

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD JANUARY 24, 2019

Agenda

**PUBLIC HEARING: GO! GREEN OSHTEMO MASTER PLAN UPDATE
PUBLIC HEARING TO CONSIDER A RECOMMENDATION TO THE TOWNSHIP
BOARD TO INCLUDE PARKS AND RECREATION, NONMOTORIZED
TRANSPORTATION, AND CONSERVATION EFFORTS OUTLINED IN THE GO!
GREEN OSHTEMO PLAN AS PART OF THE TOWNSHIP MASTER PLAN.**

OLD BUSINESS

a. AGRITOURISM ORDINANCE DRAFT

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, January 10, 2018, commencing at approximately 6:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Ron Commissaris
 Dusty Farmer, Secretary
 Micki Maxwell
 Mary Smith, Vice Chairperson

MEMBERS ABSENT: Ollie Chambers
 Bruce VanderWeele, Chair

Also present were James Porter, Township Attorney, Karen High, Parks Director, Jamie Baker, Public Works Technical Specialist and Martha Coash, Meeting Transcriptionist. No other persons were in attendance.

Call to Order and Pledge of Allegiance

Vice Chairperson Smith called the meeting to order at approximately 6:00 p.m. and invited those present to join in reciting the "Pledge of Allegiance."

Agenda

Vice Chairperson Smith asked for a motion to approve the agenda.

Mr. Commissaris made a motion to accept the agenda as presented. Ms. Farmer supported the motion. The motion was approved unanimously.

Public Comment on Non-Agenda Items

The Vice Chair determined no one cared to comment regarding non-agenda items and moved to the next agenda item.

Approval of the Minutes of January 10, 2019

The Vice Chair asked if there were any additions, deletions or corrections to the Minutes January 10, 2019. Hearing none, he asked for a motion.

Ms. Maxwell made a motion to approve the minutes of the Minutes of January 10, 2019 as presented. Mr. Commissaris supported the motion. The motion was approved unanimously.

Vice Chairperson Smith moved to the next agenda item.

PUBLIC HEARING: GO! GREEN OSHTEMO MASTER PLAN UPDATE PUBLIC HEARING TO CONSIDER A RECOMMENDATION TO THE TOWNSHIP BOARD TO INCLUDE PARKS AND RECREATION, NONMOTORIZED TRANSPORTATION, AND CONSERVATION EFFORTS OUTLINED IN THE GO! GREEN OSHTEMO PLAN AS PART OF THE TOWNSHIP MASTER PLAN.

In the absence of Ms. Johnston, Vice Chair Smith asked Ms. Karen High to review the recommendation.

Ms. High said the *GO! Green Oshtemo* planning effort has been underway since the beginning of 2018. The intent of the project is to coordinate the parks, recreation, nonmotorized, and conservation plans of the Township into one guiding document. This will be the first time the Township has had a coordinated plan, which will not only assist the Township in achieving its overall vision, but will support grant applications made to state and local agencies.

To ensure that the *GO! Green Oshtemo Plan* is supported to the fullest extent, it will be incorporated as part of the Township's Master Plan, which includes a hearing before both the Planning Commission and Township Board.

During the course of the Plan development, she said individual study groups were created for the different components of the Plan – parks and recreation, nonmotorized, and conservation. These study groups met regularly to help guide the public process, provide input into the development of the plan, and offer a citizen's perspective.

In addition to the study groups, three public input sessions were held in March, June and August of 2018. These sessions were publicized on the Township's website, Facebook page and in the newsletter. Invitation emails were sent to interested master plan participants and to other social media sites like NextDoor. At the March open

house, a survey was developed for participants to weigh in on the GO! Green Oshtemo subjects. This survey was made available on the Township's website for a month after the March meeting.

Finally, Ms. High said that per state regulations, neighboring jurisdictions were notified of the Township's intent to plan for parks, recreation, nonmotorized transportation and conservation. When the draft Plan was complete, they were provided a 63-day opportunity to provide input on the Plan. We received letters or emails of support from the City of Kalamazoo, City of Portage, and Kalamazoo County.

Ms. High said if there are no further final suggested changes, Ms. Johnston suggested the Planning Commission forward a recommendation of approval to the Township Board, which would likely be considered at the February 12 meeting.

Vice Chair Smith thanked Ms. High for her report and said it is a beautiful, comprehensive program, good for Oshtemo and far-sighted.

Attorney Porter noted the letters from other municipalities were supportive and positive.

Mr. Baker, Public Works Technical Specialist said a lot of data was gathered for all the areas around the Township to try to integrate with their plans to create seamless at all boundaries to meet everyone's needs.

Mr. Commissaris said he was impressed and felt the plan was well done. He was pleased to see the match ups with other municipalities, particularly the Kal-Haven Trail and the Portage Trailway.

Vice Chair Smith opened the meeting for Public Comment, and noted no members of the public were in attendance. She asked for a motion.

Ms. Farmer made a motion to recommend approval of the Go! Green Oshtemo Plan for inclusion in the Master Plan as presented. Ms. Maxwell supported the motion. The motion was approved unanimously.

OLD BUSINESS

a. Agritourism Ordinance Public Comment

Attorney Porter indicated Ms. Johnston hoped Commissioners would review the most up-to-date version of the Agribusiness and Agritourism Ordinance. The new information provided was based on comments received from the public at the December 13, 2018 meeting and the Commission's review on January 10th.

Attorney Porter said Staff attempted to capture the Commission's comments

regarding the special event tables in Agritourism, Categories 2 and 3 discussed at the last meeting. He indicated the tables needed careful scrutiny, regarding series of events, sizes and total number of events per year in order to limit the number events allowed to a number that would reasonably accommodate both the owner and neighbors.

After discussion, it was felt that:

1) Definitions need to be provided for weddings and celebratory gatherings, fairs and festivals and holiday events for the page 11 chart for category 3, and whether the fairs and festivals category should be dropped altogether. Mr. Commissaris suggested those types of events could be held at Township parks.

2) Language needs to be developed to reflect that the days between events is the number of days listed on the chart required to wait before having any other type of event. The page 9 chart for category 2 is ok as is.

Attorney Porter said, in addition, the outstanding item of whether Category 2 businesses would be allowed to rent out buildings/property to allow for special events not sponsored by the Agritourism business needs consideration.

The Board discussed this question and decided the language under Definitions, F. Agricultural special event (Agritourism, Category 2) be left as is. To eliminate confusion, on page 2, #2 - Agritourism, Category 2 should be changed to eliminate "the use or rental of farm buildings for periodic special events;" in the last two lines.

Ms. Maxwell felt some issues will not be resolved until applicants come to the Board.

Ms. Farmer noted issues would all come before the Planning Commission which will provide all interpretations.

Attorney Porter thanked the Board and said he would pass on their input to Ms. Johnston.

Vice Chairperson Smith moved to the next item on the agenda.

ANY OTHER BUSINESS

There was no other business to consider.

PLANNING COMMISSIONER COMMENTS

There were no comments from Commissioners.

ADJOURNMENT

Hearing no further comments, Vice Chair Smith asked for a motion to adjourn the meeting.

Mr. Commissaris made a motion to adjourn the meeting. Ms. Farmer supported the motion. The motion was approved unanimously.

The meeting was adjourned at approximately 6:55 p.m.

Minutes prepared:
January 26, 2019

Minutes approved:
February 14, 2019