1. Meeting called to Order

2. Roll Call:

   Present: Adams, Kleinjans, Longcore, Schut, Zeinstra, Zuniga
   Absent: Westerling
   Staff Present: Planner Greg Ransford

3. Received for Information: None

4. Motion by Schut to approve the December 3, 2018 Planning Commission Minutes. Seconded by Kleinjans. Approved 6-0.

5. Motion by Kleinjans to approve the December 17, 2018 Planning Commission Minutes. Seconded by Zeinstra. Approved 6-0.

6. A Motion was made by Longcore to approve the Agenda. Seconded by Zuniga. Approved 6-0.

7. Public comments for non-public hearing items:

   Chairperson Longcore opened the comment period for non-public hearing items. There being no comments, Chairperson Longcore closed the public comment period.

8. Public Hearings:

   A. Presentation of proposed Subdivision Ordinance affecting the following sections:

   - Construction Plans
   - Required Improvements, Curbs and Gutters
   - Required Improvements, Water System
   - Street Trees

   Planner Ransford reviewed the background of the proposed language being presented for public hearing.

   In the absence of public attendance, Chairman Longcore opened and closed the public hearing comment period.

   The Commissioners discussed presentation of materials in CAD format, among other points. Motion by Zeinstra to recommend approval of the proposed Subdivision Ordinance with changes as noted, to the Township Board. Seconded by Adams. Approved 6-0.

9. Site Plan Review: None

10. Old Business:

    A. Traffic Study language – Jamestown Charter Township
Planner Ransford discussed portions of the Jamestown Charter Township Zoning Ordinance concerning traffic studies with the Commissioners.

The Commissioners discussed issues around traffic studies, including triggering events and types of traffic studies.

Planner Ransford suggested review of the most recent edition of Traffic Generation published by the Institute of Transportation Engineers to determine if it might apply to residential settings. Planner Ransford will also seek criteria from Ottawa County for conducting traffic studies, as well as obtain road volume information, for future discussion.

11. New Business:
   **Election of Officers:** Motion by Adams to retain the current roster of Planning Commission officers, including Andrew Longcore as Chairman, Duke Schut as Vice-Chairman, and Tom Zuniga as Secretary. Seconded by Zeinstra. **Approved 6-0.**

12. Public Comments: *Chairperson Longcore opened the public comment period. There being no comments, Chairperson Longcore closed the public comment period.*

13. Township Board Reports: None

14. Commissioner and Staff Comments: Appreciation was expressed to the Commissioners willing to serve as elected officers in the coming year.

   The Commissioners discussed the issue of lots that are clear-cut of trees in areas not yet under development and the increasing loss of a greenbelt along Lake Michigan Drive. The Commissioners discussed provisions used by surrounding municipalities to preserve trees and may discuss language concerning tree preservation at a future meeting.

15. Meeting adjourned at 8:44 PM. The start time for Planning Commission meetings will be 7:00 PM, rather than 7:30 PM, going forward.

   **Next meeting January 21, 2019 at 7:00 p.m.**