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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION - REGULAR MEETING**

**MEETING WILL BE HELD IN PERSON
AT OSHTEMO TOWNSHIP HALL
7275 W MAIN STREET**

Masks Are Now Optional in Oshtemo Township Buildings

(Meeting will be available for viewing through <https://www.publicmedianet.org/qavel-to-qavel/oshtemo-township>)

**THURSDAY, JANUARY 26, 2023
6:00 P.M.**

AGENDA

1. Welcome and Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: January 12th, 2023
6. Steering Committee: Oshtemo Housing Study
7. Work Session:
 - a. Direction for Density Bonuses
8. Other Updates and Business
9. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

Township Department Information			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Karen High	216-5233	khigh@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Iris Lubbert	216-5223	ilubbert@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

**OSHEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A MEETING HELD JANUARY 12, 2023

Agenda

**ELECTION OF 2023 OFFICERS: CHAIR, VICE CHAIR, ZONING BOARD OF
APPEALS LIAISON, AND RECORDING SECRETARY**

WORK SESSION:

- a. Introduction – Ordinance amendments to Sections 64.90 and 65.60
 - b. Introduction – Ordinance amendments to Section 50.10
 - c. Continued Discussion: MU zoning district draft revisions
-

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, January 12, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Philip Doorlag
Zak Ford
Scot Jefferies
Micki Maxwell, Vice Chair
Alistair Smith
Anna Versalle

MEMBER ABSENT: Deb Everett

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, Anna Horner, Director of Public Works, Martha Coash, Recording Secretary, and five guests.

Call to Order and Pledge of Allegiance

Vice Chair Maxwell called the meeting to order at approximately 6:00 p.m., invited those in attendance to join in reciting the Pledge of Allegiance, and welcomed new Planning Commissioners Doorlag, Ford, and Jefferies to the commission.

Approval of Agenda

Vice Chair Maxwell asked if there were any changes to the agenda. Hearing none, she let the agenda stand as published.

Public Comment on Non-Agenda Items

Hearing no comments, the Vice Chair Maxwell moved to the next agenda item.

Approval of the Minutes of the Meeting of December 15, 2022

Vice Chair Maxwell asked if there were additions, deletions, or corrections to the Minutes of the Meeting of December 15, 2022.

Hearing none, she asked for a motion.

Ms. Versalle **made a motion** to approve the Minutes of the Meeting of December 15, 2022 as presented. Mr. Ford **seconded the motion**. The **motion was approved** unanimously.

Vice Chair Maxwell moved to the next item on the agenda.

ELECTION OF 2023 OFFICERS: CHAIR, VICE CHAIR, ZONING BOARD OF APPEALS LIAISON AND RECORDING SECRETARY

Vice Chair Maxwell indicated 2023 appointments were needed for Chairperson, Vice Chair, Liaison to the Zoning Board authority, and Recording Secretary. She opened nominations for the position of Chair.

Ms. Maxwell nominated and **made a motion** to elect Ms. Versalle for the position of Chair. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

Chairperson Versalle nominated and **made a motion** to elect Ms. Maxwell to the position of Vice Chair. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

Chairperson Versalle nominated and made a motion to elect Mr. Smith to the position of Liaison to the Zoning Board Authority for 2023. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

Chairperson Versalle **made a motion** to appoint Ms. Martha Coash to continue in the position of Recording Secretary for 2023. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

Chairperson Versalle moved to Work Session at 6:04 p.m. for consideration of the next three agenda items.

WORK SESSION:

a. Ordinance amendments to Sections 64.90 and 65.60

Ms. Lubbert introduced proposed amendments to Sections 64.90 - Conformity to Approved Site Plan and 65.60 - Duration of Approval to the Planning Commission for review and feedback, and if deemed appropriate, asking the Commission to give staff permission to set a date for public hearing.

Ms. Lubbert said per the Township Zoning Ordinance, Site Plans and Special Uses are valid for a period of one year after the date of their approval; the applicant may request an extension from the original approving body prior to the expiration of the one-year validity period. Over the past year multiple projects have come before the Planning Commission requesting an extension of their approval. After reviewing a number of these requests, the Planning Commission felt that extension requests could be handled administratively and requested that the Ordinance be amended accordingly. The proposed changes to Sections 64.90 and 65.60 would allow extension requests, limited to one additional year, to be handled administratively.

Commissioners reviewed the proposed changes to Sections 64.90 and 65.60, had no objections and approved the proposed amendments for public hearing at the Planning Commission meeting of February 10, 2023.

b. Ordinance amendments to Section 50.10

Ms. Lubbert introduced the proposed amendments to Section 50.10 – Schedule of Regulations to the Planning Commission and asked them to review and provide feedback on the proposed changes, and if deemed appropriate, give staff permission to set a date for public hearing.

She said through various public inquiries, staff has become aware of a number of regulations outlined in Section 50.10 of the Ordinance which require clarification. To ensure consistency of how the ordinance is enforced, through discussions with staff and research of past projects, the proposed changes remove subjectivity. Amendments focus on clarifying how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

Commissioners reviewed the proposed changes to Section 50.10, had no objections and approved the proposed amendments for public hearing at the Planning Commission meeting of February 10, 2023.

c. Continued Discussion: MU zoning district draft revisions

Ms. Lubbert noted a newly proposed MU zoning district was introduced to the Planning Commission at their regular November 17th meeting. At that meeting representatives of AVB and Hinman requested they be able to submit a redline version of the draft with their proposed changes for the Planning Commission to consider. The Planning Commission agreed to hold a special meeting to consider AVB's and Hinman's suggestions. Based on initial feedback received from the Planning Commission on November 17th and the discussion from the special meeting on December 8th, staff made changes to the proposed MU draft and provided it to Commissioners for their consideration.

AVB and Hinman representatives were invited to join the group as Ms. Lubbert led the group through the suggested changes.

There was considerable discussion among Commissioners and suggestions from AVB and Hinman representatives for changes to some items with particular focus on providing additional clarity and flexibility for:

- 30.20 B: Development Ownership
- 30.20 C 4: Site Circulation
- 30.20 C 5: Traffic Impact Study
- 30.30 A: Conditions for Development

AVB/Hinman representatives suggested and it was agreed it might be useful to bring a consultant into the process, especially for those items related to traffic issues.

It was also agreed the issue of Density Bonus will be addressed later and that a clearer definition is needed for Buffering and Open Space.

Staff will look at PUD language to see if something there might be appropriate to provide deviation flexibility.

Ms. Lubbert noted that due to the type of changes and research needed, an updated MU Zoning District draft document, reflecting this meeting's discussion, will come back to the Planning Commission no earlier than their February 23 Planning Committee meeting.

Chairperson Versalle moved to the next item on the agenda.

PUBLIC COMMENT

There were no public comments.

OTHER UPDATES AND BUSINESS

Ms. Lubbert indicated there would be an update on progress and a work session regarding the Housing Study at the next Planning Commission meeting. The expected date of completion for the study is July, 2023.

ADJOURNMENT

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 8:10 p.m.

Minutes prepared:
January 13, 2023
Minutes approved:
_____, 2023



January 20, 2023

Mtg Date: January 26, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Steering Committee: Oshtemo Housing Study

Representatives from the W.E. Upjohn Institute for Employment Research will showcase some of the information gathered to date with some of the highlights from the open and past housing survey. Based on the information collected, draft goals for the plan will be shared with the Planning Commission for discussion. Recognized goals of the plan will assist in identifying appropriate tools and strategies.



January 20, 2023

Mtg Date: January 26, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Work Session: Direction for Density Bonuses

As part of previous discussions of the draft MU zoning district, the Planning Commission wished to have more objective standards for granting density bonuses. At the January 26th Planning Commission meeting examples of other community's ordinances that provide density bonuses will be reviewed and discussed. Feedback from the Commission will assist staff in adjusting the drafted density bonus language of the draft MU district.