

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A MEETING HELD APRIL 27, 2023**

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**Agenda**

**WORK SESSIONS:**

**DISCUSSION, MASTER PLAN CONSULTANT SECTION**

**UPDATE, MU ZONING DISTRICT DRAFT REVISIONS**

**STEERING COMMITTEE, OSHTEMO HOUSING STUDY**

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, April 27, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT:                      Anna Versalle, Chair  
   Micki Maxwell, Vice Chair  
   Phil Doorlag  
   Deb Everett  
   Scot Jefferies  
   Alistair Smith  
ABSENT:                                      Zak Ford, Township Board Liaison

Also present were Iris Lubbert, Planning Director, James Porter, Attorney, Martha Coash, Recording Secretary, and five guests, including Emily Petz from the W.E. Upjohn Institute.

**Call to Order and Pledge of Allegiance**

Chairperson Versalle called the meeting to order and invited those present to join in the Pledge of Allegiance.

**Approval of Agenda**

The Chair asked if there were any changes to the agenda. Hearing none, she moved to the next agenda item.

**Public Comment on Non-Agenda Items**

As there were no public comments, the Chair moved to the next agenda item.

### **Approval of the Minutes of the Meeting of April 13, 2023**

Chairperson Versalle asked if there were additions, deletions, or corrections to the Minutes of the Meeting of April 13, 2023.

Hearing none, she asked for a motion to approve the minutes as presented.

Ms. Everett **made a motion** to approve the Minutes of the Meeting of April 13, 2023 as presented. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to a work session at approximately 6:10 p.m. for consideration of the three agenda items.

### **Discussion, Master Plan Consultant Selection**

Ms. Lubbert reported the request for proposals for comprehensive master plan services was released on April 5<sup>th</sup>. Responses will be accepted until 2 p.m. on Wednesday, May 10, 2023. To date three consultants have reached out with questions; she is feeling hopeful that at least three submissions will be received.

With the scale of this project and as the Planning Commission will be working closely with whichever consultant is chosen, she asked Commissioners whether they would like to be part of the consultant selection process. She noted up to three members can volunteer and can assist in the review of submittals and/or participate in the interview process. May 16 and 17, 2023 are the two days designated for interviews with selected consultants.

Ms. Maxwell, Mr. Doorlag, and Ms. VerSalle volunteered to be part of a subcommittee for the consultant selection process, with the understanding that Mr. Jefferies will act as back-up if needed. Ms. Lubbert will provide updates to the other Commissioners as applicable.

It is expected that when selection is complete, the subcommittee will make a recommendation for the chosen consultant to the Township Board.

Chairperson Versalle moved to the next item.

### **Update, Mu Zoning District Draft Revisions**

Ms. Lubbert noted that work on the MU district ordinance continues. Comments and text suggestions have been received from the Michigan Department of Transportation and the Kalamazoo Area Transportation Study and were provided to Commissioners. No feedback from the Road Commission of Kalamazoo County has been received to date. Staff have reviewed the comments and are working to incorporate them into a new draft version of the ordinance to be shared with the

Planning Commission at either their May 11<sup>th</sup> or May 25<sup>th</sup> regularly scheduled meeting. In addition, staff received Township Board approval on April 11<sup>th</sup> to hire a consultant to work on a private road/drive ordinance. This ordinance will temporarily inform private road standards for the MU district as well as future development Township-wide until a more comprehensive review is completed during the larger master planning effort.

She added that the Township Ordinance currently has various private road/drive standards that are lacking. A number of recent projects have selected to install private roads as allowed by the ordinance and through the development process faults with what is permitted have come to light. To avoid additional future problems, a moratorium on private roads is being explored and will be coming to the Planning Commission for recommendation to the Township Board at their next regularly scheduled meeting. This will not delay any projects currently underway.

Mr. Smith asked whether RCKC has an obligation to respond in a timely manner.

Attorney Porter said they are pretty autonomous and set their own agenda.

Ms. Lubbert said the Township standards for internal zoning are the authority of the Township, not the Road Commission. Seeking input is good will, but it is not required though it would be helpful and interesting to receive. She will try to reach out to them one more time.

Mr. Curt Aardema, AVB, indicated he would provide comments on this topic at the April 11<sup>th</sup> Planning Commission meeting.

Ms. Everett asked why a concept plan review is required in Application Review process outlined in the MU district draft ordinance language.

Ms. Lubbert said there is a concept plan review required because there are many elements that the proposed MU district requires and before the applicant completes a traffic study on how their proposal will affect the surrounding area, which can be vary costly, it would be beneficial to both the applicant and the Planning Commission to have a general agreed concept/direction for the development.

A member of the public commented that MDOT was talking about adding a 5<sup>th</sup> lane to West Main Street to help clear up traffic issues between Drake Road and 131. She hadn't heard anything about this effort and was curious if it was still going to happen. She noted that she is very interested in this subject and the Planning Commission should be too.

Ms. Lubbert noted that MDOT is continuing to explore improving that corridor and there should more information being released by MDOT on this topic in the near future.

Hearing no further comments, Chairperson VerSalle moved to the next item.

## **Steering Committee, Oshtemo Housing Study Report**

Emily Petz, representative from the W.E. Upjohn Institute for Employment Research, continued work with the Planning Commission to identify appropriate tools and strategies for the Housing Study. She provided updated strategies for goals one and two and noted that based on the Commission's previous work session discussion of goal one, she had removed strategies Commissioners did not like and added strategies as discussed at the April 13 meeting. Newly drafted strategies for goal three were distributed for discussion.

The group worked through goals two and three, discussing each objective and strategy and seeking comment on each objective from members of the public who were present.

Ms. Petz will return to the next meeting with updates of goals two and three for further consideration by Commissioners.

## **PUBLIC COMMENT**

There were no public comments.

## **OTHER UPDATES AND BUSINESS**

Ms. Lubbert reported April 28 would be Ms. Heiny-Cogswell's last day as Township Supervisor. Ms. Cheri Bell has been appointed as Township Supervisor. Candidate interviews for her vacated Township Board of Trustees seat will take place May 23.

## **ADJOURNMENT**

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 8:22 p.m.

Minutes prepared:  
April 28, 2023

Minutes approved:  
May 11, 2023