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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

REGULAR MEETING – VIRTUAL

Participate through this Zoom link:
<https://us02web.zoom.us/j/88063727160>

Or by calling: 1-929-205-6099
Meeting ID: 880 6372 7160

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

**THURSDAY, SEPTEMBER 9, 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: August 26th, 2021
- f) **Public Hearing – Code Amendment, Outdoor Lighting Standards**
Consideration of an amendment to the Township Zoning Ordinance Section 54.60 Outdoor Lighting Standards, for recommendation to the Township Board. The proposed amendment would allow wall lights to be treated as pole lights when used to illuminate loading docks.
- g) Discussion – Master Plan Updates
- h) Discussion – Intent of the Sign Area Definition
- i) Public Comment
- j) Other Updates and Business
- k) 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: **880 6372 7160**

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: **880 6372 7160#**

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



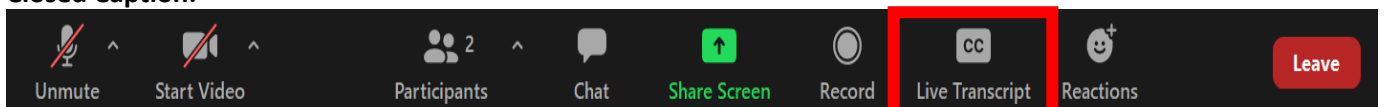
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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:

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**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A VIRTUAL MEETING HELD AUGUST 26, 2021

Agenda

PUBLIC HEARING: SITE PLAN AND SPECIAL USE, HAMPTON PLAZA BOTINAC, LLC, WAS SEEKING SPECIAL USE AND SITE PLAN APPROVAL FROM THE PLANNING COMMISSION TO CONSTRUCT A 7,488 SQUARE FOOT MULTI-TENANT COMMERCIAL BUILDING WITH A DRIVE-THRU AT 6297 W. MAIN STREET.

A virtual meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 26, 2021, commencing at approximately 6:00 p.m.

MEMBERS PRESENT:

	<u>LOCATION</u>
Bruce VanderWeele, Chair	Oshtemo
Micki Maxwell, Vice Chair	Oshtemo
Kizzy Bradford	Kalamazoo
Deb Everett	Kalamazoo
Alistair Smith	Oshtemo
Anna VerSalle	Oshtemo

MEMBER ABSENT:

Chetan Vyas

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, and Martha Coash, Recording Secretary. Three 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 August 12, 2021

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 12, 2021. Ms. Maxwell suggested a correction, to change “contestant” to “consultant” on page five. Hearing nothing further, he asked for a motion.

Mr. Smith **made a motion** to approve the Minutes of August 12, 2021, as presented with the correction noted. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously by roll call vote.

PUBLIC HEARING: SITE PLAN AND SPECIAL USE, HAMPTON PLAZA BOTINAC, LLC, WAS SEEKING SPECIAL USE AND SITE PLAN APPROVAL FROM THE PLANNING COMMISSION TO CONSTRUCT A 7,488 SQUARE FOOT MULTI-TENANT COMMERCIAL BUILDING WITH A DRIVE-THRU AT 6297 W. MAIN STREET.

Chairperson VanderWeele moved to the next agenda item and asked Ms. Lubbert for her report.

Ms. Lubbert explained Botinac, LLC, was seeking Special Use and Site Plan approval from the Planning Commission to construct Hampton Plaza, a 7,488 square foot multi-tenant commercial building with a drive-thru at 6297 W Main Street, parcel number 05-14-405-054, within the R2: Residence District; 9th Street and West Main Overlay Zone.

She said 6297 W Main Street is a 1.7 acre parcel located on the south side of W Main Street, just west of the N 10th Street intersection. The proposed 7,488 square foot commercial building will have five tenant spaces, one with a drive-thru. The overlay is an optional overlay zone, meaning property owners have the option to either continue to use their property in the manner permitted in the underlying district or elect to become subject to the standards and procedures of the Overlay District in order to take advantage of the opportunities allowed by the overlay. The applicant elected to utilize the 9th Street and West Main Overlay Zone to propose this commercial development.

She noted the 9th Street and West Main Overlay Zone implements both the 9th Street and West Main Street Sub Area Plans adopted by the Township in 2011. The proposed project site falls within the West Main Commercial designation of the plan and through the overlay is permitted to develop as a commercial site. New construction of a Special Use requires the review and approval of the Planning Commission (Section 64.20). In addition to the general site plan review criteria and additional conditions outlined in the 9th Street and West Main Overlay Zone (Section 35), when reviewing a request for a Special Use the proposal needs to also be evaluated against the general Special Use review criteria outlined in Section 65.30 and the specific requirements for the use in question outlined under Section 49. In this case, Section 49 does not apply as the code does not contain any specific requirements for this use.

The proposed use will be consistent with the purpose and intent of the Master Plan and Zoning Ordinance (65.30), including the district in which the use is located. Oshtemo's adopted West Main Sub-Area Plan shows the property in question within the West Main Commercial area. The intent for the West Main Commercial area is to reflect "a commercial and non-residential vision along West Main Street that would

complement the rural nature of the Township as a whole. Uses in this land use designation may consist of office buildings and low intensity commercial, similar to what has already developed along the West Main Street frontage between 9th and 10th Streets. (Oshtemo 2011 Master Plan, page 174). The proposed multi-tenant commercial building meets the intent of this designation.

She indicated from a zoning standpoint, the subject property is governed by the 9th Street and West Main Commercial Overlay, within which retail businesses are permitted uses and drive-through services for businesses are permitted as a special use. The proposed use is consistent with the zoning ordinance. However, it should be noted the zoning ordinance does not permit drive-thrus for restaurants within the 9th Street and West Main Commercial Overlay.

The proposal generally meets site plan requirements. She noted the proposed development will utilize the existing curb cut on the neighboring parcel to the east to access this site. The owner of the neighboring parcel, who also owns the property for this development, was proposing a private street at this location with the intent that it one day be extended and made public to allow for the development of the land further south. This proposed street does follow the vision of this sub area which is to limit access points onto W Main Street and promote an internal network to support the development in this area. Details for how this private street will connect with W Main will need to be coordinated with MDOT. The private street has been designed so that it could transition to a public road in the future.

She also pointed out the Ordinance requires internal parking/access aisles within a site plan be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. Overall the proposed site plan meets these requirements. However, the south most parking aisle is one-way and is shown with a width of 24 feet. The applicant requested a deviation from the Planning Commission to allow this parking aisle to be an additional 4 feet wide in order to safely accommodate emergency vehicle circulation onsite. The Fire Marshall reviewed and supported this request.

The proposed drive-thru is on the east side of the building. Drive-thrus for non-food service establishments require a minimum of three 10 foot by 20 foot stacking spaces. Three stacking spaces, dimensions need to be added to the plan, were proposed and will be separated by a four-foot-wide raised landscape island from the general parking aisle. Both the Township's Engineering and Fire department are comfortable with the proposed design.

Trees along the west property line will be preserved. All trees along West Main are proposed to be removed. A report from OCBA Landscape Architects determined there is no existing native vegetation of high quality and health that need to be protected and remain on the site within the West Main buffer area during and following construction. The Township's Park Director has visited the site and agrees with OCBA's analysis.

The landscaping plan includes a 6 foot tall fence and provides canopy, evergreen, and understory trees to meet the requirement for screening between land uses. However, the 30 foot wide buffer required between different land uses is not provided where the parking lot is adjacent to the southern property line. In this area the buffer width varies from 18.5 feet to 20.3 feet. The applicant requested a deviation from the Planning Commission from the 30 foot landscaping buffer on the south side of the site with the reasoning that the property to the south is undeveloped and that per the sub area plan a road is to be installed adjacent to this parcel. In this situation, staff believed the request to be reasonable.

The proposed plan is governed by the 9th Street and West Main Commercial Overlay and is consistent with the zoning ordinance, Section 65.30. The applicant has acknowledged the end unit in the proposed development with the drive-thru cannot be a restaurant and has designed the drive-thru accordingly. A condition of approval to document this requirement was added.

The 9th Street and West Main Overlay has specific development requirements for new construction, including but not limited to: native landscaping; a natural features preservation plan; open space; building setbacks and landscape buffers designed as naturalized green spaces; incorporation of sustainable stormwater management features; and that the design of storm water management systems shall respond to the natural drainage patterns of the area and should incorporate Low Impact Development standards. Overall, the requirements of this section have been met.

A Natural Features Preservation Plan was provided. The only natural features proposed to be preserved on site are in the dedicated open space on the west side of the site. She noted this property is not located within the Township's Natural Features Protection District. A report from OCBA Landscape Architects was provided which determined that there is no existing native vegetation that is of high quality and health to be protected and remain on the site within the West Main buffer area during and following construction. The Township's Park Director visited the site and agreed with OCBA's analysis.

The West Main Overlay also requires that at least 5% of the site be set aside as perpetual open space. The proposed site plan indicates that 46% of the parcel will be open space. The applicant has identified 5%, 3,907 square feet, to be set aside as perpetual open space per the ordinance requirements. The ordinance notes that the designated open space shall be set aside through an irrevocable conveyance through one of the following methods:

- a. recorded deed restrictions
- b. covenants that run perpetually with the land
- c. a conservation easement
- d. land trusts.

One of these irrevocable conveyance instruments will need to be provided.

Ms. Lubbert recommended the Planning Commission approve the proposed Special Use and Site Plan for the construction the 7,488 square foot multi-tenant commercial building and drive-thru at 6297 W Main Street, with the conditions outlined below, noting the conditions could be resolved with the applicant administratively.

1. The drive-thru shall not serve a restaurant/food establishment.
2. An approved driveway permit from MDOT shall be provided prior to building permit issuance.
3. Grant the parking aisle width deviation request to allow the one-way parking aisle on the south side of the building to be 24 feet wide instead of the 20 feet required by the ordinance.
4. Dimensions for the three 10' by 20' stacking spaces shall be added to the site plan prior to building permit issuance.
5. Grant the landscaping buffer deviation request to allow the landscaping buffer on the south side of the building to be smaller than the 30 feet required by code as shown on the site plan.
6. An updated photometric plan is provided and approved prior to building permit issuance.
7. Applications for signage are submitted and approved. It should be noted that the signage shown in the submitted plan set and architectural drawings may change as they are not part of this approval.
8. The designated 5% open space on the site plan shall be set aside through an irrevocable conveyance per Section 35 of the ordinance prior to building permit issuance.

Chairperson VanderWeele thanked Ms. Lubbert for her presentation and asked whether there were questions from Commissioners.

Commissioners had questions about the location shown for optional outdoor dining as it was right in the area of the proposed drive-thru.

Mr. Justin Longstreth, project architect, indicated the applicant is comfortable with the staff's recommended conditions of approval. He explained if a restaurant were to fill the end unit, the drive-thru would be eliminated and replaced with outdoor seating. Both options were shown on the plan as they do not yet know who the tenant will be for that space and wanted to show flexibility. He noted there have been discussions with multiple tenants, but nothing has been firmed up yet. Once the building is completed, they will look to fill all the spaces.

Hearing no further comments or questions, Chairperson VanderWeele opened a public hearing.

Ms. Angela Shannon, who owns the building housing Farm Bureau Insurance, adjacent to the proposed project property, was concerned about higher traffic and congestion, including on the shared easement. A drive-thru coffee shop would be

particularly problematic as the proposed drive-thru faces and is just next to her building, which is a low traffic office area. She said there is already a high level of traffic, sirens, and the proposed development would only make it worse. She indicated she would have to grant the applicant access to the easement.

Attorney Porter said he had reviewed the easement documents as well as those for her property and does not feel the applicant needs her consent. At any rate that would be a private issue and Commissioners should consider the site plan as presented.

Mr. Smith asked who owns the piece of property that contains the access drive.

Attorney Porter indicated it is owned by the applicant. When the easement was granted, the right was reserved to transfer it to any third party.

Ms. Lubbert said MDOT will be looking at the safety of the access point.

Ms. Everett noted the current driveway is on the applicant's property; the insurance property has an easement to allow them to use the driveway.

Attorney Porter concurred that is correct.

Hearing no further comments, Chairperson VanderWeele closed the hearing and moved to Board Deliberations.

Ms. Maxwell noted Angela is her insurance agent and confirmed with Attorney Porter that she could be fair and impartial and thus could vote on this issue.

Chairperson VanderWeele asked for a motion.

Ms. VerSalle **made a motion** to approve the special use and site plan as presented, for construction of a 7,488 square foot multi-tenant commercial building with a drive-thru at 6297 W. Main Street, contingent on the eight conditions recommended by staff:

1. The drive-thru shall not serve a restaurant/food establishment.
2. An approved driveway permit from MDOT shall be provided prior to building permit issuance.
3. Grant the parking aisle width deviation request to allow the one-way parking aisle on the south side of the building to be 24 feet wide instead of the 20 feet required by the ordinance.
4. Dimensions for the three 10' by 20' stacking spaces shall be added to the site plan prior to building permit issuance.
5. Grant the landscaping buffer deviation request to allow the landscaping buffer on the south side of the building to be smaller than the 30 feet required by code as shown on the site plan.
6. An updated photometric plan is provided and approved prior to building permit issuance.

7. Applications for signage are submitted and approved. It should be noted that the signage shown in the submitted plan set and architectural drawings may change as they are not part of this approval.
8. The designated 5% open space on the site plan shall be set aside through an irrevocable conveyance per Section 35 of the ordinance prior to building permit issuance.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

As there were no public comments, Chairperson VanderWeele moved to the next agenda item.

OTHER UPDATES AND BUSINESS

There were no updates or further business.

ADJOURNMENT

With no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 6:35 p.m.

Minutes prepared:
August 27, 2021

Minutes approved:
_____, 2021

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August 31, 2021

Mtg Date: September 9, 2021
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Public Hearing - Section 54.60 Outdoor Lighting Standards

Objective:

Consideration of an amendment to Section 54.60 of the Township Zoning Ordinance, for recommendation to the Township Board.

Background:

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 lighting 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 variance request from Section 54.60 for a commercial site to use pole lighting standards for wall mounted lights illuminating the loading docks on the back of a building. The argument presented was primarily that the site 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 maneuver around. After discussion the Zoning Board of Appeals unanimously voted to approve the variance request and to send a request to the Planning Commission to consider an amendment to the ordinance to better address lighting for loading docks.

Staff presented the Zoning Board of Appeals request along with a drafted amendment to the Planning Commission at their regular August 12th meeting. After discussion and revisions, the Planning Commission unanimously motioned to forward the amendment to a public hearing.

Proposal:

The proposed amendment to Section 54.60 would allow wall lights to be treated like pole lights when used to illuminate loading docks. 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 loading and unloading operations for any commercial, industrial, or other use shall be regulated using the same standards as B. Pole-Mounted Lighting of this Section.
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.



August 31, 2021

Mtg Date: September 9, 2021
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion – Master Plan Updates

Background:

The Michigan Planning Act of 2008 defines a master plan as a land use and infrastructure plan that sets forth local goals, objectives, and policies for community growth and/or redevelopment over the next 20-30 years. The Master Plan is an official document authorized by Michigan law serving as a basis for zoning and can be viewed as a blueprint for the community's future. The Planning Commission is tasked to review the Master Plan at least every 5 years and determine whether to 1) re-affirm the existing master plan, 2) amend the existing master plan, including sub area plans, or 3) prepare and adopt a new master plan. It should be noted that sub area plans satisfy the 5-year update requirement.

Oshtemo's current Master Plan and its updates are outlined below with the most recent amendment completed in 2019. These documents can be found at <https://oshtemo.org/master-plan/>.

- 2019 Village Theme Development Plan Update
- 2019 Go!Green Oshtemo
- 2017 Master Plan Update, included:
 - Maple Hill Drive Sub-Area Plan
 - Rural Preservation Strategy
- 2011 Master Plan
 - Genesee Prairie Sub-Area Plan
 - West Main Street Sub-Area Plan
 - 9th Street Sub-Area Plan
 - Century Highfield Sub-Area Plan

Although the Township completed updates to the Master Plan in 2019, large sections of the Township's Master Plan have not been reviewed or updated since 2017 and in some cases 2011. Oshtemo has a population of 23,747 residents and is a rapidly growing community; from 2010 to 2020 the population grew 6.8%. With the Township's growth, national changes to the housing and retail markets, and the diversifying needs of the population it is pertinent to review and update the Master Plan to best serve its residents and Township's interests.

Discussion:

Due to the level of detail and discussion needed, Staff recommends pursuing three separate master planning efforts over the next few years to both bring the Township's Master Plan up to date and create consolidated Master Plan documents. The three proposed master planning efforts are outlined below:

- **Housing Action Plan** – Thriving, inclusive communities have a diverse and affordable supply of housing. For Oshtemo to address the needs of its growing population and housing affordability challenges, a housing action plan is recommended. A housing action plan would ultimately allow

the Township to understand community housing needs and translate them into programs and policies.

- **Market Study** – The study would review the supply, demand, and market potential for commercial development in Oshtemo Township. Strategies identified from this study will aim to bridge gaps between the current establishments and the need, while also reflecting the character of the Township. The Township has multiple commercial nodes, this study will help ensure that as the Township continues to grow these areas complement each other.
- **Master Plan Update** - This Master Plan update would focus on consolidating all the Township's various master plan documents for easy use and access for both citizens and Township staff, as well as clarify/eliminate duplications or contradicting recommendations.

Similar to the Planning Commission's role in past Master Plan updates, for each of the above plans the Planning Commission will work with Staff and consultant(s) in the role of 'steering committee.' The Planning Commission will facilitate work to identify expectations, roles, and priorities. All plans will also include community participation and stakeholder group meetings. At this time Staff is requesting input from the Planning Commission on the outline above for working on the Master Plan updates. Following Planning Commission discussion, staff requests a Planning Commission decision whether to make a recommendation to the Township Board for authorization to proceed with a consultant on a Housing Action Plan.



September 2, 2021

Mtg Date: September 9, 2021
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Discussion – Intent of the Sign Area Definition

Through the review of a recent sign permit application a portion of the signage ordinance was brought into question; specifically, the last sentence of the Sign Area definition highlighted below.

“Sign Area - The area shall be measured by means of the smallest square, circle, rectangle, triangle or combination thereof that will encompass the extreme limits of the writing, representation, emblem, lighting or other display, together with any frame or other material or other color forming an integral part of the display or used to differentiate it from the background against which it is placed. Where a sign consists solely of individual letters painted or mounted on a wall, any blank area which is more than ten percent of the area of the sign as otherwise computed shall be disregarded.

Where a sign has two or more faces, the area of all faces shall be included in determining the area of a sign, except that where two faces are placed back-to-back and are at no point more than two feet from one another, the area of the sign shall be deemed to be only the area of one face, or if faces are of different sizes, the area of the larger face.

Pole covers and other embellishments shall not be included in the area of measurement if they do not bear advertising copy or colors, patterns, logos that are a trademark or reasonably recognizable identification for the establishment and/or sign owner subject to the above provisions.

The necessary supports or uprights on which the sign is placed may not exceed 30 percent of the permitted square footage of the sign, excluding those portions of the support structure below street grade.”

It is both Planning and Legal Staff’s interpretation that this language would allow the type of pylon sign shown on the right (taken from google images) but that that is not the intent of this section. It should be noted that ‘pole covers’, which the majority of the example pylon sign is, and ‘supports or uprights’ are not the same.



Staff is requesting that the Planning Commission provide feedback on this section of the ordinance and whether a code amendment is needed to clarify the intent. For reference the definitions of Ground Mounted Sign and Pole Sign (or Pylon Sign) are provided below.

“Ground Mounted Sign - A sign which extends from the ground or that has a support placing the bottom thereof less than three feet from the ground. (Compare with "Pole Sign".)”

“Pole Sign (or Pylon Sign) - A sign with all parts of the display sign area at a height of eight feet or more, excluding the necessary supports, uprights or braces. (Compare with "Ground Mounted Sign".)”