

1 BOWNE TOWNSHIP PLANNING COMMISSION

2 ADOPTED MINUTES

3 REGULAR MONTHLY MEETING

4 TUESDAY, January 6, 2025, 7:00 p.m.

5
6 The Bowne Township Planning Commission’s regular monthly meeting was held at the Historic Bowne
7 Township Hall, 8240 Alden Nash Avenue SE, Alto, Michigan, Kent County.

8 **1. CALL TO ORDER:**

9 The meeting was called to order by Member Oosting at 7:00 p.m.

10 **2. ROLL CALL:**

11
12 MEMBERS PRESENT: JIM OOSTING – CHAIR
13 JAY BARNHART
14 DAVID FUSS – TOWNSHIP BOARD REPRESENTATIVE
15 FRED OESCH
16 ROGER GRAHAM
17 DAVE HOEKSTRA
18 SARAH LARSON – SECRETARY
19 SHAWN WENGER

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21 NOT PRESENT: LARRY WINGEIER

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24 OTHERS PRESENT: BRADLEY KOTRBA – TOWNSHIP PLANNER, WILLIAMS & WORKS
25 FIVE MEMBERS OF THE PUBLIC

26 **3. AGENDA: MOTION**

27 Chairman Oosting inquired of the Commission if any changes to tonight’s agenda were required.
28 Larson requested an amendment to the January 6th agenda to add the election of officers for the
29 2026 calendar year as item number 10 (b) under “new business.” Oosting asked if there was support
30 for the amendment to the agenda. Commissioner Wenger supported the motion to amend the
31 January 6, 2026 agenda to add the election of officers as item #10(b). Motion carried.
32

33 **4. MINUTES: MOTION**

34 Chairman Oosting asked if there were any changes, additions, or corrections to the December 2,
35 2025, regular Planning Commission Draft Meeting Minutes. Commissioner Larson motioned to
36 accept the December 2, 2025, meeting minutes with one correction, and Commissioner Fuss
37 supported it. Motion carried.

38 **5. ACKNOWLEDGEMENT OF THE PUBLIC**

39 Chairman Oosting acknowledged and welcomed the members of the public.

40 **6. PUBLIC COMMENT AND CORRESPONDENCE CONCERNING ITEMS NOT ON THE AGENDA**

41 Chairman Oosting asked the public members if they would like to comment on any item not on
42 tonight’s agenda. Bonnie Lent-Davis did speak to comment that the Township Master Plan survey
43 response turnout has been moving along very well. Oosting thanks Lent-Davis for the update.

44 **7. COMMISSIONER COMMENTS**

45 No comments.

46 **8. PUBLIC HEARINGS:**

47 a. None

48 **9. OLD BUSINESS:**

49 a. None
50

51 **10. NEW BUSINESS:**

52
53 a. 1602 64th Street SE – Park Landing Site Condominiums Site Plan Preliminary Review
54

55 Oosting asked if Kotrba would summarize the application. Kotrba thanked Oosting and
56 introduced the proposed site condominium development located at the property
57 addressed as 11602 64th Street SE, just south of the village proper. The project is to be
58 known as the Park Landing Condominiums, and that the Planning Commission should be
59 familiar with the proposal because the developer has been working with the Township
60 to finalize a plan for the property for the last couple of years. The overall proposal
61 encompasses approximately 35 acres of land, containing 60 single-family homes which
62 will be accessed by a new private road. The project will be connected to both the water
63 and sewer systems. The project is located in the R-3 residential district, which was
64 conditionally rezoned in 2024-25 by the developer with a prior application that was
65 approved by the Planning Commission and the Township Board.
66

67 The development is proposed to contain approximately 5+ acres of open space,
68 containing private parks and walking trails. The application presented tonight really
69 contains a few parts that the Planning Commission will be reviewing preliminarily. The
70 first is the preliminary site plan review, the second is a preliminary, or step 1, site
71 condominium review, and there is also a private road review. All three of these reviews
72 are being performed concurrently with each other through this process. Kotrba stated
73 that he has been speaking with the applicant to discuss how far along he is with the
74 requirements for the site condominium process. The applicant stated that he has an
75 early draft master deed and HOA bylaws drafted and will be sending them to the
76 Township Attorney for review as directed by the Township. He mentioned that he also
77 has been in contact with the other approving authorities (Kent County Road
78 Commission) regarding access and road design along 64th Street and that he is waiting
79 for their comments and approval. This is not a state highway, so MDOT does not have
80 jurisdiction; there are no protected wetlands on the property, so EGLE does not have to
81 be involved. And because there will be a water and sanitary sewer system throughout
82 the development, the Kent Conty Health Department is not involved in testing or
83 approving septic systems and well locations. There are no County Drains located on the
84 property, so the Drain Commissioner does not have to approve the plans as well. The
85 final site plan, when approved by the Township Engineer, will be added as the required
86 site plan exhibit for the condominium master deed, as required by the State of
87 Michigan. Kotrba also noted that this is a preliminary review, and that there is an
88 ongoing update process between the applicant's engineer and the Township Engineer
89 regarding meeting all the site plan and private road requirements of the Township.
90

91 Kotrba then walked the Planning Commission through his preliminary site plan review.
92 He noted that because this is a preliminary review, no public hearing is required, but as
93 a proposed site condominium, the final review will have a public hearing noticed. Kotrba
94 also mentioned that the applicant is present and will probably want to address the
95 Commission to discuss this project in more detail and answer any questions the
96 Commissioners may have regarding the project. Oosting asked if the applicant, Mr.
97 Hanson, would like to speak. Hanson reviewed the proposed development with the
98 Commissioners and answered questions regarding aspects such as walking trails and
99 sidewalks. Location of access points along 64th Street and stormwater. Hanson explained
100 how the condominium association will be run, features of the development that the
101 future community would enjoy, the location of the mailbox locations, etc. Oosting asked
102 for a motion to schedule a tentative public hearing for the final review at a future date.
103 Larson motioned to schedule a tentative public hearing at a future date yet to be
104 scheduled, dependent upon finalization of required approvals, completion of the draft
105 condominium paperwork, and any site plan amendments. Wenger supported the
106 motion. Motion passed.

107 b. Election of Officers for the 2026 Calendar Year

108 Kotrba requested that the Planning Commission elect the Planning Commission Officers.
109 Kotrba did comment that Larry Wingeier does not wish to serve as the Vice Chair or an
110 officer of the Planning Commission because he travels to out of state for the winter
111 months and does not feel that because he may miss a handful of meetings regularly

112 each year that he should be an officer. The Commissioners discussed who the future
113 officers would be, and it was agreed that Oosting would continue to serve as the Chair
114 of the Commission, Larson would serve as the Vice Chair of the Commission, and
115 Barnhart would act as the Commission Secretary for the 2026 calendar year. Fuss
116 motioned to maintain Oosting as the Chair and nominate Larson as Vice Chair and
117 Barnhart as Secretary. Wenger support. Motion carried.

118 **11. PUBLIC COMMENTS:**

119 a. There were no comments.

120

121 **ADJOURN**

122 Commissioner Graham made a motion to adjourn the meeting, which Commissioner Oesch
123 supported. The motion carried, and the meeting was adjourned at 7:28 PM.

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126

Bradley Kotrba
Recording Secretary