

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A WORK SESSION HELD FEBRUARY 22, 2018**

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A work session of the Oshtemo Charter Township Planning Commission was held on Thursday, February 22, 2018, commencing at approximately 6:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Fred Antosz  
Ollie Chambers  
Dusty Farmer  
Micki Maxwell  
Mary Smith  
Bruce VanderWeele, Vice Chairperson

MEMBERS ABSENT: Cheri Bell, Chairperson

Also present was Julie Johnston, Planning Director.

**Call to Order**

Vice Chairperson VanderWeele called the meeting to order at approximately 6:04 p.m.

**Public Comment on Non-Agenda Items**

The Vice Chairperson called for public comment on non-agenda items. Seeing none, moved to the next agenda item.

**Zoning Ordinance Re-Organization Discussion**

Ms. Johnston reminded the Planning Commission that this project began in the fall of 2016 but was placed on hold while the Master Plan Update was in process. She indicated that the Township contracted with Wade Trim, a planning consulting firm, to assist with the re-organization. Wade Trim actually completed the re-organization of the Ordinance, but that staff saw this project as an opportunity to make additional changes and improvements to the Ordinance language.

Ms. Johnston reviewed the organizational chart developed for the re-organization and then requested the Planning Commission discuss process, how to most efficiently work through the ordinance changes, working with the Township Board, and schedule.

After discussion by the Planning Commission, it was decided that we would begin with the Zoning Districts, including the conditional and special land uses, and the schedule of regulations related to those districts. The AG and residential districts would

be the first to be reviewed in March. It was also determined that Ms. Johnston would provide redlined copies of the ordinances, showing language that has been added and removed.

When discussing working with the Township Board, it was decided that sending the entire Ordinance to them at the end of the Planning Commission's work was not ideal. Instead, sending sections of the Ordinance to them for review seemed a better approach. Ms. Farmer wondered if we could send sections for first reading, but hold off on second reading until the entire new Ordinance was ready for approval. Ms. Johnston said she would speak with Attorney Porter to see if that was a possibility.

Finally, it was decided that the Planning Commission should work diligently to try and have the re-organization and all updates done by the end of 2018. Some of the more challenging districts, like possibly the Maple Hill Overlay, should be reviewed concurrently with other work, utilizing both the 6:00 pm Work Session and the regular Planning Commission agenda at 7:00 pm during the 2<sup>nd</sup> meeting of the month.

### **Any Other Business**

Seeing no other business before the Planning Commission, Vice Chairperson VanderWeele requested a motion to adjourn.

### **Adjournment**

Vice Chairperson adjourned the Work Session at approximately 6.59 pm.

Minutes prepared: February 27, 2018

Minutes approved: March 8, 2018

**OSHEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A MEETING HELD FEBRUARY 22, 2018**

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**OLD BUSINESS**

- a. Condominium Ordinance

**ANY OTHER BUSINESS**

- a. Liquor Control Ordinance
  - b. Circulation Aisle Widths
  - c. Master Plan Update requested amendments
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A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, February 22, 2018, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Cheri Bell, Chairperson  
Fred Antosz  
Ollie Chambers  
Dusty Farmer, Secretary  
Micki Maxwell  
Bruce VanderWeele, Vice Chairperson  
Mary Smith

MEMBER ABSENT: None

Also present were Julie Johnston, Planning Director and James Porter, Township Attorney.

**Call to Order**

Chairperson Bell called the meeting to order at approximately 7:04 p.m.; the "Pledge of Allegiance" was recited.

## **Agenda**

Chairperson Bell asked if there were any additions, deletions or corrections to the agenda as presented. Seeing none, the Chair asked for a motion to approve the agenda as presented.

Mr. VanderWeele made a motion to approve the agenda as presented. Mr. Chambers supported the motion. The motion passed unanimously.

## **Approval of the Minutes**

Chairperson Bell asked if there were any additions, deletions or corrections to the Regular Meeting minutes of February 8, 2018. Seeing none, she asked for a motion.

Mr. VanderWeele made a motion to approve the minutes of the Regular Meeting of February 8, 2018. Mr. Chambers supported the motion. The motion was approved unanimously.

## **Public Comment on Non-Agenda Items**

Seeing no audience in attendance, Chairperson Bell moved to the next agenda item.

## **Old Business**

### **a. Condominium Ordinance**

Chairperson Bell asked for staff's review of this item. Ms. Johnston indicated that the Planning Commission first reviewed this item at the January 11<sup>th</sup> meeting. After the Planning Commission's review, the following changes were made to the draft:

1. Height was included to ensure any new development would be compatible with any possible adjacent single family residential. Height was limited to 24-feet.
2. The total number of attached units allowed per zoning district was included. Each zoning district limits the number of units that are permitted to be attached into one building. For example, the R-2 District only allows 2 units to be attached.
3. Language was added to require developments to build nonmotorized trails/paths that are indicated in an approved Township plan. Staff indicated that Attorney Porter will have to weigh in on whether this is permissible for trails/paths outside of existing or planned public rights-of-way.

4. Finally, the requirements for open space were more clearly defined at 10 percent of the subject site.

Mr. Antosz indicated that other ordinances allow a maximum height of 25 feet. After Planning Commission discussion, it was decided to increase the height to 25 feet to be consistent with other ordinances.

Ms. Farmer asked if it would not be better to wait to incorporate this ordinance as part of the Zoning Ordinance re-organization planned in 2018. Ms. Johnston stated that the Township currently has a gap in the ordinance in relation to an attached condominium product. Michigan legislation allows for this type of development but the Oshtemo ordinance does not currently regulate it. Staff would request the Ordinance go through the adoption process now instead of waiting on the re-organization.

Mr. Antosz pointed out that the R-3 and R-4 District specifically indicate a density allotment, but the R-2 District does not. He questioned how the density for the R-2 District would be determined. Ms. Johnston indicated that the current draft ordinance states the underlying zoning prevails. But, after further scrutiny based on Mr. Antosz' observation, it might be prudent to specifically spell out the permitted densities for each district. After additional discussion, the Planning Commission asked that this be added to the ordinance.

Chairperson Bell asked if there were any other recommended changes or comments from the Commissioners. Hearing none, she asked if the Planning Commission was ready for this ordinance to be scheduled for a public hearing. It was decided that a public hearing would be held on March 22, 2018.

## **Any Other Business**

### **a. Liquor Control Ordinance**

Chairperson Bell moved to the next item on the agenda and asked Ms. Johnston for the Staff review.

Ms. Johnston stated that recently there had been some concern at the staff level about the number of alcohol sales establishments in Oshtemo. Staff began researching the locations of alcohol sales, the types of licenses issues in the Townships, and any public safety concerns. There are two types of Michigan licenses that allow sales for off-premise consumption, which are Specifically Designated Distributor (SDD) and Specifically Designated Merchant (SDM). The SDD license allows the sale of hard liquor and the SDM is for beer and wine. Many liquor stores like Mega-Bev hold both licenses while a convenience store or gas station may only hold a SDM to sell beer and wine.

Lieutenant Faulk completed a database search at staff's request of incidents at all of the SDM and SDD license locations outside of a big box or grocery store location. He did not find that any of the stores had significant numbers of incidents.

Ms. Smith discussed the difficulty with adhering to the draft ordinance distances considering the Township's Master Plan steers growth to only the eastern third of the Township. She stated it seems disingenuous to allow commercial growth in a defined area of the Township and then place additional distance restrictions on a certain type of retail use.

After additional discussion, the Planning Commission decided to wait on the development of a liquor control ordinance at this time. They would like to reconsider the possibility of an ordinance in a years' time.

#### **b. Circulation Aisle Widths**

Chairperson Bell moved to the next item on the agenda and asked Ms. Johnston for her report.

Ms. Johnston indicated that when the recent parking lot ordinance amendments were reviewed by the Township Board for first reading, a request was made for the Planning Commission to consider reduced pavement widths for circulation aisles. She stated it was the Township Board's intent to try and reduce the amount of asphalt used per site.

In researching adjacent communities as well as other jurisdictions, Ms. Johnston stated that staff found that circulation aisles generally ranged from 20-feet to 26-feet in width (see attached). She suggested the Planning Commission might consider retaining the 24-foot width for circulation aisles of general travel, but for those dedicated to loading docks, employee parking, etc., possibly a smaller width could be considered.

Ms. Farmer asked if 24-foot aisles were needed in parking lots. Mr. VanderWeele explained that size of an aisle was needed to allow for backing up from a parking space. Ms. Johnston stated that from the research of other ordinances, 24-feet in parking lots was standard. Based on this, Ms. Farmer clarified that the Commission should only be considering other ancillary drive aisles on a site.

Ms. Farmer asked about the needs of the Fire Department and access for fire trucks. There was a request of staff to clarify the size of the fire trucks and their spacing needs. There was further discussion about fire lanes, where they should be located and their size.

Chairperson Bell asked if there were any other comments on this agenda item. It was decided that staff would bring language back to the Planning Commission that had some flexibility to allow either the Planning Commission or Zoning Board of Appeals to allow reduced pavement widths in certain circumstances.

**c. Master Plan Update Amendments**

Chairperson Bell moved to the next item on the agenda and asked Ms. Johnston for her report.

Ms. Johnston indicated that there were a handful of recommended Master Plan amendments for the Planning Commission to consider. She stated she felt all of the suggested changes were positive improvements to the Plan, and endorsed the Planning Commission adopt them as part of their recommendation of approval to the Township Board.

Ms. Johnston went through each of the recommended changes and the reasons behind each change. The Planning Commission discussed the changes and indicated their consent.

Mr. VanderWeele made a motion to recommend the proposed changes to the Master Plan Update to the Township Board. Ms. Farmer supported the motion. The motion was approved unanimously.

**Planning Commissioner Comments**

Hearing none, Chairperson Bell asked for a motion to adjourn.

**Adjournment**

Ms. Smith made a motion to adjourn. Ms. Maxwell supported the motion. The motion was approved unanimously and Chairperson Bell adjourned the Planning Commission meeting at approximately 8:25 p.m.

Minutes prepared: February 27, 2018

Minutes approved: March 8, 2018