

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**MINUTES OF A MEETING HELD FEBRUARY 9, 2023**

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**Agenda**

**PUBLIC HEARING: CODE AMENDMENT – SECTIONS 64.90 AND 65.60**

Consideration of amendments to the Township Zoning Ordinance, for recommendation to the Township Board, to allow extension requests for site plans and special uses, limited to one additional year, to be handled administratively.

**PUBLIC HEARING: CODE AMENDMENT – SECTION 50.10**

Consideration of amendments to the Township Zoning Ordinance, for recommendation to the Township Board, to provide clarification on how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

**WORK SESSION:**

**STEERING COMMITTEE: OSHTEMO HOUSING STUDY**

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, February 9, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

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

Also present were Iris Lubbert, Planning Director, Martha Coash, Recording Secretary, and three guests, including Emily Petz of the W.E. Upjohn Institute and Curt Aardema of AVB.

**Call to Order and Pledge of Allegiance**

Due to the absence of both the Chair and Vice Chair, Ms. Lubbert called the meeting to order at approximately 6:00 p.m. and indicated an Acting Chair needed to be appointed.

Mr. Smith **made a motion** to appoint Mr. Ford as Acting Chair. Mr. Jefferies **seconded the motion**. The **motion was approved** unanimously.

Mr. Ford invited those in attendance to join in reciting the Pledge of Allegiance.

### **Approval of Agenda**

He asked if there were any changes to the agenda. Hearing none, he let the agenda stand as published.

### **Public Comment on Non-Agenda Items**

Mr. Curt Aardema of AVB, indicated he was present to listen to the housing discussion. As property owners in the Township, AVB wants to understand in what direction the Township is moving. He also noted he had redlined comments regarding the density bonus discussion and imagery for the mixed use district which were prepared with the assistance of experts in the field and handed them out for future reference. The materials he handed out are attached to these Minutes.

### **Approval of the Minutes of the Meeting of January 26, 2023**

The Acting Chair determined there were no additions, deletions, or corrections to the Minutes of the Meeting of January 26, 2023 and asked for a motion.

Mr. Smith **made a motion** to approve the Minutes of the Meeting of January 26, 2023 as presented. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

Acting Chair Ford moved to the next item on the agenda and opened a public hearing.

### **PUBLIC HEARING: CODE AMENDMENT – SECTIONS 64.90 AND 65.60 CONSIDERATION OF AMENDMENTS TO THE TOWNSHIP ZONING ORDINANCE, FOR RECOMMENDATION TO THE TOWNSHIP BOARD, TO ALLOW EXTENSION REQUESTS FOR SITE PLANS AND SPECIAL USES, LIMITED TO ONE ADDITIONAL YEAR, TO BE HANDLED ADMINISTRATIVELY.**

Ms. Lubbert explained that per the Township Zoning Ordinance, Site Plans and Special Uses are valid for a period of one year after the date of their approval; the applicant may request an extension from the original approving body prior to the expiration of the one-year validity period. Over the past year multiple projects have come before the Planning Commission requesting an approval extension.

After reviewing a number of these requests, the Planning Commission felt extension requests could be handled administratively and requested the Ordinance be amended accordingly. She said the proposed changes to Sections 64.90 and 65.60

would allow extension requests, limited to one additional year, to be handled administratively. She recommended the amendments be considered for recommendation to the Township Board.

Mr. Smith felt the proposed amendments addressed the concerns expressed by the Commission and asked if it would create more work for staff members.

Ms. Lubbert said it would actually be easier for staff and require less of their time to address extension requests in this manner.

There were no comments from the public.

Hearing no further comments from Commissioners, Mr. Ford asked for a motion.

Mr. Smith **made a motion** to approve the amendments to Sections 64.90 and 65.50 as proposed, and to recommend them to the Township Board for approval. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

**PUBLIC HEARING: CODE AMENDMENT – SECTION 50.10**  
**CONSIDERATION OF AMENDMENTS TO THE TOWNSHIP ZONING ORDINANCE, FOR RECOMMENDATION TO THE TOWNSHIP BOARD, TO PROVIDE CLARIFICATION ON HOW FRONTAGE IS MEASURED, WHETHER LOTS OR BUILDING SITES NEED TO BE SITUATED ON A PUBLIC ROAD OR STREET, AND WHEN A DEVIATION FOR AN UNBUILDABLE PARCEL IS WARRANTED.**

Ms. Lubbert said that through various public inquiries staff became aware of the need for clarification of a number of regulations outlined in Section 50.10 of the Ordinance. To ensure consistency in how the ordinance is enforced, through discussions with staff and research of past projects, the proposed changes remove subjectivity. Amendments focus on clarifying how frontage is measured, whether lots or building sites need to be situated on a public road or street, and when a deviation for an unbuildable parcel is warranted.

Mr. Doorlag asked for clarification regarding how property with a development between the property and the public road would be affected by this change.

Ms. Lubbert indicated such a development would not be affected as it would be built under a PUD or other ordinance mechanism with its own standards.

There were no public comments.

Hearing no further comments from Commissioners, Mr. Ford asked for a motion.

Mr. Smith **made a motion** to approve the amendments to Section 50.10 as proposed, and to recommend them to the Township Board for approval. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

The Acting Chair moved to the next agenda item.

**WORK SESSION:**

**a. Steering Committee: Goals for the Oshtemo Housing Study, continued**

Ms. Lubbert indicated that at the regular January 26th Planning Commission meeting, Ms. Emily Petz from the W.E. Upjohn Institute for Employment Research, showcased some of the information gathered to date through housing survey results.

Based on the information collected, draft goals for the plan developed by staff were shared with the Planning Commission for consideration and discussion in order to work toward finalizing goals for the project. When established, the goals will assist in identifying appropriate tools and strategies. This is the next step in determining where we want to go with housing in the Township. The resulting housing plan is considered a master plan document.

Commissioners engaged in extensive discussion and questions for Ms. Lubbert and Ms. Petz regarding the draft goals, as well as the overall process to be followed to complete the housing study.

A number of changes to the draft goals were made based on Commissioner discussion and input. Using the amended goals, Ms. Petz will attend the next Planning Commission meeting where the Commission will start work on the objectives to support the goals.

Acting Chair Ford moved to the next item on the agenda.

**PUBLIC COMMENT**

There were no public comments.

**OTHER UPDATES AND BUSINESS**

There were no updates or other business to consider.

**ADJOURNMENT**

With there being no further business to consider, Mr. Ford adjourned the meeting at approximately 7:27 p.m.

Minutes prepared:  
February 10, 2023

Minutes approved:  
March 9, 2023

**Mixed Use Residential Density and Density Bonus**

\*Black font is the language offered by Iris on January 6<sup>th</sup> for the January 12<sup>th</sup> Planning Commission Meeting.

\*\*Red-line changes are items discussed in the January 12<sup>th</sup> work-session and / or now offered for consideration.

**(8) Residential Density and Density Bonus.**

i. **Overall Density:** The overall density within the development schematic plan's residential and mixed use areas shall match the intended character of the correlating Sub Area Plan; each density category is defined within Table 30.20.1 below. A comprehensive development plan that is being proposed without a correlating Sub Area Plan and is within a C: Local Business District designation shall be considered under the high density residential category. Areas designated purely for commercial development may not be included in the overall gross density calculation.

a) Senior housing is excluded from maximum residential density calculations

b) With a two-thirds majority vote of the Planning Commission and the Township Board the Maximum Gross Density in the "High" Residential Character / Density Category on Table 30.20.1 below may be increased as determined by the Planning Commission and Township Board. Examples of reasons for the possible increases can include but are not limited to the following:

i. The increased density supports the housing goals for the Township

ii. There is extraordinary benefit to the Township

iii. The proposed project can reasonably support the increased density as demonstrated by the applicant.

ii. **Density Bonus.** The Planning Commission may determine a density bonus, up to the maximum gross density defined within Table 30.20.1, upon finding that the proposed development provides additional public benefits to the overall

community as outlined below. For the purpose of calculating the density bonus one (1) point shall equate to one (1) additional unit an acre.

- a) Dedication of land(s) for a public park and/or community buildings, if acceptable to the Township Board (2 – 4 points as determined by Planning Commission based on impact to overall community).
- b) Dedication of land(s) for the purpose of private parks that incorporate usable amenities. Acceptable amenities include playground equipment, picnic areas with grills and tables, tennis courts, baseball diamonds, etc. (1 - 2 points as determined by Planning Commission based on impact to the private community).
- c) The project incorporates, either through the development schematic plan or within the design and/or development standards, a guaranteed range of housing opportunities through various housing types: for example, lofts, townhomes, mixed use, cottages, single-family homes, apartments, etc. (1 - 4 points as determined by the Planning Commission based on the variety of housing types).
- d) The project incorporates, within the design or development standards, significant use of sustainable building design and/or site design features such as, stormwater filtration landscaping, low impact stormwater management, optimized energy performance, on-site renewable energy, passive solar heating, use of reused/ recycled/ renewable materials, indoor air quality mechanisms, green roofs, bird collision deterrents, or other elements identified as sustainable by established groups such as the US Green Building Council (LEED) or ANSI National Green Building Standards. (2-4 points as determined by the Planning Commission based on the level of efficiency and impact to overall community).
- e) Provision of usable common open space in an amount which is at least 50 percent greater than the minimum common open space percentage required by Section. (1 point)
- f) The project includes designs that improve walkability and Walk Score. This may include items like non-motorized paths in addition to sidewalks, inclusion of transit amenities / transit oriented design, etc. (1-3 points as determined by the Planning Commission).
- g) Provision of other exceptional public benefits within the development (1-2 points as determined by Planning Commission based on impact to overall community).

- h) The project offers off-site road improvements, or on-site improvements benefiting the broader community (1-4 points as determined by the Planning Commission).
- i) The project incorporates other goals of the Township beyond those that maybe be contained within a specific sub area plan governing the project (1-2 points as determined by the Planning Commission).
- j) The project provides for the preservation of significant natural features such as large tree(s), tree groupings, topography, etc (1-2 points as determined by the Planning Commission).
- k) The project benefits a Historic building or resource (1 - 2 points as determined by Planning Commission based on impact).
- l) The project involves development or redevelopment of a property classified as a Brownfield (1 - 4 points as determined by Planning Commission based on impact).

m) The project incorporates housing occupied by senior, workforce or low-income housing individuals under 120% of Area Median Income as defined by HUD and/or MSHDA (1 - 3 points as determined by Planning Commission based on impact).

e)

<b>Table 30.20.1 – Gross Residential Density</b>		
<b>Residential Character/Density Category</b>	<b>Initial Gross Density</b>	<b>Maximum Gross Density with Density Bonus</b>
Agricultural	1 unit an acre	N/A
Low	4 units an acre	N/A
Medium/Transitional	4 units and acre	8 units an acre
High	8 units an acre	16 units an acre



































