

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD MARCH 9, 2023

Agenda

PUBLIC HEARING: - REZONING – 1560 S. 8TH ST.
MOVE UP, LLC, REQUESTED TO REZONE THE PARCEL AT 1560 S. 8TH STREET FROM ITS CURRENT ZONING OF R-3, RESIDENCE, TO I-1, INDUSTRIAL. THE PARCEL IS APPROXIMATELY 8.26 ACRES IN SIZE AND IS LOCATED ON THE WEST SIDE OF S. 8TH ST., SOUTH OF KL AVENUE.

2022 PLANNING DEPARTMENT ANNUAL REPORT

WORK SESSION:
COMPREHENSIVE MASTER PLAN UPDATE – DRAFT GOALS AND DELIVERABLES

STEERING COMMITTEE: OSHTEMO HOUSING STUDY

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, March 9, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Anna Versalle, Chair
 Micki Maxwell, Vice Chair
 Deb Everett
 Zak Ford, Township Board Liaison
 Scot Jefferies
 Alistair Smith, ZBA Liaison
MEMBER ABSENT: Phil Doorlag

Also present were Iris Lubbert, Planning Director, James Porter, Attorney, and several guests.

Call to Order and Pledge of Allegiance

Chairperson Versalle called the meeting to order and invited those present to join in the Pledge of Allegiance.

Approval of Agenda

The Chair asked if there were any changes to the agenda.

Ms. Lubbert explained the applicant, Move Up, LLC, notified her they wished to remove their request for a public hearing for rezoning of 1560 S. 8th Street from the agenda.

Also, Ms. Petz was unable to attend the meeting to lead a work session on the Oshemo Housing Study. Ms. Lubbert indicated she would provide an update instead.

Public Comment on Non-Agenda Items

Mr. Curt Aardema of AVB said that what the Commission has done so far regarding mixed use, most recently focusing on density bonus language, is appreciated. He acknowledged other competing issues needing to be addressed, and offered whatever assistance would be appropriate and helpful to keep things moving with MU.

The Chair thanked him for his comments and moved to the next agenda item.

Approval of the Minutes of the Meeting of February 9, 2023

Chairperson Versalle asked if there were additions, deletions, or corrections to the Minutes of the Meeting of February 9, 2023.

It was noted the meeting was adjourned by Mr. Ford rather than by Chairperson VerSalle as was indicated in the Minutes.

The Chair asked for a motion to approve the minutes as corrected.

Mr. Ford **made a motion** to approve the Minutes of the Meeting of February 9, 2023 with the correction as noted. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next item on the agenda.

2022 PLANNING DEPARTMENT ANNUAL REPORT

Ms. Lubbert provided a copy of a draft of the annual report for 2022 and indicated the Planning Department produces a report every year to satisfy the requirements of Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), which states that a Planning Commission must prepare an annual report documenting the administration of their municipality's Zoning Ordinance and outline possible future amendments to the Ordinance. She noted the report fulfills the obligation for 2022 and provides updates on the activities and projects planned for 2023.

In addition the Planning Department expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete

picture of Planning and Zoning activities within the Township. This report is intended to not only document past and ongoing activities but also help the Township Board develop its own work plans and budgets for the coming year.

Ms. Lubbert asked the Planning Commission to review the draft 2022 Planning Department Annual Report and provide feedback to staff.

Commissioners were pleased with the report and especially new members found it very helpful to review the work of the Commission in 2022.

Chairperson VerSalle asked for a motion.

Ms. Maxwell **made a motion** to recommend the 2022 Planning Department Annual Report as presented to the Township Board for approval. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

Ms. Lubbert acknowledged the to-do list for the Planning Commission is long, and indicated some items may not be accomplished as soon as wished due to the time it will take to complete the Housing Study and Master Plan Update.

Chairperson Versalle moved to the next agenda item.

COMPREHENSIVE MASTER PLAN UPDATE – DRAFT GOALS AND DELIVERABLES

Ms. Lubbert presented a draft of an update of the Comprehensive Master Plan goals and deliverables for review and discussion prepared by the Planning Director and Public Works Director. She noted an addition of the need for a new ordinance to address permitted marijuana sales and production; currently the Township has opted out except for medical uses.

She said the greatest responsibility of a Planning Commission is to provide guidance for land use and development in the community; this includes the responsibility to prepare, review, and update a Master Land Use Plan, commonly abbreviated as a Master Plan (MP). The Michigan Planning Act defines a MP 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 MP is an official document authorized by Michigan law that serves as a basis for zoning and can be viewed as a blueprint for a community's future. Growth happens. The MP allows the Township residents and officials to decide how it should occur.

The Planning Commission is currently working with the W.E. Upjohn Institute for Employment Research to develop a MP update focusing on housing (a Housing Study/Action Plan) to assess and address the needs of Oshtemo's growing population, housing options, housing availability, and housing affordability challenges. This project is planned to be completed in July of 2023.

Knowing that a comprehensive review of the existing MP is due and the need for a single cohesive MP is paramount, the Township Board allocated ARPA funds to assist the Planning Commission and staff in completing a Comprehensive MP update. These funds are targeted to be used by the end of 2025. Due to the scale of the project (multiyear), the upcoming election cycle, and the ARPA funding requirements, the comprehensive MP update needs to be initiated this year. The draft goals and deliverables, incorporating any feedback or changes from the Planning Commission, will be the framework for the Request for Qualifications (RFQ) that will be sent out to consultants to start the comprehensive master planning effort (concurrence by the Township Board is also needed as part of this process).

Specifically discussed by the group were clarification of the transportation plan, compliance with the Redevelopment Ready Communities Certified Communities format, the Township's role in creating a clear and achievable transportation plan, and how to obtain as much citizen participation as possible for the overall plan.

Ms. Lubbert noted the goals and minimum deliverables will require a big effort and a lot of time to accomplish. As there may not be enough funding to be able to do everything that is wanted/needed, the RFP will ask that each item be itemized. If the total is outside of budget, the budget will have to be adjusted or the desired projects prioritized.

Chairperson VerSalle was satisfied the update of the Goals and Deliverables draft capture and reflect the group's discussion.

Ms. Lubbert will next take the document to the Township Board for feedback. The goal is to send the request for proposal yet this spring.

Oshtemo Housing Study Report

Ms. Lubbert indicated two public meetings were held on housing. The one on March 1st had nine attendees; March 4th had four. Areas of interest from those in attendance centered around upcoming developments, neighborhood crime, types of housing, and design guidelines for new housing.

Ms. Petz, from the Upjohn Institute plans to attend the April 13 PC meeting with analysis of the results of the Oshtemo Township housing survey and will continue leading the group's work on goals and objectives. After those are completed, she plans to attend every meeting with the goal of completing the report by July.

Ms. Lubbert indicated the public survey closed Saturday with a great response of just under 500. 12.5% were renters, fewer than hoped as renters make up about 50% of the Township's residents.

Chairperson Versalle thanked Ms. Lubbert for the report and moved to the next item on the agenda.

PUBLIC COMMENT

There were no public comments.

OTHER UPDATES AND BUSINESS

Ms. Lubbert informed Commissioners that Township Supervisor Libby Heiny-Cogswell announced she would resign her position effective May 1, 2023. Interviews for potential replacements will be conducted April 4, 2023.

ADJOURNMENT

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 6:33 p.m.

Minutes prepared:
March 11, 2023

Minutes approved:
March 23, 2023