

OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260

January 9, 2018
BOARD WORK SESSION
6:00 p.m.
AGENDA

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Discussion on Police Protection Contract
- E. Other Updates & Business

REGULAR MEETING
7:15 p.m.
AGENDA

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
 - a. Approve Minutes December
 - b. Receipts & Disbursements Report
 - c. Board Appointment (Micki, Planning Commission)
 - d. Autumn Grove Request for Extension For Step One Approval
 - e. Rezoning Request in Section 35, Long Island Partnership, LP – Second Reading
 - f. 2018 Cemetery Grave Opening Rates
 - g. Budget Amendment Department Requests
- 5. Consideration of Delta Marriott Conference Center ('Holiday Lanes') Brownfield
- 6. Ordinance Amending Tax Exemption Ordinance No: 344 – Second Reading
- 7. Consideration of 2018 KCRC PAR Program (Match) for Road Maintenance Projects
- 8. Consideration of Poverty Exemption Standards for 2018
- 9. Consideration of Proposed Zoning Ordinance Text Amendments & New Ordinance - First Reading
 - a. Subsection 11.237 Definitions (Amended)
 - b. Subsection 60.450 Special Exception Uses, Planned Unit Development (Paragraphs B & D) (Amended)
 - c. Subsection 67.600 Access Management Guidelines (Removed)
 - d. Subsection 68.300 Off-Street Parking of Motor Vehicles (Paragraphs B,C & D; Deletion of old D, E, F & G) (Amended)
 - e. Subsections 68.303 and Subsection 68.304 Off-Street Parking of Motor Vehicles (Added)
 - f. Section 77.000 Addressing Requirements for Structures (Added)
- 10. Other Township Business
- 11. Public Comment
- 12. Board Member Comments
- 13. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)

RECEIPTS & DISBURSEMENTS

**** GENERAL, FIRE, SEWER & WATER FUNDS ****

RECEIPTS 12/7/2017-12/28/2017

Total \$ 26,642.57

DISBURSEMENTS

12/20/2017

Payroll

\$ 103,121.78

12/9-12/29

Payables

\$ 275,562.32

Total \$ 275,562.32

Fund

Fund: 101 General Fund		
GL #:	101-000-02800	Delinq Taxes Receivable 3,526.58
GL #:	101-000-24800	Rent Deposits 325.00
GL #:	101-001-44500	Other Tax Related Revenue 9.46
GL #:	101-001-44700	Property Tax Admin Fee 3,864.63
GL #:	101-001-61500	Planning Fees 725.00
GL #:	101-001-61700	Metal Recycling Revenue 309.95
GL #:	101-001-63400	Grave Openings 570.00
GL #:	101-001-64300	Sales of Lots 600.00
GL #:	101-249-93300	Equipment Maintenance 37.93
		Total For Fund 101 General Fund: 9,968.55
Fund: 107 Parks		
GL #:	107-751-47200	Rental Fee - Grange 470.00
GL #:	107-751-47300	Rental Fee - Oshtemo Community Center 150.00
		Total For Fund 107 Parks: 620.00
Fund: 206 Fire		
GL #:	206-001-40200	Current Property Tax Levy 226.67
		Total For Fund 206 Fire: 226.67
Fund: 207 Police		
GL #:	207-001-40200	Current Property Tax Levy 79.29
GL #:	207-001-65000	Ordinance Violations-8th District Court 4,754.14
GL #:	207-001-65100	General Ordinance Violations 75.00
GL #:	207-001-65600	Parking Violations 285.00
		Total For Fund 207 Police: 5,193.43
Fund: 211 Fire Equipment		
GL #:	211-001-40200	Current Property Tax Levy 56.67
		Total For Fund 211 Fire Equipment: 56.67
Fund: 490 Sewer		
GL #:	490-000-65000	Mortgage/Contract/SAD/FF 1,000.00
GL #:	490-000-68000	Benefit Fees 2,180.00
		Total For Fund 490 Sewer: 3,180.00
Fund: 491 Water		
GL #:	491-000-65000	Mortgage/Contract/SAD/FF 6,300.00
GL #:	491-000-68000	Benefit Fees 1,097.25
		Total For Fund 491 Water: 7,397.25
		Total Distributed Receipts: 26,642.57
		Grand Total: 26,642.57

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ars 90051637	Advanced Radiology Services PO Box 776446 Chicago IL, 60677-6446	12/20/2017 12/22/2017 / / 12/22/2017	12222017 000010090 0.0000	GEN N N N	NEW POC CHEST XRAY READINGS (4)	164.00 0.00 164.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-87100	NEW POC CHEST XRAY READINGS (4)	164.00	164.00

VENDOR TOTAL: 164.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
aflac 90051632	Aflac Attn: Remittance Processing Service 1932 Wynnton Rd Columbus GA, 31999-0797	12/18/2017 12/22/2017 / / 12/22/2017	530479 0.0000	GEN N N N	Voluntary Insurance - January 2018	1,018.00 0.00 1,018.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-26700	AFLAC Insurance	292.22
206-000-26700	AFLAC Insurance	725.78
		<u>1,018.00</u>

VENDOR TOTAL: 1,018.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ab 90051564	Arcadia Benefits Group, Inc 612 S. Park Street Kalamazoo MI, 49007	12/06/2017 12/08/2017 / / 12/08/2017	46968 0.0000	GEN N N N	FSA & HRA Participant Fees & Annual Rene	450.00 0.00 450.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	December fees	85.00
206-336-71600	December fees	65.00
101-234-71600	Annual fee	150.00
206-336-71600	Annual fee	150.00
		<u>450.00</u>

VENDOR TOTAL: 450.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
att 90051597	AT&T PO Box 5080 Carol Stream IL, 06197-5080	12/12/2017 12/22/2017 / / 12/22/2017	269381851212 0.0000	GEN N N N	Telephone Service - December 2017	37.04 0.00 37.04

Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-98100	Capital Outlay/Drake House	37.04

VENDOR TOTAL: 37.04

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
autozone 90051644	AutoZone 6550 West Main Street Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	4301512458 000010115 0.0000	GEN N N N	HEADLIGHTS	40.48 0.00 40.48

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	H13 9008 XV UPP	25.49	25.49
206-340-86700	H13 9008 XTRAVISN	14.99	14.99
		<u>40.48</u>	<u>40.48</u>

VENDOR TOTAL: 40.48

balkema 90051560	Balkema Excavating Inc 1500 River Street Kalamazoo MI, 49048	12/06/2017 12/08/2017 / / 12/08/2017	2160302 pmt 4 000009580 0.0000	GEN N N N	MAPLE HILL ESTATES, N 2ND & J AVE PUBLIC	96,168.31 0.00 96,168.31
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96400.WTRKLA	UNIT PRICE CONTRACT AMOUNT	96,168.31	96,168.31

VENDOR TOTAL: 96,168.31

bwd 90051583	Best Way Disposal 2314 Miller Rd Kalamazoo MI, 49001	12/08/2017 12/22/2017 / / 12/22/2017	052781 0.0000	GEN N N N	Leaf Day 11/04 and Dump Day 11/18	7,903.78 0.00 7,903.78
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-95900	Trash Collection	7,903.78

bwd 90051584	Best Way Disposal 2314 Miller Rd Kalamazoo MI, 49001	12/08/2017 12/22/2017 / / 12/22/2017	083666 0.0000	GEN N N N	Port-a-potties at Twp Park, Flesher Fiel	270.00 0.00 270.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-93100	Maintenance Services	270.00

VENDOR TOTAL: 8,173.78

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
bronson 90051648	Bronson Healthcare Group PO Box 771904 Detroit MI, 48277-1904	12/20/2017 12/22/2017 / 12/22/2017	700000432 000010091 0.0000	GEN N N	7 NEW POC PHYSICALS	 2,332.33 0.00 2,332.33

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-87100	NEW POC PHYSICALS (7)	2,332.33	2,332.33

VENDOR TOTAL: 2,332.33

br 90051551	Building Restoration, Inc 2423 Ravine Rd Kalamazoo MI, 49004-3509	12/06/2017 12/08/2017 / 12/08/2017	17082-6 000009665 0.0000	GEN N N	GRANGE HALL RENOVATION	 18,855.55 0.00 18,855.55
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-97400.GRNGHL	GRANGE HALL RENOVATION	18,855.55	18,855.55

VENDOR TOTAL: 18,855.55

MISC 90051660	Bunker, Caitlin 2991 S. 9th St. Kalamazoo MI, 49009	12/20/2017 12/22/2017 / 12/22/2017	12222017 0.0000	GEN N Y N	Rental Deposit Return	 175.00 0.00 175.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	175.00

VENDOR TOTAL: 175.00

bushouse 90051633	Bushouse, David PO Box 84 Oshtemo MI, 49077	12/18/2017 12/22/2017 / 12/22/2017	12222017 0.0000	GEN N N N	Retiree Health Insurance Reimbursement	 838.02 0.00 838.02
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-08300	Due From Retiree Medical Trust Fund	838.02

VENDOR TOTAL: 838.02

12/29/2017 08:42 AM
 User: DFARMER
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 12/07/2017 - 12/29/2017
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
cityk-tax 90051646	City of Kalamazoo Treasurer's Office 241 West South Street Kalamazoo MI, 49009	12/20/2017 12/22/2017 / 12/22/2017	76702 000010098 0.0000	GEN N N N	MAINTENANCE FEES ON 9 NETMOTION LICENSE	2,776.41 0.00 2,776.41

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-80900	MAINTENANCE FEES	2,776.41	2,776.41
VENDOR TOTAL:			2,776.41

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
coash 90051631	Coash Martha 25800 Wise Road Gobles MI, 49055	12/18/2017 12/22/2017 / 12/22/2017	12222017 0.0000	GEN N N Y	Minute Transcriptionist - December 2017	200.00 0.00 200.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-70200	Salary	200.00
VENDOR TOTAL:		200.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
CompPress 90051557	Complete Pressure Washing 10787 W. O Ave. Mattawan MI, 49071	12/06/2017 12/08/2017 / 12/08/2017	9011 000010071 0.0000	GEN N N N	PRESSURE WASH VEHICLE GARAGE	300.00 0.00 300.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	PRESSURE WASH VEHICLE GARAGE	300.00	300.00
VENDOR TOTAL:			300.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ce-e 90051658	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	12/20/2017 12/22/2017 / / 12/22/2017	December 0.0000	GEN N N	OCC Electric and Gas	253.34 0.00 253.34

Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-92100	occ electric	131.03
107-756-92300	occ gas	122.31
		<u>253.34</u>

ce-e 90051495	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45271-0309	11/30/2017 12/08/2017 / / 12/08/2017	November 2017 0.0000	GEN N N	Twp & FD Electric and Gas	3,852.85 0.00 3,852.85
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-218-92100	twp office electric	1,414.25
101-218-92300	twp office gas	158.06
206-340-92100	St 1 electric	1,210.24
206-340-92300	st 1 gas	344.80
107-756-92100	grange electric 75%	201.54
206-340-92100	st 3 electric 25%	67.18
101-218-92300	maint bldg	54.46
101-218-92100	maint/veh bldg	111.34
107-756-98100	drake house electric	126.56
107-756-98100	drake house gas	140.33
107-756-92100	old town hall electric	24.09
		<u>3,852.85</u>

VENDOR TOTAL: 4,106.19

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ce-sl 90051657	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45274-0309	12/20/2017 12/22/2017 / 12/22/2017	December 0.0000	GEN N N	Street lights	137.26 0.00 137.26

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-506-92600	Street Lighting - Parkview	53.77
101-506-92600	Street Lighting - Stadium	83.49
		<u>137.26</u>

ce-sl 90051585	Consumers Energy Payment Center PO Box 740309 Cincinnati OH, 45274-0309	12/08/2017 12/22/2017 / 12/22/2017	November 0.0000	GEN N N	Street lights	9,997.09 0.00 9,997.09
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-506-92600	Street Lighting	9,997.09

VENDOR TOTAL: 10,134.35

conlife 90051566	Consumers Life Insurance Company PO Box 951914 Cleveland OH, 44193	12/06/2017 12/08/2017 / 12/08/2017	019818682-7 0.0000	GEN N N	Life and AD&D Insurance - January 2018	407.84 0.00 407.84
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-234-71600	Health & Life Insurance	202.50
206-336-71600	Health & Life Insurance	205.34
		<u>407.84</u>

0.00

VENDOR TOTAL: 407.84

cts 90051534	CTS Telecom Inc. PO Box 33772 Detroit MI, 48232-3772	12/04/2017 12/08/2017 / 12/08/2017	10063914 0.0000	GEN N Y N	Telephone Service for December 2017	833.74 0.00 833.74
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-85300	Telephone	500.45
206-340-85300	Telephone	250.23
107-756-97400.GRNGHL	Grange installation/labor/service	83.06
		<u>833.74</u>

0.00

VENDOR TOTAL: 833.74

12/29/2017 08:42 AM
 User: DFARMER
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 12/07/2017 - 12/29/2017
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
devisser 90051622	DeVisser Landscape Services 4014 S 9th Street Kalamazoo MI, 49009	12/18/2017 12/22/2017 / / 12/22/2017	27236 000009600 0.0000	GEN N N N	FLESHER FIELD LANDSCAPE MAINTENANCE	160.00 0.00 160.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-97900	FLESHER FIELD LANDSCAPE MAINTENANCE	160.00	160.00

VENDOR TOTAL: 160.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
evp 90051601	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/12/2017 12/22/2017 / / 12/22/2017	10489 000010080 0.0000	GEN N N N	532	1,307.92 0.00 1,307.92

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	INVOICE S0010489 - 532	1,307.92	1,307.92

evp 90051602	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/12/2017 12/22/2017 / / 12/22/2017	10490 000010080 0.0000	GEN N N N	532	1,999.83 0.00 1,999.83
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	INVOICE S0010490 - 532	1,999.83	1,999.83

evp 90051603	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/12/2017 12/22/2017 / / 12/22/2017	10491 000010080 0.0000	GEN N N N	532	836.50 0.00 836.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	INVOICE S0010491 - 532	836.50	836.50

evp 90051604	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/12/2017 12/22/2017 / / 12/22/2017	10497 000010081 0.0000	GEN N N N	551 YUKON	2,598.58 0.00 2,598.58
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	INVOICE S0010497 - 551 YUKON	2,598.58	2,598.58

evp 90051652	Emergency Vehicle Products 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/20/2017 12/22/2017 / / 12/22/2017	10509 000010100 0.0000	GEN N N N	17-TAHOE (501)	4,583.83 0.00 4,583.83
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	MISC - REAR STORAGE	2,370.00	2,370.00
206-340-86700	MAGNETIC MIC CLIP	181.76	181.76
206-340-86700	MISC - FIRE EXTINGUISHER BRACKET	65.00	65.00
206-340-86700	WHITE/RED COMBO LED LIGHT DOME	71.37	71.37
206-340-86700	ANTENNA KIT	106.40	106.40
206-340-86700	MISC - FABRICATED MOUNTING BRACKETS	1,789.30	1,789.30
		<u>4,583.83</u>	<u>4,583.83</u>

VENDOR TOTAL:

11,326.66

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
eps 90051587	Engineered Protections Systems, Inc 750 Front NW Suite 200 Grand Rapids MI, 49504-4400	12/11/2017 12/22/2017 / 12/22/2017	A733533 0.0000	GEN N N N	Twp Hall Alarm System Monitoring	01/01/2 174.21 0.00 174.21

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-218-93100	Maintenance Services	174.21

VENDOR TOTAL: 174.21

dfarmer 90051513	Farmer, Dusty 2378 Quail Run Dr. Kalamazoo MI, 49009	12/04/2017 12/08/2017 / 12/08/2017	12082017 0.0000	GEN N N N	Mileage for CCTA and MetroLAC for the ye	92.02 0.00 92.02
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-87000	Mileage	92.02

VENDOR TOTAL: 92.02

MISC 90051618	Gray, Karen 1179 Wickford Dr. Kalamazoo MI, 49009	12/14/2017 12/22/2017 / 12/22/2017	12222017 0.0000	GEN N Y N	Rental Deposit Return	250.00 0.00 250.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	250.00

VENDOR TOTAL: 250.00

hts 90051559	Handley's Tree Service PO Box 298 Oshtemo MI, 49077	12/06/2017 12/08/2017 / 12/08/2017	17065 000010072 0.0000	GEN N N N	REMOVE DEAD TREE	800.00 0.00 800.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	REMOVE DEAD TREE	800.00	800.00

VENDOR TOTAL: 800.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
hartleb 90051662	Hartleb Agency 5840 King Highway Kalamazoo MI, 49048	12/20/2017 12/22/2017 / / 12/22/2017	VFIS 0.0000	GEN N N Y	01/01/2017 - 01/01/2018 CFP 5423-0143D-0	15,426.00 0.00 15,426.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-91200	CFP 5423-0143D-01	6,800.00
206-340-91200	VFP 4423-3383D-01	8,626.00
		15,426.00

VENDOR TOTAL: 15,426.00

hp 90051594	Hopkins Propane 2701 12th Street Shelbyville MI, 49344	12/12/2017 12/22/2017 / / 12/22/2017	651305 0.0000	GEN N N Y	propane @ 8th st - annual rental fee	20.00 0.00 20.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
107-756-92300	Heat	20.00

VENDOR TOTAL: 20.00

horton 90051565	Horton Robert 398 Valencia Cove Ellenton FL, 34222	12/06/2017 12/08/2017 / / 12/08/2017	12082017 0.0000	GEN N N N	RetireeHealth Insurance Reimbursement	163.41 0.00 163.41
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
249-000-08300	Due From Retiree Medical Trust Fund	163.41

VENDOR TOTAL: 163.41

iaao 90051599	IAAO PO BOX 29900 DEPT. 929 PHOENIX AZ, 85038-0900	12/12/2017 12/22/2017 / / 12/22/2017	18-10167607 0.0000	GEN N N N	IAAO MEMBERSHIP RENEWAL - K BIDDLE	210.00 0.00 210.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-209-95800	IAAO MEMBERSHIP RENEWAL - K BIDDLE	210.00

VENDOR TOTAL: 210.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
iron 90051642	Iron Mountain PO Box 27128 New York NY, 10087-7128	12/20/2017 12/22/2017 / / 12/22/2017	PLL6451 000010108 0.0000	GEN N N N	STORAGE FEE FOR DECEMBER	135.00 0.00 135.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-95500	DEC FEE FOR FILE STORAGE IN B.C.	135.00	135.00
VENDOR TOTAL:			135.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kcityt-w 90051545	Kalamazoo City Treasurer 415 E Stockbridge Kalamazoo MI, 49001	12/05/2017 12/08/2017 / / 12/08/2017	November 2017 0.0000	GEN N N N	Water for Twp Bldgs & FD	325.29 0.00 325.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-218-92000	twp office (75%)	116.33
206-340-92000	station 1 (25%)	38.78
206-340-92000	station 2	101.28
107-756-98100	Drake House	34.23
101-218-92000	Genessee Prairie	16.85
101-218-92000	West Oshtemo	17.82
VENDOR TOTAL:		325.29

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kcityt-w 90051595	Kalamazoo City Treasurer 415 E Stockbridge Kalamazoo MI, 49001	12/12/2017 12/22/2017 / / 12/22/2017	November2017 0.0000	GEN N N N	Oshtemo Community Center - Water	129.91 0.00 129.91

Paid

GL NUMBER	DESCRIPTION	AMOUNT	
107-756-92000	OCC	129.91	
VENDOR TOTAL:			455.20

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kcsd 90051639	Kalamazoo County Sheriffs Dept 1500 Lamont Street Kalamazoo MI, 49048	12/20/2017 12/22/2017 / / 12/22/2017	18-09 000010092 0.0000	GEN N N N	2018 ANNUAL MEMBERSHIP FEE - HAZARDOUSE	1,400.00 0.00 1,400.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-95900	2018 ANNUAL MEMBERSHIP FEE	1,400.00	1,400.00
VENDOR TOTAL:			1,400.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kct 90051562	Kalamazoo County Treasurer 201 West Kalamazoo Ave Kalamazoo MI, 49007	12/06/2017 12/08/2017 / / 12/08/2017	12082017 000010079 0.0000	GEN N Y N	MTT TAXABLE VALUE DECREASE (34-330-014)	23.37 0.00 23.37

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-96100	TOWNSHIP 2015	2.47	2.47
206-340-96100	FIRE 2015	5.06	5.06
211-344-96100	FIRE EQUIPMENT 2015	1.27	1.27
207-310-96100	POLICE 2015	1.27	1.27
101-249-96100	ADM FEE 2015	0.29	0.29
101-249-96100	MTT INTEREST	1.15	1.15
101-249-96100	TOWNSHIP 2016	2.48	2.48
206-340-96100	FIRE 2016	5.08	5.08
211-344-96100	FIRE EQUIP 2016	1.27	1.27
207-310-96100	POLICE 2016	2.28	2.28
101-249-96100	ADM FEE 2016	0.75	0.75
		<u>23.37</u>	<u>23.37</u>

kct 90051547	Kalamazoo County Treasurer 201 West Kalamazoo Ave Kalamazoo MI, 49007	12/06/2017 12/08/2017 / / 12/08/2017	12082017 000010078 0.0000	GEN N N N	JAMES B. KAISER FAMILY TRUST EASEMENT TR	202.00 0.00 202.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-97600.NMDRTA	KAISER TRUST EASEMENT - TRANSFER TAX	172.00	172.00
101-249-97600.NMDRTA	KAISER TRUST EASEMENT - RECORDING FEE	30.00	30.00
		<u>202.00</u>	<u>202.00</u>

VENDOR TOTAL: 225.37

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ko 90051543	Kalamazoo Oil Company 2601 N. Burdick Street Kalamazoo MI, 49007-1874	12/05/2017 12/08/2017 / / 12/08/2017	1956-1733401 0.0000	GEN N Y N	FD Vehicle Fuel	1,991.29 0.00 1,991.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-86800	Fuel	1,991.29

ko 90051546	Kalamazoo Oil Company 2601 N. Burdick Street Kalamazoo MI, 49007-1874	12/05/2017 12/08/2017 / / 12/08/2017	1958-1733401 0.0000	GEN N N N	Twp & FD Vehicle Fuel	249.62 0.00 249.62
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-86800	Fuel	41.87
101-249-86800	Fuel, Oil & Grease	50.20
107-756-86800	Fuel, Oil & Grease	97.23
101-218-86800	Fuel, Oil & Grease	60.32
		249.62
		0.00

VENDOR TOTAL: 2,240.91

kss 90051553	KSS Enterprises 5053 Sports Dr Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	1066125 000010075 0.0000	GEN N N N	SOAP, GLOVES	148.37 0.00 148.37
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	FOAMING HAND SOAP	69.97	69.97
101-218-76600	NITRILE GLOVES	39.20	39.20
107-756-76600	NITRILE GLOVES	39.20	39.20
		148.37	148.37

VENDOR TOTAL: 148.37

MISC 90051510	LAKE MICHIGAN CREDIT UNION 4027 LAKE DRIVE SE GRAND RAPIDS MI, 49546	12/04/2017 12/08/2017 / / 12/08/2017	12082017 000010052 0.0000	GEN N Y N	EASEMENT ACQUISITION, DRAKE ROAD NON-MOT	105.60 0.00 105.60
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-97600.NMDRTA	PERMANENT ESMT & TEMP EARTH CHG PERMIT	105.60	105.60

VENDOR TOTAL: 105.60

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
lmm 90051619	Lake Michigan Mailers PO Box 19157 Kalamazoo MI, 49019-9157	12/18/2017 12/22/2017 / / 12/22/2017	Prepaid Account 0.0000	GEN N N N	Additional funds added to Prepaid Account	 1,500.00 0.00 1,500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-73000	Postage	1,500.00

lmm 90051620	Lake Michigan Mailers PO Box 19157 Kalamazoo MI, 49019-9157	12/18/2017 12/22/2017 / / 12/22/2017	Pre-Paid Acct 0.0000	GEN N N N	Postage for Election mailings	 11.44 0.00 11.44
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-191-73000	Postage - elections	11.44

lmm 90051621	Lake Michigan Mailers PO Box 19157 Kalamazoo MI, 49019-9157	12/18/2017 12/22/2017 / / 12/22/2017	Pre-Paid Acct 0.0000	GEN N N N	Postage for Treasurer's Office mailings	 145.73 0.00 145.73
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-174-73000	Postage	145.73

VENDOR TOTAL: 1,657.17

mdt 90051507	McDonalds Towing Inc. 2975 Interstate Pkwy Kalamazoo MI, 49048-9600	12/01/2017 12/08/2017 / / 12/08/2017	689622 000010058 0.0000	GEN N N N	FLATBED FOR 2008 GMC YUKON	 45.00 0.00 45.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	FLATBED FOR 2008 GMC YUKON	45.00	45.00

VENDOR TOTAL: 45.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
meekhof 90051638	Meekhof Tire Sales & Service 1640 Olson NE Grand Rapids MI, 49503	12/20/2017 12/22/2017 / / 12/22/2017	549913-74 000010114 0.0000	GEN N N N	532 & 573	 2,920.00 0.00 2,920.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	532 - MICHELIN XZUS-1 LRL	2,624.00	2,624.00
206-340-86700	LABOR DISMOUNT & MOUNT	70.00	70.00
206-340-86700	LABOR WHEEL CHANGES	70.00	70.00
206-340-86700	573 - VALVE STEMS	24.00	24.00
206-340-86700	JUNK TIRES TO SCRAP	42.00	42.00
206-340-86700	LABOR	90.00	90.00
		<u>2,920.00</u>	<u>2,920.00</u>

meekhof 90051608	Meekhof Tire Sales & Service 1640 Olson NE Grand Rapids MI, 49503	12/13/2017 12/22/2017 / / 12/22/2017	552449-74 000009924 0.0000	GEN N N N	511 STEER TIRE REPLACEMENT	 1,658.70 0.00 1,658.70
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	511 STEER TIRE REPLACEMENT	1,658.70	1,677.70

meekhof 90051649	Meekhof Tire Sales & Service 1640 Olson NE Grand Rapids MI, 49503	12/20/2017 12/22/2017 / / 12/22/2017	555847-71 000010113 0.0000	GEN N N N	TIRES FOR 510 PLOW TRUCK AND TRAILER	 802.82 0.00 802.82
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75100	TIRE, MOUNT, BALANCE AND SCRAP	71.33	71.33
107-756-75100	TIRE, MOUNT, BALANCE AND SCRAP	427.99	427.99
206-340-93100	TIRE, MOUNT, BALANCE AND SCRAP	214.00	214.00
101-218-75300	TIRE, MOUNT, BALANCE AND SCRAP	26.85	26.85
107-756-75300	TIRE, MOUNT, BALANCE AND SCRAP	53.70	53.70
206-340-93100	TIRE, MOUNT, BALANCE AND SCRAP	8.95	8.95
		<u>802.82</u>	<u>802.82</u>

VENDOR TOTAL: 5,381.52

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
menards 90051496	Menards 6800 West Main Street Kalamazoo MI, 49009	11/30/2017 12/08/2017 / / 12/08/2017	57421 000010038 0.0000	GEN N N N	EZ ANCOR TORNADO LADDER, EZ ANCOR TORNAD	32.57 0.00 32.57

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	EZ ANCOR TORNADO LADDER	11.39	11.39
206-340-72800	EZ ANCOR TORNADO J-HOOK	7.09	7.09
206-340-72800	FLIPTOGGLE	9.98	9.98
206-340-72800	FLUTE MASONRY	4.11	4.11
		<u>32.57</u>	<u>32.57</u>

menards 90051497	Menards 6800 West Main Street Kalamazoo MI, 49009	11/30/2017 12/08/2017 / / 12/08/2017	57629 000010035 0.0000	GEN N N N	DRILL PUMP KIT	7.99 0.00 7.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75700	DRILL PUMP KIT	7.99	7.99

menards 90051552	Menards 6800 West Main Street Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	57883 000010068 0.0000	GEN N N N	CO DETECTORS, HINGES AND RECEPT	77.35 0.00 77.35
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	CO DETECTOR	29.99	29.99
206-340-93100	CO DETECTOR	29.99	29.99
107-756-76000	PR HINGES	4.38	4.38
206-340-93100	GFI RECEPTICAL	12.99	12.99
		<u>77.35</u>	<u>77.35</u>

menards 90051509	Menards 6800 West Main Street Kalamazoo MI, 49009	12/04/2017 12/08/2017 / / 12/08/2017	58264 000010060 0.0000	GEN N N N	MOEN IGNITE 5F FIXED	17.00 0.00 17.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	MOEN IGNITE 5F FIXED	17.00	17.00

menards 90051549	Menards 6800 West Main Street Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	58543 000010076 0.0000	GEN N N N	SUPPLIES - ORDINANCE ENFORCEMET	175.39 0.00 175.39
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-330-72800	ALUM ANGLE	15.99	15.99
207-330-72800	HI SPEED RATCHET	12.99	12.99

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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207-330-72800		25' STANLEY TAPE			6.43	6.43
207-330-72800		24" DIGITAL BOX LEVEL			139.98	139.98
					<u>175.39</u>	<u>175.39</u>

menards 90051550	Menards 6800 West Main Street Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	58585 000010076 0.0000	GEN N N N	SUPPLIES - ORDINANCE ENFORCEMET	46.33 0.00 46.33
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
207-330-72800	SPLIT COW LEATHER GLOVES	6.79	6.79
207-330-72800	7 PC WRENCH SET	27.56	27.56
207-330-72800	8" ADJUSTABLE WRENCH	6.99	6.99
207-330-72800	PRECISION SCREWDRIVER SET	4.99	4.99
		<u>46.33</u>	<u>46.33</u>

menards 90051600	Menards 6800 West Main Street Kalamazoo MI, 49009	12/12/2017 12/22/2017 / / 12/22/2017	58598 000010084 0.0000	GEN N N N	SUPPLIES FOR TRUCKS	52.16 0.00 52.16
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	BASIC MDF CLIPBOARD	14.70	14.70
206-340-72800	VALVE ACTION PNT MKR BLK	4.99	4.99
206-340-72800	VALVE ACTION PNT MKR YEL	14.97	14.97
206-340-72800	COTTON CABLE CR	3.98	3.98
206-340-72800	MEDIUM MARKERS 4PK	6.94	6.94
206-340-72800	PT 2X GLOSS BLACK	3.29	3.29
206-340-72800	8PK TERRY TOWEL	3.29	3.29
		<u>52.16</u>	<u>52.16</u>

menards 90051651	Menards 6800 West Main Street Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	59394 000010096 0.0000	GEN N N N	TOUGH BOX, 10GAL TOTE BLUE WITH LID	39.90 0.00 39.90
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	27G TOUGH BOX	26.91	26.91
206-340-75500	10 GAL TOTE BLUE WITH LID	12.99	12.99
		<u>39.90</u>	<u>39.90</u>

menards 90051650	Menards 6800 West Main Street Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	59479 000010102 0.0000	GEN N N N	KLEENEX, GLOSS SPAR MARINE PAINT	14.47 0.00 14.47
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	KLEENEX W/LOTION 1 PACK	1.49	1.49

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
206-340-72800	GLOSS SPAR MARINE PAINT				12.98	12.98
					14.47	14.47
VENDOR TOTAL:						463.16
MISC 90051659	Merrill, Sharon 10284 West H Ave. Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	12222017 0.0000	GEN N Y N	Rental Deposit Return	125.00 0.00 125.00
Paid						
GL NUMBER 101-000-24800	DESCRIPTION Rent Deposits				AMOUNT	125.00
VENDOR TOTAL:						125.00
maa 90051598	MI Assessors Association PO Box 638 Grand Ledge MI, 48837	12/12/2017 12/22/2017 / / 12/22/2017	12222017 0.0000	GEN N N N	2018 Membership fees for K.Biddle & J.Mi	200.00 0.00 200.00
Paid						
GL NUMBER 101-209-95800	DESCRIPTION Membership fees				AMOUNT	200.00
VENDOR TOTAL:						200.00
mafz 90051647	MI Assoc of Fire Chiefs 33365 Raphael Rd Farmington Hills MI, 48336	12/20/2017 12/22/2017 / / 12/22/2017	1244 000010099 0.0000	GEN N Y N	MEMBERSHIP RENEWAL	170.00 0.00 170.00
Paid						
GL NUMBER 206-336-95900	DESCRIPTION MEMBERSHIP RENEWAL				AMOUNT	170.00
						AMT RELIEVED 170.00
VENDOR TOTAL:						170.00
mifis 90051527	Michigan Fire Insp Society PO Box 594 Dewitt MI, 48820	12/04/2017 12/08/2017 / / 12/08/2017	12082017 0.0000	GEN N N N	Michigan Fire Inspectors Winter Seminar	228.45 0.00 228.45
Paid						
GL NUMBER 206-336-95900	DESCRIPTION Continuing Education				AMOUNT	228.45
VENDOR TOTAL:						228.45

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
mparks 90051561	Michigan Recreation & Parks Assoc PO Box 27609 Lansing MI, 48909	12/06/2017 12/08/2017 / / 12/08/2017	8046 000010067 0.0000	GEN N N N	ANNUAL MEMBERSHIP RENEWAL	135.00 0.00 135.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-95800	ANNUAL MEMBERSHIP RENEWAL	135.00	135.00

VENDOR TOTAL: 135.00

mcps 90051586	Miller, Canfield, Paddock and Stone 277 S Rose St Ste 5000 Kalamazoo MI, 49007	12/11/2017 12/22/2017 / / 12/22/2017	1380547 0.0000	GEN N N Y	Legal Fees: Environmental Services	2,194.50 0.00 2,194.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
491-000-82600	Legal Fees	2,194.50

VENDOR TOTAL: 2,194.50

MISC 90051537	Miller, Tracy 995 Wickford Dr Kalamazoo MI, 49009	12/05/2017 12/08/2017 / / 12/08/2017	12082017 0.0000	GEN N Y N	Rental Deposit Return	175.00 0.00 175.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	175.00

VENDOR TOTAL: 175.00

msc 90051556	Miner Supply Co., Inc. 922 47th Street SW Wyoming MI, 49509	12/06/2017 12/08/2017 / / 12/08/2017	483593 000010070 0.0000	GEN N N N	FOLDED AND ROLL TOWELS	331.84 0.00 331.84
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-76600	MULTIFOLD TOWELS	139.92	139.92
206-340-93100	MULTIFOLD TOWELS	139.92	139.92
101-218-76600	ROLL TOWELS	26.00	26.00
206-340-93100	ROLL TOWELS	26.00	26.00

331.84 331.84

VENDOR TOTAL: 331.84

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
kg 90051590	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	12/11/2017 12/22/2017 / / 12/22/2017	2111299 0.0000	GEN N N N	October 2017 Legal Notices	 2,852.48 0.00 2,852.48

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-90300	Amendment Sec. 215	275.72
101-249-90300	Police Budget	490.56
101-249-90300	Amendment Sec. 270	739.22
101-249-90300	Repeal Ordinance 557	508.94
101-249-90300	Parks Ord 267 Submit	470.56
101-249-90300	Parks Ord 267 Adopt	245.06
101-249-90300	TB Mtg Synopsis	122.42
		2,852.48

kg 90051591	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	12/11/2017 12/22/2017 / / 12/22/2017	2111299 0.0000	GEN N N N	October 2017 Legal Notices	 1,081.26 0.00 1,081.26
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-90300	Amendment Sec 70	255.28
101-000-23000	Rezoning - Langeland	432.18
101-805-90300	Rezoning - Advia	393.80
		1,081.26

kg 90051592	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	12/11/2017 12/22/2017 / / 12/22/2017	2125712 0.0000	GEN N N N	November 2017 Legal Notices	 2,859.40 0.00 2,859.40
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-90300	Fire Budget	347.04
101-249-90300	Amendment to SAD 2004-1	357.48
101-249-90300	Lighting Budget	285.72
101-249-90300	Police Budget	878.48
101-249-90300	General Budget	326.60
101-249-90300	Repeal Ordinance 557	327.04
101-249-90300	Tax exemption Ordinance Amendment	337.04
		2,859.40

kg 90051593	Mlive Media Group Dept 77571 PO Box 77000 Detroit MI, 48277-0571	12/11/2017 12/22/2017 / / 12/22/2017	2125712 0.0000	GEN N N N	November 2017 Legal Notices	 3,001.61 0.00 3,001.61
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-90300	Master Plan	506.10
101-805-90300	Amendments to Sec 11, 60, 67, 68, & 77	2,255.23
101-000-23000	Meadow Run - Thirsty Hound	240.28
		<u>3,001.61</u>

VENDOR TOTAL: 9,794.75

mfe	Moses Fire Equipment	12/20/2017	17622	GEN	CAIRNS BRASS EAGLE I.D. HOLDER	
90051645	PO Box 690	12/22/2017	000010097	N		198.85
	Lawrence MI, 49064-0690	/ /	0.0000	N		0.00
		12/22/2017		N		198.85

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76600	CAIRNS BRASS EAGLE I.D. HOLDER	185.85	185.85
206-340-76600	FREIGHT	13.00	13.00
		<u>198.85</u>	<u>198.85</u>

VENDOR TOTAL: 198.85

mrc	MRC Industries, Inc.	12/12/2017	50957	GEN	Janitorial Services - November 2017	
90051596	2538 South 26th Street	12/22/2017		N		1,188.29
	Kalamazoo MI, 49048	/ /	0.0000	N		0.00
		12/22/2017		N		1,188.29

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-93100	Building Maintenance	132.03
101-218-93100	Maintenance Services	528.13
107-756-93100	Maintenance Services	528.13
		<u>1,188.29</u>

VENDOR TOTAL: 1,188.29

nederveld	Nederveld	12/06/2017	113991	GEN	SURVEY STAKING FOR NEGOTIATION OF EASEME	
90051548	217 Grandville Ave. SW Ste. 302	12/08/2017	000010077	N		3,500.00
	Grand Rapids MI, 49503	/ /	0.0000	N		0.00
		12/08/2017		N		3,500.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-97600.NMDRTA	SURVEY STAKING OF EAST SIDE EASEMENT	3,500.00	3,500.00

VENDOR TOTAL: 3,500.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
nelsonbre 90051538	Nelson Breech Nave AIA Architect 100 N Edwards Street Kalamzoo MI, 49007	12/05/2017 12/08/2017 / / 12/08/2017	8 of 8 000009483 0.0000	GEN N N Y	DRAKE CARRIAGE BARN DESIGN	 2,376.74 0.00 2,376.74

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-80800	DRAKE CARRIAGE BARN DESIGN	2,376.74	2,376.74

VENDOR TOTAL: 2,376.74

nba 90051508	North Breathing Air, LLC 15138 154th Ave Grand Haven MI, 49417	12/04/2017 12/08/2017 / / 12/08/2017	1150 000010055 0.0000	GEN N N N	COMPRESSOR ISSUE	 100.00 0.00 100.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93300	COMPRESSOR ISSUE	50.00	50.00
206-340-93300	OIL-MAKO BLUE(S) QUART	50.00	50.00
		100.00	100.00

VENDOR TOTAL: 100.00

nu 90051640	Nye Uniform 1030 Scribner NW Grand Rapids MI, 49504	12/20/2017 12/22/2017 / / 12/22/2017	628126 000010093 0.0000	GEN N N N	OSHTEMO FIRE DEPT. EMBLEMS AND RETIRED E	 450.00 0.00 450.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	OSHTEMO FIRE DEPT (LARGE) EMBLEMS	400.00	400.00
206-336-72500	OSHTEMO FIRE RETIRED ROCKER EMBLEM	50.00	50.00
		450.00	450.00

VENDOR TOTAL: 450.00

ocba 90051669	OCBA, Inc 521 S Riverview Dr Kalamazoo MI, 49004	12/21/2017 12/22/2017 / / 12/22/2017	41707.00-2 000009827 0.0000	GEN N N N	STADIUM DRIVE SIDEWALKS	 3,956.30 0.00 3,956.30
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-80800	STADIUM DRIVE SIDEWALK DEVELOPMENT	3,956.30	3,956.30

VENDOR TOTAL: 3,956.30

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
office 90051624	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	977729581-001 000010021 0.0000	GEN N N N	GOLD NAME TAGS FOR GRANGE OPENING	5.49 0.00 5.49

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-75700	GOLD NAME TAGS	5.49	5.49

office 90051625	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	977729895-001 000010021 0.0000	GEN N N N	GOLD MARKERS FOR GRANGE OPENING	7.79 0.00 7.79
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-75700	GOLD MARKERS	7.79	7.79

office 90051626	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	978092347-001 000010042 0.0000	GEN N N N	6 MAGAZINE HOLDERS, DEB	18.99 0.00 18.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	MAGAZINE HOLDERS	18.99	18.99

office 90051627	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	978092458-001 000010042 0.0000	GEN N N N	IVORY PAPER, DEB	11.99 0.00 11.99
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	IVORY PAPER	11.99	11.99

office 90051628	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	978092458-001 000010023 0.0000	GEN N N N	LITERATURE HOLDER FOR WALL	9.59 0.00 9.59
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-75700	LITERATURE HOLDER	9.59	9.59

office 90051629	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / /	982553766-001 000010051 0.0000	GEN N N	CREAMER, BINDERS 4 (BEN)	39.55 0.00
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BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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Paid 12/22/2017 N 39.55

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	CREAMER(3PK)	5.99	5.99
101-249-72800	LG BINDERS	33.56	33.56
		<u>39.55</u>	<u>39.55</u>

office 90051630	Office Depot Dept .69-00827020 PO Box 183174 Columbus OH, 43218	12/18/2017 12/22/2017 / / 12/22/2017	982553766-001 000010063 0.0000	GEN N N N	TONER (KATHY), FOLDER (JIM P)	132.98 0.00 132.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-72800	TONER	130.99	130.99
101-250-72800	FOLDER	1.99	1.99
		<u>132.98</u>	<u>132.98</u>

VENDOR TOTAL: 226.38

ohd 90051542	OHD 2687 John Hawkins Pkwy Hoover AL, 35244	12/05/2017 12/08/2017 / / 12/08/2017	55119 000009897 0.0000	GEN N N N	QUANTIFIT ANNUAL CALIBRATION	790.00 0.00 790.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93300	ANNUAL CERTIFICATION FOR QUANTIFIT	790.00	790.00

VENDOR TOTAL: 790.00

od 90051555	Overhead Door Co of Kalamazoo 5291 Wynn Road Kalamazoo MI, 49048	12/06/2017 12/08/2017 / / 12/08/2017	INVOHD000152851 000010069 0.0000	GEN N N N	DOOR 3 REPAIR AND WEATHERSTRIPS	258.60 0.00 258.60
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	DOOR 3 REPAIR AND WEATHERSTRIPS	258.60	258.60

VENDOR TOTAL: 258.60

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
pncbank 90051526	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	BuyDoorHardware 000010034 0.0000	GEN N N N	DOOR LOCK FROM BUYDOORHARDWARENOW	499.00 0.00 499.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	DOOR LOCK	499.00	499.00

pncbank 90051532	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	FedEx 0.0000	GEN N N N	Unknown FedEx Charge -	43.49 0.00 43.49
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-96300	Contingency Items	43.49

pncbank 90051520	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	Field&Stream 000010020 0.0000	GEN N N N	FIELD & STREAM UNIFORM BOOTS	355.97 0.00 355.97
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-336-72500	UNIFORM BOOTS	374.97	374.97
206-336-72500	Return	(19.00)	0.00
		355.97	374.97

pncbank 90051521	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	GFS 0.0000	GEN N N N	Coffee for Twp & FD	176.11 0.00 176.11
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-72800	9 - Cans of Coffee	85.41
101-249-72800	9 - Cans of Coffee	85.41
206-340-72800	Stirrers	5.29
		176.11

pncbank 90051522	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	Hobby Lobby 000010029 0.0000	GEN N N N	SUPPLIES FOR GRANGE HALL REOPENING CELEB	43.39 0.00 43.39
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-72800	SUPPLIES FOR GRANGE HALL REOPENING	43.39	43.39

pncbank 90051518	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / /	Home Depot 000009994 0.0000	GEN N N	TAPE MEASURE FOR FIELD WORK	31.77 0.00
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BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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		12/08/2017		N		31.77
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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101-209-72800	TAPE MEASURE FOR FIELD WORK	31.77	31.77
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pncbank 90051524	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	JThomas 000010006 0.0000	GEN N N N	DRIVE MARKERS FROM JTHOMAS	164.00 0.00 164.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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101-218-76000	DRIVE MARKERS	16.40	16.40
107-756-76000	DRIVE MARKERS	131.20	131.20
206-340-93100	DRIVE MARKERS	16.40	16.40
		<u>164.00</u>	<u>164.00</u>

pncbank 90051514	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	MTA 0.0000	GEN N N N	MTA class for G.Taylor	111.00 0.00 111.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
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101-249-95800	Education/Dues - general	111.00
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pncbank 90051515	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	NFPA 000009883 0.0000	GEN N N N	NFPA 2018 CODE BOOKS	721.89 0.00 721.89
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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206-340-76100	8 NEW NFPA 1 AND 101 CODE BOOKS	721.89	721.89
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pncbank 90051516	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	Panera 0.0000	GEN N N N	Food for PC Work Session	94.92 0.00 94.92
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
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101-805-72800	Supplies	94.92
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pncbank 90051519	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	ShutUp&TrainSW 000010018 0.0000	GEN N N N	BASIC FORCE ENTRY CLASS	80.00 0.00 80.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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206-336-95900	TRAINING EVENT: FORCIBLE ENTRY	80.00	80.00
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12/29/2017 08:42 AM
 User: DFARMER
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 12/07/2017 - 12/29/2017
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
pncbank 90051523	PNC Bank PO Box 856177 Louisville KY, 40285	12/04/2017 12/08/2017 / / 12/08/2017	Uline 000010010 0.0000	GEN N N N	SAND BAGS	79.52 0.00 79.52

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-76000	SAND BAGS	79.52	79.52
VENDOR TOTAL:			2,401.06

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
porter 90051617	Porter, Jim 7275 West Main Kalamazoo MI, 49009	12/14/2017 12/22/2017 / / 12/22/2017	12222017 0.0000
			GEN N N N
			Parking for September - December 2017
			40.25 0.00 40.25

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-250-87000	Mileage	40.25
VENDOR TOTAL:		40.25

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
p&n 90051572	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	24216 0.0000	GEN N N N	Westgate Site Plan	 648.20 0.00 648.20

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-23000	Planning Escrow	648.20

p&n 90051570	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42372 0.0000	GEN N N N	GIS Maintenance & Tech Support	 238.00 0.00 238.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-805-80100	GIS Expense	238.00

p&n 90051571	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42382 0.0000	GEN N N N	Deeds/Splits Processing	 1,171.75 0.00 1,171.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-209-82000	Engineering Fees - Assessing	1,171.75

p&n 90051567	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42411 000009547 0.0000	GEN N N N	CONSTRUCTION ENG, MAPLE HILL, 2ND AND J	 489.50 0.00 489.50
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96400.WTRKLA	CONSTRUCTION ENGINEEING & PROJ MGT	489.50	489.50

p&n 90051568	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42413 000009546 0.0000	GEN N N N	ENG, KL AVE AND 8TH ST PUBLIC SANITARY	 14,411.15 0.00 14,411.15
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
490-000-96400.WWKLA V	ENG DESIGN, CONSTRUCTION MANAGEMENT	14,411.15	14,411.15

p&n 90051573	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42414 0.0000	GEN N N N	Sky King Meadows 3	 786.10 0.00 786.10
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-23000	Planning Escrow	786.10

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
p&n 90051569	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/06/2017 12/08/2017 / / 12/08/2017	42419 000010030 0.0000	GEN N N N	EMERGENCY EVALUATION/REPAIR OF STORM WAT	1,530.00 0.00 1,530.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-82000	EMERGENCY RSP & CONST REPAIRS AT STM PS	1,530.00	1,530.00

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
p&n 90051606	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	12/12/2017 12/22/2017 / / 12/22/2017	42857 000009819 0.0000	GEN N N N	DDA CAR WASH DEMOLITION - 2170489 Phase	297.41 0.00 297.41

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-80800	DEMOLITION OF CAR WASH AT 6532 STADIUM	297.41	297.41

VENDOR TOTAL: 19,572.11

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
MISC 90051563	Reagan, Emily 5124 Driftwood Ave. Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	12082017 0.0000	GEN N Y N	Mileage Reimbursement	10.06 0.00 10.06

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-250-87000	Mileage	10.06

VENDOR TOTAL: 10.06

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. %	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
rise 90051539	RI Stafford Excavating PO Box 754 Richland MI, 49083	12/05/2017 12/08/2017 / / 12/08/2017	1861 0.0000	GEN N N Y	1 cremation & 2 full burial.	1,300.00 0.00 1,300.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-80800	Full Burial	1,100.00	
101-218-80800	Cremation - Drop off	200.00	
		1,300.00	0.00

VENDOR TOTAL: 1,300.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
ridge 90051506	Ridge Napa Auto Parts 1655 South Drake St Kalamazoo MI, 49006	12/01/2017 12/08/2017 / / 12/08/2017	313107 000010054 0.0000	GEN N N N	BATTERY FOR 504	111.57 0.00 111.57

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	BATTERY FOR 504	111.57	111.57

ridge 90051505	Ridge Napa Auto Parts 1655 South Drake St Kalamazoo MI, 49006	12/01/2017 12/08/2017 / / 12/08/2017	313136 000010059 0.0000	GEN N N N	FLOOR DRY	129.12 0.00 129.12
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	FLOOR DRY 25LB BAG	129.12	129.12

ridge 90051605	Ridge Napa Auto Parts 1655 South Drake St Kalamazoo MI, 49006	12/12/2017 12/22/2017 / / 12/22/2017	313660 000010082 0.0000	GEN N N N	HALOGEN LAMP	30.88 0.00 30.88
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	HALOGEN LAMP	30.88	30.88

VENDOR TOTAL: 271.57

roe-com 90051636	Roe-Comm, Inc 1400 Ramona Ave Portage MI, 49002	12/20/2017 12/22/2017 / / 12/22/2017	346711 000010086 0.0000	GEN N N N	T/M REPAIR CHECK OUT FIRE TRUCK WITH HEA	98.25 0.00 98.25
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-85100	BNC CONNECTOR, MALE CRIMP BULKHEAD	5.75	5.75
206-340-85100	T/M REPAIR	62.50	62.50
206-340-85100	ESTIMATE	30.00	30.00
		98.25	98.25

VENDOR TOTAL: 98.25

MISC 90051661	Ryan, Jackie 244 42nd St. Allegan, MI, 49010	12/20/2017 12/22/2017 / / 12/22/2017	12222017 0.0000	GEN N Y N	Rental Deposit Return	125.00 0.00 125.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	125.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 125.00

s&t 90051540	S & T Lawn Service 3393 South 6th Street Kalamazoo MI, 49009	12/05/2017 12/08/2017 / / 12/08/2017	14638 000009563 0.0000	GEN N N N	COMMUNITY CENTER MAINTENANCE	260.00 0.00 260.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-93300	COMMUNITY CENTER MAINTENANCE	260.00	260.00

VENDOR TOTAL: 260.00

secant 90051535	Secant Technologies 6395 Technology Ave Kalamazoo MI, 49009	12/04/2017 12/08/2017 / / 12/08/2017	IREC002896 0.0000	GEN N N N	Computer Support - December 2017	2,272.00 0.00 2,272.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-80900	Computer Operations	1,261.00
101-201-80500	Computer Support	1,011.00
		<u>2,272.00</u>

VENDOR TOTAL: 2,272.00

sherwin 90051653	Sherwin Williams 5601 W Main Street Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	OE0127733A1125 000010106 0.0000	GEN N N N	PAINT FOR OFFICE AND EXERCISE ROOM	90.68 0.00 90.68
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	PAINT FOR EXERCISE ROOM TRANS 3122-3	35.17	35.17
101-218-76000	PAINT FOR OFFICE TRANS 3121-5	55.51	55.51
		<u>90.68</u>	<u>90.68</u>

VENDOR TOTAL: 90.68

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
sc 90051544	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	12/05/2017 12/08/2017 / / 12/08/2017	94158 0.0000	GEN N N N	Computer Services - November 2017	886.78 0.00 886.78

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-201-80500	Computer Support	300.00
101-201-72800	Supplies	206.22
101-201-72800	Supplies	380.56
		886.78

sc 90051536	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	12/04/2017 12/08/2017 / / 12/08/2017	94194 0.0000	GEN N N N	Services - November 2017	2,900.00 0.00 2,900.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82500	Accounting & Audit Fees	2,500.00
107-756-82500	Accounting & Audit Fees	50.00
206-336-82500	Accounting & Audit Fees	50.00
207-310-82500	Accounting & Audit Fees	50.00
211-344-82500	Accounting & Audit Fees	50.00
249-371-82500	Accounting & Audit Fees	50.00
490-000-80800	Audit Fees	50.00
491-000-80800	Audit Fees	50.00
900-728-82500	Accounting & Audit Fees	50.00
		2,900.00

VENDOR TOTAL: 3,786.78

signart 90051623	SignArt 5757 East Cork Street Kalamazoo MI, 49048	12/18/2017 12/22/2017 / / 12/22/2017	3659 000009574 0.0000	GEN N N N	VILLAGE BANNER SWAP	380.00 0.00 380.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-93300	VILLAGE BANNER SWAP	380.00	380.00

VENDOR TOTAL: 380.00

sbf 90051666	Specialy Business Forms Inc 815 E Crosstown Pkwy Kalamazoo MI, 49001-2505	12/21/2017 12/22/2017 / / 12/22/2017	12222017 000010116 0.0000	GEN N N N	POSTAGE FOR PP STMTS	316.83 0.00 316.83
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-73000	POSTAGE FOR PP STMTS	316.83	316.83

12/29/2017 08:42 AM
 User: DFARMER
 DB: Oshtemo

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTOMO TOWNSHIP
 EXP CHECK RUN DATES 12/07/2017 - 12/29/2017
 BOTH JOURNALIZED AND UNJOURNALIZED PAID

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 316.83

MISC 90051503	Staley, Lauren 8739 West G Ave Kalamazoo MI, 49009	12/01/2017 12/08/2017 / / 12/08/2017	11262017 0.0000	GEN N Y N	Rental Deposit Retrun	250.00 0.00 250.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	250.00

VENDOR TOTAL: 250.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
slp 90051554	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	478652 000010073 0.0000	GEN N N N	ROPS PIN	 50.53 0.00 50.53

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	PIN AND HAIRPIN	15.16	15.16
107-756-75300	PIN AND HAIRPIN	30.32	30.32
206-340-93100	PIN AND HAIRPIN	5.05	5.05
		<u>50.53</u>	<u>50.53</u>

slp 90051558	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	12/06/2017 12/08/2017 / / 12/08/2017	481242 000010074 0.0000	GEN N N N	SNOW BLOWER PRIMER AND SPARK PLUGS	 8.36 0.00 8.36
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	SNOW BLOWER PRIMER AND SPARK PLUGS	8.36	8.36

slp 90051654	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	482060 000010107 0.0000	GEN N N N	GENERATOR SERVICING	 54.75 0.00 54.75
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	AINTIFREEZE FOR 5-1 GENERATOR INV 482060	54.75	54.75

slp 90051656	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	482070 000010107 0.0000	GEN N N N	GENERATOR SERVICING	 136.84 0.00 136.84
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	BATTERY FOR MANIT GENERATOR INV 482070	136.84	136.84

slp 90051655	Steensma Lawn & Power 7561 Stadium Drive Kalamazoo MI, 49009	12/20/2017 12/22/2017 / / 12/22/2017	482085 000010107 0.0000	GEN N N N	GENERATOR SERVICING	 44.94 0.00 44.94
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-93100	ANTIFREEZE FOR MAIN GENERATOR INV 482085	44.94	44.94

VENDOR TOTAL: 295.42

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
thomson 90051643	Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292	12/20/2017 12/22/2017 / / 12/22/2017	837292692 000010109 0.0000	GEN N N N	ON-LINE LIBRARY FOR NOV, 2017	598.52 0.00 598.52

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-95500	ON-LINE LIBRARY FOR NOV, 2017	598.52	598.52
VENDOR TOTAL:			598.52

vandenbos 90051541	VanDenBos, LouAnn 2660 Bluestone Circle Kalamazoo MI, 49009	12/05/2017 12/08/2017 / / 12/08/2017	12082017 0.0000	GEN N N N	Mileage Reimbursement for 2017	98.98 0.00 98.98
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-87000	Mileage	98.98
VENDOR TOTAL:		98.98

vw 90051634	Verizon Wireless PO Box 15062 Albany NY, 12212-5062	12/19/2017 12/22/2017 / / 12/22/2017	9797822443 0.0000	GEN N N N	FD cell phones & USB units	276.06 0.00 276.06
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-85300	FD Cell phones	156.03
206-340-85300	FD Vehicle Computer Connections	120.03
		276.06
		0.00
VENDOR TOTAL:		276.06

vfis 90051582	VFIS c/o M&T Bank PO Box 64904 Baltimore MD, 21264-4904	12/08/2017 12/22/2017 / / 12/22/2017	236357113 0.0000	GEN N N N	Accident and Sickness Policy: 01/01/201	15,181.00 0.00 15,181.00
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Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-91200	Policy: CFP 5423-038E-01	6,741.00
206-340-91200	Policy: VFP 4423-6361E-01	8,440.00
		15,181.00
		0.00
VENDOR TOTAL:		15,181.00

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
wade 90051511	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	12/04/2017 12/08/2017 / / 12/08/2017	2010219 000009043 0.0000	GEN N N N	MASTER PLAN UPDATE	188.15 0.00 188.15

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	MASTER PLAN UPDATE 2016/2017	188.15	188.15

wade 90051512	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	12/04/2017 12/08/2017 / / 12/08/2017	2010220 000009591 0.0000	GEN N N N	VILLAGE THEME PLAN UPDATE	4,408.58 0.00 4,408.58
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
900-728-80800	VILLAGE THEME PLAN - DDA PORTION	4,408.58	4,408.58

wade 90051665	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	12/21/2017 12/22/2017 / / 12/22/2017	2010420 000009043 0.0000	GEN N N N	MASTER PLAN UPDATE	1,665.90 0.00 1,665.90
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	MASTER PLAN UPDATE 2016/2017	1,665.90	1,665.90

wade 90051664	Wade Trim, Inc 500 Griswold Avenue, Suite 2500 Detroit MI, 48226	12/21/2017 12/22/2017 / / 12/22/2017	2010421 000009591 0.0000	GEN N N N	VILLAGE THEME PLAN UPDATE	7,071.57 0.00 7,071.57
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-805-80800	VILLAGE THEME PLAN UPDATE - PLANNING DEP	5,449.40	5,449.40
900-728-80800	VILLAGE THEME PLAN - DDA PORTION	1,622.17	1,622.17
		<u>7,071.57</u>	<u>7,071.57</u>

VENDOR TOTAL: 13,334.20

BANK CODE: GEN

Vendor Code Ref #	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
wsf 90051641	West Shore Fire 6620 Lake Michigan Drive PO Box 188 Allendale MI, 49401	12/20/2017 12/22/2017 / / 12/22/2017	15078 000010094 0.0000	GEN N N N	FIRE-DEX LEATHER STRUCTURAL BOOT	300.43 0.00 300.43

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-76600	FIRE-DEX LEATHER STRUCTURAL BOOT	285.00
206-340-76600	Shipping & Handling	15.43
		300.43

wsf 90051635	West Shore Fire 6620 Lake Michigan Drive PO Box 188 Allendale MI, 49401	12/20/2017 12/22/2017 / / 12/22/2017	15100 000010085 0.0000	GEN N N N	AIR SHOP LABOR, REGULATOR QD HOSE ASSM	12.78 0.00 12.78
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Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93300	REGULATOR QD HOSE ASSM	12.78	12.78

VENDOR TOTAL: 313.21

TOTAL - ALL VENDORS: 275,562.32

TITLE	# / Mtgs.	Members	Dates	Term/End Date
Planning Commission Three Year Term	24	Cheri Bell	2nd & 4th Thursday@7pm	12.31.2020 1st term
		Bruce Vanderweele	(typically)(& any special meetings)	12.31.2020 1st term
		Mary Smith		12.31.2020 2nd term
		Micki Maxwell		12.31.2020 1st term
		Ollie Chambers		12.31.2018 1st term
		Fred Antosz		12.31.2018 2nd term
		Dusty Farmer (TB Liason, Ex Officio)		
Julie Johnston (Staff)				
Jim Porter (Staff Attorney)				
Public Media Network				
Zoning Board of Appeals Three Year Terms	24	Dave Bushouse		
		Grant Taylor (Citizen Rep)		
		Anita Smith (Alternate)	4th Tues @ 3 pm	12.31.2019 1st term
		Jim Sterenberg	As needed	12.31.2019 2nd term
		Mike Smith		12.31.2020 1st term
		Bruce Vanderweele (PC Liason)		NA
		Neil Sikora		12.31.2018 1st term
		Bob Anderson (Alternate)		12.31.2018 1st term
		Nancy Culp (TB Liason)		12.31.2018 1st term
		Julie Johnston (Staff)		NA
		Jim Porter (Attorney)		
911 Consolidation Advisory Board				
		Mark Barnes	Policy Committee	
			Technical Committee (Alternate)	



Memo

To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: December 28, 2017
Mtg Date: January 9, 2018
Subject: Autumn Grove Step 1 Extension Request

OBJECTIVE

Township Board's consideration of a 12-month extension to the tentative preliminary plan (Step 1) approval granted to Westview Capital, LLC for the Autumn Grove Site Condominium.

BACKGROUND

On January 10, 2017, the Township Board granted Step 1 approval of the Autumn Grove Site Condominium after a recommendation of approval was forwarded from the Planning Commission, who held a public hearing on December 8, 2016. Per Section 290.007.B.5.e of the Subdivision/Site Condominium Ordinance, Step 1 approval is granted for a period of 12-months then documents must be submitted to the Township for Step 2 review.

Preliminary plan review (Step 2) requires engineered plans that have received approvals from outside agencies like the Road Commission, Drain Commission, etc. According to the letter provided by the project engineers, Ingersoll, Watson and McMachen, Inc., they have experienced a delay in obtaining these approvals due to difficulties with soils and storm water management.

Per Section 290.007.B.6, the Township Board may grant an extension of the tentative preliminary plan (Step 1) for a period of up to 12-months if the request is made prior to expiration of the initial 12-month approval. After review of the applicant's request, staff has no concerns with granting the 12-month extension. The original approval included the following conditions, which would remain a part of the Step 1 approval extension:

1. Any trees present on the property measuring 12 inches or greater in diameter four feet above grade shall be shown on the revised preliminary plan. In general, staff encourages the applicant to preserve as many existing trees and vegetation as possible, regardless of size.
2. The proposed sidewalks shall be widened to five feet.

3. At least one pedestrian crossing shall be indicated across Autumn Grove Trail where it meets Street A, but the Township would prefer to see such crossing points on *both* sides of Streets A and B.

INFORMATION PROVIDED

Extension Request from Ingersoll, Watson and McMachen, Inc.

Ingersoll, Watson & McMachen, Inc.

CONSULTING CIVIL ENGINEERS AND LAND SURVEYORS

December 28, 2017

Oshtemo Township
7275 West Main Street
Kalamazoo, MI 49009
ATTN: Julie Johnson and Ben Clark

RE: Proposed "Autumn Grove" Site Condominium

Dear Julie and Ben,

This letter is sent with regards to the "Autumn Grove" site condominium project located on 9th Street in Oshtemo Township. On behalf of the owner and developer of this project, Westview Capital, LLC, we request that Oshtemo Township formally extend the Step 1 approval that was granted by Oshtemo Township approximately 11 months ago. This request is being made due to delays in getting Step 2 approval from other agencies (which is needed prior to the Township's Step 2 approval), and due to soils that were found near the bottom of the proposed basin that were not ideal for water infiltration. We are currently in investigating and evaluating the soils and storm water basin, and we obviously want to be certain that the storm water basin will function properly once constructed. Once the basin is finalized, we will finalize approvals from other agencies and then proceed with Step 2 review and approval with Oshtemo Township.

Please note that the developer intends to construct "Autumn Grove" during the 2018 construction season.

Thank you for your help with this matter. Please contact the developer or this office as necessary.

Sincerely,



Pat Flanagan, P.E.

CC: Westview Capital, LLC

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: December 29, 2017
Mtg. Date: January 9, 2018
Subject: Langeland Funeral Home Rezoning Request - 2nd Reading

OBJECTIVE

Second reading of a rezoning request from Long Island Partnership, LP at 3926 South 9th Street from the R-4: Residence District to the VC: Village Commercial District. Parcel number: 3905-35-330-018.

BACKGROUND

Overview

The subject property, almost seven acres in size, is located on the west side of South 9th Street, immediately south of Flesher Field, a Township-owned public park. This portion of the South 9th Street corridor is host to myriad uses, including light industrial, office, outdoor recreation, and even residential. Of particular note, the subject property is adjacent to the Tall Oaks Apartment Homes, which lies to the west and is buffered by a large wooded area.

The rezoning request is to allow for the development of a crematorium on the existing funeral home site. While funeral homes and crematoriums are not specifically indicated in the VC: Village Commercial District, Section 33.309 allows the Planning Commission to approve uses they believe are similar to other uses permitted in the District. At the November 9th public hearing, the Planning Commission made a determination that the requested uses were similar to other permitted and special exception uses in the VC District and made a recommendation of approval for the rezoning to the Township Board.

Rezoning Review

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that must be considered when reviewing a rezoning request. However, there are some generally recognized factors that should be deliberated before a rezoning decision is made. These considerations are as follows:

1. *Master Plan Designation*

In the existing Future Land Use Map, adopted as part of the 2012 Oshtemo Township Master Plan, the subject property, as well as Tall Oaks, is classified as Village Commercial, a versatile category that includes land uses such as single-family homes, residential tri-plexes, banks, dry cleaners, and any generally recognized retail or professional service uses. Rezoning to VC: Village Commercial follows the *current* Future Land Use plan.

2. *Consistency of the Zoning Classification in the General Area*

This portion of the South 9th Street, namely between Stadium Drive and N Avenue, hosts numerous residential, non-residential, and mixed-use zoning districts. Properties to the north of the site, past Flesher Field, are all zoned VC: Village Commercial. South and east of the subject property is a mix Industrial Districts and as stated, to the west where the Tall Oaks apartment complex is located is R-4 zoning. Amending the zoning to the VC: Village Commercial District will allow a variety of uses that are similar to those already permitted in this area.

3. *Consistency and Compatibility with General Land Use Patterns in the Area*

Driven by the desire to expand an existing, well-established business, staff feel that the requested rezoning is in accordance with general land use patterns in the area. Even if the property were to *redevelop* under the full potential of the VC: Village Commercial District, the scope of retail activity feasible on the subject parcel is fairly limited. The ordinance has specific restrictions related to building size and floor areas, which would not accommodate a big-box retailer.

4. *Utilities and Infrastructure*

The subject parcel is serviced by both public water and sewer, and has frontage on 9th Street, which is classified as an arterial road. Staff are confident that sufficient utilities and infrastructure are present to support the requested rezoning.

5. *Reasonable Use under Current Zoning Classification*

The existing land use—funeral home—is permitted by right in the R-4 zoning district, so the applicant could feasibly expand the current business in size, although not in scope of service. However, without a crematory on site, the applicant is forced to continue to use the services of an off-site provider in Calhoun County, and they would prefer to bring the process in-house.

6. *Effects on Surrounding Property*

The funeral home is an existing use on the property. The main impact this use may have on adjacent properties is related to traffic and parking. In October of 2016, the subject site received administrative site plan approval for the addition of 22 new parking spaces. If the rezoning and special exception uses are approved and the crematorium built, additional parking would likely be required onsite.

The addition of a crematorium at this location should have minimal impacts on adjacent properties. In Michigan, the Department of Licensing and Regulatory Affairs (LARA) requires an application for a new crematory. Included with their application shall be proof of a “Permit to

Install” from the Michigan Department of Environmental Quality that meets all DEQ emission standards.

Given staff’s understanding of the applicant’s future land use plans for the subject property—the addition of a crematory—it is anticipated that surrounding properties will not be negatively impacted in any meaningful way. The planned modifications to the site will be a modest expansion of an established use, which is unlikely to draw significantly more traffic to the site, as cremation funeral services already occur within the existing funeral home. In addition, oversight from LARA and MDEQ will help to ensure compatibility with adjacent neighbors.

Township Board First Reading

The Township Board held first reading for this request on December 12, 2017. There were no interested residents in attendance. The Township Board made a motion to approve first reading and set the ordinance for second reading, which received unanimous support.

INFORMATION PROVIDED

- Application
- Aerial Map
- Current Zoning Map
- Future Land Use Map
- Township Ordinance



7275 W. Main Street, Kalamazoo, Michigan 49009-9334
 Phone: 269-216-5223 Fax: 269-375-7180

PLEASE PRINT

PROJECT NAME & ADDRESS Langeland Family Funeral Home - 3926 S. 9th Street

PLANNING & ZONING APPLICATION

Applicant Name : Long Island Partnership, LP
 Company Long Island Partnership, LP
 Address 3926 S. 9th Street
Kalamazoo, MI 49009
 E-mail greglangeland@langelands.com
 Telephone 800.268.3884 Fax _____
 Interest in Property Owner

THIS
 SPACE
 FOR
 TOWNSHIP
 USE
 ONLY

OWNER*:

Name See above. Applicant is Owner.
 Address _____

 Email _____
 Phone & Fax _____

Fee Amount _____
 Escrow Amount _____

NATURE OF THE REQUEST: (Please check the appropriate item(s))

- | | |
|--|---|
| <input type="checkbox"/> Planning Escrow-1042 | <input type="checkbox"/> Land Division-1090 |
| <input type="checkbox"/> Site Plan Review-1088 | <input type="checkbox"/> Subdivision Plat Review-1089 |
| <input type="checkbox"/> Administrative Site Plan Review-1086 | <input checked="" type="checkbox"/> Rezoning-1091 |
| <input checked="" type="checkbox"/> Special Exception Use-1085 | <input type="checkbox"/> Interpretation-1082 |
| <input type="checkbox"/> Zoning Variance-1092 | <input type="checkbox"/> Text Amendment-1081 |
| <input type="checkbox"/> Site Condominium-1084 | <input type="checkbox"/> Sign Deviation-1080 |
| <input type="checkbox"/> Accessory Building Review-1083 | <input type="checkbox"/> Other: _____ |

BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary): _____

Applicant desires and intends to add a crematory to its existing funeral home operation conducted on the property. The property is currently zoned R-4. Although the property was zoned for both funeral home and crematory uses as special uses when the Applicant acquired the property, the crematory use has since been moved to the C District in the ordinance (which permits both funeral home and crematory uses as special uses). The property is currently master planned "Village Commercial," and as such, a rezoning to C would not only be more consistent with the current use than current zoning, but also would permit use as a crematory and is consistent with the Master Plan. Applicant understands that the Township may desire to rezone this property to "Transitional Office" following the adoption of the next master plan. If such district includes funeral homes and crematories as special uses, Applicant would support such rezoning.

LEGAL DESCRIPTION OF PROPERTY *(Use Attachments if Necessary):*

SEC 35-2-12 COMM AT W 1/4 POST TH S00DEG00'40"W ALG W SEC LI 139.08' TO SLY ROW OF AT&T CO ROW TH N60DEG30'59"E ALG SD ROW 874.35' TH S89DEG53'45"E 1059.18' TO POB; TH CONT S89DEG53'45"E 762.34' TO ROW OF 9TH ST TH S00DEG05'48"W ALG SD ROW 394.21' TH S46DEG13'19"W 24.15' TH N89DEG53'45"W 110.09' TH NWLY 55.67' ALG A CURVE TO RT WI RAD OF 77.0' AND CH BEARING N89DEG10'55"W 54.47' TH N48DEG28'04"W 56.0' TH NWLY 103.4' ALG A CURVE TO LEFT WI A RAD OF 143.0' AND CH BEARING N69DEG10'55"W 101.16' TH N89DEG53'45"W 103.55' TH N89DEG56'44"W 34.34' TH SWLY 247.48' ALG A CURVE TO LEFT WI RAD OF 201.25' AND CH BEARING S54DEG49'35"W 232.18' TH SWLY 78.26' ALG A CURVE TO RT WI RAD OF 88.75' AND CH BEARINGS44DEG51'35"W 75.75' TH S70DEG07'18"W 96.33' TH N59DEG53.35"W13.06' TH N09DEG54'27"W 131.99' TH N70DEG07'18"E 62.14' TH N00DEG04'32"E 381.93' TO BEG ****12/06 SPLIT 35-330-015 & 35-330-020 INTO 35-330-016 & 35-330-018****

PARCEL NUMBER: 3905- 05-35-330-015

ADDRESS OF PROPERTY: 3926 S. 9th Street, Kalamazoo, MI 49009

PRESENT USE OF THE PROPERTY: Funeral Home

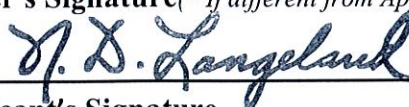
PRESENT ZONING R-4 **SIZE OF PROPERTY** 6.85 +/-

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS
HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

Name(s)	Address(es)
<u>Langeland Nucor, Inc. (Tenant)</u>	<u>3926 S. 9th Street, Kalamazoo, MI 49009</u>
_____	_____

SIGNATURES

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

_____ Owner's Signature <i>(* If different from Applicant)</i>	_____ Date
 _____ Applicant's Signature	_____ Date

- Copies to:
 - Planning -1
 - Applicant -1
 - Clerk -1
 - Deputy Clerk -1
 - Attorney-1
 - Assessor -1
 - Planning Secretary - Original

PLEASE ATTACH ALL REQUIRED DOCUMENTS






Langeland Funeral Home

Aerial Map

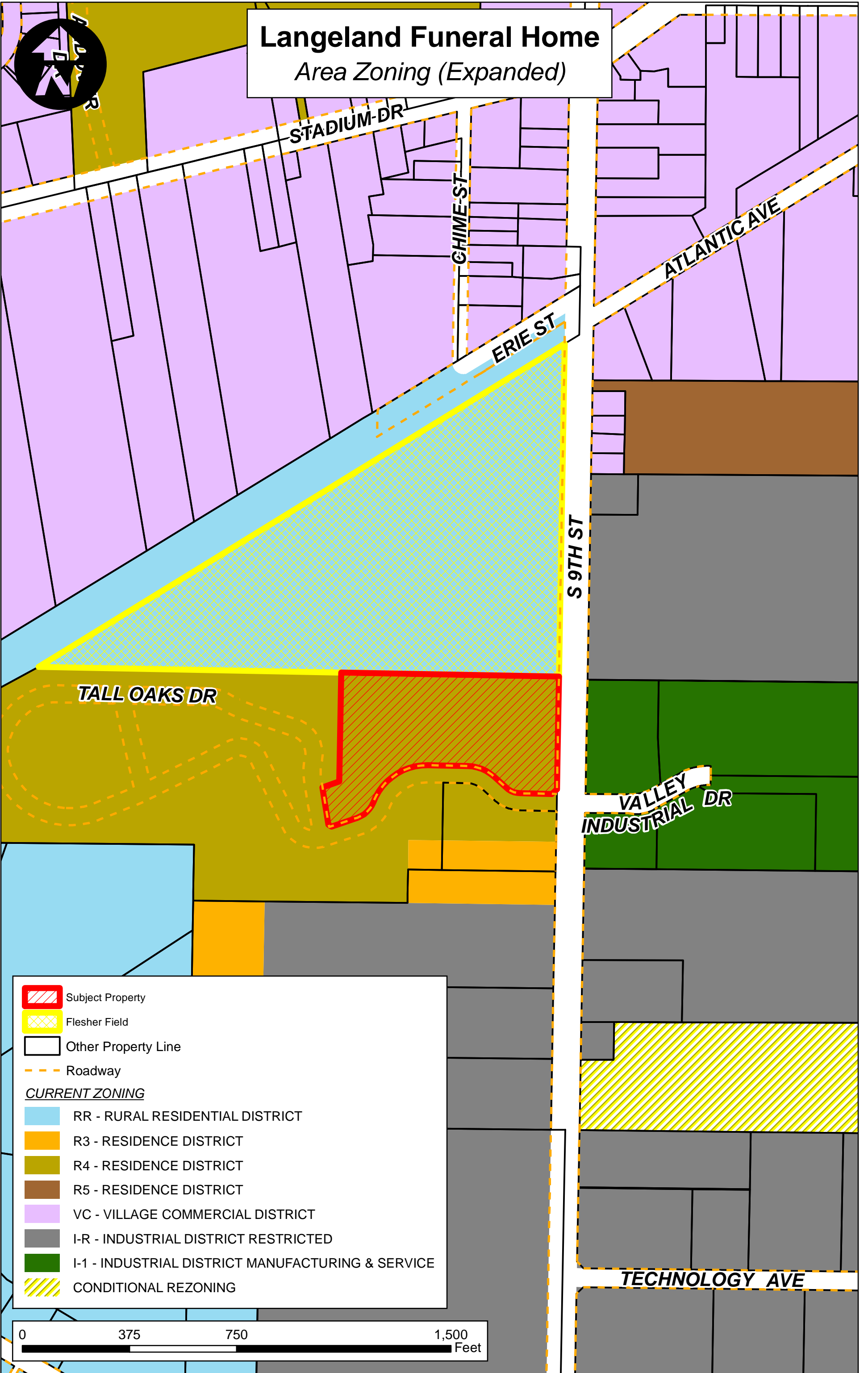


0 150 300 600 Feet

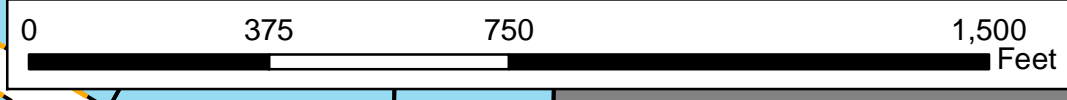
-  Subject property
-  Other Property Line
-  Roadway

1 inch = 125 feet

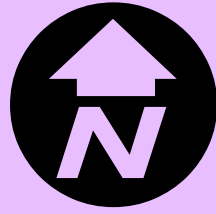
Langeland Funeral Home Area Zoning (Expanded)



	Subject Property
	Flesher Field
	Other Property Line
	Roadway
CURRENT ZONING	
	RR - RURAL RESIDENTIAL DISTRICT
	R3 - RESIDENCE DISTRICT
	R4 - RESIDENCE DISTRICT
	R5 - RESIDENCE DISTRICT
	VC - VILLAGE COMMERCIAL DISTRICT
	I-R - INDUSTRIAL DISTRICT RESTRICTED
	I-1 - INDUSTRIAL DISTRICT MANUFACTURING & SERVICE
	CONDITIONAL REZONING

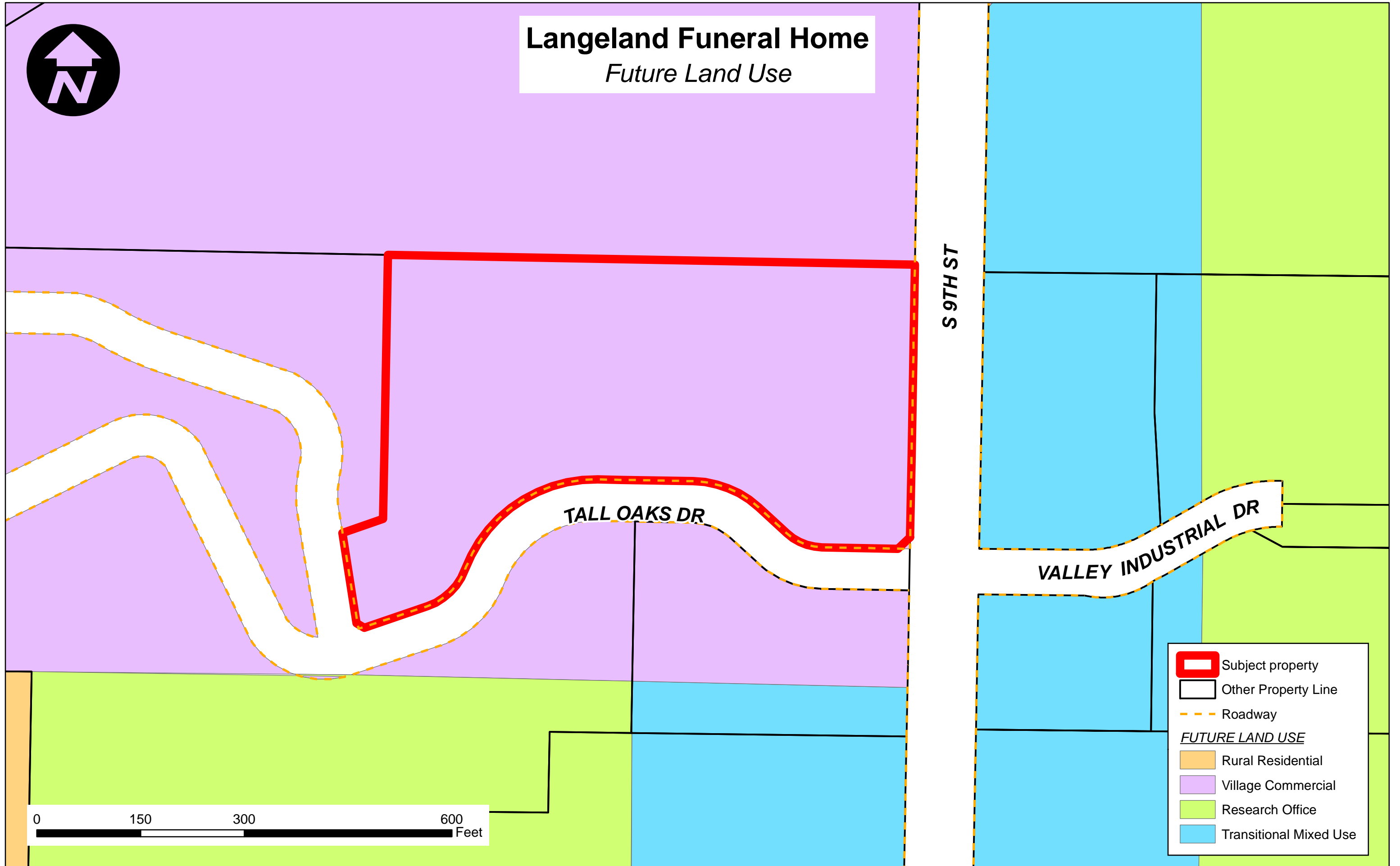


1 inch = 300 feet



Langeland Funeral Home

Future Land Use



S 9TH ST

TALL OAKS DR

VALLEY INDUSTRIAL DR

- Subject property
- Other Property Line
- Roadway
- FUTURE LAND USE**
- Rural Residential
- Village Commercial
- Research Office
- Transitional Mixed Use

0 150 300 600 Feet

1 inch = 125 feet

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2017

Effective: _____, 2017

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, by the rezoning of a parcel of land located in Land Section 35 from the "R-4" Residence District to the "VC" Village Commercial District zoning classification. The Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF LAND SECTION 35. The Oshtemo Charter

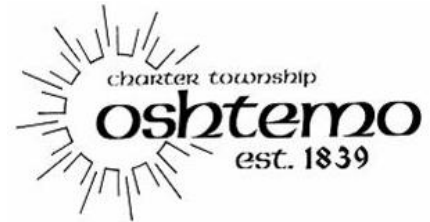
Township Zoning Ordinance is hereby amended to rezone property known as 3926 South 9th Street, Parcel No. 3905-35-330-018, from the "R-4" Residence District to the "VC" Village Commercial District, described as follows:

SEC 35-2-12 COMM AT W 1/4 POST TH S00DEG00'40"W ALG W
SEC LI 139.08' TO SLY ROW OF AT&T CO ROW TH
N60DEG30'59"E ALG SD ROW 874.35' TH S89DEG53'45"E 1059.18'
TO POB;
TH CONT S89DEG53'45"E 762.34' TO ROW OF 9TH ST TH
S00DEG05'48"W ALG SD ROW 394.21' TH S46DEG13'19"W 24.15' TH
N89DEG53'45"W 110.09' TH NWLY 55.67' ALG A CURVE TO RT WI
RAD OF 77.0' AND CH BEARING N89DEG10'55"W 54.47' TH
N48DEG28'04"W 56.0' TH NWLY 103.4' ALG A CURVE TO LEFT WI
A RAD OF 143.0' AND CH BEARING N69DEG10'55"W 101.16' TH
N89DEG53'45"W 103.55' TH N89DEG56'44"W 34.34' TH SWLY
247.48' ALG A CURVE TO LEFT WI RAD OF 201.25' AND CH
BEARING S54DEG49'35"W 232.18' TH SWLY 78.26' ALG A CURVE
TO RT WI RAD OF 88.75' AND CH BEARINGS44DEG51'35"W 75.75'
TH S70DEG07'18"W 96.33' TH N59DEG53.35"W13.06' TH
N09DEG54'27"W 131.99' TH N70DEG07'18"E 62.14' TH
N00DEG04'32"E 381.93' TO BEG

****12/06 SPLIT 35-330-015 & 35-330-020 INTO 35-330-016 & 35-330-018****

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this amendment are hereby repealed. This Ordinance shall take effect in accordance with state law.

DUSTY FARMER, Clerk
OSHTEMO CHARTER TOWNSHIP



Memorandum

Date: 1/2/2017

To: Township Board

From: Dusty Farmer, Clerk

Subject: 2018 Grave Opening Rates

Objective:

To have the Board approve the increase in 2018 Grave Opening Rates. The Clerk's office proposes to increase the rates by RI Stafford Excavating prices, plus an additional \$20 to cover administrative costs.

Background:

Oshtemo currently works with RI Stafford Excavating for all burials in the Township cemeteries. They have informed us that they will have a rate increase for 2018. When we received this notification, Deputy Clerk Amanda McMillon requested the 2018 rates for two other excavators in the area. RI Stafford Excavating remains the most cost effective, and it is my recommendation that we continue using RI Stafford Excavating for grave openings.

Information Provided:

Old rates attached

New rates attached

Core Values Recognized:

Integrity, Public Service

Current Grave Opening Rates (effective 1/1/2015)

Adult (Monday – Friday): \$570.00

Adult (Saturday): \$820.00

Child (Monday – Friday): \$470.00

Child (Saturday): \$720.00

Cremation (effective 1/1/2015)

Cremation: \$370.00

Cremation (Saturday): \$620.00

Cremation w/ Large Vault (13" x 13"): \$390.00

Cremation w/ Large Vault (Saturday): \$640.00

Standard Drop-Off Cremation: \$220.00

Large Drop-Off Cremation (13" x 13"): \$240.00

No Sunday Burials. Monday burials ordered after 12:00 noon the previous Friday will be assessed an additional \$200.00

Holidays

Additional charge after noon of the day prior to a holiday: \$300.00

Additional Charges (effective 1/1/2015)

Weekday service after 2:30 PM+ : \$50.00

Saturday Service, 11:30 am or later+ : \$50.00

If Snow Removal is necessary+ : \$115.00

If Hydraulic Hammer is needed+ : \$50.00

RI Stafford Excavating

Cemetery Rates

Effective January 1, 2018

All burials require 36 hours' notice.

All burials closed same day as funeral service.

No burial services will be provided on Easter, July 4th, Thanksgiving, Christmas, New Years Day, Labor Day, or Memorial Day.

Short-notice burial rates are at RI Stafford Excavating's discretion and may be charged extra.

Weekday Graves:

Standard Burial	\$600.00
Child or Infant Burial	\$500.00
Standard Cremation	\$400.00
Cremation with Large Vault*	\$420.00
Drop-off Cremation	\$250.00
Drop-off Cremation with Large Vault*	\$270.00
Service scheduled after 2:30 p.m.	\$50.00 additional charge

All Monday burials (or Tuesday burials if Monday is a holiday) must be ordered by 12:00 noon on the previous Friday or burial will be assessed an additional \$300.00 charge.

Saturday Graves:

Standard Burial	\$900.00
Child or Infant Burial	\$800.00
Standard Cremation	\$700.00
Cremation with Large Vault*	\$720.00
Service scheduled after 11:30 a.m.	\$50.00 additional charge

*Large Vault shall be defined as a container with an outside measurement larger than 13" x 13' at the base.

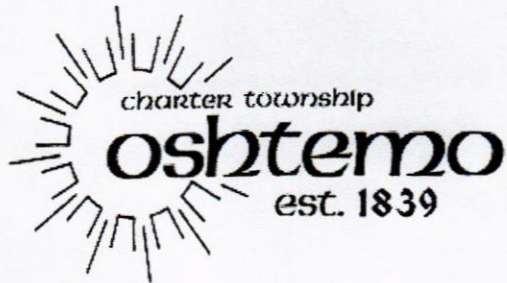
There will be an additional charge of \$300.00 for any burial at 12:00 noon or later on a day prior to a major United States holiday (i.e., July 4th, Thanksgiving, Christmas, New Years Day, etc.)

Additional cemetery work or snow removal with Bobcat will be billed at \$130.00 per hour. There will be an additional charge of \$75.00 for use of hydraulic hammer if necessary.

Foundations will be charged \$0.40 per square inch.

Snow removal on graves will be charged \$75.00.

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: December 12, 2017
Subject: Proposed Modifications to Tax Exemption Ordinance No. 344

OBJECTIVE

To modify Tax Exemption Ordinance No. 344 for low-income elderly persons per the request of FHC Group Evergreen North, LLC.

BACKGROUND

After the Township made the most recent revisions to its Ordinance (#344, Part 270), they were reviewed by the attorneys (Loomis, Ewert, Parsley, Davis & Gotting, P.C.) for FHC 14 Evergreen North Limited Dividend Housing Association Limited Partnership. After that review, attorneys for Evergreen North requested a few modifications to Ordinance No. 344. The only substantive change is for financing purposes. They are requesting to enter into a Municipal Emergency Services Agreement- rather than simply agree to pay the special assessments imposed by the Township. The proposed Service Agreement would fix police and fire assessments at \$38,361.00 with an inflation factor of 1.5% annually, which would amount to an increase in the service fee of \$578.00 the second year. Given the ridged financing requirements of the State, I do not believe the Evergreen North request is unreasonable, nor is it inconsistent with the spirit of what the Board is requesting through the Ordinance. The most straightforward solution, would be to, at the time a new development is established, set the rate based on the existing special assessment, and adjust the fee in accordance with the agreed upon inflation factor. Although this course of action might not address every variable, it seems reasonable in light of the financier's need of providing a set financing model regarding emergency services. This same proposal could be offered to the other low income elderly developments when we provide notice to add fire special assessments in 2018.

INFORMATION PROVIDED

Attached herewith are proposed amendments to Ordinance No. 344, along with a proposed Municipal Emergency Services Agreement.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

To accept the amendments to Ordinance No. 344 for first reading and set the second reading for January 9, 2018. In addition, I will be asking the Board to review AND approve the proposed attached Resolution providing for the approval of a PILOT for Evergreen North pursuant to Act 346 of 1966.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2018

Effective: _____, 2018

This Ordinance amends the Oshtemo Charter Township Tax Exemption Ordinance (Ordinance No. 344) adopted on July 23, 1996, by the revision of Section III., entitled Definitions, and Section V., entitled Establishment of annual service charge; the addition of a new Section VIII., entitled Municipal Emergency Services Agreement; and the renumbering of subsequent Sections.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF COMPILED SECTION 270.003 DEFINITIONS.

Compiled Section 270.003, Elderly Persons, is hereby amended to read as follows:

270.003 Definitions.

Sec. III.

Elderly Persons means ~~a family where the head of household is 62 years of age or older or a single person who is 62 years of age or older~~ any person permitted to occupy housing designated for elderly by the United States Department of Housing and Urban Development.

SECTION II. AMENDMENT TO COMPILED SECTION 270.005,
ESTABLISHMENT OF ANNUAL SERVICE CHARGE. Compiled

Section 270.005, is hereby amended to read as follows:

270.005 Establishment of annual service charge.

Sec. V.

That portion of a housing development exclusively and especially designated for and occupied by low income elderly persons developed and constructed upon a parcel of land within the Township sufficient for the operation of such project (but no larger) shall be exempt from all property taxation beginning in the year following commencement of construction and continuing as long as a mortgage loan through said Authority remains outstanding and unpaid and as long as said Authority has any interest in such property; and shall be subject to a service charge in lieu of such property taxes in an amount equal to four percent of annual shelter rents or contract rents (whichever is applicable) of the preceding calendar year exclusive of utility charges paid by ~~tenants, provided the developer agrees~~

~~to pay the special assessment for police, fire and EMS services provided by the Township the project.~~

Notwithstanding the foregoing, in no event shall the service charge, at any time, be less than the property taxes upon the subject property for the tax year prior to the date when construction was commenced. In no event shall the service charge exceed the ad valorem taxes that would be paid but for the Act and this Ordinance.

SECTION III. ADDITION OF SECTION VIII. MUNICIPAL EMERGENCY SERVICES AGREEMENT. New Compiled Section 270.008, Municipal Emergency Services Agreement, is hereby added to read as follows:

270.008 Municipal Emergency Services Agreement.

Sec. VIII.

All approved housing developments will be required to enter into a Municipal Emergency Services Agreement equal to the special assessment imposed on similar facilities in the Township for police and fire services provided by the Township, subject to the limitations provided in the Municipal Emergency Services Agreement.

SECTION IV. AMENDMENT AND RENUMBERING OF OLD COMPILED SECTION VIII., DURATION. Old Compiled Section 270.008, Duration, is hereby renumbered as Compiled Section 270.009, and Paragraph A is amended to read as follows:

270.009 Duration.

Sec. IX.

A. The payment of ~~original or any other~~ mortgage loans in full.

SECTION V. RENUMBERING OF OLD COMPILED SECTIONS IX., SEVERABILITY, AND X. INCONSISTENT ORDINANCES. Old Compiled Sections 270.009 and 270.010 are hereby renumbered as Compiled Sections 270.010 and 270.011.

SECTION VI. EFFECTIVE DATE. This Ordinance shall take effect upon publication. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP



Memorandum

Date: 1/4/2018

To: Township Board

From: Dusty Farmer, Clerk

Subject: Departmental Budget Amendments

Objective:

To receive approval to move forward with budget amendments.

Background:

After departmental review, each Department Head submitted corrections and adjustments for their line items. It is important to note that while some line items were over, the overall budget is under. With the exception of less than \$3,000 that is requested from Carryover for police contract costs, all line items are being adjusted from within the fund.

Information Provided:

Departmental budget amendment forms

Core Values Recognized:

Integrity, Public Service

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

Person/Department Making Request	Supervisor	AMOUNT
Item Requested	Staff Salaries	\$ 3,500.00

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

Amendment

Budget Line Source (Deduction)

101-001-40100 Carryover

\$ 3,500.00

Budget Line Expenditure (Addition)

101-171-70200 Salaries

\$ 2,700.00

101-171-70300 Salary-Staff

\$ 800.00

Supervisor Review (Y, N, NA)

Yes

Explanation:

Additional hours for part time staff.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

Person/Department Making Request	Treasurer	AMOUNT
Item Requested		\$ 5.00

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

<u>Budget Line Source (Deduction)</u>	Salaries 101-174-70200	\$ 5.00
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<u>Budget Line Expenditure (Addition)</u>	Postage 101-174-73000	\$ 5.00
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Supervisor Review (Y, N, NA) No

Explanation:
Postage estimate was low.

2

BUDGET AMENDMENT or JOURNAL CORRECTION REQUEST

1/9/2018

AMOUNT

Person/Department Request

Assessing

Item Requested

Property Appraisals, Supplies

Board Authorization (NA if not required)

Needed

BUDGET AMENDMENT and/or ADJUSTMENT

Fund Source (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)

General Fund Assessing

Account Source (to/from)

Budget Line Source (Deduction)

101-001-40100 Carryover

\$10,010.00

Budget Line Expenditure (Addition)

101-209-80700 Contracted Appeals

\$10,000.00

101-209-72800 Supplies

\$10.00

Blanket PO (Y/N)

N

Supervisor Review (Y,N, NA)

Yes

Explanation

Appraisals: Comprehensive Apartment Property Appraisal work

Supplies: measuring tape.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

AMOUNT

Person/Department Making Request
Item Requested

**Clerk/General Twp. Operations
Equipment Maintenance**

\$ 2,600.00

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

Amendment

Budget Line Source (Deduction)

101-249-96300 Contingency Items

\$ 2,600.00

Budget Line Expenditure (Addition)

101-249-93300 Equipment Maintenance

\$ 2,600.00

Supervisor Review (Y, N, NA)

NA

Explanation:

The copier costs this year exceeded estimates. The Board use of tablets in 2018 should significantly impact this line item.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

AMOUNT

Person/Department Making Request
Item Requested

Supervisor/Clerk

Board Authorization (NA if not required)

Yes

BUDGET AMENDMENT and/or ADJUSTMENT

Budget Line Source (Deduction)

101-249-96300 Contingency

\$10,729.00

Budget Line Expenditure (Addition)

101-249-95700 Newsletter

\$ 1.00

101-249095800 Education/Dues

\$ 30.00

101-249-95900 Trash Collection

\$ 5,088.00

101-249-96200 Miscellaneous

\$ 5,610.00

Supervisor Review (Y, N, NA)

Explanation:

Trash revenue from scrap metal indicated elsewhere; Misc adjustments per CPA; Newsletter & Education additional expense.

5

BUDGET AMENDMENT or JOURNAL CORRECTION REQUEST

AMOUNT

Person/Department Request

Legal

\$ 553.00

Item Requested

Supplies, Mileage, Law Library

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

Fund Source (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)

Account Source (to/from)

Budget Line Source (Deduction)

101-250-97000 Capital Outlay

553

Budget Line Expenditure (Addition)

101-250-72800 Supplies

\$88.00

101-250-87000 Mileage

\$14.00

101-250-95500 Law Library

\$451.00

Blanket PO (Y/N)

Supervisor Review (Y,N, NA)

Y

Explanation

Estimates went over. See memo.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT REQUEST

AMOUNT

<i>Person/Department Request</i>	Planning Department / Julie Johnston	
<i>Item Requested</i>	Journal entry amendment	
<i>Board Authorization (NA if not required)</i>	N/A	
<u>BUDGET AMENDMENT and/or ADJUSTMENT</u>		
<u>Fund Source</u> (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)	General Fund	
<u>Account Source</u> (to/from)	Planning Department - 805	
<u>Budget Line Source</u> (Deduction)	Consultants: 101-805-80800	\$656.87
<u>Budget Line Expenditure</u> (Addition)	Supplies: 101-805-72800	\$656.87
<i>Blanket PO (Y/N)</i>	N/A	
Supervisor Review (Y,N, NA)	Yes	

Explanation:

An invoice from Encode Plus from Dec. 3, 2016 was applied to the 2017 consultants budget. This was never adjusted back to 2016, making my 2017 Consultant's line item slightly over-budget. Funds are available in the supply budget to cover this overage.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

		AMOUNT
Person/Department Making Request	Parks	\$ 600.00
Item Requested	Various	

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

<u>Budget Line Source</u> (Deduction)	107-756-80500 Contracted Snow Removal	\$ 600.00
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<u>Budget Line Expenditure</u> (Addition)	107-756-75100 Vehicle Maintenance	\$ 200.00
	107-756-7600 Facility Supplies	\$ 300.00
	107-756-97900 Restricted Donation Exp	\$ 100.00

Supervisor Review (Y, N, NA) y

Explanation:

BUDGET AMENDMENT or JOURNAL CORRECTION REQUEST

AMOUNT

Person/Department Request

Chief Barnes/Fire

Item Requested

Payroll and Vehicle Operations

\$14,435.00

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

Fund Source (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)

Account Source (to/from)

Budget Line Source (Deduction)

Salaries 206-340-70500

\$ 14,435.00

Budget Line Expenditure (Addition)

206-340-70600 Relief Driver

\$ 1,400.00

206-340-70800 Work Detail

\$ 35.00

206-340-70900 Station Staffing

\$ 10,500.00

206-340-86700 Vehicle Operations

\$ 2,500.00

Blanket PO (Y/N)

No

Supervisor Review (Y,N, NA)

Y

Explanation

Repairs exceeded estimates. Station was staffed at a higher rate of pay than expected (more officers than FF)

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

Person/Department Making Request	Police	AMOUNT
Item Requested	Contract	\$ 30,825.00

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

<u>Budget Line Source (Deduction)</u>	207-310-70200	\$ 5,000.00
	207-310-71500	\$ 400.00
	207-310-80300	\$ 11,000.00
	207-320-71500	\$ 692.11
	207-320-72200	\$ 700.00
	207-320-72800	\$ 500.00
	207-320-80900	\$ 6,000.00
	207-330-70200	\$ 1,370.00
	207-330-71500	\$ 95.57
	207-330-72200	\$ 1,415.55
	207-330-72800	\$ 748.64
	101-001-40100	\$ 2,903.13

<u>Budget Line Expenditure (Addition)</u>	207-310-80200 Police Contract	\$ 30,825.00
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Supervisor Review (Y, N, NA) Y

Explanation:
County per officer cost increase

10

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/3/2018

AMOUNT

Person/Department Making Request
Item Requested

Supervisor/Ordinance Enforcement Department Head

Board Authorization (NA if not required)

Yes

BUDGET AMENDMENT and/or ADJUSTMENT

Budget Line Source (Deduction)

249-371-72500 Retiree Health

\$607.53

Budget Line Expenditure (Addition)

249-371-70200 Salaries/Clerical

\$607.53

Supervisor Review (Y, N, NA)

Yes

Explanation:

Overtime Hours Ordinance Enforcement Property Maintenance Staff

//

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

AMOUNT

Person/Department Making Request
Item Requested

Clerk
Payroll Taxes

\$ 535.25

Board Authorization (NA if not required)

Pending

BUDGET AMENDMENT and/or ADJUSTMENT

Fund Source (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)

Account Source (to/from)

Budget Line Source (Deduction)

General Carryover 101-001-40100

\$ 535.25

Budget Line Expenditure (Addition)

490-000-71500 Payroll Taxes - FICA

\$ 535.25

Supervisor Review (Y, N, NA)

N

Explanation:

Estimate was incorrect

1/5/2018

31

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Person/Department Making Request	Public Works	AMOUNT
Item Requested		\$ 4,100.00
Board Authorization (NA if not required)	Yes	

ADJUSTMENT

Fund Source (Deduction) (such as General Fund or General Fund Reserves, Police Fund Reserves, etc)

Account Source (to/from)

<u>Budget Line Source</u> (Deduction)	491-000-82000 Engineering Fees	\$ 4,100.00
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<u>Budget Line Expenditure</u> (Addition)	491-000-82600 Legal fees	\$ 4,100.00
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Blanket PO (Y/N)

Supervisor Review (Y, N, NA)	Yes
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Explanation:

Legal fees for water extension/KLA Group for agreement between counties.

BUDGET AMENDMENT or JOURNAL ENTRY AMENDMENT - REQUEST TEMPLATE

Date: 1/5/2018

AMOUNT

Person/Department Making Request
Item Requested

Supervisor/Departmental Legal Billing

Board Authorization (NA if not required)

BUDGET AMENDMENT and/or ADJUSTMENT

Budget Amendment

Budget Line Source (Deduction)

101-001-40100 Carryover	\$ 3,750.00
101-805-70300 ZBA Salaries	\$ 700.00
206-340-70500	\$ 2,500.00
207-310-82600	\$ 2,100.00
249-371-72500	\$ 2,800.00

Budget Line Expenditure (Addition)

101-209-82600 Legal Fees	\$ 3,750.00
101-805-82600 Legal Fees	\$ 700.00
206-336-82600 Legal Fees	\$ 2,500.00
207-330-82600 Legal Fees	\$ 2,100.00
249-371-82600 Legal Fees	\$ 2,800.00

Supervisor Review (Y, N, NA)

Yes

Explanation:

Legal fee departments billings calculated twice per year. Quarterly calculation will occur in 2018

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: December 29, 2017
Mtg. Date: January 9, 2018
Subject: Delta Marriott Conference Center (Holiday Terrace Bowling Alley) Brownfield

OBJECTIVE

Consideration of approval of the Brownfield Plan prepared by the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) for the Delta Marriott Conference Center (conversion of the Holiday Terrace Bowling Alley).

BACKGROUND

The KCBRA received an application from the Kalamazoo Hotel Group, LLC, for brownfield redevelopment assistance for the defunct Holiday Lanes Bowling Alley at 2747 South 11th Street. The request was for assistance with interior redevelopment to bring the property to a functional use. The Township Assessor deemed the property "functionally obsolete," which allows the property to qualify as a brownfield site under Michigan Public Act 381 of 1996.

Kalamazoo Hotel Group, LLC, will demolish the interior of the bowling alley, which has been vacant since 2014, and will redevelop the 30,000-square foot building as a conference center attached to the existing hotel, which is immediately adjacent. In addition to interior upgrades, mechanical improvements to the building will be included in the renovation. The creation of a new meeting space will bring economic development to Oshtemo Township through the various events and conferences that will now have a venue in the community.

The full Brownfield Plan can be found on the Township's website on the same webpage as the January Board Agenda Packet or at this address:

<http://www.oshtemo.org/wp-content/uploads/2017/12/01092018-Brownfield-Plan-Holiday-Lanes-2-KCBRA-11-16-17.pdf>

The summary document attached provides additional details, but some salient points to consider are:

- Anticipated private investment \$4 million (approximate dollars):
- Anticipated new employment: 25 full-time equivalent jobs.

- Total cost to the Township over the life of the Plan: \$23,628
- Length of the Plan: 14 years, which will begin in 2019.

While there will be loss in tax revenue during the length of Plan, the Township will still collect special assessments for police and fire through the life of the Plan.

INFORMATION PROVIDED

- Resolution
- Summary of the Brownfield Plan
- The complete Brownfield Plan can be found here:
<http://www.oshtemo.org/wp-content/uploads/2017/12/01092018-Brownfield-Plan-Holiday-Lanes-2-KCBRA-11-16-17.pdf>



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

December 8, 2017

Libby Heiny-Cogswell, Supervisor
Charter Township of Oshtemo
7275 West Main Street
Kalamazoo, Michigan 49009

Re: Holiday Terraces Bowling Alley Brownfield Plan, 2747 South 11th Street, Oshtemo Township

Dear Ms. Heiny-Cogswell,

This letter is to provide a summary of the Brownfield Plan for Holiday Terraces Bowling Alley. The Brownfield Plan is expected to reimburse the developer, Kalamazoo Hotel Group, LLC, for brownfield eligible costs that are needed for the interior demolition of the vacant and functionally obsolete former bowling alley. This summary provides project background information and a summary of the Brownfield Plan tables.

I. Project Background

On November 17, 2016, the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) approved the application for Brownfield Redevelopment assistance for property at 2747 South 11th Street in Oshtemo Township, Michigan.

Kalamazoo Hotel Group, LLC purchased the property, the former Holiday Terraces bowling alley, which needs significant interior redevelopment and mechanical upgrades in order to allow for a functional use of the property.

The Oshtemo Township Assessor has certified the property as “functionally obsolete” which qualifies the property as a Brownfield Site under Michigan Public Act 381 of 1996, as amended. No environmental contamination is known to be present at the eligible property. A Phase I Environmental Site Assessment was performed at the property by Phillips Environmental Consulting Services, Inc. in August of 2016.

Kalamazoo Hotel Group, LLC, will demolish and redevelop the interior of the 30,000 square-foot building. The property operated as a bowling alley from 1973 to 2014 where it has been vacant since 2014. Kalamazoo Hotel Group intends to renovate the property into a hotel conference center to support hotel operations at the adjacent property. The Developer intends to invest

PLANNING & DEVELOPMENT DEPARTMENT

201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007

Phone: (269) 384-8112 | www.kalcounty.com/planning

\$4 million into the redevelopment and is anticipating the creation of 25 full-time equivalent jobs for the conference center. The redevelopment of the former bowling alley into conference center space is expected to have a significant impact on the local economy by attracting people to the area for various events and conferences.

The KCBRA Board approved the Brownfield Plan on November 16, 2017 and recommend approval by Oshtemo Township and the Kalamazoo County Board of Commissioners. As required under Michigan Public Act 381, the Brownfield Plan will be public noticed 10 days prior to the public hearing that is expected to be held on February 6, 2018, 7:00 p.m., at the meeting of the Kalamazoo County Board of Commissioners. The KCBRA is requesting that Oshtemo Township pass a resolution approving the Brownfield Plan at the January 9, 2018 Township Board meeting.

II. The Brownfield Plan

The Brownfield Plan for 2747 South 11th Street will allow the KCBRA to use Tax Increment Financing (TIF) to reimburse a portion of the developer's eligible expenses related to environmental assessment and interior demolition of the functionally obsolete building. In addition, the Brownfield Plan will include reimbursement of any KCBRA expenses related to the site as well as KCBRA administrative expenses.

Brownfield Plan Summary Points:

Eligible Property: The Plan includes the parcel with the Holiday Terraces bowling alley and the adjacent and contiguous parcel that includes the hotel property.

Eligible Costs: Phase I ESA, Brownfield Plan preparation, interior demolition of former bowling alley, demolition of asphalt to restore parking lot, KCBRA Administrative costs.

Length of Plan: 14 years, including 5 full years for LBRF. Tax capture is not expected to start until 2019, following the redevelopment of the hotel conference center in 2018. Developer and KCBRA Administrative eligible costs are expected to take 9 years for reimbursement.

State Taxes: State School Taxes will only be captured for statutorily allowed environmental due diligence (Phase I ESA) and Brownfield Plan preparation. The KCBRA will remit half of the State Education Tax (SET) that is eligible for capture to the State Brownfield Fund.

All taxing jurisdictions will continue to collect taxes on the 2017 Taxable Value of the property. The taxes generated from only the increase in Taxable Value will be captured by the KCBRA for a total of 9 years, beginning in 2019, in order to pay back the developer and the KCBRA for eligible

expenses and Administrative costs that have been incurred in the redevelopment of the functionally obsolete property. Following the reimbursement of eligible costs, the KCBRA will capture Tax Increment Revenue for an additional 5 years for the Local Brownfield Revolving Fund to aid in the redevelopment of additional Brownfield eligible projects in Kalamazoo County. Debt millages and Oshtemo Township Special Assessments for Fire, Police 2004, and Lights will not be captured by the KCBRA and will see an increase in taxes collected due to the redevelopment of the property.

Tax increment collected by the KCBRA to reimburse eligible costs is as follows:

2017 expected Base Taxable Value:	\$3,252,483 (includes adjacent hotel property)
2019 expected Taxable Value:	\$4,357,000
Taxable Value Increment available:	\$1,104,517

Estimated Total taxes collected by the KCBRA per taxing jurisdiction - 14 years (on \$1,104,517 Tax Increment):

KRESA	\$110,501
KVCC	\$ 68,400
Library – Kalamazoo	\$ 96,158
County Operating	\$113,988
County Public Safety	\$ 35,241
County Transit	\$ 7,658
Central County Transit	\$ 18,263
County Housing Fund	\$ 2,430
Oshtemo Township	\$ 23,628
State Taxes	\$ 11,668
Total	\$487,935

Reimbursement to Kalamazoo Hotel Group, LLC for Eligible Costs Estimated:	\$216,927
Interest Payment (estimated) Kalamazoo Hotel Group, LLC (3% Simple interest)	\$ 30,449
Reimbursement KCBRA for Eligible Costs and Administrative Expenses Est.:	\$ 18,000
State Brownfield Fund:	\$ 3,368
Tax Increment Revenue collected to LBRF for additional Brownfield Projects:	<u>\$219,192</u>
Total	\$487,935

The development of the 2747 South 11th Street site is an improvement for the site and the surrounding area in several ways:

1. The Plan returns a functionally obsolete property to high functional use.
2. The property will have an increased taxable value.

3. The County Brownfield Plan would constitute a cooperative inter-governmental effort.
4. TIF collected will reimburse the developer and the KCBRA for a portion of costs incurred in the completion of Brownfield Eligible Activities.
5. Local Brownfield Revolving Fund (LBRF) collection for 5 years allows the KCBRA to support additional Brownfield Activities in Kalamazoo County.

The KCBRA appreciates the consideration of the Holiday Terraces Bowling Alley Brownfield Plan by Oshtemo Township. We are pleased to be collaborating with the Township and the developer for this successful redevelopment project in Oshtemo. Please contact me with any comments or questions about the Brownfield Plan.

Sincerely,



Rachael Grover
Resource Coordinator
Kalamazoo County Brownfield Redevelopment Authority
269-384-8305
ragrov@kalcounty.com

Table 1
Eligible Activities Costs and Schedule
 2747 11th Street
 Oshtemo Township, Michigan

DEQ Eligible Activities Costs and Schedule		
DEQ Eligible Activities	Cost	Completion Season/Year
Baseline Environmental Assessment (Pre-Development) Activities		
<i>Phase I ESA - Former Bowling Alley Parcel</i>	\$ 2,000	Complete
DEQ Eligible Activities Sub-Total	\$ 2,000	
Contingency (15% - excludes \$2,000 of completed activities)	\$ 0	
Interest (3%)	\$ 286	
Brownfield Plan Preparation	\$ 2,150	
DEQ ELIGIBLE ACTIVITIES TOTAL COSTS	\$ 4,436	

MSF Eligible Activities Costs and Schedule		
MSF Eligible Activities	Cost	Completion Season/Year
Demolition Activities		
<i>Interior Demolition</i>	\$ 183,154	Spring 2018
MSF Eligible Activities Sub-Total	\$ 183,154	
Contingency (15%)	\$ 27,473	
Interest (3%)	\$ 30,163	
Brownfield Plan Preparation	\$ 2,150	
MSF ELIGIBLE ACTIVITIES TOTAL COSTS	\$ 242,940	

Eligible Activities Total Cost	\$ 247,376
Total Interest	\$ 30,449
Eligible Activities Cost Minus Interest	\$ 216,927
Principal for Interest Calculation (\$216,927-\$4,300*)	\$ 212,627
*Brownfield Plan Cost	

Summary of Estimated Reimbursement

Eligible Activities to Developer	\$ 247,376
Kalamazoo County Brownfield Redevelopment Authority Administration	\$ 18,000
State Brownfield Redevelopment Fund	\$ 3,368
Local Brownfield Revolving Fund (LBRF)	\$ 219,192
TOTAL:	\$ 487,936

Table 3
Estimate of Taxable Value and Incremental Tax Revenue by Year for Each Taxing Jurisdiction
 2747 11th Street
 Oshtemo Township, Michigan

Taxing Jurisdiction	Kal Co. Transportation	Central Co. Transportation	Kal. Public Library	Oshtemo Twp	KVCC	County Operating	Public Safety	Housing Assistance	KRESA	School Tax Increment		Total School Taxes Available for Capture	Total Non-school Taxes Available for Capture	TOTAL INCREMENTAL TAXES AVAILABLE
										State Education Tax	Public School Operation			
Operating Mills (2017)	0.3145	0.7500	3.9488	0.9703	2.8089	4.6810	1.4472	0.0998	4.5378	6.0000	17.8704	23.8704	19.5583	43,4287
Year	Taxable Value Available for Capture													
2018	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2019	1,122,517	353.03	841.89	4,432.60	1,089.18	3,153.04	5,254.50	1,624.51	112.03	5,093.76	6,735.10	20,059.83	26,794.93	48,749.45
2020	1,210,017	380.55	907.51	4,778.12	1,174.08	3,398.82	5,664.09	1,751.14	120.76	5,490.82	7,260.10	21,623.49	0.00	23,665.88
2021	1,299,267	408.62	974.45	5,130.55	1,260.68	3,649.51	6,081.87	1,880.30	129.67	5,895.81	7,795.60	23,218.42	0.00	25,411.45
2022	1,390,302	437.25	1,042.73	5,490.02	1,349.01	3,905.22	6,508.00	2,012.05	138.75	6,308.91	8,341.81	24,845.25	0.00	27,191.94
2023	1,483,158	466.45	1,112.37	5,856.69	1,439.11	4,166.04	6,942.66	2,146.43	148.02	6,730.27	8,898.95	26,504.62	0.00	29,008.04
2024	1,577,871	496.24	1,183.40	6,230.70	1,531.01	4,432.08	7,386.01	2,283.49	157.47	7,160.06	9,467.22	28,197.18	0.00	30,860.46
2025	1,674,478	526.62	1,255.86	6,612.18	1,624.75	4,703.44	7,838.23	2,423.30	167.11	7,598.44	10,046.87	29,923.58	0.00	32,749.93
2026	1,773,017	557.61	1,329.76	7,001.29	1,720.36	4,980.23	8,299.49	2,565.91	176.95	8,045.60	10,638.10	31,684.52	0.00	34,677.19
2027	1,873,527	589.22	1,405.15	7,398.18	1,817.88	5,262.55	8,769.98	2,711.37	186.98	8,501.69	11,241.16	33,480.67	0.00	36,643.00
2028	1,976,047	621.47	1,482.04	7,803.01	1,917.36	5,550.52	9,249.88	2,859.74	197.21	8,966.91	11,856.28	35,312.75	0.00	38,648.12
2029	2,080,618	654.35	1,560.46	8,215.94	2,018.82	5,844.25	9,739.37	3,011.07	207.65	9,441.43	12,483.71	37,181.47	0.00	40,693.34
2030	2,187,280	687.90	1,640.46	8,637.13	2,122.32	6,143.85	10,238.66	3,165.43	218.29	9,925.44	13,123.68	39,087.56	0.00	42,779.47
2031	2,296,075	722.12	1,722.06	9,066.74	2,227.88	6,449.44	10,747.93	3,322.88	229.15	10,419.13	13,776.45	41,031.78	0.00	44,907.32
2032	2,407,046	757.02	1,805.28	9,504.94	2,335.56	6,761.15	11,267.38	3,483.48	240.22	10,922.69	14,442.28	43,014.87	0.00	47,077.73
Total Captured Taxes	7,658.46	18,263.41	96,158.09	23,627.99	68,400.13	113,988.05	35,241.08	2,430.25	110,500.95	146,107.30	435,166.00	26,794.93	476,268.42	503,063.35

Notes:
 (1) The debt portion of the KRESA millage (1.865 Mills) is not eligible for reimbursement.
 (2) The County Juvenile Home Debt (0.2301 Mills) is not eligible for reimbursement.
 (3) School debt taxes (6.95 Mills) are not eligible for reimbursement.

Table 4
Reimbursement Schedule
 2747 11th Street
 Oshtemo Township, Michigan

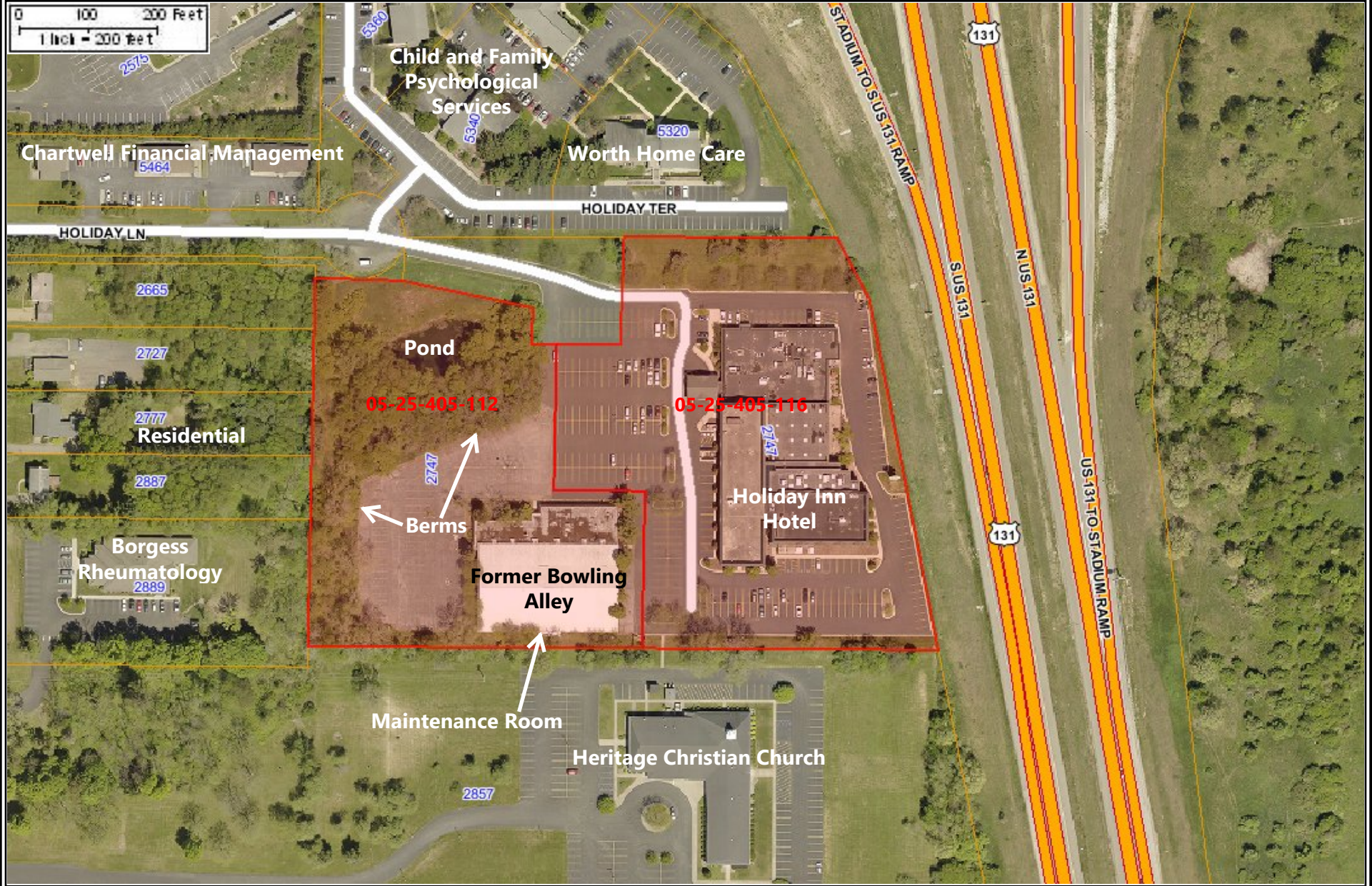
Year	Estimated Incremental Taxes Captured				BRA Administration ¹				Reimbursement to Developer				State Brownfield Redevelopment Fund		LBRF Capture				Interest Calculations (3%)				
	Annual			Cumulative	Annual			Cumulative	Annual			Cumulative	3 Mils SET	Cumulative	Annual			Cumulative	Principal	Interest	Principal Payment	Interest Payment	Total Payment Amount
	School	Non-School	Total		School	Non-School	Total		School	Non-school	Total				School	Non-school	Total						
2018	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2019	11,667.55	21,954.52	33,622.08	33,622.08	-	2,000.00	2,000.00	2,000.00	4,150.00	19,954.52	24,104.52	24,104.52	3,367.55	3,367.55	4,150.00	-	4,150.00	4,150.00	212,627.00	6,378.81	24,104.52	-	24,104.52
2020	-	23,665.88	23,665.88	57,287.95	-	2,000.00	2,000.00	4,000.00	-	21,665.88	21,665.88	45,770.40	-	-	-	-	-	4,150.00	188,522.48	5,655.67	21,665.88	-	21,665.88
2021	-	25,411.45	25,411.45	82,699.40	-	2,000.00	2,000.00	6,000.00	-	23,411.45	23,411.45	69,181.85	-	-	-	-	-	4,150.00	166,856.60	5,005.70	23,411.45	-	23,411.45
2022	-	27,191.94	27,191.94	109,891.35	-	2,000.00	2,000.00	8,000.00	-	25,191.94	25,191.94	94,373.80	-	-	-	-	-	4,150.00	143,445.15	4,303.35	25,191.94	-	25,191.94
2023	-	29,008.04	29,008.04	138,899.39	-	2,000.00	2,000.00	10,000.00	-	27,008.04	27,008.04	121,381.84	-	-	-	-	-	4,150.00	118,253.20	3,547.60	27,008.04	-	27,008.04
2024	-	30,860.46	30,860.46	169,759.86	-	2,000.00	2,000.00	12,000.00	-	28,860.46	28,860.46	150,242.31	-	-	-	-	-	4,150.00	91,245.16	2,737.35	28,860.46	-	28,860.46
2025	-	32,749.93	32,749.93	202,509.79	-	2,000.00	2,000.00	14,000.00	-	30,749.93	30,749.93	180,992.24	-	-	-	-	-	4,150.00	62,384.69	1,871.54	30,749.93	-	30,749.93
2026	-	34,677.19	34,677.19	237,186.99	-	2,000.00	2,000.00	16,000.00	-	32,677.19	32,677.19	213,669.43	-	-	-	-	-	4,150.00	31,634.76	949.04	31,634.76	1,042.43	32,677.19
2027	-	36,643.00	36,643.00	273,829.98	-	2,000.00	2,000.00	18,000.00	-	33,706.57	33,706.57	247,376.00	-	-	-	936.43	936.43	5,086.43	-	-	-	29,406.64	29,406.64
2028	-	38,648.12	38,648.12	312,478.10	-	-	-	-	-	-	-	-	-	-	-	-	38,648.12	38,648.12	43,734.55	-	-	-	-
2029	-	40,693.34	40,693.34	353,171.45	-	-	-	-	-	-	-	-	-	-	-	-	40,693.34	40,693.34	84,427.90	-	-	-	-
2030	-	42,779.47	42,779.47	395,950.92	-	-	-	-	-	-	-	-	-	-	-	-	42,779.47	42,779.47	127,207.37	-	-	-	-
2031	-	44,907.32	44,907.32	440,858.24	-	-	-	-	-	-	-	-	-	-	-	-	44,907.32	44,907.32	172,114.69	-	-	-	-
2032	-	47,077.73	47,077.73	487,935.97	-	-	-	-	-	-	-	-	-	-	-	-	47,077.73	47,077.73	219,192.42	-	-	-	-
	11,667.55	476,268.42	487,935.97		-	18,000.00	18,000.00		4,150.00	243,226.00	247,376.00		3,367.55		4,150.00	215,042.42	219,192.42		30,449.07	212,627.00	30,449.07	243,076.07	

TOTAL REIMBURSEMENT FOR TAX INCREMENT: 487,935.97

¹ Actual amount may vary based on actual costs and state formula.

Figure 2 - Site Plan

2747 11th Street, Oshtemo Township, Michigan



This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The user of this map acknowledges that the State/County/Cities/Townships/Villages shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the State/County/Cities/Townships/Villages from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided. Map Created: 8/2/2017

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION IN SUPPORT OF A BROWNFIELD PLAN PURSUANT TO AND
IN ACCORDANCE WITH THE PROVISIONS OF ACT 381 OF THE PUBLIC ACTS
OF THE STATE OF MICHIGAN OF 1996, AS AMENDED**

January 9, 2018

WHEREAS, the Township Board of Oshtemo, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have formally resolved to participate in the Brownfield Redevelopment Authority (BRA) of Kalamazoo County (the "Authority") and have designated that all related activities shall proceed through the BRA; and

WHEREAS, the Authority, pursuant to and in accordance with Section 13 of the Act, has reviewed, adopted and recommended for approval by the Oshtemo Township Board, the Brownfield plan (the "Plan") attached hereto, to be carried out within the Township, relating to the redevelopment of the commercial property located at 2747 South 11th Street, Oshtemo Township, Michigan, (the Site"), as more particularly described and shown in Figures 1 & 2 and Attachment "A" contained within the attached Plan; and

WHEREAS, the Township Board of Oshtemo Township have reviewed the Plan, and have been provided a reasonable opportunity to express their views and recommendations regarding the Plan and in accordance with Section 13 of the Act; and

WHEREAS, as a result of its review of the Plan, the Township Board of Oshtemo Township concurs with approval of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Plan Support.** Pursuant to the authority vested in the Township Board of Oshtemo, by the Act, the Plan is hereby supported in the form attached to this Resolution.
2. **Severability.** Should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
3. **Repeals.** All resolutions or parts of resolutions in conflict with any of the Provisions of this Resolution are hereby repealed.

A motion was made by _____, seconded by _____, to adopt the forgoing Resolution.

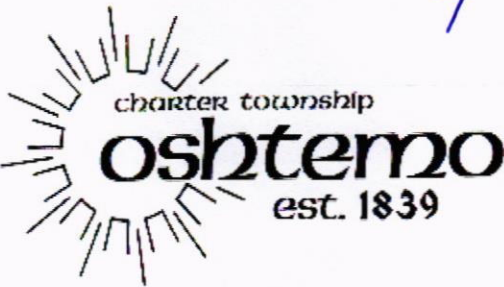
Upon a roll call vote, the following voted "Aye":

The following voted "Nay":

The following "Abstained":

The Supervisor declared that the Resolution has been adopted.

Dusty Farmer
Oshtemo Township Clerk



Memo

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works *ME*

Date: January 3, 2018

Subject: Oshtemo 2018 Local Road Maintenance – PAR Commitment

OBJECTIVE

Oshtemo Township seeks to collaborate with the Road Commission of Kalamazoo County (RCKC) in maintaining its local roads and contracting with RCKC for annual roadway maintenance projects. The Board will be asked to commit an amount of match-dollars toward local roadway maintenance as a PAR match to RCKC funds. Because RCKC has offered more monies than currently budgeted, the Board may wish to consider a Budget Adjustment in order to increase the road maintenance line item.

BACKGROUND

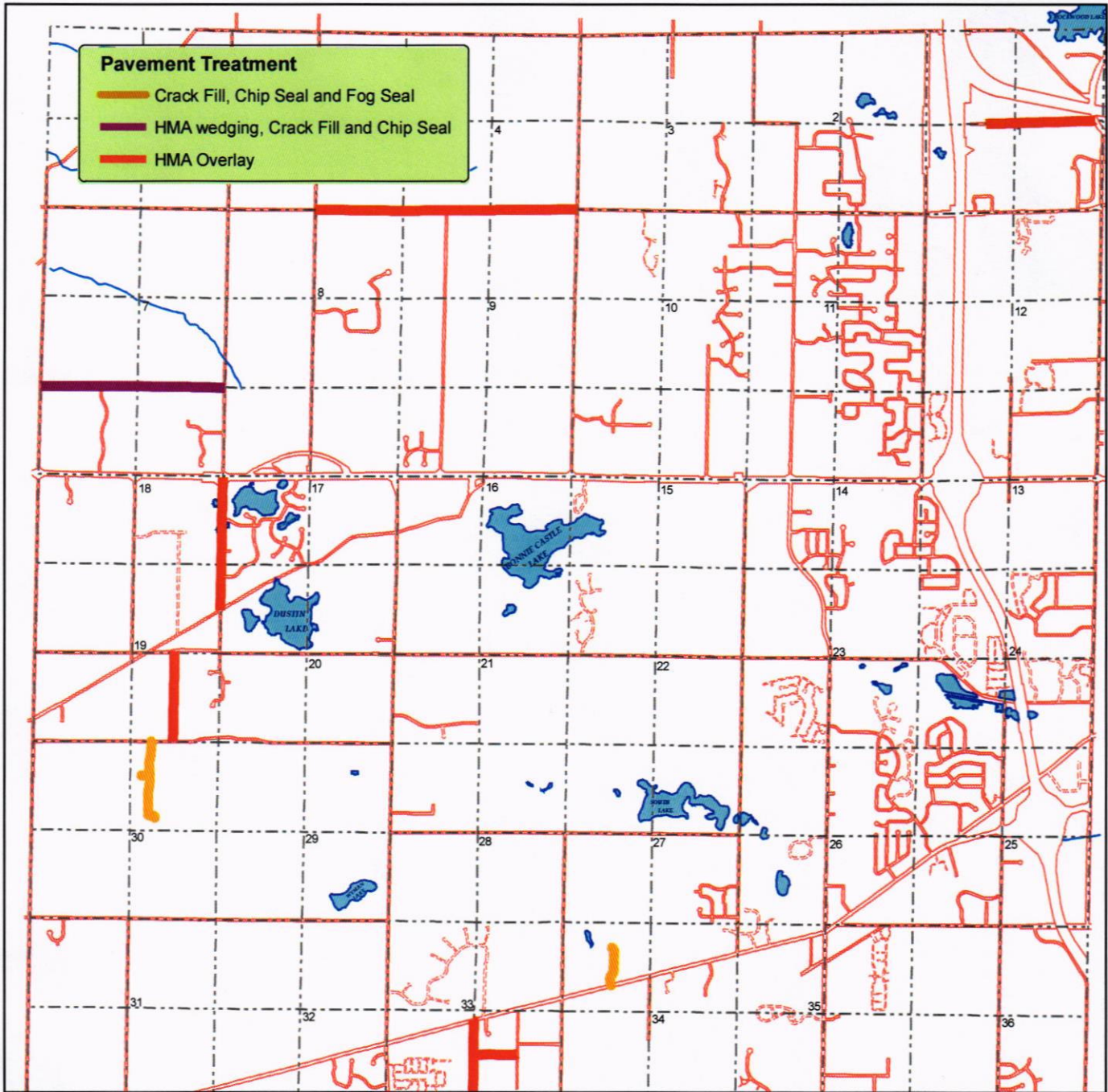
On December 15, 2017 the Road Commission of Kalamazoo County (RCKC) announced willingness to contribute up to \$265,300.84 towards local-road maintenance projects in Oshtemo Township. Per RCKC policy, Oshtemo must commit a dollar for dollar match for use of these monies. For 2018 the RCKC is making available a total of \$1.7 million towards local road projects out of its Act 51 monies, on a 50% "PAR" basis. Oshtemo's "PAR" is \$65,301 greater than what the Board has budgeted for 2018. RCKC has requested that by January 31st, the Township commit to a dollar amount to match. Once other county-wide commitments are made, unallocated funds will be made available through a second round of "PAR" allocation offers. The Township's 2018 allocation increase is largely attributed to about \$55,000 in carryover funds from 2017. This is because the scheduled J Avenue chip seal was not accomplished that year.

INFORMATION PROVIDED

On December 26th RCKC provided a preliminary cost estimate for potential 2018 projects, based upon the common PASER pavement management system used throughout the State. A visual snapshot of these potential projects is included as an attachment. Please note that the project list exceeds available funding so that actual project selection can be collaboratively prioritized. That is, Oshtemo staff will work with RCKC representatives and members of the Capital Improvements Committee to identify a best-mix of projects within the funding levels to be jointly allocated by RCKC and Oshtemo.

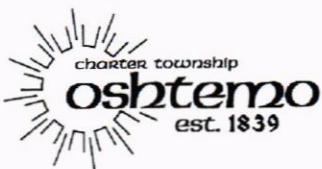
STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

The Board shall consider what amount of the currently offered \$265,300.84 in "PAR" funding Oshtemo will commit to using on dollar-for-dollar basis for 2018. Additionally, any monies in excess of the current \$200,000 budget for road projects will need to be appropriated by the Oshtemo Board as an amendment to increase the Township's road maintenance line-item in the approved budget. Following this action, the Township Supervisor shall notify RCKC by January 31st of the dollar amount Oshtemo will pledge towards matching the available "PAR."



2018 Roadway Maintenance Projects

Preliminary Recommendations



Roadway	Length	Description	Cost
2nd Street- L Avenue to KL Avenue	2656	HMA Overlay	133,061
2nd Street-Almena Drive To M-43	3868	HMA Overlay	110,575
5th Street, S of Stadium and Gibbs St	3530	HMA Overlay	179,123
GH Ave-3359' W of Ravine to Ravine Rd	3359	HMA Overlay	97,506
H Avenue- 3rd Street To 6th Street	7829	HMA Overlay	222,181
J Avenue - Vankal Street to 2nd Street	5538	HMA wedging, Crack Fill & Chip Seal	52,503
Stadium Parkway	1167	Crack Fill, Chip Seal and Fog Seal	18,928
Tuscany Plat	2608	Crack Fill, Chip Seal and Fog Seal	29,401
Total Cost			\$843,278
Project Length = 5.8 mi			RCKC PAR \$265,301
			Oshtemo Amt \$577,977

Date: 1/3/2018

Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: December 21, 2017
Subject: Poverty Exemption Guidelines - 2018

OBJECTIVE

To broaden the poverty exemption guidelines in order to provide relief to those who are unable to contribute toward the taxes levied by the Township.

BACKGROUND

At the last Board meeting, the question was raised as to whether the poverty exemption guidelines set by the Federal Government were the limit of what the Township could do with regard to poverty tax exemptions. At the time, I indicated that I did not believe the Federal Government Guidelines were the limit, but were the floor or the lowest income levels the Township could use in granting tax relief. It was then proposed to re-evaluate the policy and come back with an alternative.

After verifying that the statute would allow the Township to actually increase the income level someone could receive and still qualify for a poverty tax exemption, I decided to look at what other communities surrounding Oshtemo Township did in this regard. I found the most progressive community in this regard to be the City of Kalamazoo. The City of Kalamazoo increases the poverty exemption guidelines by 25% and then limits a property owner's taxes to 3% or 5% of an individual's income, but only after taking into account what the individual could obtain in the form of a Michigan Homestead Property Tax Credit.

I found the City of Kalamazoo's method very compelling because it first asked the individual to try to obtain relief from Lansing through the Homestead Property Tax Credit. This allows the taxpayer to receive all or a portion of their taxes back from the State of Michigan without necessarily taking any funds away from our local schools or other taxing units. I thought that this was not only a way to help those persons struggling to pay their taxes, but it did it in such a way as to not cause any harm to the local community itself. However, I thought that the additional calculations which the City requires might be more than the Township could effectively administer. Therefore, I came up with a simplified version of the method the City of Kalamazoo uses for its poverty exemption guidelines.

INFORMATION PROVIDED

A revised Poverty Exemption Guidelines for 2018, which does the following:

1. Increases qualifying income level by 25%;
2. Exempts a person's home and home furnishings from the list of assets required to be considered in the asset test.
3. Requires that the citizens file the Homestead Property Tax Claim Form, or that the calculation be completed before determining the amount of the exemption or partial exemption which the resident might qualify for.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Evaluate and consider adoption of the revised 2018 Poverty Exemption Guidelines attached hereto.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

POVERTY EXEMPTIONS GUIDELINES – 2018

Meeting of the Township Board on January 9, 2018

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Oshtemo Charter Township, Kalamazoo County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including ~~any property tax credit returns~~ the Michigan Homestead Property Tax Credit Claim Form (MI-1040CR) filed in the immediately preceding year or in the current year.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.

- (5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- (6) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review.

Poverty exemption standards shall be as follows:

The following are the poverty thresholds as of December 31, 2017, for use in setting poverty exemption guidelines for 2018 assessments:

Size of Family Unit	2018 Federal Poverty Guidelines	2018 Qualifying Income Level Per Township's Policy
1 person	\$12,060	\$15,075
2 persons	\$16,240	\$20,300
3 persons	\$20,420	\$25,525
4 persons	\$24,600	\$30,750
5 persons	\$28,780	\$35,975
6 persons	\$32,960	\$41,200
7 persons	\$37,140	\$46,425
8 persons	\$41,320	\$51,650

For each additional person, add \$ 4,180 \$ 5,225

1. Applicants must complete an application, except for their signature, and return it in person to the Assessor's Office.
2. Application must be signed in witness of the Assessor or Board of Review, and filed with the Assessor between January 1 and the second Monday in March.
3. Applicant must submit the previous year's Federal Income Tax Return, State Income Tax Return and the Michigan Homestead Property Tax Claim . **if applicable, Form, MI-1040CR. The Michigan Homestead Property Tax Claim Form (MI-1040CR) is required and should be filed regardless of income. If the MI-1040CR is not filed, the calculation will be made by the Assessing Department before putting the applicant's request before the Board of Review.**
4. Applications may be reviewed by the Board without applicant being present, however, the Board may request the applicant be physically present to respond to questions; and may be called upon to appear on short notice.

5. Questions regarding the applicant's financial affairs, health, status of those residing in the residence before the Board at a meeting which is open to the public.
6. Applicants will be administered an oath of truth.
7. An asset test considering all assets owned by the applicant **other than the applicant's homestead and normal household goods** will be used in determining whether relief should be granted. Homeowners **with** assets in **an amount excess of \$25,000** are **also not eligible for tax exemption considered consideration**.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. The Board of Review shall follow the policy and guidelines of Oshtemo Charter Township as set forth in this resolution in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the applicant.
12. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.
13. **Those homeowners who meet the income and asset limitations set forth herein may be granted an exemption or partial exemption to the extent that the homeowner's taxes exceed the Homestead Property Tax Credit which was or could have been claimed by the homeowner requesting the exemption.**

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above-stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by _____ and supported by _____.

Upon roll call vote, the following voted "Aye":

The following voted "Nay":

The following member was absent:

The following abstained:

The Supervisor declared the resolution adopted.

Elizabeth Heiny-Cogswell, Supervisor
Oshtemo Charter Township

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of Oshtemo Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board at the regular meeting of said Board on January 9, 2018, at which meeting ____ members were present, and that said resolution passed unanimously upon roll-call vote and was ordered to take immediate effect.

Dusty Farmer, Clerk
Oshtemo Charter Township

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: December 28, 2017
Mtg. Date: January 9, 2018
Subject: Zoning Ordinance Amendments

OBJECTIVE

The Planning Commission and Township staff recommend amendments to the Township Zoning Ordinance for the Township Boards consideration for first reading. The requested amendments include:

- a. Section 11.000: Definitions – an amendment to Section 11.237: Building official
- b. Section 60.000: Special Exception Uses – an amendment to Section 60.400: Planned unit development
- c. Section 68.000: Off-Street Parking of Motor Vehicles – an amendment to Section 68.300: Off-Street parking and site circulation requirements
- d. Section 67.600: Access Management Guidelines (removed)
- e. Section 77.00: Addressing Requirements for Structures (new ordinance)

BACKGROUND

Section 11.000 Definitions

Staff conducted a complete review of both the Zoning and General Ordinances to eliminate any specific language related to a particular Building Authority. Within the Zoning Ordinance, the definition section still referred to the Kalamazoo Area Building Authority. The Planning Commission is recommending a language change to something less specific that will still describe the Building Authority but will not address a particular organization.

Section 60.400 Planned Unit Development

In recent years, the Planning Commission has approved two special exception uses for commercial planned unit developments (PUD) within the Township; the Corner@Drake and Westgate PUDs. During the approval process for these developments, it became clear that

our zoning ordinance language did not provide the type of public notice generally warranted for a project of this scale and intensity. The current approval process for a commercial PUD is as follows:

1. The developer/property owner submits a concept plan for the Planning Commission review.
2. Once the concept plan is approved, the developer/owner may submit individual site plans for Planning Commission approval. All individual site plans must conform with the concept plan previously approved by the Planning Commission.
3. As part of the site plan review process, a special exception use public hearing is held.

The Planning Commission requested changes to the PUD approval process that would require a public hearing at the time of concept plan approval. The current ordinance requirements place the public hearing late in the process, as the Planning Commission has already approved a concept plan for which all site plans must conform. Giving public notice at the time of site plan does not allow neighboring property owners and residents the opportunity to weigh in on the concept plan, which governs the development after its approval by the Township.

The enclosed recommended amendments would change this process and require the special exception use public hearing at the same time the concept plan is reviewed.

Section 68.000 Off-Street Parking and Section 67.600 Access Management Guidelines

The requested changes to the Off-Street Parking Ordinance began with recommendations related to accessible spaces and the desire to ensure the Americans with Disabilities Act regulations are met. Staff recommended changes that would require the use of concrete, or similar material, as opposed to asphalt, for all accessible spaces. Concrete is a more rigid product, which will allow the required slopes and cross-slopes of the accessible spaces to more easily managed.

While reviewing the Off-Street Parking Ordinance for accessible spaces, Planning staff made some additional changes that were supported by the Planning Commission, as follows:

1. Amendments are recommended to Section 68.300 that reduce and re-organize the current Ordinance language into a more user-friendly configuration. Section 68.300 now just regulates parking lots and circulation aisles. Anything not related to parking lots and circulation aisles, like drive-through windows, has been moved to its own section of the code. In addition, those regulations that just reiterate that the parking lot must meet other code requirements have been removed.
2. The Planning Commission recommends changing Section 68.300 to include requirements for site circulation. The current ordinance does not specifically mention circulation aisles on site, which does not give staff the regulatory leverage to require certain pavement widths outside of parking lot areas. For example, a recent development approved by the Planning Commission (Memory Care Center) had a circulation aisle that encompassed the building,

which was separate from their parking lot. The current Ordinance does not regulate the size of that aisle as the code only specifically addresses parking lot aisle widths.

3. Bicycle parking is not explicitly required on any development. The current Ordinance states bicycle parking is encouraged and may be required. Without guidance as to when bicycle parking is required, this regulation seems difficult to administer. The Planning Commission recommends including language related to special exception uses, which require additional scrutiny by the Planning Commission because of their intensity or size. Bicycle parking would be reviewed as part of this process. For example, requiring bicycle parking within larger PUD projects may be warranted.
4. Subsection I of Section 68.300 indicates a regulation related to shared access reduction under Section 67.600, which is the Access Management Guidelines of the Zoning Ordinance. The current regulations under Section 67.600 are:

67.600 - Shared access reduction schedule.

1. *When a driveway is established to serve two or more parcels, lots, or building sites, and where such parcels, lots, or building sites are not served by any other access point, the total parcel, lot, or building site size and road frontage required by the Township Zoning Ordinance shall be reduced by ten percent.*
2. *When a frontage road or service drive is established on a parcel, lot, or building site, the total parcel, lot, or building site size, road frontage, and number of parking spaces required shall be reduced by ten percent.*
3. *When a cross parking arrangement or agreement has been reached (and written evidence thereof in existence) regarding two or more parcels, lots, or building sites, the number of parking spaces required for each of the parcels, lots, or building sites in question shall be reduced by ten percent.*

The Planning Commission would like to eliminate subsection 1, which allows a reduction in parcel size or frontage. To our knowledge, this regulation has not been employed anywhere within the Township. In addition, tracking this requirement overtime could be tremendously difficult as sites redevelop and parcel lines change. Future Planning staff may believe lots to be nonconforming because of the reduction in lot size or frontage requirements. Finally, the use of a parking reduction seems an adequate incentive to encourage shared access.

The remaining subsections 2 and 3 would then be moved to the Off-Street Parking Ordinance. A new subsection 68.303 titled Shared Access Reduction would be created.

Section 77.000 Addressing Requirements for Structures

The development of this draft Ordinance was completed through a coalition of the Fire Department, Planning Department, Public Works Department and Legal Department. Ben Clark, Zoning Administrator, reviewed ordinances from other communities and spoke with a representative from a sign company to learn if there were existing conventions related to distance, address size and legibility. Based on his research, internal discussions among the departments noted above, and final staff review, a draft ordinance was developed for the Planning Commissions review.

The importance of requiring addresses on non-residential buildings for public safety was brought to the Planning Departments attention by Chief Mark Barnes and Fire Marshal Jim Wiley. Currently, the Township does not have an ordinance or policy that manages the placement of addresses on buildings in a systematic way. This has led to a variety of addressing types, sizes, fonts, etc. on commercial and industrial buildings, causing confusion and possibly reduced emergency response times. This draft ordinance will support uniformity among projects that require site plan review in the Township.

The Planning Commission reviewed and amended the draft Ordinance over several meetings. They recommended approval of the draft Ordinance to the Township Board at their December 14th public hearing.

INFORMATION PROVIDED

Redlined Ordinance Amendments
Planning Commission Minutes (excerpt)
Planning Commission Recommendation and Ordinance

11.000 - Definitions

11.237 - Building official.

The designated ~~Building Official(s) appointed and/or employed by the Kalamazoo Area Building Authority (KABA)~~ **agency of the Township appointed** to administer and enforce the State Construction Code, pursuant to Public Act 230 of 1972, as thereafter amended.

60.400 - Planned unit development.

60.450 - Approval process and documentation requirement.

- A. *Application requirements:* The application for approval of a planned unit development shall be made according to the procedures for Special Exception Uses set forth in SECTION 60.200 and the application guidelines for planned unit developments set forth in this section.
- B. *Approval process:* The following approval process shall apply to a Planned Unit Development application:
1. *Optional pre-application review(s):* Informal pre-application review(s) is encouraged and may be scheduled with the Planning Department **and/or the Planning Commission** at which the project concept may be reviewed by the applicant, Township staff, and Township consultants.
 2. **Special exception use /** ~~Conceptual plan review:~~ ~~A planned unit development shall undergo a mandatory Conceptual Plan review by the Planning Commission.~~ **The Planning Commission shall hold a public hearing on a planned unit development application in accordance with the special exception use provisions set forth in this Zoning Ordinance. The mandatory Conceptual Plan shall be presented as part of the special exception use** review by the Planning Commission. The review is intended to provide an indication of the issues and concerns that must be resolved prior to ~~review~~ **the submittal** of the **individual project or overall planned unit development** site plan(s) ~~by the Planning Commission.~~ Conceptual Plan approval shall not constitute an approval of a detailed site plan but shall be deemed an expression of approval of the **overall layout of the planned unit development and should be used** as a guide to the preparation of the site plan. A request for modification to the approved Conceptual Plan shall be submitted to the Planning Commission for review in the same manner as the original Conceptual Plan was submitted and reviewed.
 3. ~~Special exception use permit/~~**Site plan review:** Following Conceptual Plan review, **individual project or overall** a planned unit development **site plan(s)** shall undergo a final review by the Planning Commission. The detailed site plan shall conform to the approved Conceptual Plan and incorporate any revisions or recommendations made by the Planning Commission at the Conceptual Plan review. If a detailed site plan is not submitted for review within six months of Conceptual Plan approval, the Planning Commission may require a resubmission of the Conceptual Plan for further review and possible revision. Site plan review shall be subject to all appropriate sections of the Zoning Ordinance. ~~The Planning Commission shall hold a public hearing on a planned unit development application in accordance with the Special Exception Use provisions set forth in SECTION 60.200.~~
- C. *Optional pre-application review(s) requirements:* The applicant shall present the following information on the proposed planned unit development for a pre-application review with the Township Planning Department and applicable Township consultants:
1. Sketch plan of the proposed layout.
 2. An accurate legal description of the development site.

3. The names and addresses of all current owners of the development site.
 4. The total acreage.
 5. The number of acres to be developed by use.
 6. The total number of acres of open space.
 7. The number of acres to be preserved as open space.
 8. The number and type of residential units.
 9. The details of the nonresidential land use.
 10. The details of the pedestrian and vehicular circulation system.
 11. The location and dimensions of known natural features.
- D. *Conceptual plan review requirements:* Engineering details of Conceptual Plans are not required to be developed beyond a level of detail required to determine the feasibility of the proposed layout. The Conceptual Plan, drawn to a reasonable scale, shall provide the following information:
1. Boundaries of the planned unit development.
 2. A general location map showing the existing zoning designations, **and** uses, ~~and ownerships~~ of the planned unit development and all land within one-quarter mile.
 3. The topography of the site and its relationship to adjoining land.
 4. The location of existing streets adjacent to the planned unit development with an indication of how they will connect with the proposed circulation system for the proposed development. **In addition, an indication if streets are planned to be public or private.**
 5. The pedestrian and vehicular circulation system and related parking facilities proposed within the planned unit development.
 6. ~~Delineation of proposed residential and nonresidential areas indicating for each such area its size, number and composition of buildings, dwelling unit density, building envelopes, building location and height, and orientation of units.~~ **Delineation of proposed residential areas indicating area size and dwelling unit density. Delineation of proposed nonresidential areas indicating area size, number of buildings, building envelopes, building location and orientation.**
 7. The interior open space system and park/recreation areas.
 8. **Location of** proposed landscaping, **landscaped buffer areas**, including greenbelts, berms and/or screening.
 9. **General arrangement of** the overall storm water **management** drainage system.

10. ~~The public facilities to serve the planned unit development, such as sewage disposal, water supply, refuse disposal, etc.~~ **Location of the public sanitary sewer and water systems intended to serve the overall development.**

11. In addition, the following documentation shall accompany the Conceptual Plan:

- a. The name, address and telephone number of:
 - i. All persons with an ownership interest in the land on which the planned unit development will be located together with a description of the nature of each entity's interest.
 - ii. All engineers, attorneys, architects or registered land surveyors associated with the planned unit development.
 - iii. The developer or proprietor of the planned unit development.
 - iv. Any person(s) authorized to represent the owner in the review process.
- b. An accurate legal description of the planned unit development, including appropriate tax identification numbers.
- c. The total acreage of the planned unit development.
- d. The number and type of units to be developed.
- e. A general statement as to how common open space and park/recreation areas are to be owned and maintained.
- f. If the development is to be constructed in phases, a general indication of how the sequence of phases is to proceed.
- g. A narrative describing how the planned unit development is supported by the Township's Master Plan, the capacity and availability of necessary public facilities to the development, and the impact the development will have on adjoining properties.

E. *Site plan review requirements:* The following information shall be included on, or attached to, all site plans:

1. An update of the approved Conceptual Plan pursuant to the informational requirements set forth in this Section.
2. Easements, deed restrictions, and other documents pertaining to the open space system and park/recreation areas.
3. If condominium ownership is proposed, all documentation required by the condominium regulations of the Township.
4. Engineering plans presented in sufficient detail to indicate compliance with the engineering standards adopted by the Township, including the cross sections of proposed streets, drive aisles, paved areas, and on-site drainage, including retention and/or detention areas.

68.000 - Off-Street Parking of Motor Vehicles

68.300 - Requirements for parking spaces, parking lots and drive-through windows. **Off-Street Parking and Site Circulation Requirements**

Requirements for all parking spaces, ~~and~~ parking lots **and circulation aisles** (except those for single- and two-family dwellings, for mobile homes or single- or two-family dwellings in a mobile home subdivision, or for farms) ~~and drive-through windows~~ shall be as follows:

- A. *Space size.* Each automobile parking space shall not be less than 200 square feet nor less than ten feet wide exclusive of driveway and aisle space. For parking lots with over 100 spaces, minor adjustments of the dimensions prescribed in this Section may be authorized by the reviewing body for up to 25 percent of the required spaces, provided the design remains consistent with generally recognized design standards for off-street parking facilities.
- B. **Circulation and Parking Aisle width.** Aisles shall be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. Consideration will be given to alternate widths for one-way aisles in conjunction with angled parking other than 75 to 90 degrees.
- C. *Pavement.* All off-street parking facilities, including private drives thereto, shall be constructed of materials which will have a paved surface resistant to erosion. Use of ~~pervious pavement~~ **permeable materials, similar to a paved surface**, is encouraged.
- D. **Accessible accommodations. Any barrier free parking spaces or accessible loading aisles between said spaces shall be designed and constructed in accordance with the Americans with Disabilities Act of 1990, using the 2010 or most recent design standards. Barrier free parking spaces, accessible loading aisles between said spaces, and ramps shall be constructed of aggregate cement concrete or a similar, pre-approved hard-surface alternate, subject to Township Staff approval. Flexible paving is not allowed.**
- D. ~~Drainage.~~ Drainage shall be provided in accordance with SECTION 78.500.
- E. ~~Lighting.~~ Lighting shall be designed in compliance with the lighting objectives and standards set forth in SECTION 78.700.
- F. ~~Landscape.~~ Landscaping shall be provided in accordance with SECTION 75.000.
- G. ~~Drive through windows.~~ A minimum of five 10-foot by 20-foot stacking spaces, measured from the serving window, for food service establishments and a minimum of three 10-foot by 20-foot stacking spaces for all other drive-through establishments for vehicles awaiting service shall be on-site and designed and located so as not to block or impede pedestrian and/or vehicle circulation on the site or on any adjacent sidewalk or street. Stacking spaces shall not be considered parking spaces.
- H. **E. Backing into or from a street is prohibited.** All trucks and vehicles shall enter and exit the lot, parcel, or site using forward movement from and to the abutting street.

- I. ~~Shared access reduction schedule.~~ Reduction of required spaces is permitted in accordance with SECTION 67.600. (MOVE TO 68.303)
- J. **F. Bicycle parking.** Provision of parking facilities for bicycles is **strongly** encouraged and may be required **as part of Special Exception Use approval.**
- K. **G. Maximum number of spaces.** To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of stormwater runoff, no parking lot shall have parking spaces totaling more than 110% of the minimum parking space requirements except as may be approved by the reviewing body
- H. Additional Parking Allowance.** In granting any additional space, the reviewing body shall determine that the parking is necessary, based upon documented evidence of actual use and demand provided by the applicant. The reviewing body shall also consider impacts on the property and surrounding properties including any natural features thereon. Use of pervious pavement is encouraged. ~~The foregoing~~ **This allowance** shall apply only to those parcels, lots or building sites with a minimum of 50 parking spaces as required by Sections 68.302 and 68.400.

68.301 - Loading and unloading.

Space for all necessary loading and unloading operations for any commercial, industrial or other use must be provided in addition to the required off-street parking space. All loading and unloading operations must be carried on entirely within the side or rear yard of the lot, parcel or building site, on a paved surface and shall not interfere with pedestrian or vehicular movement.

68.302 - Mixed uses in the same building or joint use of facilities.

In the case of mixed uses in the same building or common parking facilities for several uses in the same vicinity, the total parking space requirement is the sum of the individual requirements for each use at the same time of day. The maximum joint requirements will be less than the total individual requirements if the peak needs for the uses occur at distinctly different times of the day.

68.303 – Shared access reduction. (MOVED FROM 67.600)

- A. When a frontage road or service drive is established on a parcel, lot, or building site, the total number of parking spaces required may be reduced by ten percent.**
- B. When a cross parking arrangement or agreement has been reached (and written evidence thereof in existence) regarding two or more parcels, lots, or building sites, the number of parking spaces required for each of the parcels, lots, or building sites in question may be reduced by ten percent.**

68.304. - Drive through windows.

A minimum of five 10-foot by 20-foot stacking spaces, measured from ~~the serving window~~ **each individual point of service**, for food service establishments and a minimum of three 10-foot by 20-foot stacking spaces **per window** for all other drive-through establishments for vehicles awaiting service shall be on-site and designed and located so as not to block or impede pedestrian and/or vehicle circulation on the site or on any adjacent sidewalk or street. Stacking spaces shall not be considered parking spaces.

SECTION 77

77.000 – ADDRESSING REQUIREMENTS FOR STRUCTURES

77.100 – INTENT

To help ensure that emergency service responders are able to locate buildings in a timely manner, any structure or individual tenant space erected or established in the Township shall be subject to the following street address display standards.

77.200—APPLICABILITY

1. The addressing standards of this section shall apply to any structure or tenant space erected or established in the Township that is subject to site plan review, per section 82.000 of the Zoning Ordinance, unless expressly exempted herein.
2. Single-family homes, duplexes, triplexes, and fourplexes shall be exempt from this section.
3. Any existing applicable structures or individual tenant spaces that do not meet the standards of this section shall be considered legally non-conforming.
4. Any expansion or modification to a legally non-conforming structure that requires site plan approval, per section 82.000 of this ordinance, shall also come into compliance with the requirements of this section.

77.300—GENERAL REQUIREMENTS

1. Structures subject to this section shall have their street address displayed in accordance with table 77.1.
2. Individual tenant spaces with dedicated ingress and egress within a larger structure subject to this section shall have their street number or suite/unit number/letter displayed in accordance with Table 77.1.
3. To the extent practical, addresses and individual tenant space numbers/letters shall be displayed on the side of the structure facing the street to which it is addressed.
4. On multiple frontage properties, structures shall have their addresses displayed on each road frontage, excluding limited access highways, which shall be formatted using the following convention: street number, directional abbreviation, street name, and street type abbreviation. For example, 7275 W Main St.
5. Structures with one street frontage shall require that only the street number be displayed.
6. Street and suite/unit numbers shall be displayed using Arabic numerals.

7. Street addresses and individual tenant space numbers/letters shall be displayed in a legible manner, and shall be of a color that contrasts to the structure or backing on which the address is displayed. The font used should be Helvetica Bold or similar. Acceptance of proposed font and contrast quality is subject to Fire Marshal approval.
8. For buildings located within a larger development that do not have direct exposure to road frontage, the address shall be displayed on the side of the structure facing the primary vehicle access point, in accordance with table 77.1.
9. If the structure's address is not visible from the street due to vegetation, topography, or other obstructions, then the address shall also be indicated on a free-standing display device, at least five feet in height above the adjacent road grade, to be located at the street frontage as close to the right-of-way/road easement boundary and associated driveway as practicable or as otherwise restricted by this Zoning Ordinance. The text characters of said sign shall comply with the size standards of table 77.1. Street addresses may be collocated on other sign structures associated with the property or development.
10. Any structure or tenant space subject to this section located on a private or local road, but clearly visible from a collector or arterial road, shall, at a minimum, adjust its associated address character size and placement based on its distance from and orientation to the higher-level roadway, per table 77.1.

77.400—CHARACTER SIZE AND PLACEMENT

1. The following table shall be used to determine the minimum address display standards:

Table 77.1

DISTANCE FROM RIGHT-OF-WAY, EASEMENT BOUNDARY, OR DRIVEWAY TO STRUCTURE OR DISPLAY DEVICE		CHARACTER SIZE AND PLACEMENT		
From	To	Minimum Height	Minimum Width	Maximum Building Placement Height Above Adjacent Road or Driveway Grade
0'	39'	10"	5"	15'
40'	69'	12"	6"	20'
70'	199'	14"	7"	25'
200'+		16"	8"	30'

2. Address characters for structures shall be mounted on the wall of the subject structure at least ten feet above the adjacent road grade, unless this requirement cannot be met, then addressing shall be placed on a freestanding sign between the structure and the road and is visible from the road.

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD DECEMBER 14, 2017

Agenda

PUBLIC HEARING: MASTER PLAN UPDATE

CONSIDERATION OF THE DRAFT MASTER PLAN UPDATE TO INCLUDE:

- a. Introduction and Planning Drivers
- b. Rural Character Preservation Strategy
- c. Maple Hill Drive South Sub-Area Plan
- d. Future Land Use Plan

PUBLIC HEARING: ZONING ORDINANCE AMENDMENTS

CONSIDERATION OF DRAFT ZONING ORDINANCE AMENDMENTS TO INCLUDE:

- a. Section 11.000: Definitions – specifically Section 11.237: Building Official
- b. Section 60.000: Special Exception Uses – specifically Section 60.400: Planned Unit Development
- c. Section 68.000: Off-Street Parking of Motor Vehicles – specifically Section 68.300: Off-Street Parking and Site Circulation Requirements
- d. Section 77.00: Addressing Requirements for Structures

ANY OTHER BUSINESS

- a. 2018 MEETING DATES
-

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, December 14, 2017, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT:

Cheri Bell, Chairperson
Fred Antosz, Vice Chairperson
Ollie Chambers
Dusty Farmer, Secretary
Mary Smith

MEMBERS ABSENT:

Kathleen Garland-Rike
Bruce VanderWeele

Also present were Julie Johnston, Planning Director, James Porter, Township Attorney, Martha Coash, Meeting Transcriptionist, and approximately 20 interested persons.

Ms. Smith noted the comments from the County of Kalamazoo encouraged careful consideration to the change from a golf course in future planning. She encouraged people to continue to attend meetings and said the Planning Commission would do what they can to make things work for everyone.

There was consensus to recommend the Master Plan Update as presented to the Township Board for approval; the Chair asked for a motion.

Ms. Farmer made a motion to recommend the Master Plan Update with the amendments to the draft as discussed to the Township Board for approval. Mr. Antosz supported the motion. The motion was approved unanimously.

PUBLIC HEARING: ZONING ORDINANCE AMENDMENTS
CONSIDERATION OF DRAFT ZONING ORDINANCE AMENDMENTS TO INCLUDE:

- a. **Section 11.000: Definitions – specifically Section 11.237: Building Official**
- b. **Section 60.000: Special Exception Uses – specifically Section 60.400: Planned Unit Development**
- c. **Section 68.000: Off-Street Parking of Motor Vehicles – specifically Section 68.300: Off-Street Parking and Site Circulation Requirements**
- d. **Section 77.00: Addressing Requirements for Structures**

Chairperson Bell moved to the next item on the agenda, a public hearing considering the draft Zoning Ordinance Amendments.

Ms. Johnston told the Board the initial requested changes to the Off-Street Parking Ordinance began with recommendations related to accessible spaces and the desire to ensure the Americans with Disabilities Act regulations are met. Staff recommended changes that would require the use of concrete or similar material, as opposed to asphalt, for all accessible spaces. Concrete is a more rigid product, which will allow the required slopes and cross-slopes of the accessible spaces to be more easily managed.

While reviewing the Off-Street Parking Ordinance for accessible spaces, Staff made four additional changes:

1. Amendments are recommended to Section 68.300 that reduce and re-organize the current Ordinance language into a more user-friendly configuration. Section 68.300 now just regulates parking lots and circulation aisles. Anything not related to parking lots and circulation aisles, like drive-through windows, has been moved to its own section of the code. In addition, those regulations that just reiterate that the parking lot must meet other code requirements have been removed.
2. Staff would like to change Section 68.300 to include requirements for site circulation. The current ordinance does not specifically mention circulation aisles

on site, which does not give staff the regulatory leverage to require certain pavement widths outside of parking lot areas.

3. Bicycle parking is not explicitly required on any development. The current Ordinance states bicycle parking is encouraged and may be required. Without guidance as to when bicycle parking is required, this regulation seems difficult to administer. Staff thought by including language related to special exception uses, the Planning Commission could consider bicycle parking when uses are reviewed that require additional scrutiny because of their intensity or size. For example, requiring bicycle parking within larger PUD projects may be warranted.
4. Subsection I of Section 68.300 indicates a regulation related to shared access reduction under Section 67.600, which is the Access Management Guidelines of the Zoning Ordinance. The current regulations under Section 67.600 are:

67.600 - Shared access reduction schedule.

1. *When a driveway is established to serve two or more parcels, lots, or building sites, and where such parcels, lots, or building sites are not served by any other access point, the total parcel, lot, or building site size and road frontage required by the Township Zoning Ordinance shall be reduced by ten percent.*
2. *When a frontage road or service drive is established on a parcel, lot, or building site, the total parcel, lot, or building site size, road frontage, and number of parking spaces required shall be reduced by ten percent.*
3. *When a cross parking arrangement or agreement has been reached (and written evidence thereof in existence) regarding two or more parcels, lots, or building sites, the number of parking spaces required for each of the parcels, lots, or building sites in question shall be reduced by ten percent.*

Staff would like to eliminate subsection 1, which allows a reduction in parcel size or frontage. To our knowledge, this regulation has not been employed anywhere within the Township. In addition, tracking this requirement overtime could be tremendously difficult as sites redevelop and parcel lines change. Future Planning staff may believe lots to be nonconforming because of the reduction in lot size or frontage requirements. Finally, the use of a parking reduction seems an adequate incentive to encourage shared access. In addition, Staff would like to move subsections 2 and 3 to the Off-Street Parking Ordinance. A new subsection 68.303 titled Shared Access Reduction would be created.

Addressing Requirements: The development of this draft Ordinance was completed through a coalition of the Fire Department, Planning Department, Public Works Department and Legal Department. Ben Clark, Zoning Administrator, reviewed ordinances from other communities and spoke with a representative from a sign

company to learn if there were existing conventions related to distance, address size and legibility. Based on his research, internal discussions among the departments noted above, and final staff review, a draft ordinance was developed for the Planning Commissions review.

The importance of requiring addresses on non-residential buildings for public safety was brought to the Planning Departments attention by Chief Mark Barnes and Fire Marshal Jim Wiley. Currently, the Township does not have an ordinance or policy that manages the placement of addresses on buildings in a systematic way. This has led to a variety of addressing types, sizes, fonts, etc. on commercial and industrial buildings, causing confusion and possibly reduced emergency response times. This draft ordinance will support uniformity among projects that require site plan review in the Township.

Definitions: Staff conducted a complete review of both the Zoning and General Ordinances to eliminate any specific language related to a particular Building Authority. Within the Zoning Ordinance, the definition section requires a language change to something less specific that will still describe the Building Authority but will not address a particular organization.

Planned Unit Development: In recent years, the Planning Commission has approved two special exception uses for commercial planned unit developments (PUD) within the Township; the Corner@Drake and Westgate PUDs. During the approval process for these developments, it became clear that our zoning ordinance language did not provide the type of public notice generally warranted for a project of this type, scale and intensity.

The Planning Commission requested changes to the PUD approval process that would require a public hearing at the time of concept plan approval. The current ordinance requires the approval of the special exception use, which includes the public hearing, at the time of site plan review. This public hearing seems late in the process, as the Planning Commission has already approved a concept plan for which the site plan must conform. Giving public notice at the time of site plan does not allow neighboring property owners and residents the opportunity to weigh in on the concept plan, which governs the development after its approval by the Township.

Recommended amendments would change this process and require the special exception use public hearing and approval at the time of concept plan.

Ms. Johnston said if the Planning Commission was comfortable with the Ordinance changes presented, Staff would request a recommendation of approval be forwarded to the Township Board.

Chairperson Bell asked if there were questions from Commissioners.

Ms. Johnston responded to questions, confirming it is the Planning Commission's responsibility to provide minimum standards on exterior building features and that some specifics will be addressed when the Commission finishes reorganization of the Zoning Ordinance next year.

There were no further questions from the Board; Chairperson Bell asked if there were any public comments.

Mr. Joe Gesmundo, questioned the need for the required size of 12" street numbers and the inclusion of street names, which he felt was redundant in #7D, "Addressing of Buildings", saying first responders should know what street they are on. He did not want to clutter up the architecture with such large letters, and felt if it is critical to have 12" letters in some cases, it would seem they would also be necessary for residential properties.

Hearing no further comments, Chairperson Bell closed the Public Hearing and moved to Board Deliberations.

Ms. Farmer said there had been a lot of discussion regarding signing and noted if the changes are adopted the Township will make all changes to their buildings to be in compliance. She explained 80-90% of calls to the Fire Department are for medical issues and that many times they are answered by "on call" responders; when the address goes out the responders may need clarification. In addition, interns act as paid "on call" dispatch volunteers

Attorney Porter added that the name of the street will be required only if there is double frontage, and that part of the reason for the change in requirements is that often fire calls are not answered by the Township's Fire Department. Other jurisdiction Departments may be answering calls because of agreements between departments county-wide, who might not be as familiar with the area.

Chairperson Bell noted the proposed requirements were scaled back from what the Fire Marshal requested.

Hearing no further discussion, the Chair asked for a motion.

Ms. Smith made a motion to recommend the Ordinance Amendments as presented to the Township Board for their approval. Mr. Chambers supported the motion. The motion was approved unanimously.

OLD BUSINESS

Ms. Johnston told the Board she was in the process of scheduling a joint work session with the Township Board in January to discuss the Master Plan update and to provide an opportunity to answer any questions the Township Board may have.

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING
CONDUCTED DECEMBER 14, 2017.

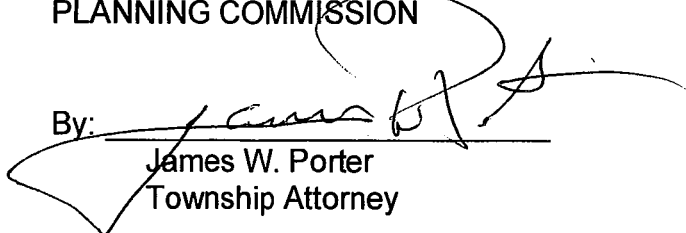
The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of the following amendments to Subsection 11.237; Subsection 60.450, Paragraphs B and D; Subsection 68.300, Paragraphs B, C, D, old Paragraphs D, E, F and G being deleted with remaining paragraphs alphabetized, and new Subsections 68.303, and 68.304 added; the removal of Subsection 67.600, and the addition of Section 77.000.

See Attachment

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

Date: December 14, 2017

By:


James W. Porter
Township Attorney

Final Action by Oshtemo Charter Township Board

_____ APPROVED _____

_____ DENIED _____

_____ REFERRED BACK TO PLANNING COMMISSION

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2017

Effective: _____, 2017

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the revision of Section 11.000 Definitions, Subsection 11.237; the amendment of Section 60.000 Special Exception Uses, Subsection 60.400 Planned Unit Development, by the amendment of Subsection 60.450, portions of Paragraphs B and D; the amendment of Section 67.000 Access Management Guidelines by the removal of Subsection 67.600; the amendment of Section 68.000 Off-Street Parking of Motor Vehicles by the amendment of Subsection 68.300, Paragraphs B, C and D and deletion of old Subsections D, E, F and G, with the balance in alphabetical order, and the addition of Subsections 68.303 and 68.304; and the addition of Section 77.000 Addressing Requirements for Structures. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 11.000 DEFINITIONS, SUBSECTION 11.237. Section 11.000 Definitions, Subsection 11.237 Building Official is amended to read as follows:

11.000 DEFINITIONS

11.237 Building official.

The designated ~~Building Official(s) appointed and/or employed by the Kalamazoo Area Building Authority (KABA)~~ **agency of the Township appointed** to administer and enforce the State Construction Code, pursuant to Public Act 230 of 1972, as thereafter amended.

SECTION II. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 60.000 SPECIAL EXCEPTION USES, SUBSECTION 60.400 PLANNED UNIT DEVELOPMENT, SUBSECTION 60.450 APPROVAL PROCESS AND DOCUMENTATION REQUIREMENT, PORTIONS OF PARAGRAPHS B AND D. Section 60.000 Special Exception Uses, Subsection 60.400 Planned Unit Development, Subsection 60.450 Approval Process and Documentation Requirement, portions of Paragraphs B and D are amended to read as follows:

60.000 SPECIAL EXCEPTION USES

60.400 Planned unit development.

60.450 Approval process and documentation requirement.

B. *Approval process:* The following approval process shall apply to a Planned Unit Development application:

1. Optional pre-application review(s): Informal pre-application review(s) is encouraged and may be scheduled with the Planning Department **and/or the Planning Commission** at which the project concept may be reviewed by the applicant, Township staff, and Township consultants.

2. **Special exception use /** Conceptual plan review: ~~A planned unit development shall undergo a mandatory Conceptual Plan review by the Planning Commission. The Planning Commission shall hold a public hearing on a planned unit development application in accordance with the special exception use provisions set forth in this Zoning Ordinance. The mandatory Conceptual Plan shall be presented as part of the special exception use~~ review by the Planning Commission. The review is intended to provide an indication of the issues and concerns that must be resolved prior to review **the submittal of the individual project or overall planned unit development site plan(s)** by the Planning Commission. Conceptual Plan approval shall not constitute an approval of a detailed site plan but shall be deemed an expression of approval of the **overall layout of the planned unit development and should be used** as a guide to the preparation of the site plan. A request for modification to the approved Conceptual Plan shall be submitted to the Planning Commission for review in the same manner as the original Conceptual Plan was submitted and reviewed.

3. ~~Special exception use permit/~~Site plan review: Following Conceptual Plan review, **individual project or overall** a planned unit development **site plan(s)** shall undergo a final review by the Planning Commission. The detailed site plan shall conform to the approved Conceptual Plan and incorporate any revisions or recommendations made by the Planning Commission at the Conceptual Plan review. If a detailed site plan is not submitted for review within six months of Conceptual Plan approval, the Planning Commission may require a resubmission of the Conceptual Plan for further review and possible revision. Site plan review shall be subject to all appropriate sections of the Zoning Ordinance. ~~The Planning Commission shall hold a public hearing on a planned unit development application in accordance with the Special Exception Use provisions set forth in SECTION 60.200.~~

D. *Conceptual plan review requirements:* Engineering details of Conceptual Plans are not required to be developed beyond a level of detail required to determine the feasibility of the proposed layout. The Conceptual Plan, drawn to a reasonable scale, shall provide the following information:

2. A general location map showing the existing zoning designations, **and** uses, **and** ownerships of the planned unit development and all land within one-quarter mile.
4. The location of existing streets adjacent to the planned unit development with an indication of how they will connect with the proposed circulation system for the proposed development. **In addition, an indication if streets are planned to be public or private.**
6. ~~Delineation of proposed residential and nonresidential areas indicating for each such area its size, number and composition of buildings, dwelling unit density, building envelopes, building location and height, and orientation of units.~~ **Delineation of proposed residential areas indicating area size and dwelling unit density. Delineation of proposed nonresidential areas indicating area size, number of buildings, building envelopes, building location and orientation.**
8. **Location of proposed landscaping, landscaped buffer areas**, including greenbelts, berms and/or screening.
9. **General arrangement of the overall storm water management** drainage system.
10. ~~The public facilities to serve the planned unit development, such as sewage disposal, water supply, refuse disposal, etc.~~ **Location of the public sanitary sewer and water systems intended to serve the overall development.**
11. In addition, the following documentation shall accompany the Conceptual Plan:
 - a. The name, address and telephone number of:
 - i. All persons with an ownership interest in the land on which the planned unit development will be located together with a description of the nature of each entity's interest.
 - ii. All engineers, attorneys, architects or registered land surveyors associated with the planned unit development.
 - iii. The developer or proprietor of the planned unit development.
 - iv. Any person(s) authorized to represent the owner in the review process.
 - b. An accurate legal description of the planned unit development, including appropriate tax identification numbers.
 - c. The total acreage of the planned unit development.
 - d. The number and type of units to be developed.
 - e. A general statement as to how common open space and park/recreation areas are to be owned and maintained.

- f. If the development is to be constructed in phases, a general indication of how the sequence of phases is to proceed.
- g. A narrative describing how the planned unit development is supported by the Township's Master Plan, the capacity and availability of necessary public facilities to the development, and the impact the development will have on adjoining properties.

SECTION III. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 67.000 ACCESS MANAGEMENT GUIDELINES, BY THE REMOVAL OF SUBSECTION 67.600 SHARED ACCESS REDUCTION SCHEDULE. Section 67.000 Access Management Guidelines, Subsection 67.600 Shared access reduction schedule is eliminated.

SECTION IV. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 68.000 OFF-STREET PARKING OF MOTOR VEHICLES, SUBSECTION 68.300, PARAGRAPHS B, C, D AND F, OLD SUBSECTIONS D, E, F AND G ARE DELETED AND THE BALANCE ARE ALPHABETICAL AND ADDITION OF SUBSECTIONS 68.303 AND 68.304. Section 68.000 Off-Street Parking of Motor Vehicles, Subsection 68.300, Paragraphs B, C and D are amended, Old Paragraphs D, E, F and G are deleted and the remaining Paragraphs are alphabetized and Subsections 68.303 and 68.304 are added to read as follows:

68.000 OFF-STREET PARKING OF MOTOR VEHICLES

68.300 Requirements for parking spaces, parking lots and drive-through windows. **Off-Street Parking and Site Circulation Requirements.**

Requirements for all parking spaces, and parking lots **and circulation aisles** (except those for single- and two-family dwellings, for mobile homes or single- or two-family dwellings in a mobile home subdivision, or for farms) ~~and drive-through windows~~ shall be as follows:

- B. **Circulation and Parking Aisle width.** Aisles shall be 24 feet wide for two-way traffic and 20 feet wide for one-way traffic. Consideration will be given to alternate widths for one-way aisles in conjunction with angled parking other than 75 to 90 degrees.
- C. **Pavement.** All off-street parking facilities, including private drives thereto, shall be constructed of materials which will have a paved surface resistant to erosion. Use of pervious pavement **permeable materials, similar to a paved surface**, is encouraged.
- D. **Accessible accommodations. Any barrier free parking spaces or accessible loading aisles between said spaces shall be designed and constructed in accordance with the Americans with Disabilities Act of 1990, using the 2010 or most recent design standards. Barrier free parking spaces, accessible loading aisles between said spaces, and ramps shall be constructed of aggregate cement concrete or a similar, pre-approved hard-surface alternate, subject to Township Staff approval. Flexible paving is not allowed.**

~~D. Drainage. Drainage shall be provided in accordance with SECTION 78.500.~~

- E. ~~Lighting.~~ Lighting shall be designed in compliance with the lighting objectives and standards set forth in SECTION 78.700.
- F. ~~Landscape.~~ Landscaping shall be provided in accordance with SECTION 75.000.
- G. ~~Drive through windows.~~ A minimum of five 10-foot by 20-foot stacking spaces, measured from the serving window, for food service establishments and a minimum of three 10-foot by 20-foot stacking spaces for all other drive through establishments for vehicles awaiting service shall be on-site and designed and located so as not to block or impede pedestrian and/or vehicle circulation on the site or on any adjacent sidewalk or street. Stacking spaces shall not be considered parking spaces.
- H. **E. Backing into or from a street is prohibited.** All trucks and vehicles shall enter and exit the lot, parcel, or site using forward movement from and to the abutting street.
- I. ~~Shared access reduction schedule.~~ Reduction of required spaces is permitted in accordance with SECTION 67.600. (MOVE TO 68.303)
- J. **F. Bicycle parking.** Provision of parking facilities for bicycles is **strongly** encouraged and may be required **as part of Special Exception Use approval.**
- K. **G. Maximum number of spaces.** To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of stormwater runoff, no parking lot shall have parking spaces totaling more than 110% of the minimum parking space requirements except as may be approved by the reviewing body.
- H. **Additional Parking Allowance.** In granting any additional space, the reviewing body shall determine that the parking is necessary, based upon documented evidence of actual use and demand provided by the applicant. The reviewing body shall also consider impacts on the property and surrounding properties including any natural features thereon. Use of pervious pavement is encouraged. The foregoing **This allowance** shall apply only to those parcels, lots or building sites with a minimum of 50 parking spaces as required by Sections 68.302 and 68.400.

68.303 Shared access reduction.

- A. **When a frontage road or service drive is established on a parcel, lot, or building site, the total number of parking spaces required may be reduced by ten percent.**
- B. **When a cross parking arrangement or agreement has been reached (and written evidence thereof in existence) regarding two or more parcels, lots, or building sites, the number of parking spaces required for each of the parcels, lots, or building sites in question may be reduced by ten percent.**

68.304 Drive through windows.

A minimum of five 10-foot by 20-foot stacking spaces, measured from the serving window **each individual point of service**, for food service establishments and a minimum of three 10-foot by 20-foot stacking spaces

per window for all other drive-through establishments for vehicles awaiting service shall be on-site and designed and located so as not to block or impede pedestrian and/or vehicle circulation on the site or on any adjacent sidewalk or street. Stacking spaces shall not be considered parking spaces.

SECTION V.

ADDITION OF ZONING ORDINANCE COMPILED SECTION 77.000 ADDRESSING REQUIREMENTS FOR STRUCTURES. Section 77.000 Addressing Requirements for Structures is hereby added to read as follows:

77.000 ADDRESSING REQUIREMENTS FOR STRUCTURES

77.100 Intent.

To help ensure that emergency service responders are able to locate buildings in a timely manner, any structure or individual tenant space erected or established in the Township shall be subject to the following street address display standards.

77.200 Applicability.

1. The addressing standards of this section shall apply to any structure or tenant space erected or established in the Township that is subject to site plan review, per Section 82.000 of the Zoning Ordinance, unless expressly exempted herein.
2. Single-family homes, duplexes, triplexes, and fourplexes shall be exempt from this section.
3. Any existing applicable structures or individual tenant spaces that do not meet the standards of this section shall be considered legally non-conforming.
4. Any expansion or modification to a legally non-conforming structure that requires site plan approval, per Section 82.000 of this Ordinance, shall also come into compliance with the requirements of this section.

77.300 General requirements.

1. Structures subject to this section shall have their street address displayed in accordance with Table 77.1.
2. Individual tenant spaces with dedicated ingress and egress within a larger structure subject to this section shall have their street number or suite/unit number/letter displayed in accordance with Table 77.1.
3. To the extent practical, addresses and individual tenant space numbers/letters shall be displayed on the side of the structure facing the street to which it is addressed.
4. On multiple frontage properties, structures shall have their addresses displayed on each road frontage, excluding limited access highways, which shall be formatted using the following convention: street number, directional abbreviation, street name, and street type abbreviation. For example, 7275 W Main St.

5. Structures with one street frontage shall require that only the street number be displayed.
6. Street and suite/unit numbers shall be displayed using Arabic numerals.
7. Street addresses and individual tenant space numbers/letters shall be displayed in a legible manner, and shall be of a color that contrasts to the structure or backing on which the address is displayed. The font used should be Helvetica Bold or similar. Acceptance of proposed font and contrast quality is subject to Fire Marshal approval.
8. For buildings located within a larger development that do not have direct exposure to road frontage, the address shall be displayed on the side of the structure facing the primary vehicle access point, in accordance with Table 77-1.
9. If the structure's address is not visible from the street due to vegetation, topography, or other obstructions, then the address shall also be indicated on a free-standing display device, at least five feet in height above the adjacent road grade, to be located at the street frontage as close to the right-of-way/road easement boundary and associated driveway as practicable or as otherwise restricted by this Zoning Ordinance. The text characters of said sign shall comply with the size standards of Table 77.1. Street addresses may be collocated on other sign structures associated with the property or development.
10. Any structure or tenant space subject to this section located on a private or local road, but clearly visible from a collector or arterial road, shall, at a minimum, adjust its associated address character size and placement based on its distance from and orientation to the higher-level roadway, per Table 77.1.

77.400 Character size and placement.

1. The following Table shall be used to determine the minimum address display standards:

Table 77.1

DISTANCE FROM RIGHT-OF-WAY, EASEMENT BOUNDARY, OR DRIVEWAY TO STRUCTURE OR DISPLAY DEVICE		CHARACTER SIZE AND PLACEMENT		
From	To	Minimum Height	Minimum Width	Maximum Building Placement Height Above Grade
0'	39'	10"	5"	15'
40'	69'	12"	6"	20'
70'	199'	14"	7"	25'
200'+		16"	8"	30'

2. Address characters for structures shall be mounted on the subject structure at least ten feet above the adjacent road grade, unless the same is also indicated on a freestanding sign between the structure and the road and visible from the road.

SECTION VI.

EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this amendment are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK
OSHTEMO CHARTER TOWNSHIP