

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES OF A MEETING HELD AUGUST 11, 2022**

Agenda

**SPECIAL USE AND SITE PLAN EXTENSION REQUEST: HUNTINGTON RUN
MOBILE HOME PARK EXPANSION**

Steering Committee: Housing Data Services Questionnaire

**Work Session: Implementation of the 2019 Village Theme Development Plan –
Amendments to Article 19 and Article 34**

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 11, 2022, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

ALL MEMBERS

WERE PRESENT: Bruce VanderWeele, Chair
Micki Maxwell, Vice Chair
Kizzy Bradford
Deb Everett
Alistair Smith
Anna Versalle
Chetan Vyas

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, Martha Coash, Recording Secretary, and three guests.

Call to Order and Pledge of Allegiance

Chairperson VanderWeele called the meeting to order at approximately 6:00 p.m. Those in attendance joined in reciting the Pledge of Allegiance.

Approval of Agenda

The Chair determined there were no changes to the agenda and let the agenda stand as published.

PUBLIC COMMENT ON NON-AGENDA ITEMS

The Chair asked if anyone present wished to speak on non-agenda items. As no one responded, he moved to the next agenda item.

Approval of the Minutes of the Meeting of July 29, 2022

Chairperson VanderWeele asked for additions, deletions, or corrections to the Minutes of the Meeting of July 29, 2022.

Ms. Maxwell noted the fourth paragraph on page five regarding the payback from Meijer to the Township for road development should read 9th Street, rather than Stadium Drive Parkway.

The Chair asked for a motion.

Ms. Everett **made a motion** to approve the Minutes of the Meeting of July 29, 2022, as presented with the correction noted by Ms. Maxwell. Mr. Smith **seconded the motion**. The **motion was approved unanimously**.

Chairperson VanderWeele moved to the next agenda item and asked Ms. Lubbert for her report.

SPECIAL USE AND SITE PLAN EXTENSION REQUEST: HUNTINGTON RUN MOBILE HOME PARK EXPANSION

Ms. Lubbert explained the Planning Commission was being asked to approve, approve with modification, or deny, with a formal motion, the 18-month Site Plan and Special Use extension request for the Huntington Run mobile home park expansion at 6255 Cranbrook Lane submitted by Sun Communities and Four Leaf Properties.

Per Section 64.90 A and 65.60 of the Ordinance, if a property which was subject to a Special Use and/or Site Plan approval has not obtained a building permit and on-site development has not commenced within one year, Site Plan approval and/or Special Use approval becomes void. Extensions may be granted by the Planning Commission if requested prior to the expiration of the one-year validity period. The one-year validity period for this project ends on August 10, 2022; the applicant requested an 18-month extension.

She indicated the Planning Commission has the authority to grant an extension of a Special Use where the applicant satisfies any of the following existing circumstances:

1. The delay in commencement or completion of the project subject to the Special Use approval was beyond the control of the applicant and the applicant has in good faith attempted to meet the foregoing time schedule.
2. The project is in the process of being developed for the Special Use purpose and has reasonably progressed towards completion.
3. The complexity or size of the project requires additional time for either commencement or completion of construction, which commencement and completion appear feasible and probable if permitted. Under this

circumstance, the Planning Commission shall have the authority to grant an initial longer period for commencement and/or completion at the time of approving the original Special Use.

4. Successive extensions of time may be granted by the Planning Commission for such periods of time as said Planning Commission determines to be reasonable and proper under the foregoing criteria.
5. Where a Special Use is terminated by lapse of time, any new application for a Special Use shall be heard and determined anew based upon circumstances then existing.

Ms. Lubbert said, based on the timing for necessary interjurisdictional reviews and approvals prior to site construction, the Township Director of Public Works properly advised the applicant that an extension to the project's approval would be necessary. If all goes well, the applicant anticipates construction to begin later this month. However, the maximum extension time permitted is requested as a precaution. Based on the coordination completed to date, circumstances permitting the Planning Commission to grant an extension have been met. However, based on communicated timelines, an extension of 18 months is unnecessary.

She recommended the Planning Commission grant a 12-month extension.

Chairperson VanderWeele noted there were no questions from Commissioners and asked if the applicant wished to speak.

Mr. Robb Lamer, PE, of Exxel Engineering, Inc., said the responsibility for the water main approval was in question and being worked out. The City of Kalamazoo does not need to be involved and no permit is needed from them for this item. Exxel is working with EGLE for review and approval of the plans.

Mr. Smith **made a motion** to grant the requested Special Use and Site Plan Extension request for the period of 12 months for the expansion of Huntington Run Mobile Home Park by Sun Communities and Four Leaf Properties, located at 6255 Cranbrook. The approval is based on the recommendation of staff regarding the timing for necessary for interjurisdictional reviews and approvals prior to site construction. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

Chairperson VanderWeele moved to the next item on the agenda.

Steering Committee: Housing Data Services Questionnaire

Ms. Lubbert reported the W.E. Upjohn Institute for Employment Research is wrapping up their work with the County's Housing Study and are getting ready to start work on the Township's Housing Master Plan Update (also known as the Housing Action Plan). To ensure we are on the same page with the end result, they created a questionnaire to be completed by the Planning Commission and Planning Director. She asked Commissioners to review and answer the questions presented by W.E. Upjohn.

To help with the discussion, the Planning Director provided and walked through her answers to the questions.

The group was pleased with the answers Ms. Lubbert provided. Commissioners agreed her answers could be utilized and submitted on behalf of the Planning Commission.

Ms. Bradford **made a motion** to accept the answers provided by Ms. Lubbert to the W.E. Upjohn housing survey with the one addition suggested by Commissioners to provide an inventory of the current housing types and stock in the Township. Mr. Vyas **seconded the motion**. The **motion was approved** unanimously.

Other Updates and Comments

Chairperson VanderWeele moved to “Other Updates and Comments” at this point in the meeting before going into a work session. He asked whether “special use exceptions” requests might be given to staff to approve if the requests are within guidelines rather than having to bring them to the Commission in order to make better use of their time.

Attorney Porter said he felt that would make sense, that he and Ms. Lubbert will look at language to amend the ordinance to allow for that change. He indicated language would allow pursuing that change, but that if a request for special use exception were denied by staff, the request could then be brought to the Planning Commission for consideration.

At 6:26 p.m. the Chair moved the meeting to work session.

Work Session: Implementation of the 2019 Village Theme Development Plan – Amendments to Article 19 and Article 34

Ms. Lubbert noted she began reviewing suggested amendments to the 2019 Village Theme Development Plan at the last meeting. She discussed the Statement of Purpose for the amended document and walked through the sections of the document, explaining their purpose.

She referred to an open question from the last meeting, under 19.40 Special Uses: (on p. 3), that is whether a drive-in service window or drive through service for restaurants should be allowed. She started the discussion there by moving to 34.80/General Provisions, #6: Drive-Throughs, for a review of this suggested change.

There was extended discussion of the possible ramifications of this particular change as well as of the general history and purpose for development of the Village concept, problems that have kept the area from developing as envisioned, and possibilities on the horizon for being able to move toward realizing the vision/character desired for this area. There was a concern about whether the Village could continue to

develop as desired if drive-throughs for restaurants were permitted, but Ms. Lubbert indicated there would be Planning Commission control through building type standards.

At that point the group moved to section 34.40 of the document: "Development Standards," for careful review. A problem within "Building frontage and Placement" was identified. As this language conforms to language in the Master Plan, it was suggested an amendment may be needed to the Master Plan to allow a change to allow the language in this section to work.

Ms. Lubbert continued the process of reviewing the proposed amendments to 34.40 under Section B: Building Type Distribution. It was agreed the provisions for the first three building types listed in Table 34.6 (Corridor East/West Building Types) should mirror the first three building type provisions in Table 34.5. (Village Fringe Building Types).

Discussion for the evening ended at that point.

ADJOURNMENT

With no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 8:02 p.m.

Minutes prepared:
August 13, 2022

Minutes approved:
August 26, 2022