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

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

Masks Are Now Optional in Oshtemo Township Buildings

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

**THURSDAY, SEPTEMBER 8, 2022
6:00 P.M.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: August 25th, 2022
6. Work Session:
 - a. Amendments to Article 55 Signs and Billboards (continued)
 - b. Amendments to Article 2 Construction of Language and Definitions (continued)
 - c. Implementation of the 2019 Village Theme Development Plan - Amendments to Article 19 and Article 34 (continued)
7. Other Updates and Business
8. Adjournment

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

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

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

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

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

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

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

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

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
Supervisor		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
Clerk		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
Treasurer		
Clare Buszka	216-5260	cbuszka@oshtemo.org
Trustees		
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			
Assessor:			
Kristine Biddle	216-5225		assessor@oshtemo.org
Fire Chief:			
Ron Farr (Interim)	375-0487		rfarr@oshtemo.org
Ordinance Enforcement:			
Rick Suwarsky	216-5227		rsuwarsky@oshtemo.org
Parks Director:			
Karen High	216-5233		khigh@oshtemo.org
Rental Info	216-5224		oshtemo@oshtemo.org
Planning Director:			
Iris Lubbert	216-5223		ilubbert@oshtemo.org
Public Works Director:			
Anna Horner	216-5228		ahorner@oshtemo.org

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
DRAFT MINUTES OF A MEETING HELD AUGUST 25, 2022**

Agenda

WORK SESSION:

- a. Amendments to Article 69 Zoning Board of Appeals**
 - b. Amendments to Article 55 Signs and Billboards**
 - c. Amendments to Article 2 Construction of Language and Definitions**
 - d. Implementation of the 2019 Village Theme Development Plan –
Amendments to Article 19 and Article 34 (continued)**
-

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 25, 2022, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Bruce VanderWeele, Chair
Micki Maxwell, Vice Chair
Deb Everett
Alistair Smith

MEMBERS ABSENT: Kizzy Bradford
Anna Versalle
Chetan Vyas

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, Martha Coash, Recording Secretary, and a representative from Public Media Network.

Call to Order and Pledge of Allegiance

Chairperson VanderWeele called the meeting to order at approximately 6:00 p.m. Those in attendance joined in reciting the Pledge of Allegiance.

Approval of Agenda

The Chair determined there were no changes to the agenda and let it stand as published.

PUBLIC COMMENT ON NON-AGENDA ITEMS

The Chair determined there were no public comments and moved to the next agenda item.

Approval of the Minutes of the Meeting of August 11, 2022

Chairperson VanderWeele asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 11, 2022. Hearing none, he asked for a motion.

Ms. Maxwell **made a motion** to approve the Minutes of the Meeting of August 11, 2022 as presented. Ms. Everett **seconded the motion**. The **motion was approved unanimously**.

The Chair moved to work session at 6:04 p.m.

WORK SESSION:

a. Amendments to Article 69 Zoning Board of Appeals

Ms. Lubbert reported that in the process of researching substantial justice cases when a sign variance was submitted to the Township recently, staff found a sign variance was previously approved for the site in question over a decade ago. The ordinance does not currently state when and if an approved variance expires. For this reason, the request was approved as it fell within the parameters of the previous variance approval. To ensure this situation does not recur, and to provide clarity, staff drafted an amendment to Article 69 that outlines the duration of a variance. As the section was being updated, it was felt prudent to review the entirety of Article 69 and consider suggested additional amendments to provide clarification.

She walked through the amendment with Commissioners, discussed the proposed variance expiration language, other proposed changes. The group provided feedback and was satisfied with the draft after suggesting a few changes. It was the consensus that when the document was finalized as agreed upon, it would be ready to be taken to a public hearing.

b. Amendments to Article 55 Signs and Billboards and Amendments to Article 2 Construction of Language and Definitions

Ms. Lubbert said updating the regulations within Article 55, Signs and Billboards, to be fully compliant with Federal and State regulations/protections has been on the ordinance update list for several years. Oshtemo's Legal Department, with collaboration from the Planning Director, drafted amendments to Article 55 that address this need. As the article was being updated, staff found it prudent to review it in its entirety; additional amendments that provide clarification were included for consideration.

To ensure that Article 55 is user friendly and fully enforceable, a number of updates to Article 2, Construction of Language and Definitions, were also proposed. A few additional proposed changes clarifying 'problematic' definitions were included; this includes updating the definition for a corner lot.

The group reviewed the document, with Ms. Lubbert who indicated a “Contents” section should be added, and that many changes were made to simplify for clarification, remove redundancies, and capitalize terms. There was extended discussion of a number of items and some items were deleted, moved, or rewording suggested. Some minor typos were corrected. Discussion ended for the evening after completing 55.60. (Required Sign Setbacks for all Zoning Districts) Review of the amendments is expected to resume at the September 8 meeting.

c. Amendments to Article 2 Construction of Language and Definitions

Discussion of this item was deferred to a future meeting.

d. Implementation of the 2019 Village Theme Development Plan – Amendments to Article 19 and Article 34 (continued)

The group postponed this discussion to a future meeting.

Other Updates and Comments

There were no updates or comments.

ADJOURNMENT

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

Minutes prepared:
August 26, 2022

Minutes approved:
_____, 2022

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August 31, 2022

Mtg Date: September 8, 2022
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Work Session: Amendments to Article 55 Signs and Billboards and Amendments to Article 2 Construction of Language and Definitions (continued)

Objective:

The Planning Director introduced the proposed ordinance amendments at the August 25th Planning Commission meeting. The Planning Commission will continue to work through the proposed changes to Article 55 and Article 2 at their September 8th meeting.

Background:

Updating the regulations within Article 55, Signs and Billboards, to be fully compliant with Federal and State regulations/protections has been on the ordinance update “to - do list” for several years. Oshtemo’s Legal Department, with collaboration from the Planning Director, have drafted amendments to Article 55 that address this need. As this Article was being updated, staff found it prudent to review it in its entirety; additional amendments that provide clarification are suggested.

To ensure that Article 55 is user friendly and fully enforceable, a number of updates to Article 2, Construction of Language and Definitions, are also proposed. A few additional proposed changes clarifying ‘problematic’ definitions are included; this includes updating the definition for a corner lot.

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August 30, 2022

Mtg Date: September 8, 2022
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Work Session: Implementation of the 2019 Village Theme Development Plan - Amendments to Article 19 and Article 34 (continued)

Objective:

The Planning Director introduced this ordinance amendment work at the July 28th Planning Commission meeting. The Planning Commission will continue to work through the proposed changes at their September 8th meeting.

Background:

In 2019 the Township adopted the 2019 Village Theme Development Plan as an update to the original 2006 Oshtemo Township Village Theme Development Plan. This 2019 Update represents a critical review of the original Village Theme Development Plan and seeks to consider and accomplish the following:

1. Gather citizen and stakeholder opinions to confirm the preferred vision for the village and evaluate the effectiveness of the Plan.
2. Investigate the perception that development within the village has been limited, in comparison to development elsewhere in the Township and region, since the original adoption of the Plan.
3. Review changing conditions that may impact development within the village, such as economic trends, demographic/lifestyle preferences, traffic/recent road improvements, and pedestrian connectivity efforts.
4. Recognizing that the local road network is under the jurisdiction of the County, consider the impact that County street design policies have on the existing and planned character of development within the village.
5. Evaluate and outline necessary changes to currently adopted zoning regulations to ensure that such regulations facilitate development which contributes to the desired mixed-use character of the village.

The 2019 Village Theme Development Plan can be found on the Township website: <https://www.oshtemo.org/files/assets/public/planning/documents/village-theme-development-plan-2019-update.pdf>. The 2019 Village Theme Development Plan recommends a number of changes to the ordinances that regulate the Village Theme Development Area: specifically Article 19 VC: VILLAGE COMMERCIAL DISTRICT and Article 34 VILLAGE FORM-BASED CODE OVERLAY ZONE.

To assist in implementing the 2019 Village Theme Development Plan the Downtown Development Authority (DDA) hired a consultant to work with a DDA subcommittee and Oshtemo's Planning staff to draft

amendments to Articles 19 and 34. After multiple reviews the DDA board felt the text was ready to submit to the Planning Commission to consider. A “big picture” summary of the amendments is provided below:

1. New and/or revised definitions for the various building types allowed (storefront mixed-use building, townhouse building, etc.) have been prepared to provide clarity. A new building type – single-use building – has been defined and specific design requirements for single-use buildings have been established.
2. The current Regulating Plan Map in Article 34 will be replaced by the updated Regulating Plan Map from the 2019 Village Theme Development Plan.
3. Added flexibility is provided to the Planning Commission to allow for “modifications” to certain development requirements without the need to secure a variance from the Zoning Board of Appeals.
4. New build-to-line standards are proposed, including the potential for the Planning Commission to allow front yard parking (one row only). Criteria for the Planning Commission to use when considering whether to allow front yard parking has been established.
5. The proposed amendments would allow limited residential use within the ground floor of mixed-use buildings.
6. A new density bonus scheme has been established giving the Planning Commission the authority to grant density bonuses for projects that achieve certain public benefits.
7. Greater flexibility has been established with regard to street walls, including an allowance for natural materials as a substitute for street walls in certain circumstances.
8. Amendments are proposed to largely eliminate the existing street type standards, given that the Township does not have jurisdiction for design of public streets within the DDA. The street type standards would only apply to private street design.
9. Amendments are proposed to allow drive-through windows within the side yard. For corner lots, amendments are proposed to allow drive-through windows within the side yard fronting a collector or local street.
10. Amendments to Article 19, VC Village Commercial District. This is the “underlying” zoning district for the Stadium Drive and 9th Street business district. Because development requirements within the underlying zoning are superseded by those found in the Village Form-Based Code Overlay, amendments to Article 19 are proposed to eliminate redundant and/or conflicting development requirements. All that is proposed to remain in Article 19 are the use allowances (permitted and special uses).