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269-216-5220 Fax 375-7180 TDD 375-7198
www.oshtemo.org

**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

REGULAR MEETING – VIRTUAL

Participate through this Zoom link:
<https://us02web.zoom.us/j/85755227455>

Or by calling: 1-929-205-6099
Meeting ID: 857 5522 7455

(Refer to the www.oshtemo.org home page or the third page of this packet for additional virtual meeting information)

**THURSDAY, AUGUST 12, 2021
6:00 P.M.**

AGENDA

- a) Call to Order
- b) Roll Call and Remote Location Identification
- c) Pledge of Allegiance
- d) Approval of Agenda
- e) Approval of Minutes: July 29th, 2021
- f) Old Business
 - i. Referral – Section 57.90 Sidewalks
- g) New Business
 - i. Discussion - Section 54.60 Outdoor Lighting Standards
- h) Public Comment
- i) Other Updates and Business
- j) 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 am- 5:00 pm, and on Friday 8:00 am-1:00 pm. 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	216-5221	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri L. 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>			
Mark Barnes	375-0487	mbarnes@oshtemo.org	
<u>Ordinance Enf:</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:</u>			
Marc Elliott	216-5236	melliott@oshtemo.org	

Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](#) on any browser and entering this **Meeting ID: 857 5522 7455**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **857 5522 7455#**

Participant controls in the lower-left corner of the Zoom screen:



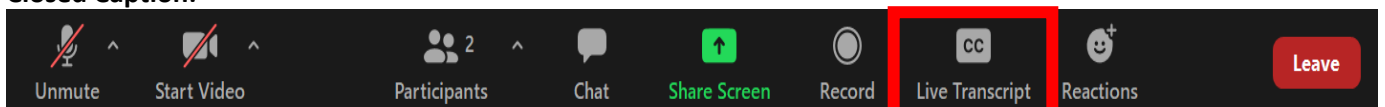
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press *9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

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**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A VIRTUAL MEETING HELD JULY 29, 2021

Agenda

PUBLIC HEARING: SPECIAL USE, T-SHIRT PRINTING PLUS BUILDING ADDITION
Delta Design Systems, on behalf of the owner, Gary Peshl, was requesting site plan and special use approval to construct a 7,800 square foot addition onto the existing building located at 8608 W. Main Street.

**PUBLIC HEARING: SPECIAL USE, HUNTINGTON RUN MOBILE PARK
EXPANSION**

Huntington Run Partners LLC was requesting site plan and special use approval to expand the Huntington Run Mobile Home Park onto a neighboring 8-acre parcel to the west. The proposed expansion would provide an additional 31 mobile home units to the park.

A virtual meeting of the Oshtemo Charter Township Planning Commission was held Thursday, July 29, 2021, commencing at approximately 6:00 p.m.

ALL MEMBERS WERE PRESENT:	LOCATION
Bruce VanderWeele, Chair	Oshtemo
Micki Maxwell, Vice Chair	Oshtemo
Kizzy Bradford	Kalamazoo
Deb Everett	Oshtemo
Alistair Smith	Oshtemo
Anna VerSalle	Oshtemo
Chetan Vyas	Oshtemo

Also present were Iris Lubbert, Planning Director, Colten Hutson, Zoning Administrator, James Porter, Township Attorney, and Martha Coash, Recording Secretary. Several guests were present.

Call to Order and Pledge of Allegiance

Chairperson VanderWeele called the meeting to order at approximately 6:00 p.m. and invited those in attendance to join in reciting the Pledge of Allegiance.

Approval of Agenda

Hearing no changes, the Chair let the agenda stand as published.

Approval of the Minutes of the Meeting of June 24, 2021

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of June 24, 2021. Hearing none, he asked for a motion.

Mr. Vyas made a motion to approve the Minutes of June 24, 2021, as presented. Ms. Maxwell seconded the motion. The motion was approved unanimously by roll call vote.

Chairperson VanderWeele moved to the next agenda item and asked Mr. Hutson for his presentation.

PUBLIC HEARING: SPECIAL USE, T-SHIRT PRINTING PLUS BUILDING ADDITION **Delta Design Systems, on behalf of the owner, Gary Peshl, was requesting site plan and special use approval to construct a 7,800 square foot addition onto the existing building located at 8608 W. Main St.**

Mr. Hutson explained Delta Design Systems, on behalf of the owner, Gary Peshl, was requesting site plan and special use approval to construct a 7,800 square foot addition onto the existing building located at 8608 W Main Street. Currently serving as a multi-tenant building consisting of two businesses, the applicant was seeking to expand their business operations. The expansion will serve as additional space for indoor recreational activities and retail sales.

8608 W Main Street, parcel no. 15-16-180-042, falls within the C: Local Business District zoning classification. The proposed indoor recreational use, a batting cage operation for baseball activities, is a permitted Special Use within the C: Local Business District. The retail sales use of this proposal is a permitted use by right within the C: Local Business District.

When reviewing this Special Use request, two sets of criteria need to be considered: the general Site Plan review criteria outlined in Section 64, and the general Special Use review criteria outlined in Section 65.30. He reviewed each item and indicated overall, most requirements of Section 64 and Section 65.30 have been met.

Mr. Hutson said Planning Department staff recommended approval of the proposed Special Use and Site Plan for the multi-tenant building located at 8608 W Main Street with one condition:

- 1) The applicant shall submit and obtain a Soil Erosion and Sedimentation Control (SESC) permit from the Kalamazoo County Drain Commissioner's Office prior to building permit issuance.

Chairperson VanderWeele determined there were no questions from Commissioners for Mr. Hutson and asked whether the applicant wished to speak.

Mr. Scott Musser indicated if the project is approved, what they would be doing is finishing off the corner of the existing building.

There being no questions for Mr. Musser from Commissioners, the Chair moved to Public Hearing. Hearing no comments from members of the public, the Chair moved to Board Deliberations.

Mr. Vyas wondered if there would be any impact on traffic due to the expansion.

Mr. Musser said there would not be any significant impact, that the project would just provide breathing room within the building.

Hearing no further comments, the Chair asked for a motion.

Ms. Maxwell **made a motion** to grant special use and approve the site plan for expansion of the existing multi-tenant building at 8608 W. Main Street as presented, with the condition that the applicant shall submit and obtain a Soil Erosion and Sedimentation Control (SESC) permit from the Kalamazoo County Drain Commissioner's Office prior to building permit issuance as recommended by Staff. Mr. Vyas **seconded the motion**. The **motion was approved** unanimously by roll call vote.

The Chair moved to the next agenda item and asked Mr. Hutson for his presentation.

PUBLIC HEARING: SPECIAL USE, HUNTINGTON RUN MOBILE PARK EXPANSION

Huntington Run Partners LLC was requesting site plan and special use approval to expand the Huntington Run Mobile Home Park onto a neighboring 8-acre parcel to the west. The proposed expansion would provide an additional 31 mobile home units to the park.

Mr. Hutson said Huntington Run Partners LLC was requesting site plan and special use approval to expand the Huntington Run Mobile Home Park onto a neighboring 8-acre parcel to the west. The proposed expansion, if approved, will provide 31 additional mobile home units to the park. All four parcels are zoned R-5 Residence District.

He explained Huntington Run Mobile Home Park currently spans over 38 acres and has 177 mobile home units. If the expansion were approved, the mobile home park will have 208 mobile home units on an area of approximately 46 acres. The existing portion of the mobile home park is located at 6255 Cranbrook Lane along Atlantic Avenue, with the expansion area adjacent to its immediate west. Mobile home parks are listed as a special use within the R-5 district. Site plans for special exception uses of this nature generally go through a formal review process that begins at an administrative level and then ultimately goes before the Township Board following approval from the Planning Commission.

The 8-acre parcel housing the proposed expansion is within the Village Form Based Code Overlay Zone. Permitted and special uses in the Village Form Based Code Overlay Zone are designated by the underlying zoning district. As noted above, the expansion area is zoned R -5 Residence District which allows for mobile home parks as a special use. The Overlay does not provide standards for mobile home parks and therefore is not applicable to this request.

Mr. Hutson explained when reviewing a request for Special Use, three sets of criteria need to be considered: 1) the general site plan review criteria outlined in Section 64, 2) the general special use review criteria outlined in Section 65.30, and 3) the specific requirements for special uses outlined in Section 49.150. He provided an analysis of the proposal against these three Sections and indicated overall, most of the requirements of Section 64, Section 65.30, and Section 49.150 have been met.

He said Planning Department staff recommended approval of the proposed Special Use and Site Plan for the mobile home park expansion with the following 12 conditions:

- 1) A permit by the Road Commission of Kalamazoo County authorizing the emergency access drive will be required prior to building permit issuance.
- 2) A permit by the Road Commission of Kalamazoo County authorizing the deceleration lane will be required prior to building permit issuance.
- 3) A photometric plan shall be submitted to the Township for review and approval prior to building permit issuance.
- 4) A revised site plan and landscaping plan shall be submitted and approved by Township staff showing consistency in fencing prior to building permit issuance.
- 5) A revised site plan shall be submitted and approved by Township Staff showing the correct minimum setbacks for all front, side or rear yards prior to building permit issuance.
- 6) A revised site plan shall be submitted and approved by Township staff in which eliminates the annotation describing that an escrow account is to be established for future sidewalk installation prior to building permit issuance.
- 7) All non-motorized facilities on the approved site plan shall be installed prior to issuing a certificate of occupancy.
- 8) A revised site plan shall be submitted showing the configurations and square footages of the individual sites within the entire mobile home park, expansion and existing prior to building permit issuance.
- 9) An updated planning and zoning application be submitted with the signatures of the applicant and owner prior to building permit issuance.
- 10) A Soil Erosion and Sedimentation (SESC) permit is obtained from the Kalamazoo County Drain Commissioner's Office prior to building permit issuance.
- 11) Applicant will be required to produce the mentioned documents and materials outlined in Section 49.150(P) of Oshtemo Township's Zoning Ordinance prior to issuing a certificate of occupancy.

12) The subject mobile home park shall comply with the requirements imposed by Michigan Public Act 419 of 1976 and any and all amendments thereto and with any and all regulations promulgated thereunder by the Michigan Mobile Home Commission and the Michigan Department of Public Health, except as said Act and regulations may be modified by the provisions in Section 49.150: Mobile Home Parks and Accessory Buildings, and Uses.

Chairperson VanderWeele thanked Mr. Hutson for his report and asked whether Commissioners had questions for him.

Mr. Smith said he understood Mr. Hutson to say allowing a mobile home park in an R-5 area was against the Master Plan and wondered if that is a conflict.

Attorney Porter said this was a special use accommodation that the Township has already made when this property was zoned R-5, so the land use bridge in this case has already been crossed.

Ms. Maxwell asked if a deceleration lane is included in the plan.

Ms. Lubbert indicated in this case they are concerned the existing one is too small. The Road Commission will make the determination whether it needs to be upgraded or whether one is needed at both entrances.

Attorney Porter noted the park has already received a variance to allow there to be only one entrance into the park, rather than two full access emergency access points.

Ms. Lubbert said the new emergency access curb cut will be looked at by the Road Commission to see what needs to be done. Building will be done to county standards by permit.

Mr. Robb Lamer, Exxel Engineering, indicated a deceleration lane is not a whole traffic lane, it tapers into the site. That is existing. A survey will be done to determine the length and width and to see whether either access needs to be adjusted. He will work with the Road Commission and the Township to provide what is required. He noted 9th Street houses are very close to the road making it an undesirable spot for a deceleration lane. The Fire Department has said there is plenty of room for them to turn into the park there, but it is unlikely they would use that access as it will take about the same time to reach any part of the park from the regular boulevard access with two 24 foot wide drives, which provides a lot of access to the site.

Mr. Lamer noted the actual park plans meet 2005 Township requirements, but not the 2017 Master Plan. It has been good to work with Staff on this project and the resulting request is for final approval with conditions. They will comply with all requirements and explained they have been working with staff since December on access and a much longer original list of conditions than the 12 conditions proposed here for approval.

Hearing nothing further, Chairperson VanderWeele moved to Public Hearing.

Mr. Hutson noted comments detailing concerns were received in writing from three different Huntington Run residents after the meeting packet was distributed. He read them into the record. The three letters are attached to these minutes. Issues of concern included increased traffic and traffic safety/speed limits, landscaping, inadequate lift station/sewer capacity (recent overflow) and maintenance, lack of lighting, parking and sidewalks, unused property used for RV parking, and lot line inconsistency with original plans.

Ms. Barbara Mitchell, one of the three correspondents, was present at the meeting and spoke to the group. She indicated she was a 25 year resident of the park, and expressed additional concern about a possible increase in traffic due to this expansion. She noted there was a traffic study done on Atlantic Avenue in 2017 but felt a new study should be done since many new homes have been added in the last few years and there is already a lot of traffic on Atlantic Ave. She indicated there is a long list of things that need to be fixed in the current park. She did not want to stop the project but wants it done right.

Hearing no further comments, Chairperson VanderWeele closed the Public Hearing and moved to Board Comments.

Mr. Vyas said the concerns expressed by residents regarding traffic and sewers are legitimate, but do not fall under the realm of the Planning Commission.

Attorney Porter indicated the Township Engineer does not feel the traffic or sewer complaints reflect a significant issue. Neither should impact on a decision by the Commission.

Ms. Maxwell noted a complaint about sidewalks being added in the addition but not in the existing area is a result of the current area being grandfathered; the new area will have sidewalks per current requirements.

Ms. Everett said park management should handle internal park traffic issues.

Attorney Porter agreed the Planning Commission has limited jurisdiction if the special use and site plan design proposed meet Township regulations.

Ms. Maxwell asked whether RV storage is allowed.

Attorney Porter said that is not allowed, but is a zoning enforcement issue and needs to be reported to the Township Zoning Enforcement Officer. He noted with new homes being built that will likely not be an issue going forward.

Ms. Everett said the sewer system is private and that diapers and shirts being flushed into the system, as referred to in one residents' letter, cannot be disposed of in that manner.

Mr. Lamer said bigger pumps won't help the situation if diapers and shirts enter the system. He is sure a letter has or will go to residents about proper use. The traffic comments are good feedback for the owners, and they will find ways to improve. He does not think the additional traffic, likely 60 trips a day, will impact the current amount of traffic much, which is what Prein & Newhof indicated in their letter of impact.

Hearing no further discussion, Chairperson VanderWeele asked for a motion.

Mr. Smith **made a motion** to recommend the approval of the special use and the site plan for expansion of the Huntington Run mobile home park by adding an additional 31 mobile home units as presented, with the following 12 conditions recommended by staff, and to forward the recommendation to the Township Board for approval.

- 1) A permit by the Road Commission of Kalamazoo County authorizing the emergency access drive will be required prior to building permit issuance.
- 2) A permit by the Road Commission of Kalamazoo County authorizing the deceleration lane will be required prior to building permit issuance.
- 3) A photometric plan shall be submitted to the Township for review and approval prior to building permit issuance.
- 4) A revised site plan and landscaping plan shall be submitted and approved by Township staff showing consistency in fencing prior to building permit issuance.
- 5) A revised site plan shall be submitted and approved by Township staff showing the correct minimum setbacks for all front, side, or rear yards prior to building permit issuance.
- 6) A revised site plan shall be submitted and approved by Township staff in which eliminates the annotation describing that an escrow account is to be established for future sidewalk installation prior to building permit issuance.
- 7) All non-motorized facilities on the approved site plan shall be installed prior to issuing a certificate of occupancy.
- 8) A revised site plan shall be submitted showing the configurations and square footages of the individual sites within the entire mobile home park; expansion and existing prior to building permit issuance.
- 9) An updated planning and zoning application be submitted with the signatures of the applicant and owner prior to building permit issuance.
- 10) A Soil Erosion and Sedimentation Control (SESC) permit is obtained from the Kalamazoo County Drain Commissioner's Office prior to building permit issuance.
- 11) Applicant will be required to produce the mentioned documents and materials outlined in Section 49.150(P) of Oshtemo Township's Zoning Ordinance prior to issuing a certificate of occupancy.
- 12) The subject mobile home park shall comply with the requirements imposed by Michigan Public Act 419 of 1976 and any and all amendments thereto and

with any and all regulations promulgated thereunder by the Michigan Mobile Home Commission and the Michigan Department of Public Health, except as said Act and regulations may be modified by the provisions in Section 149.50: Mobile Home Parks and Accessory Buildings, and Uses.

Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously by roll call vote.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mr. Curtis DeVries, of Hardings Market, told the group the expected traffic for the drive-thru pharmacy added when Hardings was remodeled did not materialize and that they are interested in including a Biggby's coffee drive-thru in that space. He spoke to the DDA regarding this matter as Hardings is in an overlay zone that does not allow restaurant drive thrus in the front by ordinance.

He said the DDA is in support of an ordinance change to allow a drive thru as requested, and approved a motion to recommend the Planning Commission consider removing language prohibiting drive-thru restaurants from the Village Form Based Code overlay zone if that is consistent with the Master Plan.

Ms. Lubbert said the newly adopted Village Theme Development Plan language is open to that type of use. The Form Based Code recommends flexibility and does not talk about specific use, just design. If the Planning Commission thinks it is appropriate to proceed, it would not go against the adopted plan for the area.

The group agreed to look at this if it does not cause delay in addressing other Planning Commission priorities.

Ms. Lubbert indicated such a change might be a simple text amendment to the zoning code and could be discussed at an upcoming meeting.

Chairperson VanderWeele told Mr. Curtis that, if approved, it would likely take several months to accomplish an ordinance change given timing of public notice requirements.

OTHER UPDATES AND BUSINESS

Ms. Bradford asked, on behalf of the Township Board, where the Planning Commission stands on several issues, including 5G, marijuana, and the Maple Hill Sub-area Plan.

Ms. Lubbert indicated progress has been delayed due to staffing issues. She has been speaking with the Township Supervisor regarding the possibility of adding staff, consultant, and engineering assistance to work toward addressing those and other

issues.

Ms. Lubbert told the group the Township Board is discussing the possibility of returning to in person meetings, but as yet there is no directive.

Attorney Porter commented meetings will likely remain virtual through the end of the year. When there is a change there will likely be at least two weeks' notice.

ADJOURNMENT

With there being no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 7:26 p.m.

Minutes prepared:
July 31, 2021

Minutes approved:
_____, 2021

DRAFT

6-3-2021

I live in Huntington Run off Atlantic Ave - Osthens mi

I hear they wish to add on to the community 30+ new homes As I stand out on my front lawn on W. Wembley and watch 9 out of 10 cars run the stop sign 6 out of 10 dont even slow down, and they never go the speed limit.

I dont see how adding 60+ more cars will help at the cross section of W. Wembley and Suffield. ~~W. Wembley~~

I hope you can look into this befor someone is hurt or a child killed.

Thank you

From: [Iris Lubbert](#)
To: [Colten Hutson](#)
Subject: FW: Huntington Run
Date: Thursday, July 29, 2021 8:07:07 AM

Another public comment for Huntington Run.

Iris Lubbert, AICP

Planning Director for Oshtemo Charter Township
7275 W. Main Street, Kalamazoo MI 49009
Phone: (269) 216-5232
Fax: (269) 375-7180

From: Barb Mitchell <mitchellb1956@gmail.com>
Sent: Wednesday, July 28, 2021 6:09 PM
To: Iris Lubbert <ilubbert@oshtemo.org>
Subject: Huntington Run

CAUTION: External Email

Oshtemo Township Planning Commission
7275 West Main St
Kalamazoo MI 49009

28 July 2021

To Whom It May Concern:

I have been a resident at Huntington Run for about 25 years. When I bought my house, one-third of the existing community had not been built. I've see managers come and go, and now we're seeing owners come and go.

It should be noted the filings for the new section were all submitted by an employee of Four Leaf Properties. Effective 23 July 2021, Four Leaf Properties sold Huntington Run to Sun Communities. Perhaps Sun will need to file under their name to keep it all on the up and up.

I have several concerns about the proposed expansion:

Increased traffic in the existing community on both West and East Wembley. You can easily figure at least two cars for every new house - that's 62 more cars in a community that already has more than it can handle. As just an FYI - speeding through here is worse than ever, which makes it even more dangerous for people out for a walk or riding a bike.

(School will be starting soon and most of the kids walk to the office to catch their bus.)

The lift station. It sits on my lot so I've been extremely interested in it and its

workings. It gets clogged and backed up because people flush things they shouldn't. I think a t-shirt was responsible for the most recent back-up. This resulted in untreated sewage water coming up in a neighbor's yard and running down the street into the storm sewer and into the retention pond next to me. It was never cleaned up from the street, and there was certainly a foul odor for a couple days. I have never seen preventive maintenance done on a regular basis. All that being said, the plans call for adding the 31 new houses into the current lift station. It also calls for a larger pump to handle the volume. PLEASE, please, please have them add the larger pump right now at the beginning. I would also suggest a mandatory maintenance schedule with the results sent to the Township. I would also like to see an annual inspection required to be completed by a company that works on lift stations with those results also going to the Township. If a resident asks for a copy of the report, one should be supplied in a timely manner.

It certainly appears more money is going to be spent on the addition, specifically good lighting and sidewalks, than is spent on the existing community. (We're still waiting for several streetlights to get new bulbs - it's dark out there!)

I am also wondering why if this was all approved in 2005, there's such a long list they have yet to do. Seems to me it would have been prudent to be chipping away at that list so when they filed again, all their duckies would be in a row.

My final concern is for the environment and the major loss of habitat for our wildlife friends. We have small herds of deer, flocks of wild turkeys, rabbits, and coyotes, among others. What is to become of them? Can more of their existing habitat be preserved to save them?

Many of the residents here care very much about our home community. I, for one, don't want to try to stop the expansion. I just want it done right so it's a win-win for everyone.

Thank you for your consideration.

Barbara J. Mitchell
3934 W. Wembley Ln
Kalamazoo MI 49009

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this message in error, please notify me by e-mail reply, and delete the original message from your system.

Oshtemo Township
Planning Commission
July 26, 2021

I would like to address the impact of the proposed expansion of Huntington Run Manufactured Home Park, by Four Leaf Properties. **BUT I just received a letter stating that Four Leaf Properties SOLD our community to Sun Communities, Inc. effective July 23, 2021. I do not know how this application can be considered being ownership has changed, but here are my concerns and how I see the impact for future development.**

1. Sewer/Water ... The current sewer system has had several overflows/clogs over the years. The most recent was approximately July 6, 2021. A tee shirt and diapers were removed from the lift station next to 3954 West Wembley. There is a manhole in the back of yard 6212 Chesterfield Court, there was raw sewage the saturated the yard and ran to West Wembley and down the storm drains. (pictures of the yard and staining of the pavement near the storm drain, attached) **I would like to suggest that the proposed expansion have a lift station and connection going to S. 9th street via the emergency entrance area.**
2. Parking.... parking is inadequate in the existing community. Looking at the proposed parking in the new expansion, it still will not address the issue. New residents will think all three spots are theirs. This will not allow for visitors to park in the third spot without causing issues between neighbors unless visitor signage is indicated on the third spot.
**I would like to suggest that one homesite be turned into all parking or instead of L shaped parking as proposed, that it all be at street adjacent for all three spaces.
Will all the new homesites be considered garage lots? Will the top of the L shaped parking that abuts to the home serve as a driveway?**
3. Sidewalks... in the original development of Huntington Run, there are no sidewalks. I feel with increased traffic it will present more safety concerns for our residents that walk and children that ride bikes. The posted 15 mph speed limit is rarely observed. Originally, there were speed bumps on West Wembley Lane, when the road was replaced/resurfaced several years ago the speed bumps were not replaced. There are still speed bumps throughout the community except for the section of West Wembley that this increased traffic will impact. I have been told that speed bumps that can be removed will be added, but to date they have not. The STOP sign at the entrance of the community is rarely observed. The STOP sign near the corner that will lead to the new development is rarely observed at all. According to the proposed plans a sidewalk is planned to run from the new development to S. 9th Street adjacent to the emergency entrance and will run on the south side of the emergency entrance. This will be directly next to the S. 9th street resident's garage. **I would like to suggest that it be placed on the north side of the emergency entrance.**
4. Landscaping.... It states in the proposed plans that trees will be planted in front of every new homes. When the homes that were brought in to Lot 2 and Lot 14 this last year, trees were cut down and never replaced.
My observation, planting a tree in front of a home could mean that when a home is removed (these are mobile homes) a tree would be cut down to accommodate the move.
5. Lighting... there are several areas of darkness in the existing development.
To improve the safety of our community it is important to have adequate lighting.

6. **Currently, the “unused property” is being used for RV parking year-round and the owners have been receiving “storage rent” for the use.**
7. **FYI Regarding Lot Lines....** Lot lines have changed from original lines. We have lived here since April 1, 1995, I have the original drawings of lines. There is a picture depicting lot lines in the office of Huntington Run. The lot lines do not match nor do the homes placement on the lots as originally planned. (Attached are pictures of the two.)

Thank you for your time and considerations.

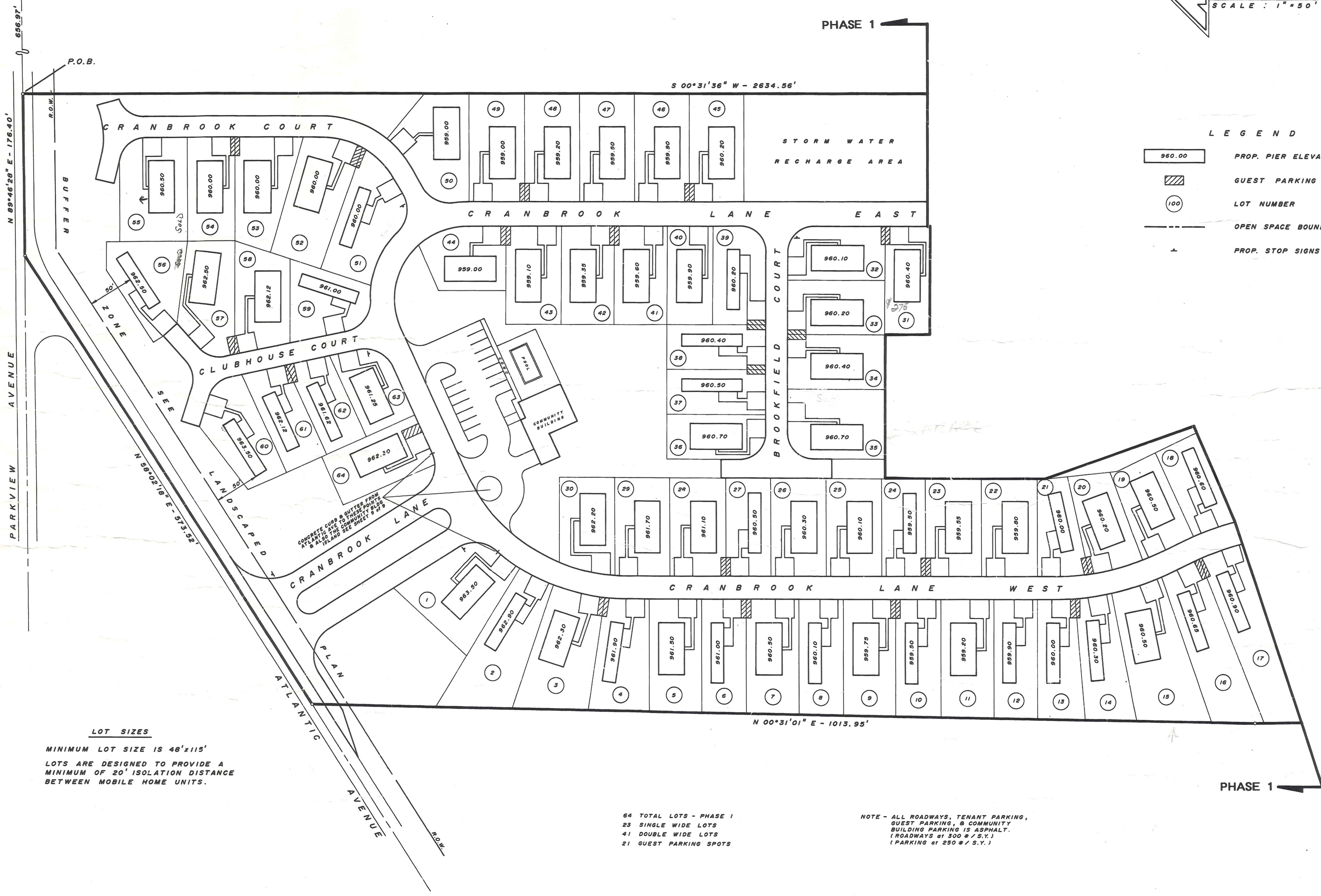
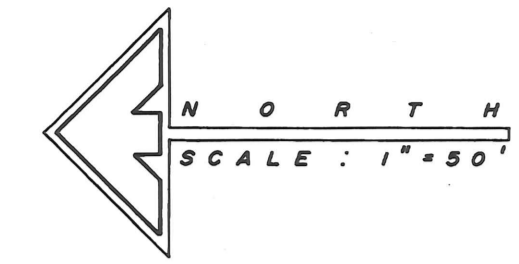
Phyllis Lubbert

3582 West Wembley Lane

Lot 15

Kalamazoo, MI 49009

NORTHEAST CORNER
SECTION 35
T. 2 S., R. 12 W.



- LEGEND**
- 960.00 PROP. PIER ELEVATIONS
 - [Hatched Box] GUEST PARKING
 - (100) LOT NUMBER
 - OPEN SPACE BOUNDARY
 - + PROP. STOP SIGNS

LOT SIZES
MINIMUM LOT SIZE IS 46'x115'
LOTS ARE DESIGNED TO PROVIDE A
MINIMUM OF 20' ISOLATION DISTANCE
BETWEEN MOBILE HOME UNITS.

64 TOTAL LOTS - PHASE 1
23 SINGLE WIDE LOTS
41 DOUBLE WIDE LOTS
21 GUEST PARKING SPOTS

NOTE - ALL ROADWAYS, TENANT PARKING,
GUEST PARKING, & COMMUNITY
BUILDING PARKING IS ASPHALT.
(ROADWAYS at 300 #/S.Y.)
(PARKING at 250 #/S.Y.)

DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE	DATE
1	2	3	4	5	6	7	8	9	10
Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout	Phase 1 - Lot Layout
6-18-14	6-18-14	6-18-14	6-18-14	6-18-14	6-18-14	6-18-14	6-18-14	6-18-14	6-18-14

APPROVED BY

GORDON E. JONES, P.E.
CONSULTING ENGINEER
KALAMAZOO, MICHIGAN

V-TEC ENGINEERING P.C.
4362 CASCADE ROAD S.E.
GRAND RAPIDS, MICHIGAN

HUNTINGTON RUN
MOBILE HOME PARK

LOT LAYOUT & ELEVATIONS

SHEET **2** OF **9**

9



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July 29, 2021

Mtg Date: August 12, 2021
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Referral - Section 57.90 Sidewalks

At the Planning Commission's June 24th regular meeting the Commission unanimously motioned to forward a proposed amendment to Section 57.90 to the Township Board for consideration. The Township Board reviewed the proposed text amendment at their July 13th meeting at which a question was asked as to how the proposed text amendment would affect 'change in use' site plans. Upon closer review it was found that that portion of the proposed text did not clearly capture the intent of the amendment and was open to interpretation. At the July 27th Township Board meeting, with staff's recommendation, the Township Board referred the proposed text amendment to Section 57.90 back to the Planning Commission in order to address the 'change in use' language.

Proposal:

The proposed amendment to Section 57.90 of the Ordinance addresses the Township Board's concerns regarding the installation of nonmotorized facilities in connection to site plan reviews, provides clear direction, and makes this section consistent with other existing sections of the ordinance. Proposed changes are shown in red. The **red highlighted** text is the newly proposed language to clarify the 'change in use' site plans that are to be exempt from this section. The Planning Commission is asked to review this new language, provide feedback, and if deemed appropriate send the text amendment back to the Township Board for consideration and adoption.

57.90 Sidewalks and Non-motorized Facilities.

For those uses requiring Site Plan review under this ordinance, an internal sidewalk network (including connection to and establishment of a sidewalk **or shared use path** in the right-of-way of any arterial, collector, or local road indicated on the Non-motorized Facilities Map abutting the site) shall be required **to be constructed** within public street rights-of-way and/or private street easements. ~~unless the reviewing body grants a deviation from this provision. Deviation may be considered if The street is a cul-de-sac. there are constraints as the result of severe topography or natural features.~~ Sidewalk easements on private property may be entered into and utilized if determined appropriate by the Township Engineer.

However, unique circumstances may exist such that the installation of non-motorized facilities in compliance with this article may not be appropriate at the time of development. Accordingly, the property owner may in lieu of constructing the required non-motorized facility, request to enter into an Escrow Agreement with the Township as outlined in the Non-Motorized Facilities/ Sidewalk Ordinance. The reviewing body is authorized to approve an Escrow Agreement in lieu of the required non-motorized facility in the following instances:

1. Where strict application would result in extraordinary difficulty, including, but not limited to, severe variations in topography, unsuitable soils, or difficulty in providing safe separation

between pedestrian and vehicular traffic due to site location, layout, or existing building arrangements.

2. The Township has plans to install sidewalk along the property in question in the next five years or in coordination with an anticipated project.

The following Site Plan reviews are exempt from this Section:

1. Uses requiring site plan review that entail an alteration or expansion to an existing building involving less than 2,000 sq. ft.
2. Uses requiring site plan review that fall **exclusively** into the categories of 'Accessory Structures and Site Improvements' or **Administrative Review** in 'Change in Use' in the Table under Section 64.20 Applicability.

Attachment: Excerpt from Ordinance Section 64 Site Plan Review

ZONING ORDINANCE ARTICLE 64

64 – SITE PLAN REVIEW

64.20 APPLICABILITY

- A. Prior to the establishment of a use, addition to an existing use, or the erection of any building, a Site Plan shall be submitted to and approved by the Township in accordance with the procedures of this Article, and the development requirements of this and other applicable ordinances.
- B. The Township shall not approve the issuance of a building permit until a Site Plan, where required, has been approved and is in effect. Obtaining Site Plan approval does not guarantee issuance of a building permit.
- C. No grading, removal of trees or other vegetation, landfilling, installation of utilities, or other construction improvements shall commence for any development which requires Site Plan approval until a Site Plan is approved and is in effect, except as permitted by this ordinance or by Section 56.30.
- D. Site Plan review shall be required for the activities or uses listed in the table below. The Planning Commission, Zoning Board of Appeals, or Planning Department through Administrative Approval shall have the authority to review and to approve, approve with conditions, or deny Site Plan applications as provided in this Article, in accordance with the table below. If all Site Plan application requirements are met, the Site Plan shall be approved, approved with conditions, or denied within 60 days of receipt of the completed application.
- E. The Planning Director shall have the discretion to forward any Site Plan submitted for administrative approval to the Zoning Board of Appeals for final determination.
- F. If administrative approval is denied, the applicant may appeal the decision to the Zoning Board of Appeals.
- G. Single-family and two-family dwellings are exempt from these requirements.

Activity/Use	Administrative Review	Zoning Board of Appeals	Planning Commission	Township Board
NEW CONSTRUCTION				
Open Space Developments			Approve	
Planned Unit Developments (PUD)			Approve	
Multi-Family Developments/Buildings		Approve in R-4 District	Approve in R-3 District	
Mobile Home Community			Recommend	Approve
Any Nonresidential Building, Structure or Use (unless Special Use)		Approve		
Special Uses			Approve	

EXPANSION/MODIFICATION TO EXISTING BUILDINGS				
Alteration or expansion involving less than one-fourth of the floor area of an existing structure or is no greater than 2,000 sq. ft. whichever is less	Approve			
Alteration or expansion involving more than one-fourth of the floor area of an existing structure or is greater than 2,000 sq. ft.		Approve		
Expansion/Intensification of a Special Use			Approve	
CHANGE IN USE				
Reuse of an existing building where no building expansion is proposed, if the Planning Director determines the new use is similar or less intense in terms of parking, traffic generation, drainage, utility needs, noise, aesthetics and other external effects	Approve			
Change of land or building to a more intensive use, as determined by the Planning Director, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site		Approve		
Change to a Special Use			Approve	
Temporary uses, buildings and structures	Approve			
Change of use/occupancy of an individual suite within a Commercial Center	Approve			
ACCESSORY STRUCTURES AND SITE IMPROVEMENTS				
Accessory structures/buildings that are one-fourth the size of the principal building or less and does not affect other Zoning requirements	Approve			

Accessory structures/buildings that are more than one-fourth the size of the principal building and/or affect other Zoning requirements		Approve		
Outdoor storage, sales and display for more than one day			Approve	
Modification or expansion of existing off-street parking, stacking spaces or loading and unloading areas	Approve			
Construction, relocation or erection of signs, screening walls, fences, waste receptacles, sidewalks, lights, and poles	Approve			
Modifications to comply with accessibility requirements	Approve			

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July 29, 2021

Mtg Date: August 12, 2021
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion - Section 54.60 Outdoor Lighting Standards

Through taking various recent site plans through the Township's review process an oversight was identified within Section 54.60 of the Lighting Ordinance. Section 54.60 regulates outdoor lighting standards which includes specific parameters for both wall mounted and pole mounted lights. The section that regulates wall mounted lights only allows wall lights to 1. illuminate a walkway or entrance into the building or 2. decoratively illuminate the façade.

Recently the Zoning Board of Appeals reviewed a site plan for a commercial use which wanted to use pole lighting standards for wall lights on the back of their building to illuminate their loading docks and access aisles. The argument was primarily that they needed that level of lighting on the rear of the building and a pole light at this location would create an unnecessary and dangerous obstacle for trucks to have to maneuver around. After discussion the Zoning Board of Appeals unanimously voted to allow the applicant their requested deviation and to send a request to the Planning Commission to consider an amendment to the ordinance that would better address lighting for these types of situations.

Staff has drafted a proposed amendment to section 54.60 which would allow wall lights to be treated like pole lights in certain circumstances. The Planning Commission is asked to review and provide feedback on the proposed amendment.

Attachment: Amendment to Section 54.60 (proposed changes are shown in red)

54.60 OUTDOOR LIGHTING STANDARDS

B. Pole-Mounted Lighting

1. All pole-mounted luminaires shall be affixed horizontally and angled parallel to the ground.
2. No more than two luminaires shall be allowed per pole.
3. Luminaire height of 15 feet or less shall not exceed 12,000 lumens per luminaire and shall be spaced a minimum of 30 feet apart.
4. Luminaire height greater than 15 feet and not exceeding 25 feet shall not exceed 20,000 lumens per luminaire and shall be spaced a minimum of 40 feet apart.
5. Luminaire height exceeding 25 feet shall be subject to approval by the reviewing body. The applicant must prove, to the reviewing body's satisfaction, that pole heights exceeding 25 feet are needed to ensure public health, safety, and welfare. If permitted, such lighting shall not exceed 40,000 lumens per luminaire and shall be spaced a minimum of 50 feet apart.

C. Building-Mounted Lighting

1. Pedestrian walkways and doorways
 - a. Mounted height shall not exceed 14-feet in height.
 - b. Each luminaire shall not exceed 8,000 lumens and shall be spaced so the lighting for pedestrian walkways does not exceed 2.0 foot-candles and entryways do not exceed 6.0 foot-candles.
2. Luminaires used for the sole purpose of illuminating a building façade:
 - a. May be up to 1.5 foot-candles averaged over the building façade.
 - b. Shall be located on the building.
 - c. Light generated from said fixtures shall be downward directed and appropriately shielded so that no light is emitted beyond the building façade.
 - d. Shall strictly adhere to the reduced lighting clause outlined in 54.60(A)(7).
3. Luminaires used for illuminating vehicular circulation, parking, loading and unloading operations for any commercial, industrial, or other use:
 - a. Shall be regulated using the same standards as B. Pole Mounted Lighting of this Section.
 - b. Shall not apply to luminaries used for illuminating pedestrian walkways and doorways.
4. Architectural features. The use of architectural features on the building, such as a canopy, which prevent the projection of light beyond the architectural feature may satisfy the intent of this Section and allow the use of noncut-off fixtures, subject to the approval of the reviewing body.