

# OSHTEMO TOWNSHIP PLANNING COMMISSION

## MINUTES OF A SPECIAL MEETING HELD NOVEMBER 27, 2023

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### Agenda

#### **PUBLIC HEARING – OSHTEMO TOWNSHIP HOUSING PLAN 2023**

**Consideration to approve the Oshtemo Township Housing Plan 2023 for incorporation into the Township’s Master Plan, for recommendation to the Township Board.**

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A special meeting of the Oshtemo Charter Township Planning Commission was held Monday, November 27, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

#### ALL MEMBERS

#### WERE PRESENT:

Phil Doorlag, Chair  
Deb Everett  
Zak Ford, Board Liaison  
Scot Jefferies  
Micki Maxwell, Vice Chair  
Scott Makohn  
Alistair Smith

Also present: Iris Lubbert, Planning Director, Jim Porter, Township Attorney, and Emily Petz of the W.E. Upjohn Company.

Curt Aardema of AVB and another guest were also present.

#### **Call to Order and Pledge of Allegiance**

Chairperson Doorlag called the meeting to order at 6:00 p.m. and invited those present to join in the Pledge of Allegiance.

#### **Approval of Agenda**

Chairperson Doorlag determined there were no changes to the agenda and asked for a motion.

Mr. Ford **made a motion** to approve the Agenda as presented. Mr. Jefferies **seconded the motion**. The **motion was approved** unanimously.

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

There were no comments on non-agenda items.

#### **Approval of Minutes: November 16, 2023**

Chairperson Doorlag asked if there were additions, deletions, or corrections to the Minutes of the Meeting of November 16, 2023.

Hearing none, he asked for a motion.

Mr. Ford **made a motion** to approve the Minutes of the Meeting of November 16, 2023 as presented. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved to the next agenda item on the agenda.

**PUBLIC HEARING – OSHTEMO TOWNSHIP HOUSING PLAN 2023**  
**Consideration to approve the Oshtemo Township Housing Plan 2023 for incorporation into the Township’s Master Plan, for recommendation to the Township Board.**

Ms. Emily Petz of the W.E. Upjohn Institute for Employment Research reviewed the final draft of the Oshtemo Township Housing Plan 2023 for consideration of approval. The housing plan addressed existing housing conditions within the community, as well as suggested strategies to improve current conditions and address future housing needs. The project consisted of four phases: project initiation and establishment of baseline data, building alignment, plan research and design, and lastly plan delivery and dissemination.

She distributed and reviewed for Commissioners the final draft of the Oshtemo Township Housing Plan 2023, which covers a housing needs assessment, market demands, results from the Oshtemo Township Housing Survey, and the Oshtemo portion of the countywide housing survey, and goals and objectives. She noted community and committee engagement helped to guide the direction and focus.

In order to ensure the Housing Plan is supported to the fullest extent, it will be incorporated as part of the Township’s Master Plan. To accomplish this goal, the plan must go through the state mandated public hearing process for community master plans, which includes a public hearing before both the Planning Commission and Township Board.

Per state regulations, neighboring jurisdictions were notified of the Township’s intent to create and adopt a housing plan. When the draft plan was completed, they were provided a 63-day opportunity to provide input on the plan. No letters or emails with feedback were received during the comment period.

Chairperson Doorlag thanked Ms. Petz for her presentation and asked whether Commissioners had any questions or comments.

Mr. Smith asked if the final draft was any different than the draft that was sent out for the 63 day opportunity for input.

Ms. Lubbert said it was the same document, with the exception of minor changes which were mostly the correction of typographical errors.

Ms. Everett commented the goals and objectives of the plan are good, but some seem to imply we can accomplish all of them now. As that can’t be done, she wondered if there should be a disclaimer to that effect.

Ms. Lubbert indicated a disclaimer that addresses her concern was added at the beginning of the “Goals” section.

Attorney Porter said it will take multiple steps to implement the goals of the Plan over a substantial period of time. Some goals and objectives can be addressed within the next five years; changing the zoning ordinance will achieve a great deal.

Chairperson Doorlag thanked Ms. Petz for her presentation, opened the meeting for a public hearing and asked if any member of the public wished to comment.

Mr. Curt Aardema, AVB, congratulated the Commission on their long journey to produce a great document and felt it represented a good approach. He appreciated the opportunity to participate during the process and agreed the zoning component will be important in order to meet many of the objectives of the Plan. He would like to see the Township move forward and noted AVB has some great models that could be used in Oshtemo Township.

Hearing no further comments, the Chair closed the public hearing and asked for a motion.

Mr. Ford **made a motion** to approve the Oshtemo Township Housing Plan 2023 as presented for incorporation into the Township's Master Plan, and to forward it with a recommendation for approval to the Township Board. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

#### **OTHER UPDATES AND BUSINESS**

There were no other updates or business to be considered.

#### **ADJOURNMENT**

With there being no further business to consider, Chairperson Doorlag adjourned the meeting at approximately 6:42 p.m.

Minutes prepared:  
November 29, 2023

Minutes approved:  
December 14, 2023