



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
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www.oshtemo.org

**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, OCTOBER 27, 2022
6:00 P.M.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: October 13th, 2022
6. Steering Committee: Housing Plan Coordination and Kick Off (continued)
7. Other Updates and Business
8. 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, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 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	

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A MEETING HELD OCTOBER 13, 2022

Agenda

PUBLIC HEARING: SPECIAL USE, CHOCOLATE THUNDER

Connor Tierney, representing Chocolate Thunder, was requesting special exception use approval to establish a craft food and beverage operation within an existing multi-tenant commercial center located at 656 Maple Hill Drive. The proposed craft food and beverage production facility will serve as a space which produces chocolate. Parcel No. 05-13-403-010.

STEERING COMMITTEE: HOUSING PLAN COORDINATION AND KICK OFF

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, October 13, 2022, commencing at approximately 6:04 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS
WERE PRESENT:**

Bruce VanderWeele, Chair
Kizzy Bradford
Deb Everett
Micki Maxwell, Vice Chair
Alistair Smith
Anna Versalle
Chetan Vyas

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

Call to Order and Pledge of Allegiance

Chairperson VanderWeele called the meeting to order at approximately 6:04 p.m. and those in attendance joined in reciting the Pledge of Allegiance.

Approval of Agenda

The Chair asked if there were any changes to the agenda. Hearing none, he let the agenda stand as published.

Public Comment on Non-Agenda Items

Mr. Curt Aardema, AVB, indicated he was pleased to sit in on the conversation regarding the proposed housing plan and coordination kick-off discussion, looked forward to being a part of the process going forward, and was excited to see where it leads.

Ms. Lubbert read a letter to Commissioners received via e-mail from resident Michael DeLeeuw. The comments detailed his concerns about the Maple Hill overlay and the “resolution of support for Neighborhood Traffic Calming on Green Meadow” approved by the Township Board earlier in the week. The letter is attached to these minutes.

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

Approval of the Minutes of the Meeting of September 22, 2022

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of September 22, 2022.

Ms. Everett noted page three, at the beginning of paragraph two should be corrected to read: “Mr. Dan Lewis, Civil Engineer and the applicant’s attorney were also present...”

Hearing nothing further, Chairperson VanderWeele asked for a motion.

Ms. Everett **made a motion** to approve the Minutes of the Meeting of September 22, 2022, as presented with the inclusion of the suggested correction. Ms. Versalle **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next item on the agenda and asked Ms. Lubbert for her presentation.

PUBLIC HEARING: SPECIAL USE, CHOCOLATE THUNDER CONNOR TIERNEY, REPRESENTING CHOCOLATE THUNDER, WAS REQUESTING SPECIAL EXCEPTION USE APPROVAL TO ESTABLISH A CRAFT FOOD AND BEVERAGE OPERATION WITHIN AN EXISTING MULTI-TENANT COMMERCIAL CENTER LOCATED AT 656 MAPLE HILL DRIVE. THE PROPOSED CRAFT FOOD AND BEVERAGE PRODUCTION FACILITY WILL SERVE AS A SPACE WHICH PRODUCES CHOCOLATE. (PARCEL NO. 05-13-403-010)

Ms. Lubbert said the project area under consideration is located within the Westwood Office Plaza, a multi-tenant commercial center immediately south of W. Main Street between US-131 and N Drake Road. The proposed craft food and beverage production facility would occupy a vacant suite in the rear of the building. The tenant space, located on the lower level consists of 1,100 square feet.

Chocolate Thunder is a hand-made small batch operation that produces homemade chocolate. Current production volumes require 20 hours of work per week. The applicant has indicated there will only be one employee and that a majority of the chocolate production will primarily take place on Wednesdays and Sundays. Most of the shipments will occur at the respective mail carrier location; however, there will be an occasional scheduled pickup at the subject site. Delivery trucks would circulate the site by utilizing both access points along Maple Hill Drive, one along the cul-de-sac and the other near the northern property line.

She reported the applicant has indicated no retail is currently planned for the subject use; however, if the applicant would like to establish a retail component in the future, the special use permit would need to be amended and review and approval by the Planning Commission would be required.

The subject property is zoned C: Local Business District. Uses permitted in the C: Local Business District are outlined in Section 18 of the Township's Zoning Ordinance. Craft food and beverage production facilities, limited to 8,000 square feet gross floor area, are identified as a special exception use within said ordinance section. When reviewing a special exception use, the general special use review criteria outlined in Section 65.30 shall be followed.

Ms. Lubbert provided an analysis of the proposal against Section 65.30 of the Oshtemo Township Zoning Ordinance, concluding the special use request meets all Section 65.30 Special Use Criteria.

She recommended approval of the proposed special exception use for a craft food and beverage production facility, with a gross square footage of 1,100 square feet, at 656 Maple Hill Drive with the following conditions:

- 1) The craft food and beverage production facility shall be a hand-made small batch operation that produces homemade chocolate.
- 2) A sign permit application shall be submitted to the Township for review and approval if the applicant wishes to add any type of signage to the site.
- 3) If the applicant wishes to establish a retail component in the future, the special use permit would need to be amended and review and approval by the Planning Commission would be required.

Chairperson VanderWeele thanked Ms. Lubbert for her report and asked whether Commissioners had any questions for her.

Hearing none, and after determining the applicant did not wish to speak, he opened the meeting to public hearing.

As there were no public comments, he closed the hearing and asked for a motion.

Ms. VerSalle **made a motion** to approve the special exception use request to establish a craft food and beverage operation within an existing multi-tenant commercial center located at 656 maple hill drive as proposed, with the inclusion of the following three recommended staff conditions:

- 1) The craft food and beverage production facility shall be a hand-made small batch operation that produces homemade chocolate.
- 2) A sign permit application shall be submitted to the Township for review and approval if the applicant wishes to add any type of signage to the site.
- 3) If the applicant wishes to establish a retail component in the future, the special use permit would need to be amended and review and approval by the Planning Commission would be required.

Ms. Bradford **seconded the motion**. The **motion was approved unanimously**.

The Chair wished the applicant well and moved to the next agenda item.

STEERING COMMITTEE: HOUSING PLAN COORDINATION AND KICK OFF

Ms. Lubbert indicated at the Planning Commission's August 11th regular meeting, the Planning Commission was asked to review and answer questions presented by the W.E. Upjohn Institute for Employment Research to ensure that the consultant was clear on the Planning Commission's vision for the project's end result. Based on the Commission's answers, the W.E. Upjohn Institute for Employment Research amended the project scope, timeline, and contract. Changes primarily included additional data gathering and analysis as well as additional public engagement.

After Commissioners are satisfied with the contract, the amended contract will be sent to the Township Board for final approval. In addition to reviewing the project scope, timeline, and contract, the Planning Commission will be asked to provide feedback on a draft of a supplemental housing survey.

She introduced Ms. Emily Petz, a representative from the W.E. Upjohn Institute for Employment Research who outlined the proposed contract changes, which primarily addressed data analysis and public outreach. Ms. Petz indicated that in addition to a whole suite of items included in the new plan, data and demographic types/categories that were in the old plan were also included for consistency.

Ms. Petz said also included in the contract is an outreach plan targeted specifically to Oshtemo, that includes three stakeholder meetings and four public meetings. An online survey will provide an additional public engagement option. The Planning Commission will act as a Steering Committee to guide, give tips and help through the process. Likely six-seven meetings will be required for the process.

Ms. Lubbert indicated notice for the meetings will be accomplished utilizing a mass mailing postcard with a link to the survey to be sent to approximately 9,000

registered voting households, as well as online information, posters in public spaces, word of mouth, the Township's website and social media platforms. She shared a draft of the postcard to be printed and hoped to get it to the publisher next week after Commissioners' feedback at this meeting for printing before the November 9 meeting.

Ms. Petz walked through the data that will be included in a detailed work plan, including charts, maps and tables, demographic data, housing inventory and supply and demand for housing in Oshtemo Township that was provided as part of the Kalamazoo County survey.

Ms. Lubbert indicated an amended contract with W.E. Upjohn Institute required approval of an additional \$5,000, due to extensive additional work to provide the detailed data and additional public outreach requested by the Commission at the August 11 meeting.

Ms. Petz said the additions to the contract include more detail specific to Oshtemo and public engagement than what is usually requested by entities, but agreed they are important additions that the Institute is providing as affordably as possible.

Following Commission discussion of the additional detail requested, the desire for an adequate time frame for the process, and concern about spending the additional \$5,000, Chairperson VanderWeele asked for a motion.

Mr. Vyas **made a motion** to approve the requested additional \$5,000 for the contract with W. E. Upjohn Institute for Employment Research for provision of the Oshtemo Township housing study as amended. Ms. Versalle **seconded the motion**. The **motion was approved** unanimously.

Ms. Lubbert and Ms. Petz presented and walked through the proposed survey questions with the group. The goal was to elicit from responders their hopes and dreams, challenges, barriers, needs not met for housing in Oshtemo Township. There were a number of questions regarding the responses from Oshtemo residents provided on the Kalamazoo County housing survey. Group discussion yielded a number of changes which will be included and returned to the Commission at its next meeting.

Various additional methods for soliciting survey responses from Township residents and possibly others were discussed with the goal of participation from as many people as possible.

Also discussed were what Commissioners felt are the current strengths and unique features of the Township. Listed were the beauty of the land, especially in the west of the Township, the parks system, the combination of rural and urban areas, preservation of the rural character.

Ms. Petz concluded by saying it will be both the challenge and the goal to develop a housing plan that will address how to plan for people at every life stage as

well as to preserve the beauty of the Township. She thanked Commissioners for their time and dedication.

Chairperson VanderWeele moved to the next agenda item.

PUBLIC COMMENT

There were no public comments.

OTHER UPDATES AND BUSINESS

Ms. Lubbert noted a joint board meeting will be held Tuesday, October 18 and encouraged Commissioners to attend.

ADJOURNMENT

With there being no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 8:03 p.m.

Minutes prepared:
October 14, 2022

Minutes approved:
_____, 2022

From: [Deleeuw, Michael](#)
To: [Iris Lubbert](#)
Subject: Concerns on the prairies golf course PLEASE READ TONIGHT !
Date: Thursday, October 13, 2022 2:51:18 PM

CAUTION: External Email

Hi Iris, I cannot make the Planning Commission meeting tonight due to a kid activity conflict but I was hoping you or the Chair could read this as public comment? If not, please share with all the members.

I watched the last Planning Commission meeting and heard the Developer urge and push the work and completion for the Maple Hill overlay. Then, at the Township Board meeting this week, they approved a "resolution of support for Neighborhood Traffic Calming on Green Meadow" because of excessive speeds and safety concerns. The speeds are actually 35 MPH and above! There was more concerns mentioned about the streets to the north in Driftwood/Skyridge neighborhood that connect to this road.

If we already have safety issues with existing roads and safety, why would there be a rush to get a plan done that will put more traffic and vehicles DIRECTLY to this specific road? I would encourage the Planning Commission to take the time to complete studies on Traffic and Safety concerns that **the residents** are asking for! Not only on Green Meadow and Driftwood/Skyridge but also the main roads of Drake and W Main. And then require the developer to complete this work.

To the developer it is just about the golf course property and their one project, however to the residents it's about the entire area including the neighborhoods to the south, the empty commercial along W main from 9th to Drake and the already rezoned commercial to the north which should be used first. We already have enough stores and fast-food and traffic and accidents from these places. Let's take care of the existing problems and study if our roads can even handle ANY development here before creating more issues and putting people's lives at risk.

On a personal note I have lived my entire life here in Kalamazoo and my family was member of the Elks when it was private and I have been a member of the prairies golf club for many years. To me yes I care about the course but mostly I care that it will be here for not only my kids and theirs. One thing that I have a deep concern about is that if this course leaves (god help it doesn't) that you are not only taking away something from the public but also our children and young adults, what I mean is that if this course is closed then both mens and womens golf programs are going to be taking away from Kalamazoo central high school and other golf programs from other schools in this area. There is no other public 18 hole course that is in the KPS district beside Miham golf course and LOY Norrix is already there and that course is over booked and over played as is.

Golf is not just a sport but a way of life and teaches children and young adults about respect and honesty and how to hold them self's when put in difficult positions.

The sad thing is that if this was happening in surrounding areas like Richland or portage this would have been shot down so fast by the same people that are trying to make this happen, because they don't live here and dot care about our community and only care about their pockets at the end of the day. I wish the board will look deeper into this and do more research to help save what green

space we have left within Kalamazoo.

Thank you Michael Deleeuw



October 20, 2022

Mtg Date: October 27, 2022
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Steering Committee – Housing Plan Coordination and Kick Off (Continued)

At the Planning Commission’s August 11th regular meeting, the Commission was asked to review and answer questions presented by the W.E. Upjohn Institute for Employment Research to ensure that the consultant was clear on the Planning Commission’s vision for the housing study. Using the Commission’s answers, a representative from the W.E. Upjohn Institute for Employment Research attended the October 13th Planning Commission meeting and presented an updated project scope and contract (changes primarily included additional data gathering, analysis, and public engagement) as well as draft survey questions. Using the feedback collected, additional changes to the contract and draft survey were made.

At the October 27th Planning Commission meeting the W.E. Upjohn Institute for Employment Research representative will lead the Planning Commission in the following:

- Review the amended contract, collect feedback, and if satisfactory forward it to the Township Board with a recommendation of approval. Based on feedback from the Planning Commission and Planning Director, the timeline for the project has been extended.
- Review and collect feedback on the updated supplemental survey questions. The intent of this survey is to give the public the opportunity to give specific feedback about housing in Oshtemo that will supplement the data collected from the County’s housing survey.
- Provide feedback on the draft postcard that will be sent out to advertise the supplemental housing survey and upcoming public meetings (specific dates to be determined). The language from the postcard will also be used in other promotion efforts.
- Have additional discussion about the Planning Commission’s thoughts, concerns, and dreams for housing in Oshtemo.

Attachments: amended housing study contract, draft survey questions, and draft postcard

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Proposal for the Development of a Housing Plan for Oshtemo Township

Submitted to:
Municipal Leaders of Oshtemo Township

Submitted by:
Lee Adams & Emily Petz

W.E. Upjohn Institute for Employment Research
300 S. Westnedge Avenue
Kalamazoo, MI 49007
269-343-5541

September, 2022

Scope of Work

Phase I: Project Initiation and Establishment of Baseline Data

First, the Upjohn Team will help organize a group of local leaders who will serve as the project steering committee (the Committee). The Committee will guide and support the work conducted for this project. To ensure success, the Upjohn Team will work with the Committee to identify expectations, roles, and priorities before initiating any activities.

In this first phase, the Upjohn Team will review existing data and plans to discover the factors that are already positively and negatively impacting housing in the Township, as well as the reasons why these factors persist. Accordingly, the Upjohn Team will use previously collected data and research as well as new research to assess the attributes of the Township's housing ecosystem. The Upjohn Team will borrow from its work towards creating the Kalamazoo County Housing Plan (currently underway) to reduce duplication of data collection. This data collection and research will establish baseline metrics, which are important for measuring the impact of the work conducted under this plan and by other partners. Additionally, a comparison of local data to historical and national data will help the Upjohn Team, the Committee, and stakeholders in the Township understand why the current conditions exist and how the Township compares to its peers. The establishment of baseline data will help the Upjohn Team and the Committee to understand what the most pressing housing needs in the Township and begin to identify strategies that might be appropriately and effectively implemented to address these conditions.

Upjohn Team Activities

Research and Data Collection

- Utilize and supplement the housing data previously collected
 - Data sources:
 - US Census / American Community Survey
 - Census on the Map / Unemployment Insurance Records
 - U.S. Housing Confidence Survey
 - NAHB Housing Market Index
 - Claritas
 - ESRI
 - Infutor
 - Multiple Listing Service (possible, not confirmed)
- Review existing housing plans for all relevant parts of the County
- Update data from 2011 Master Plan
- Examine applicability of the housing feasibility model created by the Upjohn Team
- Develop local intelligence on the County's housing ecosystem
 - Survey a broad group of stakeholders
 - Conduct interviews of, or facilitate group discussions with, key informants

Committee Interaction (Township Board)

- Establish plan desires and goals for the housing plan
 - Complete questionnaire to communicate details of needs

- Work with the Committee to establish baseline metrics to track progress

Steering Committee Responsibilities

- Help to establish baseline and aspirational metrics to track progress
 - Assist Upjohn Team with procurement of local intelligence
 - Review data assembled by the Upjohn Team
- Assist Upjohn Team in recruiting participants and encouraging meeting attendance

Timeline of Phase I Activities (2022-2023)

Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July
Baseline Data												
Committee Meetings												

Phase II: Building Alignment

Alignment is the first step to maximizing the impact of community monetary and organizational resources. Ensuring that all partners and funders focus on using their resources toward common goals helps to ensure that collaboration between those organizations results in improved housing conditions. Alignment also helps to reduce duplication of work, misunderstanding of roles, mission creep, and service coverage gaps, by empowering all actors to do their best and most efficient work.

To bring about reliable alignment for the housing plan, the Upjohn Team will organize initial stakeholder meetings. For long-term success, however, local leaders will need to maintain ongoing meetings with stakeholders. Attendees of these initial meetings will discuss their perceptions of the housing ecosystem in their area of focus, better understand the roles and responsibilities of the organizations working in the housing field, and benchmark any progress made towards shared housing goals.. In order to better understand the issues raised by stakeholders, the Upjohn Team will also interview community members. From this research and community interaction, the Upjohn team will build on existing - or create new - asset maps to help stakeholders and the Committee understand the housing resources dedicated to each area of Oshtemo Township. This understanding will help the Committee clarify the roles of various housing stakeholders, identify gaps, and align their priorities by setting the goals of the housing plan.

Upjohn Team Activities

Research and Data Collection

- Identify key stakeholders and their activities
- Research potential funding resources
- Organize qualitative data collection from community and stakeholder meetings
- Analyze existing housing planning work and needs

Community Interaction

- Organize and facilitate stakeholder meetings
- Conduct focus group discussions with identified stakeholders
- Conduct follow-up interviews, as needed, based on results of discussions

Steering Committee Responsibilities

- Connect the Upjohn Team to key stakeholders
- Encourage stakeholders to participate in meetings
- Review asset map
- Establish long-term goals for the housing ecosystem in the Township

Timeline of Phase II Activities (2022-2023)

Phase II: Building Alignment												
Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Research and data collection												
Community Interaction												
Steering Committee Interaction												

Phase III: Plan Research and Design

In the third phase of the project, the Upjohn Team will work with the Committee and local stakeholders to identify implementation strategies that are most likely to be effective and feasible within the Township. The Upjohn Team will help to identify strategies by conducting a gap analysis between the current housing situation and the future housing situation identified in the goals. Strategies identified will aim to bridge gaps while also reflecting the budgetary and political realities existing within the Township.

Once the strategies are identified, the Upjohn Team, the Committee, and local stakeholders will develop a roadmap for implementation, including timelines, stakeholders responsible for specific strategies, expected costs, and key statistical measures.

Upjohn Team Activities

Research and Analysis

- Conduct a gap analysis
- Work with the Committee to determine which strategies best fit the Township’s needs
- Align these identified strategies with action areas identified in the stakeholder meetings
 - Research and quantify the monetary and staffing resources needed to implement the identified strategies
- After discussion with the Committee, refine strategies to those that will positively impact the housing ecosystem in the Township
- Help to identify potential funding sources for the finalized strategies

Community Interaction

- Interview leaders of key local organizations to discuss the feasibility of various strategies
- Interview local and national organizations that are implementing identified strategies to discover best practices
- Establish an accountability system for the housing plan

Steering Committee Responsibilities

- Review and select implementation strategies for the Township
- Help to organize meetings and interviews with local leaders who will identify strategies to be implemented under the housing plan
- Help to establish, and encourage participation in, an accountability system for the housing plan

Timeline of Phase III Activities (2022-2023)

Phase III: Plan Research and Design													
Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Research and data collection													
Community Interaction													
Steering Committee Interaction													

Phase IV: Plan Delivery and Dissemination

The Upjohn Team will prepare an initial draft of the plan for review by the Committee. After input from the Committee is received, the Upjohn Team will present the final version of the plan. Upon approval of the plan, the Upjohn Team will disseminate and present the plan at the direction of the Committee.

Upjohn Team Activities

Writing and Presenting the Plan

- Write a draft of the plan
- Upon review and feedback from the Committee, finalize the plan
- Draft and finalize a dissemination strategy for the plan with the Committee
- Present the plan at the direction of the Committee

Steering Committee Responsibilities

- Provide feedback on the plan draft
- Identify groups to receive the plan
- Identify meetings at which the plan can be presented

Timeline of Phase IV Activities (2022-2023)

Phase IV: Plan Delivery and Dissemination													
Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug
Writing draft of the plan													
Plan review and feedback													
Final plan dissemination													

Total Project Timeline (2022-2023)

Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Phase I													
Phase II													
Phase III													
Phase IV													

Total Cost: not to exceed \$25,000

Oshtemo Township Survey Questions

1. How old are you?
 - a. 18-24
 - b. 25-34
 - c. 35-44
 - d. 45-54
 - e. 55-64
 - f. 65-74
 - g. 75-84
 - h. 85 or older

2. Do you own or rent your current home?
 - a. Own
 - b. Rent
 - c. Live with friend or relative
 - d. Other

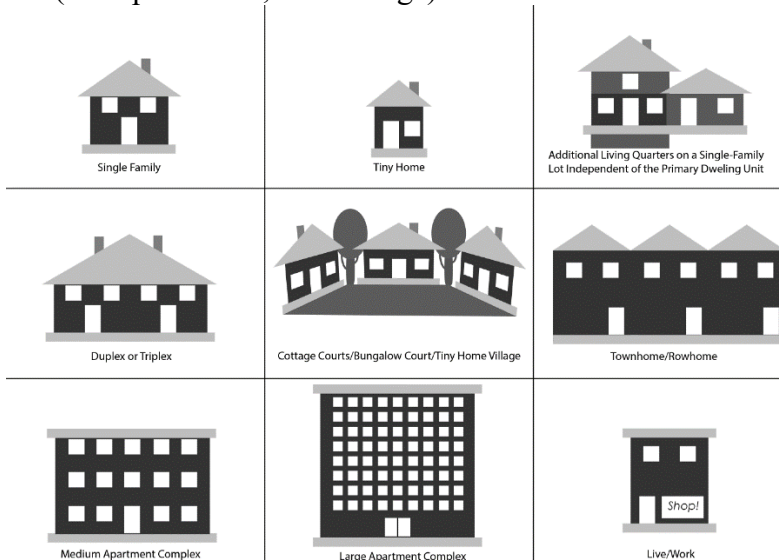
3. What was the income for your entire household in the past 12 months?
 - a. Less than 25,000
 - b. 25,000 to 50,000
 - c. More than 50,000 but less than 100,000
 - d. More than 100,000 but less than 150,000
 - e. More than 150,000

4. Are you a resident of Oshtemo Township?
 - a. Yes
 - b. No

5. Can (or have) you find housing that aligns with your earnings?
 - c. Yes
 - d. No
 - e. Unsure

6. How important is it to have reasonably priced housing in Oshtemo?
 - f. Very Important
 - g. Somewhat Important
 - h. Unsure
 - i. Somewhat unimportant
 - j. Not at all Important

7. What housing type(s) would you like to see in Oshtemo?
(multiple choice, click image)



8. Integration of different housing types within the same community is important.
- Strongly Agree
 - Agree
 - Unsure
 - Disagree
 - Strongly Disagree
9. There is a need for a variety of housing types to meet different lifestyles and household configurations.
- Strongly Agree
 - Agree
 - Unsure
 - Disagree
 - Strongly Disagree
10. What are (or were) your greatest challenges when looking to find housing in Oshtemo?
(choose all that apply)
- Hard to find housing in price range
 - Housing options are off the market to quickly
 - I was outbid when I made an offer to buy
 - Hard to find housing that offers what I am looking for
 - What were/are you looking for?- Open box
 - Open ended box
 - I didn't have any challenges finding housing.

11. Residents should have the option to remain in or return to the community as their life situations changes and their housing needs change. (e.g. Seniors looking to live close to family, returning to start a family, starting a career)

- a. Strongly Agree
- b. Agree
- c. Unsure
- d. Disagree
- e. Strongly Disagree

12. What are some of your favorite things about housing in Oshtemo Township?

- a. Open box

This page has been intentionally left blank for printing purposes.

TACKLING HOUSING

IN OSHTEMO

Mark your calendars for these upcoming public meetings. Two timeslots are available for each. All meetings will be held in person at Township Hall (7275 W Main St.) unless noted otherwise on the Township Website.

Oshtemo's Housing Study Project Kick Off

X/X @ 6PM or X/X @ 10am

Oshtemo's Housing Study Mid-Point Check-in

X/X @ 6PM or X/X @ 10am

We are looking for your input!

Thank you to all residents that participated in the County's Housing Survey! Results were incorporated into the County's Housing Plan which can be found at: <https://www.kalcounty.com/housing/>.

The next step is using the data collected from the County's survey and further community input to create a housing study specific to Oshtemo Township. This study will allow our community leaders to understand our specific community housing needs and translate them into appropriate programs, ordinance updates, and policies.

Community input is key to the success of the Oshtemo Housing Study! Please take **10-15 minutes** to take the supplemental survey below, which can be accessed by link or QR code. Paper copies will also be available at Township Hall (7275 W. Main St). Please note that none of your personal information will be collected, stored, or reported through this survey. We thank you for your time and participation!

Housing Supplemental Survey (open until X)

Link: [XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX](#)



For more information and further engagement, please attend the upcoming public meetings noted on the other side of this postcard.

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009