

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A VIRTUAL MEETING HELD NOVEMBER 18, 2021**

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**Agenda**

**Introductions and 5G Ordinance Kick Off**

**2022 Meeting Dates**

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A virtual meeting of the Oshtemo Charter Township Planning Commission was held Thursday, November 18, 2021, commencing at approximately 6:00 p.m.

<u>MEMBERS PRESENT:</u>	<u>MEETING LOCATION</u>
Bruce VanderWeele, Chair	Oshtemo
Micki Maxwell, Vice Chair	Oshtemo
Kizzy Bradford (joined late)	Oshtemo
Deb Everett	Oshtemo
Alistair Smith	Oshtemo

MEMBERS ABSENT:  
Anna VerSalle  
Chetan Vyas

Also present were Iris Lubbert, Planning Director (joined late), Josh Owens, Assistant Supervisor, Martha Coash, Recording Secretary and guests Paul Lippens, Chris Khorey and Kyle Mucha of McKenna Planning.

**Call to Order and Pledge of Allegiance**

Chairperson VanderWeele called the meeting to order at approximately 6:00 p.m. and those in attendance joined 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 October 14, 2021**

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of October 14, 2021. Hearing none, he asked for a motion.

Mr. Smith **made a motion** to approve the Minutes of October 14, 2021, as presented. Ms. Everett **seconded the motion**. The **motion was approved** unanimously by roll call vote.

Chairperson VanderWeele moved to the next agenda item and asked Mr. Lippens of McKenna, the firm selected as consultant for professional planning services, to introduce members of his team and describe the 5G Ordinance development kick off.

### **Introductions and 5G Ordinance Kick Off**

Mr. Paul Lippens, Vice President and Director of McKenna's Kalamazoo Studio introduced members of the team: Mr. Chris Khorey, Senior Principal Planner, and Mr. Kyle Mucha, Associate Planner and 5G/wireless expert.

Mr. Lippens indicated they are excited to have been selected as consultants and that the first project they will work on is development of ordinance for 5G. He will act as Community Manager and Project Manager for Ms. Lubbert.

He provided a brief history of the firm, their commitment to provide the best assistance possible, and noted they have established a good rapport with Ms. Lubbert and her team already.

Mr. Khorey indicated he has worked on 5G and wireless projects for over 10 years and was proud of the long history he has of working with Oshtemo Township on planning issues. He walked through the steps that would be followed:

1. Inventory of Existing Facilities and Wireless Communications Service
2. Review of Existing Township Ordinances and Policies
3. Public Outreach Materials
4. Determination of Target Upgrade Sites
5. Drafting of 5G Ordinance
6. Optional Non Regulatory Broadband Policy

The project is expected to be completed in an eight-month timeline. They will need to advocate for rural funding with increased governmental dollars becoming available.

In response to questions from Mr. Smith and Ms. Maxwell, Mr. Khorey explained 5G provides faster, better service and that the infrastructure is smaller with more frequent sites. No more 200 foot towers will be built, but current ones will continue to be utilized. 5G operates with small cells 40 – 60 feet in height, antennas on telephone poles. As signal strength and locations are smaller than what is currently available, more locations are needed. As the private sector has largely built what they feel will be profitable, it is now governmental units that are building to serve rural areas.

Ms. Everett, noting the eight month timeframe for developing a 5G ordinance, wondered what might happen in the meantime if someone wants to build now.

Mr. Khorey said there is ordinance in place currently which Ms. Lubbert will administer as best she can. It is designed around older technology with the goal of limiting 200 foot towers. The new ordinance will aim to fix and mesh with it . As will no longer be so tied since wireless cannot be prohibited in any zoning district. Things such as electricity, wired phone service, water and sewer are considered essential services, and so in most ordinances whatever is needed is allowed to provide them. Wireless is not considered an essential service; regulations that keep up with the times are needed.

Commissioners appreciated the kick off information were excited to move ahead.

Mr. Khorey indicated the first stage of analysis will begin after Thanksgiving.

Ms. Lubbert said the first report from McKenna on progress would likely be in January at the earliest. In general, non-development reports are done during the first PC meeting of the month. She indicated as the contract has been executed and signed, there was no need for a motion to proceed.

The Chair moved to the next agenda item.

**2022 Planning Commission Meeting Dates**

Ms. Lubbert provided the following draft of 2022 meeting dates in the usual pattern, for the second and fourth Thursdays of every month at 6 p.m. for consideration:

<i>2<sup>nd</sup> Thursday of the Month</i>	<i>4<sup>th</sup> Thursday of the Month</i>
1/13	1/27
2/10	2/24
3/10	3/24
4/14	4/28
5/12	5/26
6/9	6/23
7/14	7/28
8/11	8/25
9/8	9/22
10/13	10/27
No meeting	11/17*
No meeting	12/15*
1/12/2023	1/26/2023

\*Dates shifted to avoid holidays or for consistency with the Development Schedule of Applications.

Ms. Everett **made a motion** to approve the 2022 Planning Commission Date Schedule as proposed. Mr. Smith **seconded the motion**. The **motion was approved** unanimously by roll call vote.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Hearing no public comments, the Chair moved to the next agenda item.

### **OTHER UPDATES AND BUSINESS**

There were no updates or other business.

### **ADJOURNMENT**

With no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 6:34 p.m.

Minutes prepared:  
November 19, 2021

Minutes approved:  
December 17, 2021