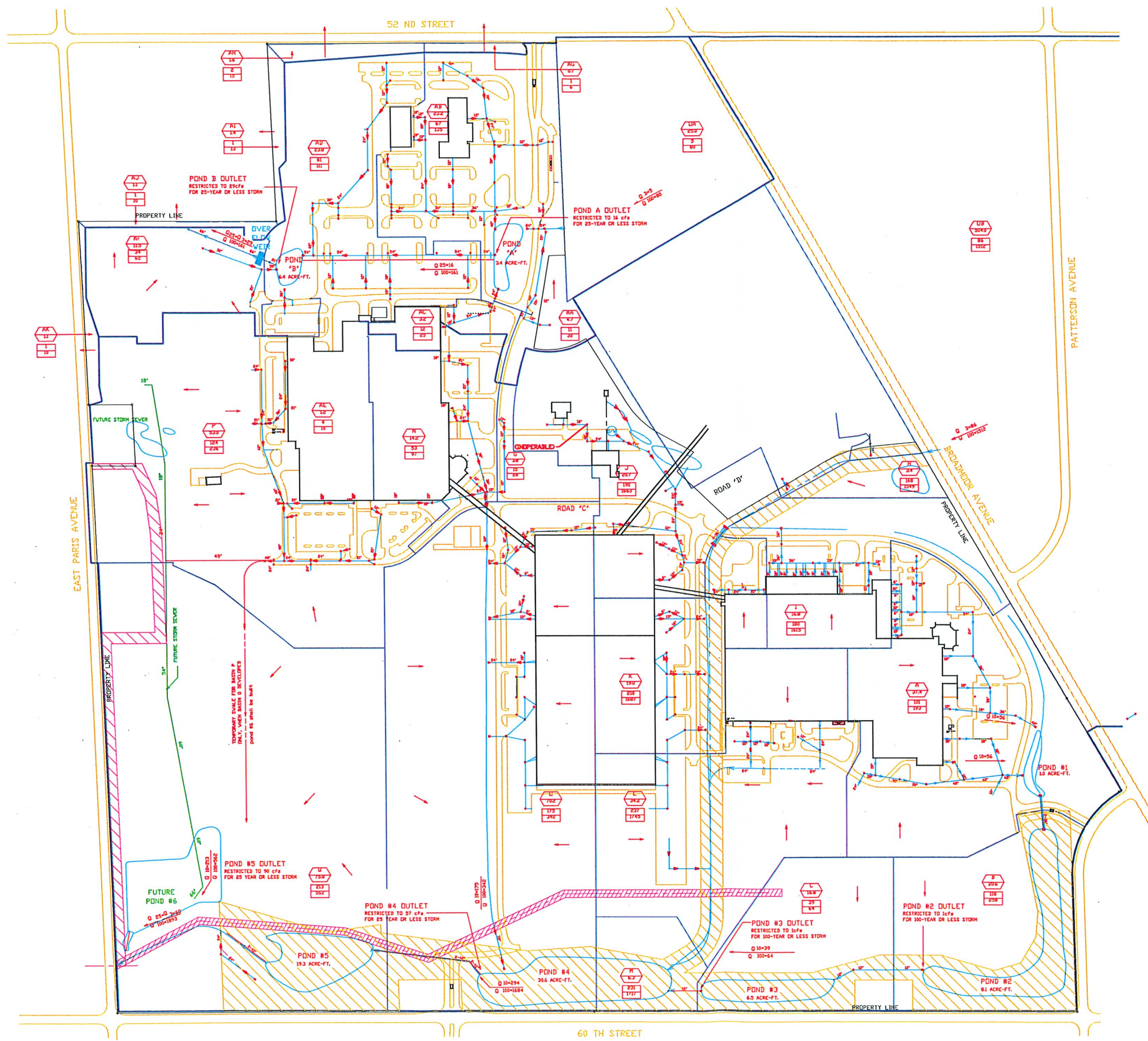
DESCRIPTION FOR STEELCASE PARCEL 41-18-36-400-020:
THAT PART OF SECTION 36, TEN, R11W, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT THE SOUTH 1/4 CORNER OF SAID SECTION 36, THENCE N89°00'00"W 1972.93 FEET ALONG THE SOUTH LINE, SW 1/4, SECTION 36 TO A POINT WHICH IS S89°00'00"E 650.00 FEET FROM THE SW CORNER OF SAID SECTION, THENCE N00°00'00"E 490.00 FEET, THENCE N81°12'15"W 194.43 FEET, THENCE S77°33'00"W 61.43 FEET, THENCE S81°35'00"W 474.19 FEET TO THE WEST LINE, SW 1/4, SECTION 36, THENCE N02°01'30"W 1065.98 FEET ALONG SAID WEST LINE, THENCE S89°53'00"E 281.33 FEET ALONG THE SOUTH LINE OF THE SOUTH 1/2 OF SAID SW 1/4 TO THE N-S 1/4 LINE, SECTION 36, THENCE N01°54'24"W 1322.51 FEET ALONG SAID N-S 1/4 LINE TO THE CORNER OF SAID SECTION, THENCE N01°54'24"W 972.39 FEET ALONG SAID N-S 1/4 LINE, THENCE NORTHEASTERLY 105.26 FEET ALONG A 400.00 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS N85°58'16"E 104.96 FEET, THENCE S32°23'00"E 410.00 FEET, THENCE SOUTHWESTERLY 242.24 FEET ALONG A 450.00 FOOT RADIUS CURVE TO THE LEFT, THE CHORD OF WHICH BEARS S44°41'30"E 239.73 FEET, THENCE S81°00'00"E 209.53 FEET, THENCE S41°00'00"W 104.83 FEET, THENCE S47°00'E 281.33 FEET, THENCE S00°00'00"W 2884.85 FEET TO THE SOUTH LINE, SE 1/4, SECTION 36, THENCE N89°53'00"W 544.57 FEET ALONG SAID SOUTH LINE TO THE PLACE OF BEGINNING. CONTAINS 119.44 ACRES.

DESCRIPTION FOR STEELCASE PARCEL 41-13-361-100-50:
PART OF THE WEST 1/2 OF SECTION 36, TOWN 6 NORTH, RANGE 11 WEST, CITY OF KENTWOOD, KENT COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT NORTH 1/4 CORNER, THENCE WEST ALONG NORTH SECTION LINE TO A POINT 1107.67 FEET NORTH 89 DEGREES 57 MINUTES 07 SECONDS EAST ALONG NORTH SECTION LINE FROM NORTHWEST CORNER OF SECTION, THENCE SOUTH 2 DEGREES 21 MINUTES 05 SECONDS EAST TO SOUTH LINE OF THE NORTH 3/8 OF THE WEST 1/4 OF THE NORTHWEST 1/4, THENCE WEST ALONG SAID EXTENDED SOUTH LINE TO THE WEST SECTION LINE, THENCE SOUTH TO THE NORTHWEST CORNER OF THE SOUTH 560 FEET OF THE NORTHWEST 1/4, THENCE EAST ALONG THE NORTH LINE OF SAID SOUTH 560 FEET TO THE EAST LINE OF THE WEST 264 FEET OF THE NORTHWEST 1/4, THENCE SOUTH ALONG SAID EAST LINE TO NORTH LINE OF THE SOUTH 330 FEET OF THE NORTHWEST 1/4, THENCE WEST ALONG SAID NORTH LINE TO WEST SECTION LINE, THENCE SOUTH ALONG WEST SECTION LINE TO THE NORTH LINE OF THE SOUTH 165 FEET OF THE NORTHWEST 1/4, THENCE EAST ALONG SAID NORTH LINE TO THE EAST LINE OF THE WEST 330 FEET OF THE NORTHWEST 1/4, THENCE SOUTH ALONG SAID EAST LINE TO EAST AND WEST 1/4 LINE, THENCE WEST TO WEST 1/4 CORNER, THENCE SOUTH TO THE SOUTHWEST CORNER OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, THENCE EAST TO SOUTHEAST CORNER OF THE NORTH 1/2 OF THE SOUTHWEST 1/4, THENCE NORTH ALONG NORTH AND SOUTH 1/4 LINE TO BEGINNING, EXCEPT THE NORTH 50.0 FEET THEREOF. ALSO EXCEPT: COMMENCING 1174.43 FEET SOUTH 01 DEGREES 54 MINUTES 24 SECONDS EAST ALONG NORTH AND SOUTH 1/4 LINE FROM NORTH 1/4 CORNER, THENCE SOUTH 01 DEGREES 54 MINUTES 24 SECONDS EAST ALONG NORTH AND SOUTH 1/4 LINE 493.01 FEET, THENCE WESTERLY 192.74 FEET ON A 400.00 FOOT RADIUS CURVE TO THE RIGHT, LONG CHORD BEARS SOUTH 07 DEGREES 18 MINUTES 52 SECONDS WEST 190.88 FEET, THENCE NORTH 09 DEGREES 49 MINUTES 07 SECONDS EAST 506.16 FEET, THENCE NORTH 88 DEGREES 05 MINUTES 36 SECONDS EAST 88.00 FEET TO THE POINT OF BEGINNING, SECTION 36, TOWN 6 NORTH, RANGE 11 WEST. CONTAINS 208.8 ACRES.

DRAFT P.U.D. SITE PLAN

SCALE: 1" = 200'
0 100 200 400





LEGEND

- MAJOR BASIN BOUNDARY
- SUB-BASIN BOUNDARY
- SUB-BASIN DESIGNATION AREA IN ACRES
- DESIGN STORM (10 YR.) RUNOFF (C.F.S.)
- DESIGN STORM (100 YR.) RUNOFF (C.F.S.)
- COUNTY DRAIN EASEMENT
- EXISTING STORM SEWER WITH INLET AND MANHOLE
- EXISTING CONTOURS
- ACCUMULATED DESIGN STORM (10 YR.) RUNOFF (C.F.S.)
- ACCUMULATED DESIGN STORM (100 YR.) RUNOFF (C.F.S.)
- FLOW DIRECTION ARROW
- EXISTING CHANNEL CENTERLINE
- DIL / WATER SEPERATER



KENTWOOD SITE

				SCALE 1"=200'		Steelcase	
				DATE 7-11-89		GRAND RAPIDS, MICHIGAN PLANT ENGINEERING DEPARTMENT	
D	GEN'L REV.		11-3-11	DL		KTWD. SITE REC. DWG. WATER	
C	REMOVED C/P FROM PLAN		7-28-87	LDRE	DRAWN LEMIRE		
B	UPDATES PER PLANNER		2-28-79	LDRE	CHECKED	KENTWOOD SITE DRAINAGE PLAN	
A	UPDATES PER PLANNER		2-23-79	LDRE	APPROVED		
REV.	DESCRIPTION		DATE	BY	SHEET OF 1	FILE NO. KSITE	DRAWG. NO. 300-007-003



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: January 3, 2023

Re: Case 2- 23: Zoning Ordinance Amendments

The attached memos cover the following proposed Zoning Ordinance amendments:

- Menu Boards
- Definition of Dwelling, Multiple-Family
- Child Care Facility Definitions
- Group Child Day Care Home Proximity
- Placement of Wall Signs in Industrial Districts
- PUD Site Plan Deviation Procedures
- Chapter 8 Flood Plain amendments



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: December 7, 2022

Re: Zoning Ordinance Update (Menu Boards)

Currently the Zoning Ordinance does not specifically make allowance for menu board or pre-order boards for drive-through establishments or vehicle wash establishments. Such signs are currently allowed through a Zoning Administrator interpretation.

Based on the definition in Section 2.20.S of the Zoning Ordinance a menu board in many respects is a sign. However, when the menu board is located at the rear of a site, the focus is narrowed to the specific options and associated pricing rather than attracting attention to or identifying a business to motorists etc. It is practical and desirable to allow drive-through establishments and vehicle wash establishments a limited ability to communicate to customers the specific options and pricing information in a manner distinguished from the freestanding, wall, and window identification sign allowances. The proposed amendment to the Zoning Ordinance would explicitly make allowance for menu boards and pre-order boards as permitted signs.

The proposed language was approved by the Planning Commission in 2021 but was not reviewed by the City Commission. In April, the Planning Commission confirmed the proposed language.

Proposed Language:

Add Subsection K to Section 16.03 Signs Permitted or Prohibited

K. Menu Boards and Companion Display for Drive-through and Vehicle Wash Establishments

1. Menu board shall not exceed sixty-four (64) square feet in area nor exceed a height of ten (10) feet
2. Menu board shall be located within ten (10) feet of where the order is placed.
3. Companion display shall not exceed sixteen (16) square feet in area nor exceed a height of ten (10) feet.
4. Companion display shall be located adjacent to a menu board to communicate special pricing and services.



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: January 3, 2023

Re: Zoning Ordinance Amendment (Definition for Dwelling, Multiple-Family)

Amend Section 2.02 of the Zoning Ordinance to modify the definition *Dwelling, Multiple*.

Current zoning ordinance language for Dwelling, Multiple

DWELLING, MULTIPLE: A building or portion of a building, used or designated for use as a residence for more than two (2) families living independently of each other. This definition does not include manufactured homes, single family attached dwellings or two (2) family dwellings.

Proposed zoning ordinance language

DWELLING, MULTIPLE-FAMILY: A building or portion of a building, used or designated for use as a residence for more than two (2) families living independently of each other. This definition does not include manufactured homes, single family attached dwellings or two (2) family dwellings.

(Change to clarify that the definition refers to multiple-family residential dwellings consistent with the definition language for single family attached and detached dwellings)



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: December 6, 2022

Re: Zoning Ordinance Update (Child Care Facility Definitions)

In June of this year, the State approved Act No. 106 of Public Acts of 2022 amending 1973 PA 116 making allowance for the increase in capacity of family child care homes (1 additional child – up to 7 total) and group child care homes (2 additional children – up to 14 total). The Kentwood Zoning ordinance currently limits family child care homes to no more than six (6) children and group child care homes to no more than twelve (12) children.

Current Zoning Ordinance Definitions for Child Care Organizations

Section 2.02 Definitions

CHILD CARE ORGANIZATION: An organization having as its principal function the receiving of minor children for care, maintenance, training, and supervision notwithstanding that educational instruction may be given. Child care organizations are licensed and regulated under the State of Michigan Act 116 of 1973, as amended, and include the following:

1. **Child Care Center (or Day Care Center):** A facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than twenty-four (24) hours a day and for not less than two (2) consecutive weeks and where the parents or guardians are not immediately available to the child.
2. **Foster Family Home:** A private home in which one (1) but not more than four (4) minor children, who are not related to an adult member of the household by blood, marriage or who are not placed in the household pursuant to the adoption code, are given care and supervision for twenty-four (24) hours a day, for four (4) or more days a week for two (2) or more consecutive weeks, unattended by a parent or legal guardian.
3. **Foster Family Group Home:** A private home in which more than four (4) but fewer than seven (7) minor children, who are not related to an adult member of the household by blood, marriage, or who are not placed in the household pursuant to the adoption code, are provided care for twenty-four (24) hours a day, for four (4) or more days a week for two (2) or more consecutive weeks, unattended by a parent or legal guardian. **Family Child Day Care Home:** A private home

in which one (1) but fewer than seven (7) minor children are received for care and supervision for periods of less than twenty-four (24) hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Family day care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year.

4. Group Child Day Care Home: A private home in which more than six (6) but not more than twelve (12) minor children are given care and supervision for periods of less than twenty-four (24) hours a day unattended by a parent or legal guardian, except children related to the adult member of the family by blood, marriage, or adoption. Group day care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year.
5. Child Caring Institution: A child care facility which is organized for the purpose of receiving children for care, maintenance and supervision usually on a twenty-four (24) hour basis to more than six (6) children in a building maintained for that purpose and operates throughout the year. It includes a maternity home for the care of un-married mothers and institutions for orphaned, mentally, emotionally or developmentally challenged or disturbed children.

Proposed Ordinance Language:

Modify the definition of child care organization under Chapter 2 to read as follows:

CHILD CARE ORGANIZATION: An organization having as its principal function the receiving of minor children for care, maintenance, training, and supervision notwithstanding that educational instruction may be given. Child care organizations are licensed and regulated under the State of Michigan Act 116 of 1973, as amended, and include the following:

1. Child Care Center (or Day Care Center): A facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than twenty-four (24) hours a day and for not less than two (2) consecutive weeks and where the parents or guardians are not immediately available to the child.
2. Foster Family Home: A private home in which one (1) but not more than four (4) minor children, who are not related to an adult member of the household by blood, marriage or who are not placed in the household pursuant to the adoption code, are given care and supervision for twenty-four (24) hours a day, for four (4) or more days a week for two (2) or more consecutive weeks, unattended by a parent or legal guardian.
3. Foster Family Group Home: A private home in which more than four (4) but fewer than seven (7) minor children, who are not related to an adult member of the household by blood, marriage, or who are not placed in the household pursuant to the adoption code, are provided care for twenty-four (24) hours a day, for four (4) or more days a week for two (2) or more consecutive weeks, unattended by a parent or legal guardian.

4. Family Child Day Care Home: A private home in which one (1) but fewer than seven (7) minor children are received for care and supervision for periods of less than twenty-four (24) hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Family day care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year. **Family child day care home includes a private home with increased capacity as defined by the State of Michigan.**
5. Group Child Day Care Home: A private home in which more than six (6) but not more than twelve (12) minor children are given care and supervision for periods of less than twenty-four (24) hours a day unattended by a parent or legal guardian, except children related to the adult member of the family by blood, marriage, or adoption. Group day care home includes a home that gives care to an unrelated minor child for more than four (4) weeks during a calendar year. **Group child day care home includes a private home with increase capacity as defined by the State of Michigan.**
6. Child Caring Institution: A child care facility which is organized for the purpose of receiving children for care, maintenance, and supervision usually on a twenty-four (24) hour basis to more than six (6) children in a building maintained for that purpose and operates throughout the year. It includes a maternity home for the care of un-married mothers and institutions for orphaned, mentally, emotionally, or developmentally challenged or disturbed children.

(The proposed amendments will bring the Zoning Ordinance definitions of family child day care home and group child day care home in alignment with the State of Michigan definitions and the new allowance for increased capacity.)



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: December 6, 2022

Re: Zoning Ordinance Update (Group Child Day Care Home Proximity)

The Zoning Ordinance currently requires that a group child day care home not be located within a 1,200 foot radius of any other group child day care. The radius is measured in a straight line from the actual location of the use to the nearest property line of the other group child day care home.

Current zoning ordinance language for Section 3.20.A

A. Requirements Pertaining to Group Child Day Care Homes

1. There shall be sufficient on-site outdoor play area to meet state regulations. All required outdoor play areas shall be fenced with a minimum of four (4) foot tall fence, provided that no such fence shall be located in the front yard.
2. Ingress and egress shall be provided as far as possible from two (2) intersecting streets and shall be at least one hundred (100) feet from two through streets.
3. A group child day care shall not be located within a twelve hundred (1,200) foot radius of any other group child day care.
4. For the purpose of this Section, the measurement of a radius shall be measured in a straight line from the actual location of the use to the nearest property line of the other group day care home.
5. An on-site drive shall be provided for drop offs/loading. This drive shall be arranged to allow maneuvers without creating a hazard to traffic flow on the public street.

In April, the Planning Commission reviewed the current separation requirement (see attached memo dated April 5, 2022). The Planning Commission was favorable to amending the ordinance to measure the 1,200 foot separation along a street, road, or other public throughfare.

Proposed zoning ordinance language for Section 3.20.A

A. Requirements Pertaining to Group Child Day Care Homes

1. There shall be sufficient on-site outdoor play area to meet state regulations. All required outdoor play areas shall be fenced with a minimum of four (4) foot tall fence, provided that no such fence shall be located in the front yard.
2. Ingress and egress shall be provided as far as possible from two (2) intersecting streets and shall be at least one hundred (100) feet from two through streets.
3. A group child day care shall not be located within a twelve hundred (1,200) ~~foot radius~~ **feet** of any other group child day care.
4. For the purpose of this Section, the measurement ~~of a radius~~ shall be measured ~~in a straight line~~ **along a street, road, or other public throughfare** from the actual location of the use to the nearest property line of the other group day care home.
5. An on-site drive shall be provided for drop offs/loading. This drive shall be arranged to allow maneuvers without creating a hazard to traffic flow on the public street.

(The proposed amendment would modify how the minimum required separation between group child day care homes is measured. The proposed change is consistent with how many other municipalities with separation requirements measure them. In addition, it is consistent with how the separation distance, as provided for in Michigan Zoning Enabling Act (Act 110 of 2006 as amended), is measured.)



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: April 5, 2022

Re: Zoning Ordinance Update Group Child Day Care Separation

Overview

The City is updating the Zoning Ordinance and one of the ordinance requirements to review is the current requirement that a group child day care home cannot be located within a twelve hundred (1,200) foot radius of any other group child day care. The radius is measured in a straight line from the actual location of the use to the nearest property line of the other group day care home.

The intent of the proximity regulation is to assure that there would not be excessive traffic due to numerous day care providers being in close proximity; in addition, noise and traffic would be limited as well.

The Zoning Board of Appeals received seven (7) requests for variances relative to the 1,200-foot separation requirement since 2003 (the most recent in 2021). Of the seven (7), four (4) variance requests were granted, one (1) was dismissed, one (1) was withdrawn, and one (1) was denied. The approved distances were for 334 feet, 878 feet, 1,010 feet, and 1,075 feet. Staff is not aware of any complaints or other issues relating to the approved variances.

Group Day Care Regulations for Other Communities

The following is a summary of the group day care regulations proximity regulation from several other communities for comparison:

Cascade Township	Separation requirement of 1,500 feet as measured along a street, road, or other public throughfare, excluding an alley from another group day care, adult foster care small group home, facility offering substances abuse treatment, correction center, half-way house or similar facility.
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Gaines Township	Separation requirement of 1,500 feet as measured along a street, road, or other public throughfare, excluding an alley from another group day care, adult foster care small group home, facility offering substances abuse treatment, correction center, half-way house or similar facility.
Delta Township	Separation requirement of 1,500 feet from another child group day care home, adult group day care home, adult foster care small or large group home, substance abuse rehab facility, correctional or similar facility
City of Grandville	Separation requirement of 1,500 feet from another group daycare group home.
Mount Pleasant	Separation requirement of 300 feet, measured lot line to lot line from another group day care home, foster family group home, licensed child care center, adult foster care small or large group home, substance abuse treatment facility, correction center or similar facility
City of Portage	The lot containing the group child care home shall not be located closer than 1,500 feet to any lot occupied by any of the following uses. The distance shall be measured as a traveled distance along public street, but not including an alley. Nor shall the lot containing the group child care home be located less than 500 feet to any lot occupied by any of the following uses, as measured from the nearest property lines of each use. a) another licensed group child care home, b) an adult foster care small group or large group home, c) a facility offering substance abuse treatment and rehabilitation service, d) a community correction center resident home or similar facility
City of Wyoming	No proximity restriction.
City of Grand Rapids	No proximity restriction.

Based on the variances which have been granted and the apparent absence of complaints, and how other communities calculate proximity, staff feels that amending the ordinance is warranted.

Current Ordinance Language

Section 3.20.A.3

A group child day care shall not be located within a twelve hundred (1,200) foot radius of any other group child day care.

Section 3.20.A.4

For the purposes of this Section, the measurement of a radius shall be measured in a straight line from the actual location of the use to the nearest property line of the other group day care home.

Ordinance Language Options

Option #1

Remove the proximity requirement all together.

Option #2

Section 3.20.A.3

A group child day care shall not be located within a twelve hundred (1,200) foot radius of any other group child day care.

Section 3.20.A.4

For the purposes of this Section, **the separation shall be measured along a street, road, or other public throughfare** ~~measurement of a radius shall be measured in a straight line from the actual location of the use to the nearest property line of the other group day care home.~~

Option #3

Section 3.20.A.3

A group child day care shall not be located within a **three hundred (300)** ~~twelve hundred (1,200)~~ foot radius of any other group child day care.

Section 3.20.A.4

For the purposes of this Section, the measurement of a radius shall be measured in a straight line from the actual location of the use to the nearest property line of the other group day care home.



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: December 7, 2022

Re: Placement of Wall Signs in Industrial Districts

Currently Section 10.03.E requires that wall signs in the I1 and I2 districts be placed on the wall facing the street frontage.

The I1 and I2 districts are the only zoning districts where wall signs are required to be placed on the wall facing the street. In other districts, such as commercial and office districts, the property owner/tenant can decide on which wall to place their allotted wall sign(s).

There are circumstances, especially with multi-tenant buildings, where a tenant space may not face a street, or it may not be practical or desirable to place the sign on the wall facing the street.

In April, the Planning Commission discussed this requirement, it was the consensus of the Commission that the requirement that wall signs in industrial be placed on the wall facing the street frontage be removed.

Current Ordinance Language Section 10.03.E

E. Development Requirements for Signs. See also Chapter 16 for general requirements.

Signs Permitted	I-1 and I-2 Districts				Other Requirements
	Size	Number	Height	Location	
Freestanding –For each main building with less than 150 ft. of front wall width	48 sq. ft.	1/main building	15 ft.	At least seventeen (17) feet behind the public right-of-way	Sign must complement the architectural details of the building and be appropriately landscaped
Freestanding –For each main building	Area equal to 2% of the area of the front wall				

Signs Permitted	I-1 and I-2 Districts				Other Requirements
	Size	Number	Height	Location	
of ft. 150 or greater front wall width	up to 100 sq. ft.				
Industrial Park Identification Sign	48 sq. ft.	1/each Park entrance	15 ft.	At least seventeen (17) feet behind the public right-of-way	May be freestanding or attached to a wall or fence; must be appropriately landscaped
Wall – Main buildings with a wall width of up to 250 ft.	1 sq. ft. for each 2 ½ lineal foot of wall	1/street frontage	Cannot extend above roof line	On wall facing street frontage	Area of wall signs is calculated by using the wall to which the sign will be attached
Wall – Main buildings with a wall width of 250 ft. or more	1 sq. ft. for each 2 ½ lineal foot of wall plus 1 sq. ft. for each 5 lineal ft. of wall in excess of 250 lineal ft..				
Non-Commercial	32 sq. ft	1/issue or candidate per street frontage	4 ft.	Behind the ROW	Signs may remain until deemed unsightly through disrepair or action of the elements
Real Estate	32 sq. ft.	1/premise or building	4 ft. above mean grade If less than 10 ft. from ROW line 6 ft. above mean grade If 10 ft. or more from ROW line	Behind the ROW	Permitted only when property is for sale, rent, or lease
Directional	24 sq. ft.	Only to the extent necessary as determined by the Zoning Administrator for traffic safety, subject to approved plan for design, number, and location.			
Portable	32 sq. ft.	1/lot	4 ft. above mean grade If less than 10 ft. from ROW line	Behind the ROW and in a location where driver visibility is not impaired	Limited to 30 days of display in any calendar year
			6 ft. above mean grade If 10 ft. or more from ROW line		

Signs Permitted	I-1 and I-2 Districts				Other Requirements
	Size	Number	Height	Location	
Billboard	300 sq. ft.	1/lot as a principal use only	25 ft.	Set back 100 ft. from street right-of-way line	Approved by Special Land Use in accordance with Chapter 15

Proposed Ordinance Language Section 10.03.E

Signs Permitted	I-1 and I-2 Districts				Other Requirements
	Size	Number	Height	Location	
Freestanding –For each main building with less than 150 ft. of front wall width	48 sq. ft.	1/main building	15 ft.	At least seventeen (17) feet behind the public right-of-way	Sign must complement the architectural details of the building and be appropriately landscaped
Freestanding –For each main building of ft. 150 or greater front wall width	Area equal to 2% of the area of the front wall up to 100 sq. ft.				
Industrial Park Identification Sign	48 sq. ft.	1/each Park entrance	15 ft.	At least seventeen (17) feet behind the public right-of-way	May be freestanding or attached to a wall or fence; must be appropriately landscaped
Wall – Main buildings with a wall width of up to 250 ft.	1 sq. ft. for each 2 ½ lineal foot of wall	1/street frontage	Cannot extend above roof line	On-wall facing street-frontage	Area of wall signs is calculated by using the wall to which the sign will be attached
Wall – Main buildings with a wall width of 250 ft. or more	1 sq. ft. for each 2 ½ lineal foot of wall plus 1 sq. ft. for each 5 lineal ft. of wall in excess of 250 lineal ft..				
Non-Commercial	32 sq. ft	1/issue or candidate per street frontage	4 ft.	Behind the ROW	Signs may remain until deemed unsightly through disrepair or action of the elements
Real Estate	32 sq. ft.	1/premise or building	4 ft. above mean grade	Behind the ROW	Permitted only when property is

Signs Permitted	I-1 and I-2 Districts				Other Requirements
	Size	Number	Height	Location	
			If less than 10 ft. from ROW line 6 ft. above mean grade If 10 ft. or more from ROW line		for sale, rent, or lease
Directional	24 sq. ft.	Only to the extent necessary as determined by the Zoning Administrator for traffic safety, subject to approved plan for design, number, and location.			
Portable	32 sq. ft.	1/lot	4 ft. above mean grade If less than 10 ft. from ROW line 6 ft. above mean grade If 10 ft. or more from ROW line	Behind the ROW and in a location where driver visibility is not impaired	Limited to 30 days of display in any calendar year
Billboard	300 sq. ft.	1/lot as a principal use only	25 ft.	Set back 100 ft. from street right-of-way line	Approved by Special Land Use in accordance with Chapter 15



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: December 6, 2022

Re: Zoning Ordinance Amendment (PUD Site Plan Deviation Procedures)

Amend Section 12.13.A.2 of the Zoning Ordinance.

Current zoning ordinance language for Section 12.13

A. Amendments and Deviations from Approved Final PUD Site Plan

1. Deviations: Deviations from the approved Final PUD Site Plan may occur only when an applicant or property owner granted Final PUD Site Plan approval notifies the Zoning Administrator of the proposed amendment to such approved site plan in writing, accompanied by a site plan illustrating the proposed change, and receives approval consistent with this section. The request shall be received prior to initiation of any construction in conflict with the approved Final PUD Site Plan.
2. Procedure: Within fourteen (14) days of receipt of a request to amend the Final PUD Site Plan, the Zoning Administrator shall determine whether the change is major, warranting review by the Planning Commission, or minor, allowing administrative approval, as outlined in Section 13.05 (D) 8.

Proposed zoning ordinance language for Section 3.20.A

A. Amendments and Deviations from Approved Final PUD Site Plan

1. Deviations: Deviations from the approved Final PUD Site Plan may occur only when an applicant or property owner granted Final PUD Site Plan approval notifies the Zoning Administrator of the proposed amendment to such approved site plan in writing, accompanied by a site plan illustrating the proposed change, and receives approval consistent with this section. The request shall be received prior to initiation of any construction in conflict with the approved Final PUD Site Plan.
2. Procedure: Within fourteen (14) days of receipt of a request to amend the Final PUD Site Plan, the Zoning Administrator shall determine whether the change is major, warranting

December 6, 2022

review by the Planning Commission, or minor, allowing administrative approval, as outlined in Section ~~13.05 (D) 8~~ **13.05.I.**

(The current ordinance refers to a zoning ordinance section (13.05 (D) 8) which does not exist, the proposed amendment would refer to the correct section of the zoning ordinance.)



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: January 5, 2023

Re: Zoning Ordinance Amendment (Chapter 8 Section 4.01 Flood Plain)

Amend Section 4.01 of the Zoning Ordinance to comply with Federal requirements.

Current zoning ordinance language for Section 4.01

Section 4.01 FLOOD PLAIN

This District relies upon the analysis of flood prone lands in the City as defined in the City of Kentwood Flood Insurance Study dated May 18, 1981, prepared by the Federal Insurance Administration with accompanying Flood Insurance Rate Maps. The study and accompanying maps, as amended from time to time, are adopted by reference, and declared to be a part of this Ordinance. The limitations of the flood prone areas shall be considered to be the one hundred (100) year floodplain as shown on the most current Federal Insurance Administrations maps.

Proposed zoning ordinance language for Section 4.01 (redline version)

Section 4.01 ~~FLOOD PLAIN~~FLOODPLAIN

This ~~District~~district relies upon the analysis of flood prone lands in the ~~City~~city as defined in the ~~City of Kentwood Flood Insurance Study dated May 18, 1981, prepared by the Federal Insurance Administration with accompanying Flood Insurance Rate Maps~~Federal Emergency Management Agency ("FEMA") in a scientific and engineering report entitled "The Flood Insurance Study for Kent County, All Jurisdictions," dated February 23, 2023, with its accompanying Flood Insurance Rate Maps ("FIRM") panels 26081 CINDIA and 26081 CINDA2A, effective February 23, 2023, which documents are hereby adopted by reference and declared to be a part of this ordinance.. The ~~study and accompanying maps, as amended from time to time, are adopted by reference, and declared to be a part of this Ordinance.~~ The limitations of the flood prone areas shall be considered to be the ~~one hundred (100)~~100- year floodplain as shown on the most current ~~Federal Insurance Administrations maps~~FIRM.

Proposed zoning ordinance language for Section 4.01 (clean version)

Section 4.01 FLOODPLAIN

This district relies upon the analysis of flood prone lands in the city as defined in the Federal Emergency Management Agency (“FEMA”) in a scientific and engineering report entitled “The Flood Insurance Study for Kent County, All Jurisdictions,” dated February 23, 2023, with its accompanying Flood Insurance Rate Maps (“FIRM”) panels 26081 CINDIA and 26081 CINDA2A, effective February 23, 2023, which documents are hereby adopted by reference and declared to be a part of this ordinance. The limitations of the flood prone areas shall be considered to be the 100- year floodplain as shown on the most current FIRM.

(The proposed changes are to comply with Federal requirements)

KENTWOOD PLANNING COMMISSION
SUB-COMMITTEES
January 2023

Administrative Committee-This group deals with the development of general policies relating to the bylaws of the Planning Commission as well as interactions with City staff and the City Commission.

- Dan Holtrop Sandra Jones (Chair), Ed Kape
- Community Development Director Terry Schweitzer

Land Use and Zoning (LUZ) Committee-This group serves as a sounding board for individuals considering development concepts that are either inconsistent with the zoning or future land use designation for a particular property or land area.

- Commissioners Dan Holtrop, Sandra Jones, **VACANCY** and Ed Kape
- Staff Representative

Structures and Improvements Plan (formerly Capital Improvements Plan - CIP)-State law specifies that the Planning Commission shall annually prepare a program for the ensuing six years showing those public structures and improvements, in the general order of priority, which will be needed or desirable and can be undertaken to further the desirable future development of the City under the adopted Master Plan. The committee reviews the schedule of improvements proposed by City staff and formulates a recommendation to the City Commission. This recommendation is used by the Mayor and the City Commission to fulfill their City Charter requirement to adopt an annual capital improvements program.

- Planning Commissioners Dan Holtrop, Ed Kape, **VACANCY** and **VACANCY**
- Assistant Finance Director Bhama Cairns
- Community Development Director Terry Schweitzer

Open Space Committee-This group is charged to look at the inventory of open and natural areas within the community in terms of: the development of a trail/open space and greenway master plan; the desirability /feasibility of park requirements in all new residential subdivisions; the identification of parcels for easement/outright acquisition; and the refinement of trail design and maintenance standards.

- Planning Commissioners Ed Kape, **VACANCY** and **VACANCY**
- Park & Recreation Director Val Romeo and a Park & Recreation Commissioner
- Planning Staff Member

Planning Commission Zoning Ordinance Subcommittee-This group works with planning staff to research and recommend to the full Planning Commission recommendations for amendments to the Zoning Ordinance text.

- Planning Commissioners Bill Benoit, Ray Poyner and **VACANCY**
- Planning Staff

Non-Motorized Committee (formerly Sidewalk Committee)-This committee identifies gaps and underserved areas within the overall sidewalk system and recommends strategies to address these deficiencies.

- Planning Commissioners Sandra Jones, Bill Benoit and **VACANCY**
- Lisa Golder, Staff Representative

Master Plan Subcommittee-This group works with city staff to develop a strategy and undertake research to formulate recommendations to the full Planning Commission relating to changes to the City's Master Plan. State law requires that the Master Plan is reviewed at least every five years to evaluate the necessity and desirability to amend the Master Plan either comprehensively or in part. Sub area Master Planning may also require a Master Plan amendment.

- Dan Holtrop, Ray Poyner and Darius Quinn

Conservation Oriented Development-The 2020 Master Plan Update identified undeveloped portions of Section 13 and 34 that due to their size and location would be conducive to alternative planning approaches for residential development. The concept was to use a clustering strategy for the development of these areas in order to preserve significant open space areas.

- Planning Commissioners **VACANCY**, Bill Benoit and **VACANCY**

Division Avenue Sub Committee-The 2020 Master Plan Update identified the redevelopment of the Division Avenue corridor as a key issue. This committee works with City staff to review the recommendations of the Division United Study completed in 2021.

- Planning Commissioners **VACANCY**, Ed Kape and **VACANCY**



Memorandum

To: Planning Commission

CC:

From: Joe Pung
(616)554-0810
pungj@kentwood.us

Date: January 5, 2023

Re: Zoning Ordinance Amendments for Residential Architectural Design

Attached for your review are copies (redline and clean) of the current draft of proposed ordinance amendments for residential architectural design (Zoning Ordinance Section 3.05.C and Section 3.22).

The city has received comments from two (2) residential developers and is contacting them for additional detail/clarification of their comments.

Redline Version

Section 3.05.C

C. Projections into Yards

1. Architectural features, as defined, not including vertical projections, may extend or project into a required side yard not more than four (4) inches for each one (1) foot of width of the side yard and may extend or project into a required front yard not more than four (4) feet.
2. Unenclosed porches, steps, patios, or similar construction may not project into a required front or rear yard setback for a distance to exceed ten (10) feet and shall be no closer than five (5) feet from the front property line. No projection is allowed into a required side yard.
3. Upper level projections such as awnings, balconies, bay windows, and canopies shall maintain a ground clearance of eight (8) feet above the adjacent grade and may extend into a required front or rear yard by no more than six (6) feet.
4. Lightwells and egress window wells shall be permitted in any yard, provided:
 - a) The well shall not project more than four (4) feet into any yard from the structure.
 - b) In the front yard, a well may be no closer than five (5) feet from the front property line.
 - c) Wells in the front yard shall have a three (3) foot high landscape or building material screen that is compatible with the materials used for the main building.
 - d) The zoning administrator may allow hardscaping between the well and the sidewalk where the distance is less than ten (10) feet in a mixed-use context otherwise the space shall meet standard landscape requirements.
5. Wheelchair ramps used for person with mobility impairments may be located in the front, side, or rear yards, provided the location does not create a hazard, or impede access for operations related to safety, such as access for fire personnel or equipment. In no case shall a ramp be placed nearer than three (3) feet from any side lot line.

SECTION 3.22 REGULATIONS APPLICABLE TO ALL ~~SINGLE-FAMILY RESIDENTIAL~~ DWELLINGS ~~OUTSIDE MANUFACTURED HOUSING COMMUNITIES~~

The following provisions shall not apply to dwellings located in manufactures home communities or Form Based Code districts. Provisions specific to a particular housing type shall apply in addition to the general provisions applicable to all housing types contained in Part B.

- A. ~~The relationship of the width and depth of any dwelling unit shall not exceed a ratio of 4:1.~~purpose and intent of these provision is:
 1. To create neighborhoods that are safe, livable, attainable, and sustainable, and create a sense of community for Kentwood's varied households. Each home contributes to a neighborhood's context. Building placement, design, and location are all components that affect how walkable and safe a neighborhood is for children, the elderly, and the general community. Front porches, windows, and entries provide "eyes on the street".
 2. Many of the following provisions have been used in past PUD approvals but were not formally codified as general provisions. The intent of codifying these rules is to increase

Redline Version

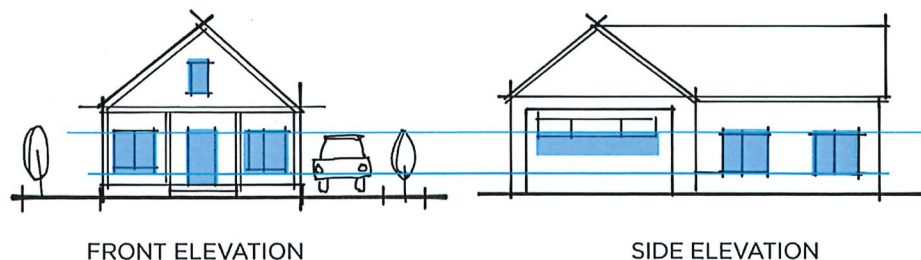
transparency in the development process, provide greater predictability for the development community, and increase consistency in decision making.

3. It is recognized that not every home and building site is the same. To that end, these provisions seek to provide flexibility for builders, homeowners, and City staff by instructing where administrative departures may be granted in lieu of the need for a zoning variance process.
4. It is recognized that the Building Code regulates appropriate construction materials to be used in residential construction. That Code, however, does not consider how all the various components contribute to building a neighborhood and a community. It is expected that materials will be compatible in character and scale with the structure on which it is being installed, have no visible fasteners, and be uniform in type and appearance. Installation according to the manufacturer's specification of durable building materials that do not result in warping or buckling, cracking, molding, fading, or oil canning is expected in simple configuration with solid craftsmanship.

- B. The longest side of the structure must face generally parallel to the front street unless seventy-five percent (75%) of the existing dwelling units within three hundred (300) feet of the lot boundaries on which the dwelling unit is to be placed face the shorter side toward the street. Homes within this distance whose length is equal to their width shall be counted toward the above percentage. **All housing types.** These general provisions are applicable to all housing types:

1. Transparency.

- a. Residential dwellings shall have windows on the front walls and side walls of the structure which face a street. The size and placement of windows on the façade shall be generally consistent.
- i. For all residential dwellings at least twelve percent (12%) of the area of the front façade shall consist of clear glass windows and may include primary entrance doors which permit a view from the dwelling to the street. Garage door windows may count towards the percentage.
- ii. At least three (3) windows with a minimum of six (6) square feet each are required on side walls (those adjoining the front façade) that face a street.



Redline Version

- iii. Lightwell facades shall have twelve percent (12%) minimum clear glass between the finish floor line of the lightwell and the finish floor line of the first floor.
- iv. Administrative Departures. The following shall be eligible for an administrative departure request:
 - a. Side wall transparency for single-story dwellings where it is determined that the standards cannot be met due to the interior design of the dwelling.
 - b. Placement is limited by the presence of a garage. If the garage is facing the street, a departure cannot be provided to the façade.
 - c. Building code requirements make adherence to this requirement infeasible.

2. Exterior Materials.

- a. Exterior cladding may consist of brick, stone, vinyl or aluminum siding, glass, fiber cement siding, wood lap, stucco, or decorative split-faced block.
- b. EIFS shall only be used for building accents.
- c. Where more than one (1) façade material is proposed, the heavier material in appearance shall be incorporated below the lighter material (e.g. masonry below siding).
- d. Administrative Departure. Other materials of equivalent or better quality, including high quality synthetic material, may be approved, if determined appropriate for the building, site, and area with an approved sample and examples of successful, high quality local installations.

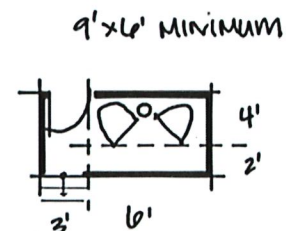
3. **Design Elements.** The intent of this Section is to encourage the use of various design elements on residential lots and structures to create visual interest and support walkable neighborhoods. A menu of design elements applicable to all residential zone districts is provided. A minimum of four (4) elements or sub-elements from the menu are required. Implementation of these design elements should demonstrate thoughtful design, considering scale, symmetry, balance, and compatibility.

a. **Landscaping.** (2 PUD points)

Three (3) trees measuring 2.5" caliper or greater on the lot and planted landscape area/s of a minimum of one hundred fifty (150) square feet in the front yard. A minimum of five-hundred (500) cubic feet of soil volume shall be provided per tree. Retained trees on the property can be credited towards this option.

b. **Front Porch.** (3 PUD points)

Front porch, not including steps, that is at least six (6) feet in depth to provide for usable seating and circulation and is at least one-third (1/3) the width of



Redline Version

the front façade of the residential structure (not including the garage) but in no case is it less than nine (9) feet wide.

c. Structural Modifications. (1 PUD point each)

- i. Dormers, the placement of which is balanced with the dwelling's façade.
- ii. Room bump-out (e.g. sunroom, bay window, etc.) on the front façade of the building with a minimum depth of two (2) feet.
- iii. Dwelling is designed and constructed to meet the Type B Unit accessibility requirements of the ANSI A117.1 standard.

d. Windows and Window Detailing. (1 PUD point each)

- i. Increased transparency of twenty percent (20%) or higher on front façade.
- ii. Exterior trim not less than three (3) inches in width.
- iii. Shutters that are one-half the width of the window on each side and of a high-quality material that will not fade or peel.
- iv. Other enhancements approved by the Zoning Administrator, such as awnings.

e. Roof Detailing. (1 PUD point each)

- i. Eaves with a minimum of twelve-inch (12") overhang.
- ii. Exterior soffit detailing such as brackets, moldings, or changes in materials.
- iii. Gable end (rakes) with a minimum eight-inch (8") overhang.

f. Materials. (1 PUD point each)

- i. Brick, stone, or other decorative materials uses on the façade of the building and wrap the sides of the structure with the same materials for a depth of at least two (2) feet.
- ii. Hardie Plank/fiber cement siding.
- iii. Metal siding, roofing, or paneling of 24 gauge or better with no visible fasteners. Any change in profile is non-corrugated and has a minimum rib depth of one-inch (1").

g. Administrative Departure. The Zoning Administrator may accept alternative options that meet the intent of this provision to increase the visual diversity of residential structures within a neighborhood.

h. A minimum of one (1) design element must be different for every ten (10) detached dwelling units, or for each multi-family building. Landscaping and front porches shall be exempted from this requirement.

C. The roof of the dwelling unit shall have a minimum pitch of three (3) inches height to one (1) foot of run~~Detached single-family.~~ A detached single-family dwelling and any additions or alterations thereto, shall meet the requirements of this Section in addition to all other regulations of this Chapter.

1. Garages. The following provisions shall apply to provide safe, unobstructed pedestrian through-movement on sidewalks, encourage the visibility of street activities from

Redline Version

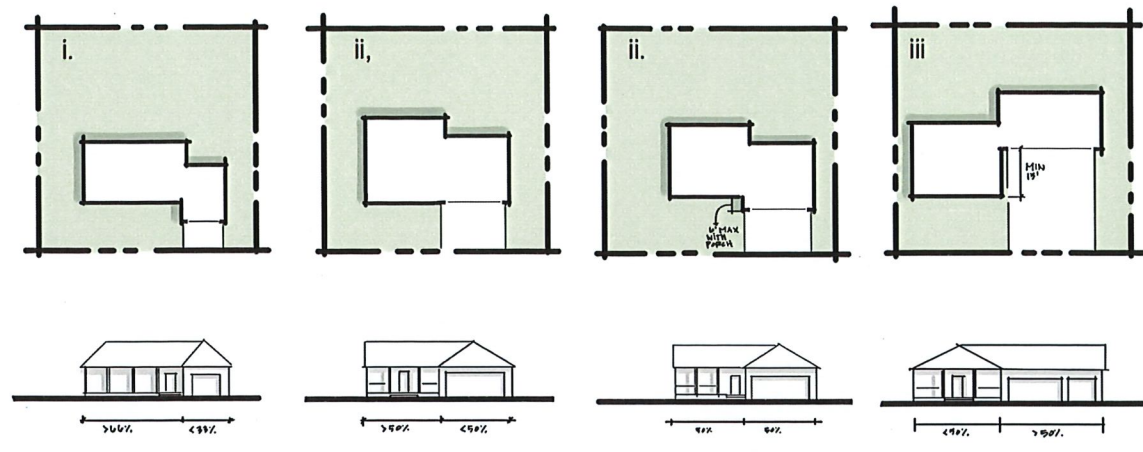
dwelling, ensure sufficient space for the parking of vehicles to avoid front-yard parking and street congestion, and reduce the visual dominance of garages and parking in neighborhoods.

- a. For the purposes of this Section, the garage setback shall be considered independently from that of the residential dwelling.
- b. Garages that are accessed through the front yard shall be placed a minimum of thirty-five (35) feet from the front lot line or from the edge of the right-of-way easement for private streets. Administrative departures for private streets may be approved by the Zoning Administrator.
- c. Where garages are rear-loaded, off an alley or common drive through a rear yard, the minimum distance from the face of the garage to the edge of pavement shall be fifteen (15) feet.
- d. The placement and size of attached garages shall be determined by the following:

Table 3.22.C.1.b Garage Placement			
<u>Garage as % of Front Façade Width</u>	<u>Garage Placement</u>		
	<u>Behind the House</u>	<u>Aligned with House Face</u>	<u>In Front of House</u>
<u>33% or less</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
<u>34% - 50%</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>
<u>Greater than 50%</u>	<u>Yes (min. 15 feet)</u>	<u>No</u>	<u>No</u>

- i. Garages that are thirty-three percent (33%) or less of a dwelling unit's front façade may be placed forward of the dwelling unit.
- ii. Garages that compromise fifty percent (50%) or less of the front façade of a dwelling unit may align with the façade. Garages thirty-three percent (33%) to fifty percent (50%) of the front façade may project up to six (6) feet forward of the dwelling face if a front porch is provided in compliance with Section 3.22.B.3.b. Front yard setbacks still apply.
- iii. Garages set back at least fifteen (15) feet behind the face of the dwelling unit are allowed and shall not be counted against front façade calculations.
- iv. Garages cannot exceed fifty percent (50%) of the width of the front façade of a dwelling unit.

Redline Version



e. Where a third, single garage stall is desired, it shall be located at least two (2) feet behind the main façade of a two-stall garage.

f. Administrative Departure. An administrative departure may be granted where seventy-five percent (75%) of existing dwelling units within three hundred (300) feet on the same block have a dwelling to garage façade ratio that does not meet the above requirements.

D. ~~The dwelling unit shall be permanently anchored to a wood, masonry, concrete, or other approved foundation. Access to the basement or crawl space shall be from inside the dwelling unit.~~ Attached single-family, duplexes, and multi-family. Attached single-family dwellings, duplexes, and multi-family dwellings (3 or more units) and any additions or alterations thereto, shall meet the requirements of this Section in addition to all other requirements of this Chapter.

1. Parking Areas, Garages, and Carports.

a. For multi-family developments unenclosed parking areas and freestanding parking structures (detached garages or carports) shall not occupy more than thirty percent (30%) of any public street frontage.

b. For multi-family developments parking areas visible from a public street shall be sited to be perpendicular to the street to reduce visual impacts on the streetscape.

c. Garages for duplexes are not allowed to be placed in the center of the front façade. Drive areas shall be separated to allow for a common green. A circular drive may be permitted for access management purposes.

d. For multi-family developments blank walls lacking windows, articulation or modulation are not permitted when facing a street.

Redline Version

- e. Garages that have direct access from a street shall be placed a minimum of thirty-five (35) feet from the front lot line or from the edge of the right-of-way easement for private streets.
- f. Administrative Departure. An administrative departure may be granted to allow up to fifty percent (50%) of exposed parking areas or to adjust parking area orientation where a street frontage may be affected when a dense year round landscape screen is provided.

2. Multi-Family Façade and Entrance Orientation.

- a. The front façade of any new building shall face a primary public or private street.
- b. The primary pedestrian building entrance shall be located in the front façade parallel to the street. Main building entrances and exits shall be located on the primary street and may extend to both sides of a building. Entrances can be identified individually or shared.
- c. The primary pedestrian entrance of a new main building shall be clearly identified using an awning, paving treatments, porches, change in roofline or other architectural feature and shall relate to locations of pedestrian activity.
- d. A sidewalk shall be provided that connects building entrances to the street or sidewalk that parallels the street.
- e. An administrative departure may be granted where the topography, lot depth, vegetation to be preserved, or other site condition would prevent compliance with these provisions.

3. Multi-Family Façade Design

- a. Uninterrupted Façade. The maximum linear length of an uninterrupted building façade facing a street or park shall be thirty (30) feet. Visual breaks shall be vertical. Building wall offsets (projections and recesses), varying building material, or other method shall be used to break up the mass of a single building.
- b. A horizontal line on the façade shall distinguish the base of the building from remainder to support human-scaled design. An expression line shall be created by a change in material, a change in design, porches, or by a continuous setback, or stepback/recess on upper floors.
- c. Vents, air conditioners and other utility elements must be integrated (placement, color, orientation) into the architecture of the building or otherwise screened from view.
- d. Administrative Departures may be granted for:

Redline Version

- j. An increase of up to five (5) feet of the uninterrupted façade requirement may be approved, depending on building design, entrance placement, and other factors that make the requirement impractical.
 - ii. Other methods to provide adequate articulation, provided that the visual effect of articulation is maintained. Examples of acceptable variations may include architectural or artistic details or features, a variation in color or materials and enhanced ornamentation around building entranceways.
- 3. Multi-Family Common Open Space. Where multiple buildings are constructed, the spaces between buildings shall be purposeful, intentional, accessible, useful, and visually prominent.
 - a. Required common space must be located in one (1) or more useable areas that is accessible “in common” to residents. Spaces shall be created in side yards or front yards to create outdoor “rooms” that are framed by buildings and provide a sense of community.
 - b. Common space areas must be substantially covered with grass, ground cover, shrubs, plants, trees, or useable outdoor features such as patios, walkways, and/or recreational facilities.
 - c. One (1) tree must be planted for every one-thousand (1,000) square feet of common area within the shared space.
 - d. No driveways or off-street parking spaces may be located within the common open space. Bollards, curbs, wheel-stops, or other similar features shall be provided to ensure that required open space is not used for off-street parking, loading, or vehicle circulation.
- ~~E. Chimneys for fire places, furnaces, wood burning stoves and similar devices may be on the outside of the unit, providing the vent pipe is enclosed with materials compatible with exterior finish.~~
- ~~F. The dwelling unit shall meet all the requirements and specifications of the currently adopted Building Code, Housing Code, Electric Code, Plumbing Code, Energy Code, and the One and Two Family Code.~~
- ~~G. If the dwelling unit was transported to the building site, all wheels, axles, and towing devices shall be removed from the dwelling unit once placed on the lot.~~

Clean Version

Section 3.05.C

C. Projections into Yards

1. Architectural features, as defined, not including vertical projections, may extend or project into a required side yard not more than four (4) inches for each one (1) foot of width of the side yard and may extend or project into a required front yard not more than four (4) feet.
2. Unenclosed porches, steps, patios, or similar construction may not project into a required front or rear yard setback for a distance to exceed ten (10) feet and shall be no closer than five (5) feet from the front property line. No projection is allowed into a required side yard.
3. Upper level projections such as awnings, balconies, bay windows, and canopies shall maintain a ground clearance of eight (8) feet above the adjacent grade and may extend into a required front or rear yard by no more than six (6) feet.
4. Lightwells and egress window wells shall be permitted in any yard, provided:
 - a) The well shall not project more than four (4) feet into any yard from the structure.
 - b) In the front yard, a well may be no closer than five (5) feet from the front property line.
 - c) Wells in the front yard shall have a three (3) foot high landscape or building material screen that is compatible with the materials used for the main building.
 - d) The zoning administrator may allow hardscaping between the well and the sidewalk where the distance is less than ten (10) feet in a mixed-use context otherwise the space shall meet standard landscape requirements.
5. Wheelchair ramps used for person with mobility impairments may be located in the front, side, or rear yards, provided the location does not create a hazard, or impede access for operations related to safety, such as access for fire personnel or equipment. In no case shall a ramp be placed nearer than three (3) feet from any side lot line.

SECTION 3.22 REGULATIONS APPLICABLE TO ALL RESIDENTIAL DWELLINGS

The following provisions shall not apply to dwellings located in manufactures home communities or Form Based Code districts. Provisions specific to a particular housing type shall apply in addition to the general provisions applicable to all housing types contained in Part B.

A. The purpose and intent of these provision is:

1. To create neighborhoods that are safe, livable, attainable, and sustainable, and create a sense of community for Kentwood's varied households. Each home contributes to a neighborhood's context. Building placement, design, and location are all components that affect how walkable and safe a neighborhood is for children, the elderly, and the general community. Front porches, windows, and entries provide "eyes on the street".
2. Many of the following provisions have been used in past PUD approvals but were not formally codified as general provisions. The intent of codifying these rules is to increase transparency in the development process, provide greater predictability for the development community, and increase consistency in decision making.

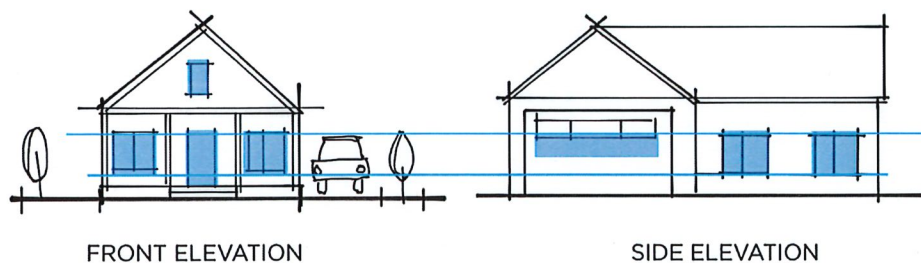
Clean Version

3. It is recognized that not every home and building site is the same. To that end, these provisions seek to provide flexibility for builders, homeowners, and City staff by instructing where administrative departures may be granted in lieu of the need for a zoning variance process.
4. It is recognized that the Building Code regulates appropriate construction materials to be used in residential construction. That Code, however, does not consider how all the various components contribute to building a neighborhood and a community. It is expected that materials will be compatible in character and scale with the structure on which it is being installed, have no visible fasteners, and be uniform in type and appearance. Installation according to the manufacturer's specification of durable building materials that do not result in warping or buckling, cracking, molding, fading, or oil canning is expected in simple configuration with solid craftsmanship.

B. **All housing types.** These general provisions are applicable to all housing types:

1. Transparency.

- a. Residential dwellings shall have windows on the front walls and side walls of the structure which face a street. The size and placement of windows on the façade shall be generally consistent.
 - i. For all residential dwellings at least twelve percent (12%) of the area of the front façade shall consist of clear glass windows and may include primary entrance doors which permit a view from the dwelling to the street. Garage door windows may count towards the percentage.
 - ii. At least three (3) windows with a minimum of six (6) square feet each are required on side walls (those adjoining the front façade) that face a street.



- iii. Lightwell facades shall have twelve percent (12%) minimum clear glass between the finish floor line of the lightwell and the finish floor line of the first floor.
- iv. Administrative Departures. The following shall be eligible for an administrative departure request:
 - a. Side wall transparency for single-story dwellings where it is determined that the standards cannot be met due to the interior design of the dwelling.

Clean Version

- b. Placement is limited by the presence of a garage. If the garage is facing the street, a departure cannot be provided to the façade.
- c. Building code requirements make adherence to this requirement infeasible.

2. Exterior Materials.

- a. Exterior cladding may consist of brick, stone, vinyl or aluminum siding, glass, fiber cement siding, wood lap, stucco, or decorative split-faced block.
- b. EIFS shall only be used for building accents.
- c. Where more than one (1) façade material is proposed, the heavier material in appearance shall be incorporated below the lighter material (e.g. masonry below siding).
- d. Administrative Departure. Other materials of equivalent or better quality, including high quality synthetic material, may be approved, if determined appropriate for the building, site, and area with an approved sample and examples of successful, high quality local installations.

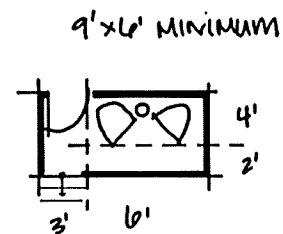
3. **Design Elements.** The intent of this Section is to encourage the use of various design elements on residential lots and structures to create visual interest and support walkable neighborhoods. A menu of design elements applicable to all residential zone districts is provided. A minimum of four (4) elements or sub-elements from the menu are required. Implementation of these design elements should demonstrate thoughtful design, considering scale, symmetry, balance, and compatibility.

a. **Landscaping.** (2 PUD points)

Three (3) trees measuring 2.5" caliper or greater on the lot and planted landscape area/s of a minimum of one hundred fifty (150) square feet in the front yard. A minimum of five-hundred (500) cubic feet of soil volume shall be provided per tree. Retained trees on the property can be credited towards this option.

b. **Front Porch.** (3 PUD points)

Front porch, not including steps, that is at least six (6) feet in depth to provide for usable seating and circulation and is at least one-third (1/3) the width of the front façade of the residential structure (not including the garage) but in no case is it less than nine (9) feet wide.



c. **Structural Modifications.** (1 PUD point each)

- i. Dormers, the placement of which is balanced with the dwelling's façade.
- ii. Room bump-out (e.g. sunroom, bay window, etc.) on the front façade of the building with a minimum depth of two (2) feet.

Clean Version

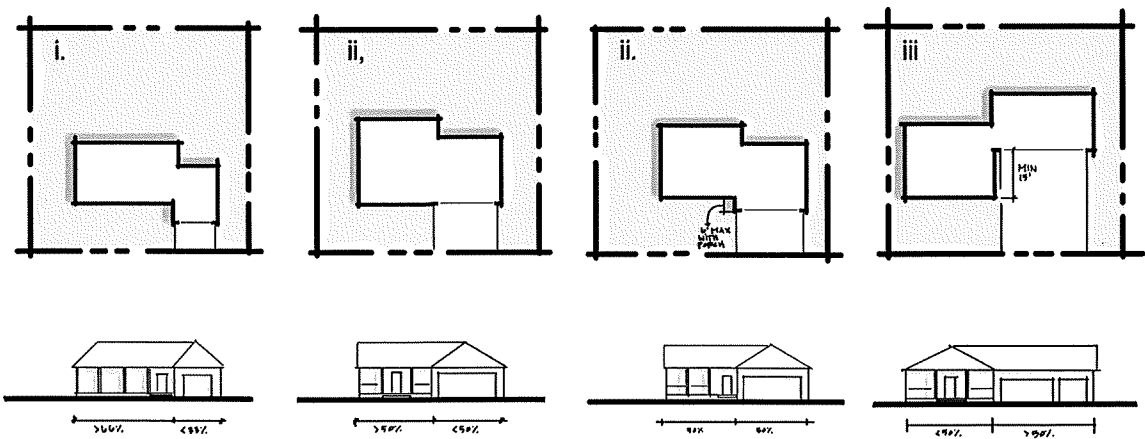
- iii. Dwelling is designed and constructed to meet the Type B Unit accessibility requirements of the ANSI A117.1 standard.
 - d. **Windows and Window Detailing.** (1 PUD point each)
 - i. Increased transparency of twenty percent (20%) or higher on front façade.
 - ii. Exterior trim not less than three (3) inches in width.
 - iii. Shutters that are one-half the width of the window on each side and of a high-quality material that will not fade or peel.
 - iv. Other enhancements approved by the Zoning Administrator, such as awnings.
 - e. **Roof Detailing.** (1 PUD point each)
 - i. Eaves with a minimum of twelve-inch (12") overhang.
 - ii. Exterior soffit detailing such as brackets, moldings, or changes in materials.
 - iii. Gable end (rakes) with a minimum eight-inch (8") overhang.
 - f. **Materials.** (1 PUD point each)
 - i. Brick, stone, or other decorative materials uses on the façade of the building and wrap the sides of the structure with the same materials for a depth of at least two (2) feet.
 - ii. Hardie Plank/fiber cement siding.
 - iii. Metal siding, roofing, or paneling of 24 gauge or better with no visible fasteners. Any change in profile is non-corrugated and has a minimum rib depth of one-inch (1").
 - g. **Administrative Departure.** The Zoning Administrator may accept alternative options that meet the intent of this provision to increase the visual diversity of residential structures within a neighborhood.
 - h. A minimum of one (1) design element must be different for every ten (10) detached dwelling units, or for each multi-family building. Landscaping and front porches shall be exempted from this requirement.
- C. **Detached single-family.** A detached single-family dwelling and any additions or alterations thereto, shall meet the requirements of this Section in addition to all other regulations of this Chapter.
- 1. **Garages.** The following provisions shall apply to provide safe, unobstructed pedestrian through-movement on sidewalks, encourage the visibility of street activities from dwellings, ensure sufficient space for the parking of vehicles to avoid front-yard parking and street congestion, and reduce the visual dominance of garages and parking in neighborhoods.
 - a. For the purposes of this Section, the garage setback shall be considered independently from that of the residential dwelling.

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- b. Garages that are accessed through the front yard shall be placed a minimum of thirty-five (35) feet from the front lot line or from the edge of the right-of-way easement for private streets. Administrative departures for private streets may be approved by the Zoning Administrator.
- c. Where garages are rear-loaded, off an alley or common drive through a rear yard, the minimum distance from the face of the garage to the edge of pavement shall be fifteen (15) feet.
- d. The placement and size of attached garages shall be determined by the following:

Table 3.22.C.1.b Garage Placement			
Garage as % of Front Façade Width	Garage Placement		
	Behind the House	Aligned with House Face	In Front of House
33% or less	Yes	Yes	Yes
34% - 50%	Yes	Yes	No
Greater than 50%	Yes (min. 15 feet)	No	No

- i. Garages that are thirty-three percent (33%) or less of a dwelling unit’s front façade may be placed forward of the dwelling unit.
- ii. Garages that compromise fifty percent (50%) or less of the front façade of a dwelling unit may align with the façade. Garages thirty-three percent (33%) to fifty percent (50%) of the front façade may project up to six (6) feet forward of the dwelling face if a front porch is provided in compliance with Section 3.22.B.3.b. Front yard setbacks still apply.
- iii. Garages set back at least fifteen (15) feet behind the face of the dwelling unit are allowed and shall not be counted against front façade calculations.
- iv. Garages cannot exceed fifty percent (50%) of the width of the front façade of a dwelling unit.



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- e. Where a third, single garage stall is desired, it shall be located at least two (2) feet behind the main façade of a two-stall garage.
- f. Administrative Departure. An administrative departure may be granted where seventy-five percent (75%) of existing dwelling units within three hundred (300) feet on the same block have a dwelling to garage façade ratio that does not meet the above requirements.

D. Attached single-family, duplexes, and multi-family. Attached single-family dwellings, duplexes, and multi-family dwellings (3 or more units) and any additions or alterations thereto, shall meet the requirements of this Section in addition to all other requirements of this Chapter.

1. Parking Areas, Garages, and Carports.

- a. For multi-family developments unenclosed parking areas and freestanding parking structures (detached garages or carports) shall not occupy more than thirty percent (30%) of any public street frontage.
- b. For multi-family developments parking areas visible from a public street shall be sited to be perpendicular to the street to reduce visual impacts on the streetscape.
- c. Garages for duplexes are not allowed to be placed in the center of the front façade. Drive areas shall be separated to allow for a common green. A circular drive may be permitted for access management purposes.
- d. For multi-family developments blank walls lacking windows, articulation or modulation are not permitted when facing a street.
- e. Garages that have direct access from a street shall be placed a minimum of thirty-five (35) feet from the front lot line or from the edge of the right-of-way easement for private streets.
- f. Administrative Departure. An administrative departure may be granted to allow up to fifty percent (50%) of exposed parking areas or to adjust parking area orientation where a street frontage may be affected when a dense year round landscape screen is provided.

2. Multi-Family Façade and Entrance Orientation.

- a. The front façade of any new building shall face a primary public or private street.
- b. The primary pedestrian building entrance shall be located in the front façade parallel to the street. Main building entrances and exits shall be located on the primary street and may extend to both sides of a building. Entrances can be identified individually or shared.

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- c. The primary pedestrian entrance of a new main building shall be clearly identified using an awning, paving treatments, porches, change in roofline or other architectural feature and shall relate to locations of pedestrian activity.
- d. A sidewalk shall be provided that connects building entrances to the street or sidewalk that parallels the street.
- e. An administrative departure may be granted where the topography, lot depth, vegetation to be preserved, or other site condition would prevent compliance with these provisions.

3. Multi-Family Façade Design

- a. Uninterrupted Façade. The maximum linear length of an uninterrupted building façade facing a street or park shall be thirty (30) feet. Visual breaks shall be vertical. Building wall offsets (projections and recesses), varying building material, or other method shall be used to break up the mass of a single building.
- b. A horizontal line on the façade shall distinguish the base of the building from remainder to support human-scaled design. An expression line shall be created by a change in material, a change in design, porches, or by a continuous setback, or stepback/recess on upper floors.
- c. Vents, air conditioners and other utility elements must be integrated (placement, color, orientation) into the architecture of the building or otherwise screened from view.
- d. Administrative Departures may be granted for:
 - j. An increase of up to five (5) feet of the uninterrupted façade requirement may be approved, depending on building design, entrance placement, and other factors that make the requirement impractical.
 - ii. Other methods to provide adequate articulation, provided that the visual effect of articulation is maintained. Examples of acceptable variations may include architectural or artistic details or features, a variation in color or materials and enhanced ornamentation around building entranceways.

3. Multi-Family Common Open Space. Where multiple buildings are constructed, the spaces between buildings shall be purposeful, intentional, accessible, useful, and visually prominent.

- a. Required common space must be located in one (1) or more useable areas that is accessible “in common” to residents. Spaces shall be created in side yards or front yards to create outdoor “rooms” that are framed by buildings and provide a sense of community.

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- b. Common space areas must be substantially covered with grass, ground cover, shrubs, plants, trees, or useable outdoor features such as patios, walkways, and/or recreational facilities.
- c. One (1) tree must be planted for every one-thousand (1,000) square feet of common area within the shared space.
- d. No driveways or off-street parking spaces may be located within the common open space. Bollards, curbs, wheel-stops, or other similar features shall be provided to ensure that required open space is not used for off-street parking, loading, or vehicle circulation.