

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A MEETING HELD JUNE 22, 2023**

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**Agenda**

**WORK SESSION:**

- a. Introduction - Height Requirements for Residential Dwellings**
  - b. Update - Housing Study**
  - c. Update - Comprehensive Master Plan**
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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, June 22, 2023, commencing at approximately 6:02 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS**

**WERE PRESENT:** Anna Versalle, Chair  
Phil Doorlag  
Deb Everett  
Zak Ford, Township Board Liaison  
Scot Jefferies  
Micki Maxwell, Vice Chair  
Alistair Smith

Also present: Iris Lubbert, Planning Director and Martha Coash, Recording Secretary.

**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. Hearing none, she moved to the next agenda item.

**Public Comment on Non-Agenda Items**

No members of the public were present.

## **Approval of the Minutes of the Meeting of June 8, 2023**

Chairperson Versalle asked if there were additions, deletions, or corrections to the Minutes of the Meeting of June 8, 2023.

Hearing none, she asked for a motion.

Mr. Ford **made a motion** to approve the Minutes of the Meeting of June 8, 2023 as presented. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

### **WORK SESSION:**

Chairperson Versalle moved a work session to consider the agenda items a - c.

#### **a. Introduction - Height Requirements for Residential Dwellings**

Ms. Lubbert introduced ordinance amendments to include height requirements for residential dwellings for consideration by the Commission. She indicated Oshtemo Township is the only area community she is aware of that does not have height requirements for residential dwellings and proposed the same requirements as are in place in neighboring governmental units. She indicated having a requirement consistent with others will help to dictate community character and noted the catalyst for this suggested addition to the ordinance was the airport ordinance approved at the last Commission meeting.

Commissioners had questions regarding defining average elevation. Ms. Lubbert noted 35 feet is consistent with other communities' height requirements. There was discussion about the Michigan Building Code requirements and how they affect this discussion. Ms. Lubbert said she believed the Township's requirement can be more restrictive than the Michigan Building Code if desired, but not less. She will look at this issue for further clarification. The Commission also noted their desire to elaborate on the proposed definition of height.

Using the Commission's comments, Ms. Lubbert will bring an updated draft back to the group for further consideration before moving forward with a public hearing.

Ms. Versalle moved to the next agenda item.

#### **b. Update - Housing Study**

Ms. Lubbert reported the consultant is producing a final draft of the housing study, incorporating discussion at the last work session of the Commission. A work session is scheduled for Tuesday, June 27 at noon for those stakeholders who were

interviewed at the beginning of the process regarding the goals, basic background, and an update on progress. To date she noted that she has received 15 RSVPs, and expects 15-20 attendees. If substantial suggestions for changes come out of that meeting, she will bring them back to the group prior to developing the final document. She noted up to three Commission members may attend the meeting.

Mr. Ford and Ms. Maxwell noted their intent to attend the work session.

The Chair moved to the next agenda item.

### **c. Update - Comprehensive Master Plan**

Ms. Lubbert provided an update for the group regarding the Comprehensive Master Plan, noting a contract has been signed with Progressive AE for the work to update the plan. A two hour kick-off meeting, yet to be scheduled, will be held to finalize the scope, schedule, and expectations for the process. She noted three Commissioners may attend the meeting. Ms. Maxwell, Mr. Doorlag, and Mr. Jefferies indicated they planned to attend.

The consultant has proposed weekly virtual check-ins with staff for brief updates. No Commissioners indicated they wished to be included in those sessions; Ms. Lubbert will keep them updated.

She also indicated a signed contract on development of a road ordinance has been signed with Progressive AE.

Chairperson Versalle moved to the next item on the agenda.

### **OTHER UPDATES AND BUSINESS**

It was noted the deadline for applications for the open Board of Trustees position is June 23, with a decision expected June 27. The Planning Commission seat Ms. Versalle will leave in August also will need to be filled.

### **ADJOURNMENT**

With there being no further business to consider, Chairperson Versalle adjourned the meeting at approximately 6:37 p.m.

Minutes prepared:  
June 23, 2023

Minutes approved:  
July 27, 2023