

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A SPECIAL MEETING HELD AUGUST 29, 2023

Agenda

**PRESENTATION OF THE OSHTEMO TOWNSHIP HOUSING PLAN FINAL
DRAFT**

A special meeting of the Oshtemo Charter Township Planning Commission was held Tuesday, August 29, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Deb Everett
Zak Ford, Board Liaison
Scot Jefferies
Micki Maxwell, Vice Chair
Alistair Smith

MEMBER ABSENT: Phil Doorlag, Chair
Scott Makohn

Also present: Iris Lubbert, Planning Director, Jim Porter, Township Attorney, LeeAnna Harris, Zoning Administrator, Martha Coash Recording Secretary, and Emily Petz, W. E. Upjohn Institute for Employment Research.

Call to Order and Pledge of Allegiance

In the absence of Chairperson Doorlag, Vice Chair Maxwell called the meeting to order at 6:00 p.m. and invited those present to join in the Pledge of Allegiance.

Approval of Agenda

Hearing no requests for changes to the agenda, Vice Chair Maxwell moved to the next agenda item.

Public Comment on Non-Agenda Items

There were no members of the public in attendance.

PRESENTATION OF THE OSHTEMO TOWNSHIP HOUSING PLAN FINAL DRAFT

Ms. Lubbert said the objective for the evening was consideration to distribute the Oshtemo Township Housing Plan final draft for a 63-day comment period per the Michigan Planning Enabling Act, for recommendation to the Township Board.

She noted that In October 2021, Oshtemo Township entered into a contract with W.E. Upjohn Institute for Employment Research to develop a housing plan. The plan would investigate existing housing conditions within the community, as well as suggest strategies to improve current conditions and address future housing needs.

She said a final draft of the Oshtemo Township Housing Plan was ready for review and consideration and that Emily Petz, with the Upjohn Institute, would present highlights of the housing plan to the Planning Commission.

Ms. Emily Petz reviewed each chapter of the final draft of the Oshtemo Township Housing Plan 2023: 1) Introduction, 2) Housing Assessment, 3) Oshtemo Responses to the Kalamazoo County Survey, 4) Oshtemo Survey Results, 5) Housing Supply and Demand, 6) Goals, Objectives, and Strategies, and 7) Appendix. Commissioners participated in discussion regarding the plan and the next steps to be taken, asked questions, and made a few changes to the document.

It was determined the group was satisfied with the final draft and Vice Chair Maxwell asked for a motion.

Mr. Smith **made a motion** to move the final draft of the Oshtemo Township Housing Plan, including changes made during the meeting, to the Township Board, with the recommendation to establish a 63-day comment period for public consideration. Mr. Ford **seconded the motion.** The **motion was approved unanimously.**

The group thanked Ms. Petz for her work guiding the Commission through the lengthy process to produce the final draft plan.

Ms. Lubbert noted that this plan was really the first step in addressing housing concerns within the Township; she reminded the Commission members that each of the strategies listed in the plan will require additional work and consideration. She noted that the full implementation of the plan will most likely require expanding the Township's staffing and/or the creation of a Housing Department.

Vice Chairperson Maxwell moved to the next agenda item.

OTHER UPDATES AND BUSINESS

There were no updates or other business to consider.

ADJOURNMENT

With there being no further business to consider, Vice Chairperson Maxwell adjourned the meeting at approximately 7:12 p.m.

Minutes prepared: August 31, 2023

Minutes approved: September 14, 2023