

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A PLANNING WORK SESSION HELD OCTOBER 25, 2018

Agenda

GO! GREEN OSHTEMO MASTER PLAN UPDATE REVIEW

ZONING ORDINANCE RE-ORGANIZATION REVIEW

AGRITOURISM ORDINANCE REVIEW

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, October 25, 2018, commencing at approximately 6:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Cheri Bell, Chairperson
Fred Antosz
Dusty Farmer, Secretary
Micki Maxwell
Mary Smith
Bruce VanderWeele, Vice Chairperson

MEMBER ABSENT: Ollie Chambers

Also present were Julie Johnston, Planning Director, James Porter, Township Attorney, Jamie Baker, Public Works Department, Natalie Bond, Planning Department Intern, Martha Coash, Meeting Transcriptionist, and one interested person.

Call to Order

Chairperson Bell called the meeting to order at approximately 6:00 p.m.

Agenda

Chairperson Bell asked for additions or deletions to the proposed agenda. Hearing none, she asked for a motion.

Mr. Antosz 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 Chair determined no one in the audience cared to comment regarding non-agenda items and moved to the next agenda item.

APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 11, 2018

The Chair asked if there were any additions, deletions or corrections to the Minutes of October 11, 2018. Hearing none, she asked for a motion.

Ms. Maxwell made a motion to approve the Minutes of the meeting of October 11, 2018 as presented. Ms. Farmer supported the motion. The motion was approved unanimously.

GO! GREEN OSHTEMO MASTER PLAN UPDATE REVIEW

Chairperson Bell moved to the next agenda item and asked Ms. Johnston for her review.

Ms. Johnston said the *GO! Green Oshtemo* planning effort has been underway since around the first of the year. The intent of the project is to provide amenities and conserve important natural lands through coordination of the parks, recreation, nonmotorized, and conservation plans of the Township into one guiding document. This is especially important as development continues to the western portion of the Township. This Plan will not only assist the Township in achieving its overall vision, but will support grant applications made to state and local agencies.

She explained that to ensure the *GO! Green Oshtemo* 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. The *Go! Green* portion of the Master Plan will be reviewed along with the full Master Plan every five years. Consultant help will likely be needed as an update to the full Master Plan can be very time consuming. Staggering updates of certain portions of the Plan may be considered if the workload proves too difficult to be done all at once.

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

Ms. Johnston reported the design of the Plan changed since the initial submittal to the Planning Commission for the September 27th meeting. To facilitate a plan that is

user-friendly and graphically interesting, a Summary Report booklet was developed. Outlined in the booklet are the appendices, which provide the more detailed information utilized to create the Plan, as well as the detailed Action Plans. Since most will be accessing this Plan through the Township's webpage, the document was also designed for the online user, allowing the appendices to be separate links. This will make it easier for individuals to concentrate on the material they are most interested in.

She provided the first draft of the Summary Report, as well as the Action Plan appendices to Commissioners. The remaining appendices are still being organized by Staff but will be made available by the November 8th meeting. The goals and action strategies were reviewed by the study groups and have been presented at a public open house. She said comments or requested changes would be appreciated as work continues to complete the development of the Plan.

She introduced Mr. Jamie Baker, Public Works Technical Specialist, who walked through the nonmotorized map details, describing the network planned to allow people to get around in the Township, including possible easements from Amtrak AT&T, and the different types of paths and costs involved in construction.

Chairperson Bell expressed concern about increased pedestrian traffic on nonmotorized paths crossing private property. The importance of communicating with affected residents was stressed.

It was felt barriers or directional signs for paths crossing residential property might be helpful and could be included in the technical support documents.

Ms. Smith noted the experience in other localities of property owners who appreciate easy accessibility to bike paths and trails passing through their property.

Mr. Baker noted easements for nonmotorized paths can be obtained as properties are sold.

Ms. Johnston added it will likely take 50-100 years to complete the plan.

The Chair suggested the number of miles of each type of nonmotorized pathways planned be added to the report.

Ms. Johnston then discussed the conservation map developed as a first foray into conservation in the Township, stressing the need to work with partners and property owners to create a program, as well as determining a way to continuously finance this effort. She also mentioned that there are programs that permit development rights of a property to be either transferred for sold, allowing the land to remain undeveloped.

In conclusion, Ms. Johnston said there will be a lot of work to do over the next several years: investigate programs, refine mapping, adopt a new map as new

information is gleaned about natural features including prairies and savannahs, and encourage people to consider easements/deed restrictions for conservation.

Ms. Johnston will have the plan ready with all appendices attached for the November 8 meeting.

Commissioners felt the document was easy to read and very well done.

ZONING ORDINANCE RE-ORGANIZATION REVIEW

Chairperson Bell moved to the next item on the agenda and asked Ms. Johnston for her review.

Ms. Johnston provided the updated re-organized Zoning Ordinance, as well as the tables and graphics prepared by Wade Trim. She indicated the graphics will be incorporated into the Zoning Ordinance when it is uploaded to the Encode webpage that hosts the Township's Zoning Ordinance.

She noted the only changes to the text to be included were part of the re-codification:

Section	5.40.A
	20.20.D and F
	27.20.H
	49.70
	65.20
	65.30

Ms. Johnston said the language has been made clearer and more concise, no sweeping ordinance changes were made, and existing language was put into tables and graphics for ease of use.

The Planning Commission was comfortable with the updates, graphics, and tables, and agreed with Ms. Johnston's recommendation to set the public hearing for the re-codification for the December 13th meeting.

AGRITOURISM ORDINANCE REVIEW

It was agreed to postpone this discussion to the November 8 meeting along with the discussion of setbacks and conditional rezoning.

OLD BUSINESS

There was no old business to consider.

ANY OTHER BUSINESS

There was no other business to consider.

PLANNING COMMISSIONER COMMENTS

Mr. Antosz reported he had initiated discussion regarding adding an alternate position to the Planning Commission to provide an opportunity for hands-on training for a possible subsequent full-term appointment on the Board.

Ms. Farmer asked Commissioners to remind people elections are run by local people and that if any problems are encountered by voters they should contact the Township Clerk. The goal is for elections to run as smoothly as possible.

Chairperson Bell stressed she wants to be sure that as *Go! Green* moves forward Staff and funding needs to be addressed. She also noted Mr. Antosz' last meeting as Commissioner will be December 13.

ADJOURNMENT

Hearing no further comments, Chairperson Bell adjourned the meeting at approximately 8:25 p.m.

Minutes prepared:
October 27, 2018

Minutes approved:
November 8, 2018