



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180 TDD 375-7198
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 Optional in Oshtemo Township Buildings**

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

**THURSDAY, APRIL 27, 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: April 13, 2023
6. Work Session
 - a. Discussion, Master Plan Consultant Selection
 - b. Update, MU Zoning District Draft Revisions
 - c. Steering Committee, Oshtemo Housing Study
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 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	

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A MEETING HELD APRIL 13, 2023

Agenda

WORK SESSION: STEERING COMMITTEE, OSHTEMO HOUSING STUDY

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, April 13, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

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

Also present were Iris Lubbert, Planning Director, James Porter, Attorney, Martha Coash, Recording Secretary, and three 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

Mr. Curt Aardema of AVB, 4200 W. Centre Street, reviewed the timeline when the Township began considering redeveloping the Prairies Golf Course property shortly after it was purchased by AVB in 2014, noting we are seven years into the process. He said the last Commission discussion was held at the January 26, 2023 meeting when members committed to the second February or first March meeting for the next discussion, but that it has not been included on an agenda yet. AVB looks forward to continuing the process as soon as time permits.

Chairperson Versalle read a letter submitted by J.P. Oosterban who was requesting that drive-thrus be allowed within the West Main Commercial Sub-district of the overlay zone. **The full text of the letter is attached to these Minutes.**

The Chair moved to the next agenda item.

Approval of the Minutes of the Meeting of March 23, 2023

Chairperson Versalle asked if there were additions, deletions, or corrections to the Minutes of the Meeting of March 23, 2023.

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

Mr. Ford **made a motion** to approve the Minutes of the Meeting of March 23, 2023 as presented. Mr. Doorlag **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to a work session for the Steering Committee to consider the Oshtemo Housing Study Report.

Work Session: Steering Committee, Oshtemo Housing Study Report

Ms. Lubbert indicated data collection for the Housing Study has been completed and introduced Ms. Emily Petz, from the Upjohn Institute who walked through the housing survey and assessment findings to date with the Commission, answering a number of questions.

An extensive discussion followed of a draft of appropriate tools and strategies based on the collected data for Goal 1: **A Township where housing (units) production and preservation result in a supply of ownership and rental options that are safe, healthy, and affordable to people of all income levels and demographics.**

Ms. Petz will return to the group with a second draft of the objectives and strategies for Goal 1 based on the group's discussion.

PUBLIC COMMENT

OTHER UPDATES AND BUSINESS

There were no public comments, or other updates/business.

ADJOURNMENT

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 9:34 p.m.

Minutes prepared:
April 14, 2023

Minutes approved:
_____, 2023

DRAFT

This page left intentionally blank for printing purposes.

Planning Commission,

I, JP Oosterbaan, recently purchased the corner of 10th and W Main and am excited to bring new development to the area. As a lifelong resident of Kalamazoo, having been born and raised here and continuing to reside in this community, I am invested in its growth and success. I have experience developing mixed-use buildings, grocery stores, restaurants, daycares, and condominiums within the area.

The reason for writing this letter is to present an idea for changes to the ordinance allowing restaurants with drive-throughs within the W Main Commercial sub-district of the Overlay Zone. I believe that the demand for drive-through restaurants has significantly increased over the past few years, mainly due to COVID-19 precautions. Given the impact of the pandemic, along with advancements in technology and generational preferences, many people prefer to order food online or through a mobile app and pick it up from the restaurant. Restaurants with drive-through and pickup lanes have become popular as they provide a safer and more convenient way to get food. They also offer additional convenience for seniors, handicapped individuals, and people with kids. It also has been observed that the demand for drive-through establishments west of US-131 has increased.

I propose that the Planning Commission consider amending the ordinance to include drive-through establishments, particularly restaurants and convenience store gas stations.

Thank you for considering this request, I look forward to hearing back from you.

Sincerely,
JP Oosterbaan

This page left intentionally blank for printing purposes.



April 20, 2023

Mtg Date: April 27, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion, Master Plan Consultant Selection

The request for proposals for comprehensive master plan services was released on April 5th. Responses will be accepted until 2 p.m. on Wednesday, May 10, 2023. A link to the posted RFP is provided here: <https://www.oshtemo.org/files/assets/public/planning/oshtemo-comprehensive-master-plan-services-rfp-4-5-2023.pdf>.

With the scale of this project and as the Planning Commission will be working closely with whichever consultant is chosen, the Planning Commission is asked whether they would like to be part of the consultant selection process. Up to three Planning Commission members can volunteer. The Planning Commission volunteers 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.

This page left intentionally blank for printing purposes.



April 20, 2023

Mtg Date: April 27, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Update, MU Zoning District Draft Revisions

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, attached to this memo. 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 their next regularly scheduled meeting. In addition, staff received Township Board approval on April 11th to hire a consultant to work on a basic 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.

ARTICLE 30

30 – MU: MIXED USE DISTRICT

Contents:

- 30.10 STATEMENT OF PURPOSE
- 30.20 ESTABLISHING A MIXED USE DISTRICT
- 30.30 DEVELOPING WITHIN A MIXED USE DISTRICT

30.10 STATEMENT OF PURPOSE

The Mixed Use District is established for the purposes of implementing Oshtemo Township’s adopted Sub Area Plans and encouraging a mix of uses in the planned redevelopment of existing commercial areas into mixed use. The Mixed Use District designation is designed to accommodate, through comprehensive planning, zoning, and project review, integrated residential, commercial, office, technology, and public uses on larger parcels of land. The mixed-use district strives to encourage innovative development that incorporates high-quality building design, compatibility with adjacent uses, preservation of unique environmental features, and the creation of open spaces and amenities that enhance the quality of life of residents.

30.20 ESTABLISHING A MIXED-USE DISTRICT

A. LOCATION AND SIZE CRITERIA

Mixed Use Districts may be established in areas of the Township with an adopted Sub Area Plan or within a C: Local Business District. A minimum contiguous site area of twenty (20) acres shall be required.

The proposal shall show all contiguous holdings of the owner or option purchaser and how its integrated into the overall comprehensive development plan, unless specifically waived by the Planning Commission.

B. DEVELOPMENT OWNERSHIP

The proposed Mixed Use District shall be under common ownership or control while being constructed, such that there is a unified responsibility for the completion of the project. Sufficient documentation of ownership or control, such as a development agreement, shall be submitted with the application for approval. Land divisions within the district and property transfers may be made once Section 30.30 A, CONDITIONS FOR DEVELOPMENT, is met.

C. APPLICATION REQUIREMENTS

The owner or option purchaser of a tract of land shall seek approval of a Mixed Use District zoning designation with the simultaneous submittal of a comprehensive development plan. The comprehensive development plan shall include:

- (1) **Plan Area.** All contiguous holdings of the owner or option purchaser and how it's integrated into the overall comprehensive development plan, unless specifically waived by the Planning Commission.
- (2) **Letter of Intent.** A letter of intent that includes a full description as to how the proposed comprehensive development plan satisfies the eligibility requirements and design principles of this Section and, if applicable, evidence of how the proposed plan meets the criteria for qualifying for a density bonus.
- (3) **Development Schematic Plan.** A development schematic plan illustrating the proposed streets and the areas designated for residential, commercial, or mixed uses. Potential specific uses proposed in each area shall be outlined; see Section 30.30 for a list of uses permitted in the district. The development schematic plan shall include the proposed acreage for each use category and the proposed residential densities for each identified residential and mixed use area.
- (4) **Site Circulation.** A circulation and access management plan for the project, including proposed street names and phasing (if any for development purposes), proposed non-motorized connections, and connectivity to the surrounding transportation network.
 - i. The arrangement of streets shall provide for a continuation of streets between adjoining properties and seek to implement the Master Plan.
 1. Where adjoining property is undeveloped and the street must temporarily be a dead-end, the right-of-way shall be extended to the property line to make provision for the future projection of the street. Additional temporary right-of-way may be required to facilitate any temporary cul-de-sacs or turnarounds.
 2. Where a street is not intended to extend beyond the boundaries of the district and its continuation is not required for the continuation of streets between adjoining properties, its terminus shall be at least 50 feet from the property line.
 3. A cul-de-sac turnaround shall be provided at the end of a permanent dead-end street or a temporary dead end street (and associated temporary right-of-way) in accordance with County Road Commission standards.
 - ii. Interior streets that do not serve as a connecting link between different land ownerships or different public roads may be designated private streets subject to Township approval.
 1. Both public and private streets shall be designed to the standards of the Road Commission of Kalamazoo County, as well as Article 51: Access Management Guidelines of the Township Zoning Ordinance.
 2. **Reserved for Private Street Requirements**
 - iii. Streets shall be laid out in an orthogonal manor to intersect as nearly as possible to 90 degrees.
 - iv. Streets shall be interconnected with each other and with streets on abutting properties in a systematic pattern to promote connectivity, accessibility, reliability, efficiency, sustainability, safety, and logic for all users, unless otherwise approved by the Planning Commission.
 - ~~iv.v.~~ [Prioritize design and internal circulation to minimize new access points on W Main and instead channelizing traffic flow via adjacent streets or service roads to dedicated access points and signalized intersections that function as a gateway. This](#)

will immensely support the mobility, accessibility and safety of all modes of transportation, especially pedestrian and non-motorized transportation.

1. A permanent dead-end street shall only be permitted where the topography of the area, lakes, streams, other natural features or existing adjacent development of the area causes practical difficulties or extreme hardship in connection, and can be granted without creating any safety concerns. A supportive recommendation from the Township Engineer shall be required in order to be considered by the Planning Commission. Planning Commission's recommendation shall be forwarded for approval to the Township Board. Applicant shall clearly provide evidence of hardship to be considered.
2. Dead end streets in excess of 600 feet are highly discouraged.

~~vi.~~ vi. A nonmotorized facility is required along all street frontages in accordance with the Township's Complete Street Policy, unless otherwise approved by the Planning Commission.

(5) **Traffic Impact Study (TIS).** A complete analysis of traffic generated by the entire development and the impact said development would have on the surrounding transportation system. The transportation system includes but is not limited to truck routes, emergency routes, State and County roads, non-motorized network(s), public transit, etc.

- I. Prior to commencement of the TIS, the Public Works Director or Township designated Traffic Engineer, in consultation with MDOT and RCKC, shall review and approve the limits of the study area, level & scope of study, existing volumes, and inputs for forecasted trips and volumes which may include other approved and pending developments.
- II. The traffic analysis models shall anticipate the highest proposed use for each designated area within the development site plan.
- III. ~~At a minimum, the~~ The TIS shall meet requirements of the Road Commission of Kalamazoo County's and Michigan Department of Transportation's guidelines for Traffic Impact Studies and Assessments in the handbook titled Evaluating Traffic Impact Studies. Formal approval from other agencies shall be provided to the Township prior to the formal Planning Commission MU Rezoning Review.

IV. Any decline in level of service on adjacent trunkline and local roads shall be ~~completely-reasonably~~ mitigated by proposed solutions within the site design and internal circulation including reducing access points and channelizing traffic flow to dedicated access points via adjacent streets. The level of Service (LOS) is defined as a qualitative measure describing operational conditions of vehicular and pedestrian traffic; described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. Levels of service are given letter designations, from A to F, with LOS A representing the best operating conditions and LOS F the worst.

V. Required operational changes and/or other mitigation measures shall be part of the MDOT permit approval process.

~~vi.~~ vi.

- i. The Township will work with the developer/applicant in good faith effort to seek solutions and approvals necessary. This does not imply any financial commitment on the Township's part.

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: (none)

Formatted: (none)

- ii. Mitigation efforts may be broken into phases tied directly to the corresponding phases of the comprehensive development plan. Phases must be clearly outlined within the phasing plan; item 10 within this Section. Preliminary designs shall be required.
 - iii. If the development is at or near a major intersection or interchange, then traffic generated for the site should also be shown relative to movements into and/or through the intersection or interchange.
 - iv. If the required traffic improvements identified within the TIS are already planned as part of a larger adopted plan that aligns with MDOT's vision for the West Main corridor or to be implemented by MDOT, the Kalamazoo County Road Commission, or the Township, some or all of the mitigation requirements may be deferred or coordinated within a reasonable timeline. Any deferrals or coordination shall require the support of the Township Engineer or representative. Short term or temporary efforts may be required to ensure the safety of the public during the deferral period. If the required mitigation efforts increase the scope of the already planned improvements by the local agency, the increase in cost to modify the plans and construct the improvements shall be collected from the applicant. A memorandum of understanding shall be executed and recorded.
- (6) **Design Standards.** The applicant must provide architectural and design standards that create a district identity. This shall include specific development standards that will be applicable to development within the district including, but not limited to, minimum lot area and frontage, architectural character, building materials, building height, lighting, site features, and entry monumentation. Street lighting shall be full cut-off design and mounted to be parallel to the ground. Design standards proposed by the applicant shall incorporate and may go beyond the development requirements in Section 30.30.D.
- (7) **Stormwater.** Areas for common stormwater detention, those with the intention of serving a larger area or multiple facilities, shall be identified on the development schematic plan and turned over to the Kalamazoo County Drain Commission Office (unless otherwise agreed to by all parties involved) when constructed. Feasibility of site conditions should be considered.
- (8) **Residential Density and Density Bonus.**
 - i. **Overall Density:** The overall density within the development schematic plan's residential and mixed use areas shall match the intended character of the correlating Sub Area Plan; each density category is defined within Table 30.20.1 below. A comprehensive development plan that is being proposed without a correlating Sub Area Plan and is within a C: Local Business District designation shall be considered under the high density residential category. Areas designated purely for commercial development may not be included in the overall gross density calculation.
 - ii. **Density Bonus.** The Planning Commission may determine a density bonus, up to the maximum gross density defined within Table 30.20.1, upon finding that the proposed development provides additional public benefits to the overall community as outlined below. For the purpose of calculating the density bonus one (1) point shall equate to one (1) additional unit an acre.
 - a) Dedication of land(s) for a public park and/or community buildings, if acceptable to the Township Board (2 - 4 points as determined by Planning Commission based on impact to overall community).

- b) Dedication of land(s) for the purpose of private parks that incorporate usable amenities. Acceptable amenities include playground equipment, picnic areas with grills and tables, tennis courts, baseball diamonds, etc. (1 - 2 points as determined by Planning Commission based on impact to the private community).
- c) The project incorporates, either through the development schematic plan or within the design and/or development standards, a guaranteed range of housing opportunities through various housing types: for example, lofts, townhomes, mixed use, cottages, single-family homes, apartments, etc. (1 - 4 points as determined by the Planning Commission based on the variety of housing types).
- d) The project incorporates, within the design or development standards, significant use of sustainable building design and/or site design features such as, stormwater filtration landscaping, low impact stormwater management, optimized energy performance, on-site renewable energy, passive solar heating, use of reused/ recycled/ renewable materials, indoor air quality mechanisms, green roofs, bird collision deterrents, or other elements identified as sustainable by established groups such as the US Green Building Council (LEED) or ANSI National Green Building Standards. (2-4 points as determined by the Planning Commission based on the level of efficiency and impact to overall community).
- e) Provision of usable common open space in an amount which is at least 50 percent greater than the minimum common open space percentage required by Section. (1 point)
- f) Provision of other exceptional public benefits within the development (1-2 points as determined by Planning Commission based on impact to overall community).

Residential Character/Density Category	Initial Gross Density	Maximum Gross Density with Density Bonus
Agricultural	1 unit an acre	N/A
Low	4 units an acre	N/A
Medium/Transitional	4 units and acre	8 units an acre
High	8 units an acre	16 units an acre

(9) **Public Sanitary Sewer and Water.** Public sanitary sewer and water shall be required. All infrastructure shall be designed to promote the logical extension of public infrastructure. The Township may require the extension of public infrastructure, if needed, to reach the development. If the area is not ready to be served, at a minimum dry mains for future connection shall be installed. A description of existing public infrastructure availability, current demands, downstream capacity, projected flows and increased demand feasibility

needed to serve the project, and a plan for providing needed infrastructure, including community facilities.

- (10) **Phasing.** A developmental procedures agreement that will describe the timing and phasing, if applicable, of the project and outline other development details as necessary.
- (11) **Buffer from Adjacent Residentially Zoned Districts.** A minimum buffer area consisting of open landscaped green space shall be established at the perimeter of the development site adjacent to existing residentially zoned districts. No structures, roads, or parking areas shall be permitted within said buffer area.
- I. The width of the buffer area shall be determined by the character of the area proposed within the Development Schematic Plan directly adjacent to existing residentially zoned district.
 - i. The buffer shall be fifty (50) feet where the proposed area within the Development Schematic Plan is identified for purely residential development. This width shall be increased by one foot for each foot in height in excess of 25 feet of the proposed building heights for this area, as outlined in the design standards.
 - ii. The buffer shall be eighty-five (85) feet where the proposed area within the Development Schematic Plan is for mixed use or commercial development. This width shall be increased by one foot for each foot in height in excess of 25 feet of the proposed building heights for this area, as outlined in the design standards.
 - iii. The buffering requirement shall be waived if traditional single-family detached and/or attached residential uses compatible in height and bulk with the abutting uses are established along the perimeter adjacent to the existing residential district.
 - II. An alternative buffering tool may be proposed to the Planning Commission to consider; the applicant shall demonstrate that the requested alternative is just as, if not more, effective than the required buffering.
 - III. The buffer may include a nonmotorized trail. This trail shall be public, constructed to meet ADA standards, and maintain a minimum setback of fifty (50) feet from the property line.
- (12) **Open Space.** 15% of the of the development schematic plan shall be designated as open space subject to the following standards:
- I. Any required buffering shall not be used to meet the open space requirement.
 - II. Stormwater management facilities shall not be used to meet the open space requirement unless designed as useable common open space, see below.
 - III. A minimum of 50% of the total open space must be designated as useable common open space to stimulate social interaction and recreational activity:
 - a) The common useable opens space shall be easily accessible to residents, including visual and pedestrian linkages and proximity to such open spaces.
 - b) Private parks shall be subject to the conditions and limitations set forth in Section [49.100](#) of this Ordinance. A density bonus may be applicable; see Section 30.20.C.8 for details.

- c) If a designated usable common open space area is eligible to become a public park to be transferred to Oshtemo Township to design, build, and maintain, subject to the review and approval of the Parks Committee, a density bonus would be applicable; see Section 30.20.C.8 for details.
- IV. Open space not designated as usable common open space shall be retained in an essentially undeveloped or unimproved state except for necessary site grading.
- V. All designated open space areas shall initially be under common ownership or control, such that there is a single entity having proprietary responsibility. Sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions shall be provided. Changes or transfers in ownership or control of the open space, sections thereof, shall be subject to review and approval of the Township. Open spaces shall always be under the control of a designated entity.
- VI. All designated open space areas shall be set aside through an irrevocable conveyance approved by the Planning Commission as part of final site plan approval, such as recorded deed restrictions, master deed, covenants that run perpetually with the land, a conservation easement of land trusts.

D. APPLICATION REVIEW

Said review shall evaluate whether the proposed comprehensive development plan conforms to the standards and recommendations of the correlating Sub Area Plan, Master Plan, rezoning principles, recognized principles of civic design, land use planning, landscape architecture, and building architectural design. Submissions shall be subject to the Township's Development Schedule of Applications and adopted fee schedule.

- 1) **Optional pre-application review(s).** Informal pre-application review(s) by Township Staff is encouraged.
- 2) **Planning Commission Concept Plan Review.** A draft Development Schematic Plan shall undergo a mandatory conceptual plan review by the Planning Commission. Conceptual plan approval shall not constitute an approval of the Development Schematic Plan but rather shall be deemed an expression of approval of the general layout and as a guide to the preparation of a final plan. A conceptual plan approval from the Planning Commission becomes invalid if the required Traffic Impact Study requires significant changes to the Development Schematic Plan. Request for modification to the approved draft Development Schematic Plan shall be submitted to the Planning Commission for review in the same manner as the original. Following recommendation from the Planning Commission, elements of the conceptual plan requiring Township Board action as outlined in the ordinance may be forwarded to the Township Board, per applicant request, for initial consideration and feedback.
- 3) **Planning Commission MU Rezoning Review.** Following concept plan review and approval, a full MU rezoning request may be submitted. The Planning Commission, after public hearing and consideration, may recommend approval, approval with recommended changes, or denial of the rezoning and Comprehensive Development Plan. The Township may consider, but shall not be limited to, future land use recommendations in the Master Land Use Plan; goals and objectives of the Sub Area Plan; the availability and capacity of utilities; potential positive and negative impact on neighboring land uses, potential impact on the natural

environment; and other concerns and benefits related to the general welfare, safety, and health of area residents.

- 4) **Township Board Review.** After receipt of the Planning Commission's recommendation, the Township Board shall deliberate upon the requested rezoning and may approve or deny the rezoning request. The Township Board's deliberations shall include, but not be limited to, a consideration of the factors for rezoning set forth in this Ordinance. Should the Township Board consider amendments to the proposed rezoning or comprehensive development plan advisable, then the Township Board shall, in accordance with Section 405 of the Michigan Zoning Enabling Act (MCL 125.3405), refer such amendments to the Planning Commission for a report thereof within a time specified by the Township Board and proceed thereafter in accordance with said statute to deny or approve the rezoning with or without amendments. The Township may consider, but shall not be limited to, future land use recommendations in the Master Land Use Plan; goals and objectives in the Sub Area Plan; the availability and capacity of utilities; potential impact on neighboring land uses and the natural environment; and other concerns related to the general welfare, safety and health of area residents.

E. AMENDMENTS TO THE COMPREHENSIVE DEVELOPMENT PLAN

All changes, modifications, revisions, and amendments made to the comprehensive development plan shall be resubmitted and considered in the same manner as originally required.

To optimize design, additional interior roads may be added to serve the development areas identified within the development schematic plan during the development of that area without an amendment to the comprehensive development plan.

30.30 DEVELOPING WITHIN THE MIXED USE DISTRICT

A. CONDITIONS FOR DEVELOPMENT

Unless specifically outlined in a phasing plan approved with the comprehensive development plan, all public infrastructure including, shared detention basin areas, streets, street lighting, useable common open spaces, and non-motorized facilities, shall be installed prior to any development. All private streets shall be located in a 66-foot right-of-way with an easement granted to the Township for public utilities and nonmotorized facilities. The Township shall have no obligation or liability for the private street or maintenance thereof by virtue of the easement.

In addition, prior to the submission of the first site plan application within the MU district, the development ownership of the district shall establish a Design Committee. The Design Committee shall review all site plan submissions against the adopted Design Standards and provide a letter of recommendation to the Planning Department as part of the official site plan application to the Township.

B. PERMITTED USES

- 1) One-family, two-family, three- or four-family, and multiple-family dwellings, including uses and buildings accessory thereto.

- 2) Any business primarily for the retail sale of merchandise or services in which any manufacturing, assembling or fabricating is merely incidental to and an unsubstantial part of said business.
- 3) Banks, credit unions, savings and loan offices and similar financial institutions.
- 4) Administrative, business, or professional offices.
- 5) Laundromats and dry-cleaning establishments, excluding those establishments providing cleaning services for other laundromat and dry-cleaning establishments.
- 6) Hotels, motels.
- 7) Restaurants.
- 8) Hospitals and medical clinics.
- 9) Essential services.
- 10) Indoor theatres.
- 11) Passenger bus terminals, excluding facilities for the overnight storage of buses.
- 12) Accessory buildings and uses customarily incidental to the foregoing.
- 13) Pet shops.
- 14) Houses of worship.
- 15) Commercial Center.
- 16) Proprietary schools and colleges.
- 17) Child Care Centers and Adult Care Centers.
- 18) Funeral homes.
- 19) Private clubs.
- 20) Nursing, convalescent, handicapped, or senior citizens' homes.
- 21) Drive-in service window or drive-through services for businesses.
- 22) Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
- 23) Buildings and regulator stations for essential services.
- 24) Publicly owned and operated buildings and uses including community buildings and public parks, playgrounds, and other recreational areas.
- 25) Brewpub.
- 26) Microbrewery.
- 27) Wine Tasting Room.
- 28) Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- 29) Scientific or medical laboratories, engineering, testing or design facilities, or other theoretical or applied research facilities. Typical uses include electronics research laboratories, environmental research and development firms, agricultural and forestry research labs, and pharmaceutical research labs.
- 30) Printing, lithographic, blueprinting, and similar uses.
- 31) Mixed use buildings, which entail two or more different uses. Mixed use buildings shall be comprised of a mixture of first-floor commercial, retail, office and/or residential uses, with upper floor office and/or residential uses.

C. PERMITTED USES WITH CONDITIONS

Subject to administrative review applying the same standards as set forth in Article 49.

- a) Home Occupations
- b) Larger Facilities for Child and Adult Foster Care
- c) Group Day Care Home
- d) Bed and Breakfast Inns
- e) Golf Courses, Parks, and Outdoor Recreational Areas
- f) Assembly and Convention Halls.
- g) Veterinary, Small Animal Clinics

D. DEVELOPMENT REQUIREMENTS

All development within the Mixed Use District shall adhere to the approved Mixed Use District’s comprehensive development plan, including the adopted design standards, and the following standards:

1) Residential

Residential designated areas within the comprehensive development plan shall be subject to an administrative review by the Planning Department applying the standards of the Subdivision/Site Condominium Ordinance or the Residential Condominium Standards which shall be modified by the general development standards outlined below.

2) Commercial

Commercial designated areas within the comprehensive development plan shall be subject to an administrative review by the Planning Department and shall meet the requirements outlined in Article 64 Site Plan Review, which shall be modified by the general development standards outlined below.

3) Mixed-Use Development

Shall follow both the Residential and Commercial requirements set forth above.

4) General Development Standards

- i. There shall be no minimum lot area or frontage requirements unless outlined in the Mixed Use District’s comprehensive development plan.
- ii. Setbacks
 - a. Front Yard: 15 feet
 - b. Side Yard: 10 feet
 - c. Rear Yard: 20 feet
 - d. The Planning Commission may approve reduced setbacks in a manner that is consistent with the approved comprehensive development plan, encourages a consistent street wall and provides for a usable sidewalk area and a more attractive pedestrian environment. Applicant must officially request the reduction and provide reasoning for the request.
- iii. Residential unit sizes shall be regulated by Section 50.20 of the Ordinance.
- iv. All roadways shall be designed and constructed as Streets to Kalamazoo County Road Commission standards.

- v. Sidewalks shall connect the road frontage sidewalks to all front building entrances, parking areas, central open spaces, and any other destination that generates pedestrian traffic.
- vi. No outdoor storage shall be permitted in this district.
- vii. Residential accessory structures shall conform to the requirements as specified in Section 57.00 Accessory Buildings Serving a Primary Residence.

E. PROCESS

The Planning Department shall have the authority to administratively deny, approve, or approve with conditions all site plans submitted for review under this section. The Planning Department shall record its conclusions, its decisions, the basis for its decision, and any recommended conditions to be imposed in conjunction with an affirmative decision. The Planning Director shall have the discretion to forward any Site Plan submitted for administrative approval to the Planning Commission for final determination. If administrative approval is denied, the applicant may appeal the decision to the Planning Commission. With all submissions, a letter of recommendation from the corresponding MU District's Design Committee shall be provided.

DRAFT

Re: FEEDBACK REQUESTED: Draft of Oshtemo's new MU district



Steve Stepek <sstepek@katsmpo.org>
To Iris Lubbert

Reply Reply All Forward

Tue 4/4/2023 8:40 PM

Follow up. Start by Wednesday, April 5, 2023. Due by Wednesday, April 5, 2023.
You replied to this message on 4/5/2023 8:20 AM.

CAUTION: External Email

Iris,
My apologies. Megan reviewed and didn't have any questions.

My only question is on:
IV. Any decline in level of service shall be completely mitigated by proposed solutions within the site design.

Is this a RCKC requirement? I only find this one concerning due to a few reasons. 1) LOS from a strictly car point of view is becoming outdated. If you're weighing a multimodal LOS, that would be different. 2) The roadway capacity needed might not be conducive to a pedestrian friendly environment.

Those are my only thoughts.

Regards,
Steve

This page left intentionally blank for printing purposes.



April 21, 2023

Mtg Date: April 27, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Steering Committee, Oshtemo Housing Study

Emily Petz, a representative from the W.E. Upjohn Institute for Employment Research, will continue to work with the Planning Commission to identify appropriate tools and strategies for the Housing Study. Attached for review are the updated strategies for goals 1 and 2 based on the previous work session and newly added draft strategies for goal 3.

Below are a few links on topics of interest from the last work session meeting.

- Redevelopment Ready Communities:
<https://www.miplace.org/programs/redevelopment-ready-communities/>
- New ways to use existing tools (PILOT, NEZ,) and new tools Attainable Housing Rehabilitation Act and Residential Facilities Exemption
<https://www.housingnext.org/post/housing-michigan-coalition-presents-on-new-housing-tools>
- Community Land Trusts
<https://groundedsolutions.org/strengthening-neighborhoods/community-land-trusts>
- Mobile Home Resident Ownership
https://www.nclc.org/wp-content/uploads/2022/08/cfed-purchase_guide.pdf

This page left intentionally blank for printing purposes.

Review of Draft Goals
4.27.23 Workgroup Meeting

Notes:

- Updated draft goal 1 strategies from 4.13.23 workgroup meeting conversations
- Added draft goal 2 and 3 example objectives and strategies for review

GOAL 1: A Township where housing (units) production and preservation result in a supply of ownership and rental options that are safe, healthy, and affordable to people of all income levels and demographics.

Objective:

- **Produce supply** of rental and home ownership housing to meet current or projected needs.
 - Strategy: Update zoning to allow for Accessory Dwelling Units (ADU). Township wide
 - Strategy: Open R1 and RR to allow duplexes by right and allow legal conversion of single family to duplexes with design standards that will blend with single family homes
 - Strategy: Remove barriers for housing projects in designated areas by reviewing the minimum requirements in zoning including parking, setbacks, single family lot size, and building square footage required.
 - Strategy: Participate in the Redevelopment Ready Community program
 - Strategy: Allow tax incentives such as NEZ, PILOT, and TIF
- **Preserve quality** rental and ownership housing for households of all incomes.
 - Strategy: Create a housing department
 - Strategy: Create rental code enforcement for properties with 5 or less units to ensure health and safety of the residents.
 - Strategy: Review and improve the rental ordinance
 - Strategy: Connect and inform opportunities for the lending library in affordable home repair. (Create local lending library?)
 - Strategy: Provide outreach and education about existing opportunities for homeowner repair programs (newsletter, website, pamphlets for-Tuesday toolman, weatherization, USDA loans, MI Saves etc.)
 - Strategy: Create an Airbnb ordinance.
 - Strategy: Explore ways to limit HOA fees in new and existing developments
- Consider **housing demand** and needs for future generations and life stages.
 - Strategy: Allow zoning for alternative housing types, including condos, tiny homes, cottage courts, townhomes, and accessory dwelling units (ADU).
 - Strategy: Allow single family conversions to duplex or multifamily homes.

- Strategy: Encourage and allow Cooperatives, Community Land Trusts (CLT) and resident ownership models in mobile home parks to diversity options and opportunities. (Subsidies for costs of development)
- Strategy: Prioritize mixed income and senior housing development projects.

GOAL 2: A Township where housing contributes to a safe, desirable, environmentally responsible, and sustainable community.

Objective Examples:

- Promote health and safety in neighborhoods, mixed-income housing close to transportation opportunities.
 - Example Strategy: Grants to encourage the creation of neighborhood organizations for community relationship building.
 - Example Strategy: Establish structural housing grant programs for low-income homeowners.
 - Example Strategy: Incentives for landlords to reinvest in outdated apartment complexes.
 - Example Strategy: Prioritize housing close to existing infrastructure or planned nodes/zones with amenities.
 - Strategy: Create rental code enforcement for properties with 5 or less units to ensure health and safety of the residents.
 - Strategy: Review and improve rental ordinance
- Promote and facilitate reduction of energy, water and waste in new and existing housing.
 - Example Strategy: Increase education and outreach on existing rebates, and weatherization financing for homeowners and landlords.
 - Example Strategy: Remove barriers in zoning approvals for sustainable buildings
 - Example Strategy: Create reuse and recycling requirements for demolition
- Promote livable neighborhoods with a mix of housing types, quality design and a scale and character that respects unique residential neighborhoods.
 - Example Strategy: Limit single family zoning to specific areas of the Township and legalize duplexes in existing neighborhoods.
 - Example Strategy: Prioritize housing close to existing infrastructure or planned zones with amenities

GOAL 3: A Township that values accessible parks and the preservation of natural features.

Objective Examples:

- Balance competing demands to create housing options and preserve open space.

- Example Strategy: Promote cluster housing developments that maximize open space, gardens, and parks.
 - Example Strategy: Create a growth boundary or limit urban services in designated areas.
- Develop standards in housing developments to embrace natural features.
 - Example Strategy: Require dark sky measures for all new lights in housing developments.
 - Example Strategy: Create native tree canopy requirements for new housing developments
 - Example Strategy: Establish tree planting programs for existing owners and landlords/renters
- Work to connect and expand existing parks. (Master Plan)