

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

**August 22, 2023**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING  
5:30 P.M.  
AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)

**WORK SESSION ITEMS**

3. Discussion of Development Inspection Costs
4. Department Budget Presentations (Planning, SoDA, DDA, Legal, Ordinance Enforcement)
5. Other Updates & Business

**BREAK (Time Permitting) – 7:05 P.M.**

**REGULAR SESSION ITEMS – 7:15 P.M.**

6. Pledge of Allegiance
7. Township Mission/Vision/Core Values
8. Public Comment on Non-Regular Session Items
9. Consent Agenda
  - a. Minutes of Regular Meeting August 1, 2023
  - b. HARC Policy Update
  - c. Board/Committee Appointments (HARC)
  - d. Employee Milestone Anniversary Recognition Policy
  - e. Planning Director Job Description
  - f. Budget Amendments
  - g. Purchasing Policy Update
10. Presentation by Patrese Griffin, Continuum of Care Director
11. First Reading: Rezoning Request for 1560 S. 8<sup>th</sup> Street
12. Creation of Industrial Development District for Faraday Properties
13. Consideration of Resolution to Discontinue Streetlight SAD
14. Consideration of Media & Communications Contract Award to LKF Marketing
15. Discussion on 2024 Annual Budget Revenues (Continued)
16. Public Comment
17. Board Member Comments
18. 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 or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email ([oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org)), walk-in visits, or by appointment.
- 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. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

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, but it is not required.

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 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 does not follow these guidelines.

(adopted 5/9/2000)  
(revised 5/14/2013)  
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at [www.oshtemo.org](http://www.oshtemo.org), email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to [oshtemo@oshtemo.org](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering this **Meeting ID: 856 6068 9723**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **856 6068 9723#**

### Participant controls in the lower-left corner of the Zoom screen:



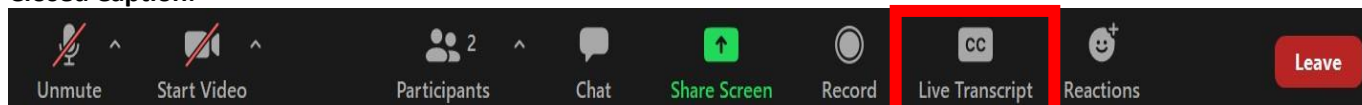
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
  - Each customer is welcomed and that their input is wanted.
    - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value conscious decision making.
  - Committing to quality Fire and Police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
  - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
  - We do not obfuscate – we say what we mean and do what we say.
  - Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.

# Memorandum

**Date:** 17 August 2023  
**To:** Township Board  
**From:** Iris Lubbert, Planning Director  
**Subject:** Development Inspection Costs Discussion

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## **Objectives**

Discussion on utilizing consultants to assist in development inspections as needed and how to cover the costs of said services.

## **Background**

Last year the Township Board approved the hiring of a Development Site Inspector to fill the gaps identified within the Township's construction review and approval process. Despite best efforts, this position has not been filled. A temporary solution is needed.

## **Core Values**

Public Service  
Sustainability  
Professionalism  
Integrity  
Fiscal Stewardship

**OSHTEMO CHARTER TOWNSHIP  
HARDSHIP ASSISTANCE REVIEW COMMITTEE (HARC) POLICY**

**August 22, 2023**

**General Purpose:**

The purpose of this Hardship Advisory Review Committee (HARC) policy is to define the parameters of the committee that will consider applications under the Oshtemo Charter Township Public Sanitary Sewer Hardship Assistance or Deferment Ordinance.

**Policy:**

The Township adopted the Oshtemo Charter Township Public Sanitary Sewer Hardship Assistance or Deferment Ordinance in 2020. The Ordinance establishes a Committee to review and make assistance and deferment recommendations to the Township Board. The HARC will be organized according to the following:

- Three (3) Year, staggered (rotating) terms
- Five (5) Members appointed by the Township Board
  - One or Two Board of Review Members
  - One or Two Residents at Large
  - Two Township Board Members (~~Supervisor and One Other~~)
- Three (3) Members Present Constitutes a Quorum
- One (1) Township Board Member must be present at HARC meetings
- Committee Members must complete Ordinance training on hardship evaluation, provided by the Township Attorney and Township Assessor in advance of the meeting(s) to review applications
- Committee Members will be compensated by their salary for full time Board members, by the normal per diem for part time Board members, and by the same compensation rate Board of Review members receive for at large residents

Private financial information provided by applicants is considered protected information. The information is confidential and will not be subject to disclosure under the Freedom of Information Act.

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term End Date
Board & Committee	Cheri Bell (TB)	<i>As needed</i>	
Appointments	Dusty Farmer (TB)		
	Clare Buszka (TB)		
Buildings and Grounds	Cheri Bell (TB)	<i>Quarterly @ 8:00 a.m. July/October</i>	
	Dusty Farmer (TB)		
	Carl Benson (Resident)		
	Rick Everett (Resident)		
	Greg McComb (Staff)		
	Greg Fountain (Staff)		
Capital Improvement (CIC)	Zak Ford (TB)	<i>Quarterly, Jan, Apr, July, Oct</i>	
	Cheri Bell (TB)	<i>3rd Tues. @ 1pm</i>	
	Clare Buszka (TB)		
	Tim Mallett (Resident)		
	Ken Hudok (Resident)		
	Bernie Mein (Resident/retired builder)		
	Anna Horner (Staff)		
	Zach Pierson (Staff)		
HARC (Hardship Advisory Review Committee); 3 year, staggered terms	Fred Gould (BOR)		12/31/2024
	<b>Neil Sikora (TB)</b>		
	Vacant (Resident-at-large)		12/31/2023
	Clare Buszka (TB Treasurer)		TermofOffice
	Cheri Bell (TB Supervisor)		TermofOffice
Records Management	Dusty Farmer, Chair (Clerk)		
	Anna Horner (Staff)		
	Greg McComb (Fire Chief)		
	Kerri Tyler (Staff)		

\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term End Date
	Jon Gibson (Staff)		
	Iris Lubbert (Staff)	<i>As Needed</i>	
	Cheri Bell (TB; Ex Officio)	<i>As needed</i>	
IT Committee	VACANT (Resident)		
	Marc Elliott (Staff)		
	Scott Fuller (Staff)		
	Jon Gibson (Staff)		
"Legislative Breakfast" (Southwest Michigan First/Chamber)	Open to Entire Board	<i>Quarterly</i> <i>8am - 9am</i>	
Kalamazoo Brownfield Authority	Iris Lubbert (Staff)	<i>4th Thursday of each Month @ 3:00pm</i>	
Kalamazoo County Transit Authority	Dusty Farmer (Township Representative)	<i>2nd &amp; 4th Monday, 5:30 p.m.</i>	
HR (Human Resources)	Cheri Bell (TB, Personnel Director)	<i>As Needed</i>	
Board Work Group	Clare Buszka (TB)		
	VACANT - Add another Board Member		
	Sara Fiester (HR)		
Parks	Cheri Bell (TB)	<i>3rd Wednesday @ 4 p.m.</i>	
	OPEN		
	Zak Ford (TB)		
	Deb Everett (Resident)		
	Neil Sikora (TB)		
	Vanessa Street (Staff)		
Police	Cheri Bell (TB)	<i>Quarterly as needed</i>	
	Kristin Cole (TB)		
	Zak Ford (TB)		
	Greg McComb (Staff)		
	Jack Shepperly (Staff Police Specialist)		
	Louis Parker III (Resident)		



\*Bold Font Indicates Proposed Changes. Others are Continuing

TITLE	Members	Dates	Term End Date
	Malcolm Blair (Resident)		
	Jim Taylor (Resident)		
	Deb Everett (Resident)		
	Jim Porter (Staff Attorney)		
Safety	Greg McComb (Staff)	<i>As needed</i>	
	Sara Feister, Safety Coordinator (Staff)		
	Rod Rought (Staff)		
	Greg Fountain (Staff)		
	Jon Gibson (Staff)		
	Kyle Gibson (SMBA, tenant)		
	Cheri Bell (TB, Ex Officio)		
Sunshine	Sally Higgins (Staff)		
<i>Manage voluntary contributions from staff to recognize employee life events (determined by Staff within the Sunshine Fund, not TB)</i>	Linda Potok (Staff)		
	Clare Buszka (Treasurer)		
	Sara Feister (Staff)		
Wellhead Protection Team	Iris Lubbert/Colten Hutson (Staff)	<i>Quarterly (approx)</i>	
Fire Department Strategic Planning Committee	Greg McComb (Fire Chief, Chair)	<i>TBD</i>	
Established 7.2022	Eric Burghart (Deputy Fire Chief)		
	Erin Phillips (Fire Dept Administrative Asst)		
	Fire Staff (As needed)		
	Deb Everett (Resident)		
	Jared Klajnbart (Resident)		
	Themi Corakis (Business Owner)		
	Clare Buszka (TB Member)		
	Cheri Bell (TB Member, Ex Officio)		

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# Memorandum



**Date:** 22 August 2023  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Employee Handbook Section 9.8: Employee Recognition Policy

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## **Objective**

Requesting Board approval to add retirement recognition to the Employee Milestone Anniversary Recognition program.

## **Background**

The Township Board approved the Employee Anniversary Recognition Program on 04/13/21, which recognizes employee milestone anniversaries (beginning at 5 years and then in 5-year increments beyond) with a certificate presented annually at a Board meeting and an option to receive an item emblazoned with the Oshtemo Charter Township logo. We identified that currently, retirement gifts are coming out of the Sunshine Fund, which is an employee funded program to provide support gifts to employees for significant life events. Upon reflection and discussion by the Sunshine Fund Committee, it seems more appropriate for the retirement recognition to be added to the Employee Recognition program as opposed to falling under the Sunshine Fund program.

## **Information Provided**

1. Proposed Employee Handbook Section 9.8: Employee Recognition Policy

## **Core Values**

Professionalism, Integrity

## 9.8- EMPLOYEE RECOGNITION

**Purpose:** The Township recognizes the hard work and dedication of its employees who often go above and beyond the parameters of their specific job description to serve the public by recognizing milestone anniversaries and employee retirement with a small token of appreciation. The Township believes that this expression of appreciation furthers employee satisfaction and retention. Therefore, providing a milestone anniversary and retirement recognition program as part of the employee benefits serves the townships interest in encouraging and retaining qualified employees.

**Scope:** This policy applies to all full-time employees, part-time employees, Paid on Call Firefighters, and full-time elected officials.

**Effective: 2023**

Revisions History: Milestone Anniversary Recognition Program April, 13, 2021

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### POLICY

- A. Milestone Anniversary Recognition Program:** All full-time employees, part-time employees, Paid on Call Firefighters, and full-time elected officials will be given a Recognition Certificate on their milestone anniversaries starting at year 5 and in five-year increments beyond. The Recognition Certificate will be presented to the employee annually at the Township Board meeting. In addition to the Certificate of Recognition, each employee will be given a small token of the Township's appreciation in the form of a small gift emblazoned with the Township's logo. The Human Resources Director will prepare a list of items to be presented to the Township employees on their milestone anniversary dates. The list of items and their cost will be approved by the Township Board.
- B. Employee Retirement:** All full-time employees, part-time employees, Paid on Call Firefighters, and full-time elected officials who retire from employment with the Township shall be given a plaque recognizing their years of service with the Township. The form of the plaque and the cost associated therewith shall be approved by the Township Board. The retirement recognition plaque will be presented to the employee at the Township Board meeting immediately preceding the employee's retirement.

# Memorandum

**Date:** 22 August 2023  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** Planning Director Job Description Revisions

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## **Objective**

Requesting Board consideration to approve the proposed revisions to the Planning Director job description.

## **Background**

In preparation for the upcoming Planning Director vacancy and the need to fill this position, the first step is a job description review. Upon this review with the HR Director & the Planning Director, changes were necessary to fully capture the scope of this position.

## **Information Provided**

1. Planning Director Job Description Redline with Changes
2. Planning Director Job Description Clean Copy

## **Core Values**

Public Service, Sustainability, Innovation, Professionalism, Integrity

## CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION

**Position Title:** PLANNING DIRECTOR

### **General Summary:**

Under the general direction of the Township Supervisor, directs the function of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents.

### **Physical Requirements:**

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for site plan review and compliance purposes. During site visits to evaluate properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to inspect site conditions and improvements.

While at the office, the employee must be able to type reports and prepare maps. The employee must also be able to visually review site plans and related documents. In addition, the employee must be able to review planning files and property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same.

Several days of the month, the employee must be able to work up to twelve (12) hours per day and attend necessary public meetings. During ~~the Planning Commission, Zoning Board of Appeals and Township Board~~ meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is ~~absolutely necessary~~necessary.

The ability to communicate the planning process, reports and analyses, recommendations, not only to the public, but also to the Planning Commission, Zoning Board of Appeals, DDA, SoDA, and Township Board orally and in writing, in English, is required.

### **Principal Responsibilities:**

1. — Direct and supervise the operations and staff of the Planning Department, including but not limited to establishing department goals in coordination with Township growth objectives as reflected in the Master Land Use Plan, selecting & overseeing consultants, and invoicing.

Effective Date: TBD

- 2.1. Provide policy guidance and research information to Township Supervisor and Township Board to assist in decision making process.
- 3.2. Coordinate the objectives and activities of the Department with the Township Board, Planning Commission, and Zoning Board of Appeals as well as other departments, State, County and local agencies.
- 4.3. Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis that work toward implementing the Master Land Use Plan.
- ~~5. Coordinate all water and sewer extensions triggered by new development; author agreements between Township and developer; assist with water and sewer extension projects initiated by Township; assist water and sewer committee; respond to inquiries regarding water and sewer; liaison to City of Kalamazoo representatives and Township Engineer.~~
- 6.4. Review development proposals for compliance with local policies and regulations and accepted planning principles, including meeting with developers and property owners. Take applicants through the review/approval process. Coordinate project approvals until completion.
- 7.5. Advisory and technical staff support to three elected administrators, balance of Township Board, Planning Commission, Zoning Board of Appeals, and subcommittees.
- 8.6. Coordinate Planning Department sign off on building permits and certificates of occupancy to ensure compliance with approved conditions and Zoning Ordinance.
- 9.7. Assist citizens, developers and other agency staff with planning and land use issues.
8. Prepare and review Planning Commission and Zoning Board of Appeals agendas and staff reports; ensure appropriate public notice is given as required by law. Provide agendas in electronic format for web page.
9. Prepare agendas and meeting materials for Oshtemo Charter Township's Downtown Development Authority (DDA) & South Drake Road Corridor Improvement Authority (SoDA).
10. Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.
11. Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.
12. Participate in professional associations, seminars and conferences to keep abreast of new concepts in the profession and land use arena.

Effective Date: TBD

13. Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

**Additional Responsibilities:**

- ~~1. Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.~~
- ~~2. Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.~~
- ~~3. Participate in professional associations, seminars and conferences to keep abreast of new concepts in the profession and land use arena.~~
4. Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

**Employment Qualifications:**

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)

EDUCATION: Bachelor's Degree in Planning or related field; Master's Degree preferred.

EXPERIENCE: Minimum five (5) years of professional planning experience, preferably supervisory or management level.

Strong interpersonal communications skills, both oral and written.

CERTIFICATION: American Institute of Certified Planners (AICP) certification desired within the break in period agreed upon timeframe.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

Effective Date: TBD



## **CHARTER TOWNSHIP OF OSHTEMO POSITION DESCRIPTION**

**Position Title:**           **PLANNING DIRECTOR**

**General Summary:**

Under the general direction of the Township Supervisor, directs the function of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents.

**Physical Requirements:**

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for site plan review and compliance purposes. During site visits to evaluate properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to inspect site conditions and improvements.

While at the office, the employee must be able to type reports and prepare maps. The employee must also be able to visually review site plans and related documents. In addition, the employee must be able to review planning files and property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same.

Several days of the month, the employee must be able to work up to twelve (12) hours per day and attend necessary public meetings. During meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is necessary.

The ability to communicate the planning process, reports and analyses, recommendations, not only to the public, but also to the Planning Commission, Zoning Board of Appeals, DDA, SoDA, and Township Board orally and in writing, in English, is required.

**Principal Responsibilities:**

1.     Direct and supervise the operations and staff of the Planning Department, including but not limited to establishing department goals in coordination with Township growth objectives as reflected in the Master Land Use Plan, selecting & overseeing consultants, and invoicing.

2. Provide policy guidance and research information to Township Supervisor and Township Board to assist in decision making process.
3. Coordinate the objectives and activities of the Department with the Township Board, Planning Commission, and Zoning Board of Appeals as well as other departments, State, County and local agencies.
4. Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis that work toward implementing the Master Land Use Plan.
5. Review development proposals for compliance with local policies and regulations and accepted planning principles, including meeting with developers and property owners. Take applicants through the review/approval process. Coordinate project approvals until completion.
6. Advisory and technical staff support to three elected administrators, balance of Township Board, Planning Commission, Zoning Board of Appeals, and subcommittees.
7. Coordinate Planning Department sign off on building permits and certificates of occupancy to ensure compliance with approved conditions and Zoning Ordinance.
8. Assist citizens, developers and other agency staff with planning and land use issues.
9. Prepare and review Planning Commission and Zoning Board of Appeals agendas and staff reports; ensure appropriate public notice is given as required by law. Provide agendas in electronic format for web page.
10. Prepare agendas and meeting materials for Oshtemo Charter Township's Downtown Development Authority (DDA) & South Drake Road Corridor Improvement Authority (SoDA).
11. Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.
12. Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.
13. Participate in professional associations, seminars and conferences to keep abreast of new concepts in the profession and land use arena.

14. Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

**Employment Qualifications:**

**DRIVERS LICENSE REQUIREMENT:** Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)

**EDUCATION:** Bachelor's Degree in Planning or related field; Master's Degree preferred.

**EXPERIENCE:** Minimum five (5) years of professional planning experience, preferably supervisory or management level.

Strong interpersonal communications skills, both oral and written.

**CERTIFICATION:** American Institute of Certified Planners (AICP) certification desired within agreed upon timeframe.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.

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**Budget Amendment Requests**

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
8/3/2023	Street	Parks	107-756-72800	Program/Marketing Supplies	\$400	107-756-93100	Maintenance Services	\$400		Program/Marketing line item over budget from Music in the Park concert promotions. Funds are requested from Maintenance Services. Tree removal at OCC came in below budget.	N	Y
			<b>Total</b>		\$ 400.00	<b>Total</b>		\$ 400.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
8/3/2023	Suwarsky	Building	249-371-80500	IT Services	\$ 143.00	249-371-97600	Capital Outlay	\$ 143.00		LexisNexis E-Citation Support was incorrectly budgeted for Capital Outlay and should have been budgeted in IT Services.	N	Y
			<b>Total</b>		\$ 143.00	<b>Total</b>		\$ 143.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Apprvd Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
			<b>Total</b>		\$ -	<b>Total</b>		\$ -				

Grand Total	\$ 543.00
Total Added to Budget	\$ -
Authorization Only	\$ 543.00
Total Not Previously Discussed with TB	\$ 543.00

REVIEW DATE 8/18/2023 SIGNATURE \_\_\_\_\_

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**OSHTEMO CHARTER TOWNSHIP**  
**PURCHASING POLICY**

**Revised July 11, 2023**

**General Purpose:**

The purpose of this purchasing policy is to ensure the efficient procurement of appropriate goods and services for use in the normal and routine operation of the Charter Township of Oshtemo. This policy ensures accountability, transparency, and ethical behavior of Township purchasing representatives, yet supports an efficient process.

**Summary Statement of Policy:**

The policy is designed to serve as a guide for all purchases by Township employees and elected officials on behalf of Oshtemo Township.

**Actual Policy as Written:**

The Township Board of Trustees has fiduciary oversight, and the Supervisor is the purchasing agent for all purchases. Department Heads and assigned employees shall be responsible for purchasing goods and services for their departments/area, such as for certain standard supplies and services. All purchases must be budgeted for, and properly documented, in accordance with this policy. Other than those specifically listed, this policy does not afford anyone the ability to make purchases more than what has been budgeted for their specific department budget. Purchasers shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the Township to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds. The practice of separating the work of vendors into separate invoices to circumvent the policy is prohibited. The intention of this policy is to give Department Heads latitude to keep operations moving and for Department Heads to keep the Supervisor apprised of operations and purchases.

Purchases should be awarded to the lowest responsible bidder. Consideration shall be given to: quality of goods/services; conformity with specifications; suitability to the requirements of the township; delivery of goods; and past performance of vendor. The Township shall attempt to purchase the highest quality goods and services in the best interest of the Township. In this process, the Township shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

Department Heads shall conduct monthly review of funds assigned to them and are responsible for reporting any variance to the Supervisor or his or her designee. Designees of any Official will be reported to the Township Board during the annual budget process.

**Non-Discrimination Requirements:**

In accordance with the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act) and the Oshtemo Charter Township Non-Discrimination Ordinance No. 549 adopted August 27, 2013, to the greatest extent possible, the Township will do business with vendors of goods and services which “do not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status, citizenship, gender identity, sexual orientation, genetic information, or because of a physical or mental disability/handicap that is unrelated to the person's ability to perform the duties of a particular job or position. Any vendor found to not comply with these requirements shall be ineligible to do business with the Township.

**Authorization to Purchase:**

Purchasers are authorized and required to make purchases of goods or services through the formal requisition process using the purchase order program. Employees must get the following requisition authorization depending on the type of purchase they are requesting. Note: Supervisor, Treasurer or Clerk may determine any item can be presented for information to the Township Board. Department Heads will review budget monthly and submit reports and request amendments (using electronic Budget Amendment Form – T Drive) to the Township Supervisor. Corrections will be submitted to the Township Clerk (using electronic Journal Correction Form – T Drive). The Supervisor, Clerk, and Treasurer will review the budget quarterly to verify purchases are being made in accordance with purchasing policy and annual budget.

- 1) *Purchases that have been budgeted for in the annual budget \$10,000 or less:* Purchaser initiates requisition using purchase order program, and Township Officials (or their designee) and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition for their respective offices.
- 2) *Purchases that have been budgeted for in the annual budget for capital items >\$10,000:* Capital purchases that have been budgeted for in the annual budget, including but not limited to large capital items such as vehicle purchases, road construction, water construction, and sewer construction, shall not require further Township Board approval up to \$50,000. These capital items will be detailed to the Township Board during the annual budget meeting process. These items will be included in the annual budget in the blue detail line items within each General Ledger category. Department Heads will provide a written update on the consent agenda or presentation at the meeting will be provided to the Board on the purchasing process used and the selected vendor or contractor.
- 3) *Purchases that have been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head or Supervisor, Clerk or Treasurer for their respective offices. Department Head or Township Official shall identify source of funds from the annual budget. Upon authorization, purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports.
- 4) *Purchases that have not been budgeted for in the annual budget, less than or equal to \$2,000:* Purchaser must first receive authorization from their Department Head or



Supervisor, Clerk or Treasurer for their respective offices. Department Head or Township Official shall identify source of funds from the annual budget. Purchaser shall make requisition request using the purchase order program. The Township Board will be informed via receipts and disbursements reports, and the Board will make budget amendments for all such purchases no less than quarterly.

- 5) *Purchases that have not been detailed in the annual budget greater than \$2,000, or purchases that end up costing more than the detailed amount in the annual budget:* Purchaser must first receive recommendation from their Department Head and the Township Supervisor. The Township Board must then both approve the requisition and amend the annual budget. Purchaser then creates requisition in the purchase order program.

Using the above guidelines, a purchase order must be generated before the purchase is made.

There are three means by which the Township selects a service provider or material product. These are: a) sealed bids, b) informal quotes, and c) sole source purchasing. Refer to detail on each, below. It is the practice of Oshtemo Township to provide vendors with fair and equal opportunities to compete for work. Summaries shall state method used. Department Heads will review the method of procurement for vendor or service providers with the Township Supervisor. Employees will adhere to the Township Gratuity Policy in the employee handbook regarding gifts from vendors.

### **Selecting Vendors/Service Providers:**

#### **A. Sealed Bid Procedure:**

Sealed bids may be obtained using a request for proposal (RFP), a set of detailed specifications, or contract documents (plans and specifications). Publication or communication of proper notice of the need for bids shall be arranged in a manner which will bring the information to the attention of appropriate professionals, contractors, or vendors. A minimum of three bids are recommended for all purchases over \$10,000. Employees may choose to seek multiple bids for purchases less than or equal to \$10,000 as well. The Township may choose to forego the bidding procedure due to circumstances that would result in savings to the Township and if the quality of services provided will not be diminished due to the lack of bidding.

All bids received by the Township will be time/date stamped when received. All bids must be sealed when received; unsealed bids will not be accepted. Bids will be opened by the Township Supervisor or personnel appointed by the Supervisor at the place and time described in the bid advertisement and shall be open to the public. Once the bid opening process is complete, staff will prepare a written purchase recommendation. If approved, staff will inform the winning bidder. The Township reserves the right to reject any and all bids and is not required to accept the lowest bid.

In general, the Township works in accordance with the Qualifications-Based Selection (QBS)\*. (\*From online: "Qualifications-Based Selection (QBS) is a procurement process established by the United States Congress as a part of the Brooks Act[1] (Public Law 92-582; see

also 40 USC 1101 et. seq.)[2] and further developed as a process for public agencies to use for the selection of architectural and engineering services for public construction projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee.” Additional information on QBS in Michigan is available at [www.qbs-mi.org](http://www.qbs-mi.org)).

**B. Quoting Procedure:**

**Quotes may be obtained by means of discussion and/or written outline scope of services request.** A minimum of three quotes from professionals, contractors, or vendors is recommended for substantive purchases. The Township may choose to forego the quoting procedure due to circumstances that would result in savings to the Township and if the quality of services provided will not be diminished due to the lack of quoting.

All quotes received by the Supervisor’s Office or designee will be time/date stamped when received. Quotes do not need to be sealed. Quotes may be opened at the time they are received. The approving party must approve or deny all purchases that have been quoted according to purchasing standards previously stated. The Township reserves the right to reject all quotes and is not required to accept the lowest quote. In general, the Township works in accordance with the quality-based selection on all quotes.

**C. Sole Source Purchasing:**

In recognition that certain products and services are clearly superior and/or compatible with township operations, the approving party may determine that a specific product or vendor be the sole source of purchasing for the Township. In doing so, the items will be purchased without a formal bidding process. Examples of sole source purchasing include engineering, information technology, insurances, and auditing services.

Purchaser will periodically evaluate composite billings and compare sole source vendor with other vendors, for comparison of pricing and quality, and provide summary of review and decision. Suggested review period is every three years.

**Methods of Payment**

**Petty Cash:**

Miscellaneous purchases under \$25 may be made using the petty cash fund in accordance with this policy. Petty cash is maintained by the Treasurer. Receipts must be submitted to the Treasurer for reimbursement. The Treasurer shall keep petty cash in his/her office and may designate additional areas in which petty cash may be kept, e.g., in the Fire Department.

The Treasurer will review petty cash disbursements prior to replenishing the fund. Records of petty cash distribution will be kept in the Treasurer’s office and are always available for review.

### **Electronic Funds Transfer:**

Electronic funds transfer is the standard form of payment from the Township. EFT may include credit card purchases, automated clearing house (ACH), wire transfer, or any other electronic payment sent using bank account information.

### **Credit Cards (for employee use):**

Township credit cards may be used to make purchases from vendors where electronic funds transfer terms are not available (such as travel), as well as for one time non routine items. Treasurer manages credit card availability to employees. **Please see the Township's Credit Card Policy.** Purchaser must submit detailed receipt to Clerk's office.

Purchases made on credit cards are subject to transaction and credit limits established for each individual card by the Treasurer.

### **Checks:**

Checks are one option for payment if an electronic funds transfer or credit card payment is prohibited. A check will be issued through the purchase order process unless another form of payment is requested.

### **Contracts:**

In general, all contracts are approved through the Township Supervisor who by law is the purchasing agent for the Township. The Supervisor signs the contracts and may do so if signature aligns with purchasing policy herein (budget) and state law. The Treasurer and one other designee co-sign the payments.

### **Education and Training:**

The employee's Department Head shall approve all requests for continuing education, conferences, and external training, prior to registration. Department Head shall approve based on annual budgeted education/training line item and shall not exceed the annual appropriated amount without budget amendment per previous guidelines.

### **Cooperative Government Contracts:**

Should the Township be able to secure quality products at favorable prices by joining with other local units of government or participating in a State of Michigan or federal government purchasing program, the Township Supervisor may waive the formal bidding process.

### **Emergency Purchases:**

Emergency purchases can be authorized only when health, safety, and/or welfare of Township residents or their property are endangered through unexpected circumstances, when normal operations of the Township would be severely hampered by a long delay, or when Township property or employees are endangered through unexpected circumstances. Normal purchasing procedures

outlined in this policy may be suspended when such circumstances exist. In the case of an emergency, the Township Supervisor, Treasurer, Clerk, Fire Chief, or Maintenance Director can authorize the immediate purchase of any materials, supplies, equipment, or services needed to resolve the emergency. The Supervisor will report all emergency purchases to the Township Board at its next schedule meeting. Change Orders (Within Annual Budget Detail):

Staff & Supervisor are expected to document all change orders through the purchase order program. Approval is subject to Supervisor review and approval and availability of funds.

**Change Orders: (Outside Annual Budget Detail):**

Supervisor or Staff will include up to an additional 10% of contract or specified lump sum amount in all project budgets for capital projects when submitting request to Township Board to award contract. Request will identify source of payment funds. As with any other budget approval, Board approval shall be subject to monies availability in either annual budget or in Township reserves. Subsequently, Supervisor can approve change orders within the additional approved budget amount. Supervisor shall work in consultation with consultants and/or Staff to make determination.

**Tax Exempt Status:**

Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rule, 1979 AC, R205.79, provide that sales to the United States Government, the State of Michigan and their political subdivisions, departments and institutions are not taxable when ordered and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. Statement is available upon request from the Clerk's office.

**Forms:**

Every Township vendor is required to complete an IRS W-9 form or have this form on record prior to the release of payment for goods and services.

**Documentation:**


When a purchase order is requested, all supporting documentation should be attached to the requisition within the purchase order program (bids, board resolution, etc.). Once a purchase order requisition is approved, all invoices for goods and services will be attached in the accounts payable program.

This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members, Department Heads, and employees.

# MEMORANDUM

**Date:** July 28, 2023

**To:** Township Board

**From:** James Porter 

**Subject:** First Reading of Rezoning for 1560 S. 8<sup>th</sup> St

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**Objective:**

To accept for First Reading the Rezoning of 1560 S. 8<sup>th</sup> St from its current zoning designation of R-3, Residence District to I-1, Industrial District.

**Proposed Motion:**

I move to accept the Planning Commission's Recommendation for approval of the Rezoning of the subject property from R- 3, Residence District to I-1, Industrial District.

**Background Information:**

Attached is the Recommendation from the Planning Commission, signed by the Planning Director and the Meeting Minutes of July, 27, 2023.

**CHARTER TOWNSHIP OF OSHTEMO**  
KALAMAZOO COUNTY, MICHIGAN

**NOTICE OF POSTING OF ORDINANCE SUBMITTAL**

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CHARTER TOWNSHIP OF OSHTEMO, KALAMAZOO COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the items to be considered at said public hearing include, in brief, the following:

1. Consideration of the request of Scott Williams, on behalf of Life Spring Church, to rezone the subject property from R-3 Residence District to I-1 Industrial District of the Oshtemo Charter Township Zoning Ordinance. The subject property is located at 1560 S 8th Street, Parcel Nos. 05-22-485-030 and 05-22-485-020.

All Ordinances or parts of Ordinances inconsistent with this Ordinance would be repealed. This Ordinance would take effect upon publication after adoption in accordance with State laws.

PLEASE TAKE FURTHER NOTICE that the full text of the proposed Ordinance has been posted for public inspection at the Office of the Township Clerk located at 7275 West Main Street, Kalamazoo, Michigan, 49009, and on the Township's web page of [www.oshtemo.org](http://www.oshtemo.org)

PLEASE TAKE FURTHER NOTICE that said Ordinance will be considered for adoption by the Oshtemo Charter Township Board at its meeting to be held at the Township Hall on Tuesday, August 22, 2023, at 5:30pm. The public hearing will be held at the Township Hall.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to Oshtemo Charter Township. Individuals with disabilities requiring auxiliary aids or services should contact Oshtemo Charter Township by writing or calling the Township.

All interested parties are invited to be present at the aforesaid time and place to participate in discussion upon said Ordinance.

DUSTY FARMER, Clerk  
Oshtemo Charter Township Hall  
7275 West Main Street  
Kalamazoo, MI 49009  
Telephone: (269) 375-4260

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING  
COMMISSION RESULTING FROM A PUBLIC HEARING CONDUCTED ON  
JULY 27, 2023

The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of the rezoning of 1560 S. 8<sup>th</sup> Street, from R-3, Residence District to the I-1, Industrial District, Manufacturing/Servicing of the Oshtemo Charter Township Zoning Ordinance. The subject property is 8.26 acres and located along the western portion of S. 8th Street, south of W. KL Avenue, Parcel No. 05-22-485-030, and is more particularly described as follows:

SEC 22-2-12 S 300FT OF E 1200FT SE1/4 \* \*\*5-95 1995 SPLIT FROM 22-485-019

A copy of the Planning Commission Staff Report and the Draft Meeting Minutes from the July 27, 2023 Public Hearing are attached to this Recommendation.

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION



Date: August 1, 2023

By: \_\_\_\_\_  
Iris Lubbert, AICP  
Township Planning Director

Final Action by Oshtemo Charter Township Board

\_\_\_\_\_ APPROVED \_\_\_\_\_

\_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_ REFERRED BACK TO PLANNING COMMISSION

**OSHEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**DRAFT MINUTES OF A MEETING HELD JULY 27, 2023**

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**Agenda**

**PUBLIC HEARING: REZONING, 1560 S. 8<sup>TH</sup> STREET**

The applicant, Scott Williams, was requesting to rezone 1560 S. 8<sup>th</sup> Street from its current zoning designation of R-3, Residence District to I-1, Industrial District.

**WORK SESSION: Introduction, 5G Ordinance**

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, July 27, 2023, commencing at approximately 6:02 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS**

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

Also present: Jim Porter, Township Attorney and Colten Hutson, Zoning Administrator.

**Call to Order and Pledge of Allegiance**

Chairperson Versalle called the meeting to order and invited those present to join in the Pledge of Allegiance.

**Approval of Agenda**

The Chair suggested two changes to the agenda: moving items 6-9 down and inserting a new no. 6: Election of Officer for Chair, as she will be resigning from the Planning Commission later in the meeting, and no.7: her official resignation from the Planning Commission. Hearing no objections, the agenda was revised as suggested.

**Public Comment on Non-Agenda Items**

There were no public comments on non-agenda items.



### **Approval of the Minutes of the Meeting of June 22, 2023**

Chairperson Versalle asked if there were additions, deletions, or corrections to the Minutes of the Meeting of June 22, 2023.

Hearing none, she asked for a motion.

Mr. Ford **made a motion** to approve the Minutes of the Meeting of June 22, 2023 as presented. Mr. Doorlag **seconded the motion**. The **motion was approved** unanimously.

### **ELECTION OF CHAIRPERSON FOR THE REMAINDER OF THE CURRENT TERM**

Chairperson Versalle asked for nominations for the position of Planning Commission Chair for the remainder of the current term.

Mr. Ford nominated Mr. Doorlag for the position of Chair for the remainder of the current term. Mr. Doorlag accepted the nomination.

Mr. Ford **made a motion** to elect Mr. Doorlag to the position of Chair of the Planning Commission for the remainder of the current term. Ms. Maxwell **seconded the motion**. The **motion was approved** unanimously.

### **RESIGNATION FROM THE PLANNING COMMISSION**

Chairperson Doorlag **made a motion** to accept Ms. Versalle's resignation from the Planning Commission effective at the end of this meeting. Mr. Ford **seconded the motion**. The motion to accept Ms. Versalle's resignation was approved unanimously.

Commissioners thanked Ms. Versalle for her service and wished her well.

Ms. Versalle said she would be moving to Germany, which is a big thing, and it will not be easy to leave Oshtemo Township where she has lived most of her adult life. She expressed her gratitude for the opportunity to serve on the Planning Commission and to serve the people of Oshtemo Township.

Mr. Doorlag assumed the position of Chairperson, moved to the next agenda item and asked for Mr. Hutson's presentation.

### **PUBLIC HEARING: REZONING, 1560 S. 8<sup>TH</sup> STREET**

**The applicant, Scott Williams, was requesting to rezone 1560 S. 8<sup>th</sup> Street from its current zoning designation of R-3, Residence District to I-1, Industrial District.**

Mr. Hutson said 1560 S. 8<sup>th</sup> Street is currently zoned R-3, Residence District. The Parcel is 8.26 acres and located along the western portion of S. 8<sup>th</sup> Street, south of W.

KL Avenue. The site is improved with a single-story building, measuring an estimated 7,760 square feet. Currently, the subject site functions as a religious institution.

He said although this is not a conditional rezoning request, the applicant indicated in the letter of intent that if the rezoning request is approved, the intention is to convert the existing building onsite into Complete Team Outfitters' home office. Complete Team Outfitters is primarily an apparel embroidery company.

Mr. Hutson explained the Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that a Planning Commission must consider 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:

#### Master Plan Designation

The Township's adopted 2017 Future Land Use Map designates 1560 S. 8th Street and the properties directly north of it as General Industrial. This designation is noted to include both light and general industrial uses. The Township's I-1, Industrial District meets the intent of the Master Plan's General Industrial designation. The proposal is consistent with the Oshtemo Township Master Plan.

#### Consistency of the Zoning Classification in the General Area

1560 S. 8<sup>th</sup> Street is the only R-3, Residence zoned property on the west side of S. 8<sup>th</sup> Street between W. KI Avenue and W. ML Avenue. RR, Rural Residential zoning is directly to the south. R-5, R-3, and R-2 Residence zoning is established to the east. I-1, Industrial zoned properties are located to the immediate north and west of the subject site. Rezoning 1560 S. 8<sup>th</sup> Street to I-1, Industrial would be consistent with the zoning classifications in the area.

#### Consistency and Compatibility with General Land Use Patterns in the Area

1560 S. 8<sup>th</sup> Street is improved with a single-story building, measuring an estimated 7,760 square feet. Currently, the site functions as a religious institution. There are existing industrial-use properties located to the immediate north of the subject site; he noted that there is an established development trend of general industrial uses along KL Avenue and 8<sup>th</sup> Street. With the requested rezoning being consistent with the 2017 Future Land Use Plan and compatible with the industrial properties to the north, the proposed rezoning to I-1, Industrial would match the established character of the area.

#### Utilities and Infrastructure

Municipal water and sewer are not available to this site nor to the two established industrial properties directly to the north. Municipal water and sewer currently are only available on the north side of the railroad that crosses S. 8<sup>th</sup> Street. The existing church on-site is currently serviced by a private drinking well and private septic system. It should be noted that if any future development on the subject

site requires such public infrastructure needs, that development will be mandated to extend and connect to the municipal system prior to the issuance of a certificate of occupancy. Review of utility needs would be conducted during a site plan review phase. Based on the information provided by the applicant, the proposed use of an industrial office, it is not anticipated that a connection will be needed anytime in the near future.

#### Reasonable Use under Current Zoning Classification

1560 S. 8th Street is currently zoned R-3, Residence District which does not allow for the variety of uses and activities permitted within the I-1, Industrial district. The rezoning achieves the Township's Master Plan goals for this area and also fits the applicant's vision for the site.

#### Effects on Surrounding Property

The existing use of the subject parcel is that of a religious institution, which is indicative of higher traffic volumes and usage than that of a rural residential property. The properties to the north and west have been zoned for and used as Industrial enterprises since the 1990's. The proposed rezoning of the subject site to an Industrial designation would be compatible with adjacent properties. Impacts beyond the activities currently occurring in the area are not anticipated.

#### **RECOMMENDATION:**

Mr. Hutson said Planning Department staff recommended the Planning Commission forward a recommendation of approval to the Township Board for the rezoning of 1560 S. 8th Street from the R-3, Residence District to the I-1, Industrial District based on the following findings of fact:

1. The Oshtemo Township 2017 Master Plan's Future Land Use Plan designates the subject property as Industrial.
2. The subject property is adjacent to industrially zoned properties to the north and west.
3. No adverse impact on existing utilities nor infrastructure are anticipated by the rezoning request.
4. The rezoning of the subject site to I-1 would provide a reasonable use of the property.
5. The rezoning is anticipated to have minimal impact on adjacent properties.

Chairperson Doorlag asked whether Commissioners had questions for Mr. Hutson.

Mr. Ford asked for examples of what a higher intensity use might be and what types of infrastructure would be triggered for higher intensity usage. He also wondered what the distance would be required from a parcel to public infrastructure.

Mr. Hutson said examples of higher intensity use would be manufacturing and assembly.

Attorney Porter said infrastructure required for higher use intensity would depend upon the usage of large amounts of water or significant discharge and fire suppression.

Mr. Ford asked what the distance would be from the parcel to public infrastructure.

Attorney Porter indicated that could be mandated if someone pays for it, but because of the limited uses the intensity will continue at a low level. Getting utilities there would be cost prohibitive.

Mr. Ford noted if more building space were required it would require a site plan request.

Attorney Porter said a site plan and everything that goes with that would mean we will likely never see intensive usage there.

Mr. Jefferies asked why the property had been changed I-1 to R-3 originally and what would happen with the septic system if there were a new owner in the future.

Attorney Porter said the property designation was changed to accommodate a church that was occupying an industrial building. This request will return the property to the original designation to make the property usable; it is incompatible as it is currently zoned. A new owner would have to check the utilities and comply with requirements at that time.

Chairperson Doorlag noted the applicant did not wish to speak and opened the meeting to public hearing. No one present wished to speak, but Mr. Hutson read a letter from Mr. Harry Cotterill, 1767 S. 8<sup>th</sup> Street, who was opposed to the request for rezoning. A copy of the letter is attached to these minutes.

Attorney Porter said the argument the property owner was making was contrary to what the zoning plan calls for and recommended the Commission not follow it.

Ms. Everett noted if a more intense use were proposed a site plan review would be required and discussed.

Hearing no further comments, Chairperson Doorlag asked for a motion.

Mr. Ford **made a motion** to forward a recommendation of approval to the Township Board to rezone 1560 S. 8<sup>th</sup> Street from R-3, Residence District to I-1, Industrial District, based on the five findings of fact as listed by Mr. Hutson:

1. The Oshtemo Township 2017 Master Plan's Future Land Use Plan designates the subject property as Industrial.
2. The subject property is adjacent to industrially zoned properties to the north and west.
3. No adverse impact on existing utilities nor infrastructure are anticipated by the rezoning request.
4. The rezoning of the subject site to I-1 would provide a reasonable use of the property.

5. The rezoning is anticipated to have minimal impact on adjacent properties. Ms. Maxwell **seconded the motion.** The **motion was approved** unanimously.

Chairperson Doorlag moved the meeting to a work session to consider the next agenda item.

### **WORK SESSION: Introduction, 5G Ordinance**

Attorney Porter indicated his intent was to give an overview of what is coming. Act 365 enacted 2-3 years ago, mandated 5G within communities. A separate ordinance is needed to regulate 5G within the township and needs to be in place as soon as possible as the Township will be required to accept a lot of equipment within the public road rights-of-way (ROW); there are many overlapping issues regarding where things go. The goal is to accommodate 5G, but to minimize negative impact. Some things will be in the Township's control, others are controlled by state law. There are strict timelines the Township must meet going forward. We had a consultant develop a framework for an ordinance; it has been worked and reworked. Act 365 regulates the rights-of-way, but an ordinance will regulate what it can outside the ROW and will encourage underground structure and use of existing poles and buildings as much as possible. The Township wants 5G but in a way that will provide organized development within the community.

There was extensive discussion and questions from Commissioners, much centered on taking advantage of the opportunity to regulate and encourage co-location of equipment as much as possible according to the statute.

Attorney Porter asked that a public hearing be set to consider a draft 5G Ordinance.

Mr. Ford **made a motion** to set a public hearing for the proposed 5G Ordinance at its meeting of August 24, 2023. Mr. Jefferies **seconded the motion.** The **motion was approved** unanimously.

Chairperson Doorlag moved to the next item on the agenda.

### **OTHER UPDATES AND BUSINESS**

Attorney Porter reported he was working on a draft of a solar energy ordinance, based on models from MSU and U of M, and would need Commissioners' input soon. He indicated it would include setbacks, buffers, and screening requirements and feels solar can be accomplished without being intrusive or negative.

He also is working on a wind energy ordinance which likely will come to the Commission in the next 2-3 months. The biggest problems to be addressed are aesthetics and noise. Although it is not likely to be needed, something should be in place to accommodate development if it occurs.

Mr. Ford announced Mr. Neil Sikora has been appointed to the vacancy on the Township Board created when Ms. Bell was appointed as Township Supervisor. He indicated the Board is currently working on the 2024 budget, that things are going well and the new Supervisor is doing a great job.

Mr. Jefferies noted concern for the traffic load at West Main and Drake Rd and the need to look for ways to alleviate it.

Mr. Ford said there are concepts being considered for extending SEECO Drive to 10<sup>th</sup> Street.

Attorney Porter explained the State of Michigan wants an access drive on the south side of M-43 from U.S. 131 to Drake Road, with the goal of pulling traffic from M-43. It is hoped the Township can be more of a partner with developers to relieve the traffic on Drake Road and M-43. He said everyone is trying to build on what has been done in the past.

### **ADJOURNMENT**

With there being no further business to consider, Chairperson Doorlag adjourned the meeting at approximately 7:08 p.m.

Minutes prepared:  
July 29, 2023

Minutes approved:  
\_\_\_\_\_, 2023

July 25, 2023  
Oshtemo Township Planning Commission  
Attn: Iris Lubbert  
7275 W Main St  
Kalamazoo, MI 49009

Re: Rezoning Part of 1560 S. 8<sup>th</sup> St from R-3 to I-R

Dear Members of the Planning Commission:

I offer the below comments regarding the proposed rezoning from R-3 to I-R of the 8.3 acre portion of the two-parcel property addressed as 1560 S.8th St currently occupied by Life Spring Church. The second parcel of 5.3 acres at this address is already zoned I-R

My wife and I have been the owners of the R-2 property located at 1767 S 8th St for 24 years. It is located three doors south of 1560 S. 8th St. and across the street.

We are opposed to the applicant's request for the reasons below.

The current R-3 zoning of this parcel would already today accommodate the applicant's stated office planned-use with no changes as a R-3 Special Use classification. Indeed, as for a precedent, the only occupant of the building at this address previous to the church was a software development office, back at least to our arrival in 1997. The applicant's purchase of 1560 S. 8th St. seems dependent on this rezoning-approval but the rezoning is not needed for his stated planned use. If there is an additional planned use for which I-R is needed it has not been announced.

Further, the existing R-3 classification is good buffer between the existing I-R properties to the north and the residential properties adjacent and nearby to the south, southeast and east. Those residents do not need more loud equipment-loading noises, burn-pile smoke odors or equipment traffic than already exists from the I-R neighbors to the north of 1560 S. 8th St. A new 2023 office-use for this site likely would not generate such things but rezoning would apply to any I-R future use by the applicant or future owner.

The Township Long Range Plans may support I-R for this entire address but the plans would be improved by rezoning the current 5.3 acre I-R portion of 1560 S. 8th St from I-R to R-3 making the entire address a better-yet R-3 buffer to the nearby residential owners.

Please do not approve the proposal. There is already enough industry on S. 8<sup>th</sup> St for its residents.

Most respectfully submitted, and thanking you for your service,



Harry Cotterill  
1767 S. 8<sup>th</sup> St  
Oshtemo, MI 49009  
[harrycotterill@aol.com](mailto:harrycotterill@aol.com)  
269-375-8656



July 19, 2023

**Mtg Date:** July 27, 2023

**To:** Oshtemo Township Planning Commission

**From:** Iris Lubbert, AICP, Planning Director

**Applicant:** Scott Williams

**Owner:** Life Spring Church

**Property:** 1560 S. 8<sup>th</sup> Street, Parcel Number 05-22-485-030

**Zoning:** R-3, Residence District

**Request:** Rezone to I-1, Industrial District

**Section(s):** Article 8 – R3: Residence District  
Article 27 - I-1: Industrial District, Manufacturing/Serviceing

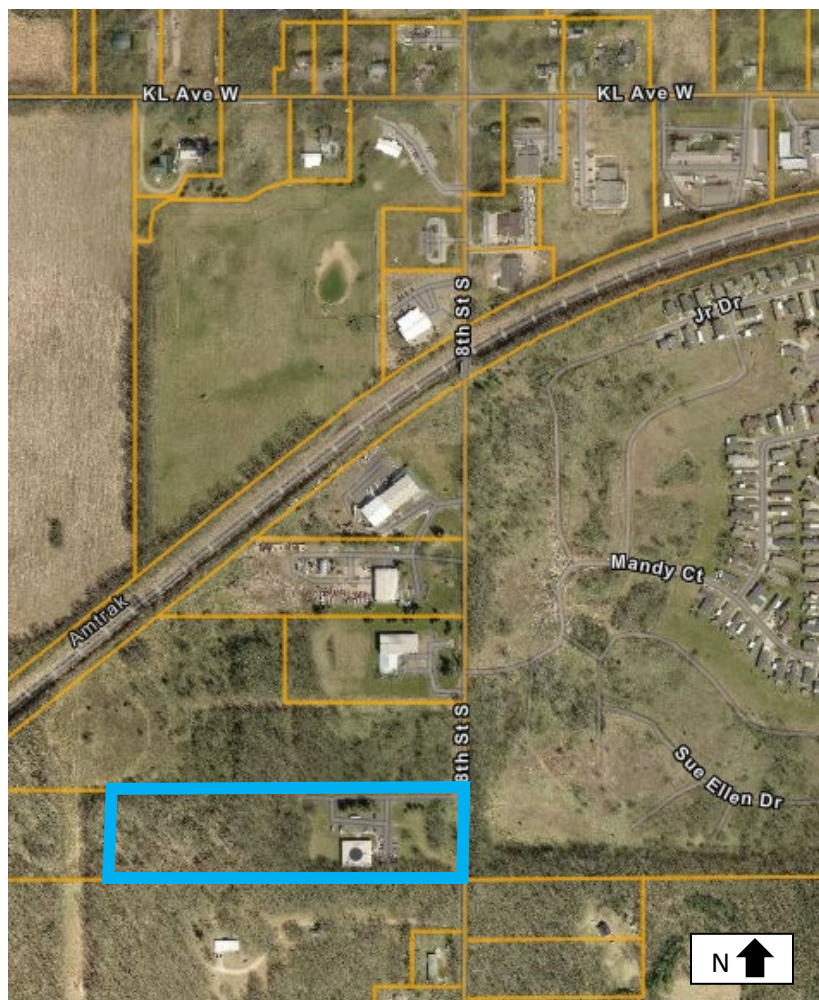
**PROPOSAL:**

The applicant, Scott Williams, is requesting to rezone 1560 S. 8<sup>th</sup> Street from its current zoning designation of R-3, Residence District to I-1, Industrial District. The property under consideration is outlined in blue in the areal image to the right.

**OVERVIEW:**

1560 S. 8<sup>th</sup> Street is currently zoned R-3, Residence District. The Parcel is 8.26 acres and located along the western portion of S. 8th Street, south of W. KL Avenue. The site is improved with a single-story building, measuring an estimated 7,760 square feet. Currently, the subject site functions as a religious institution.

Although this is not a conditional rezoning request, the applicant has indicated in their letter of





intent that if the rezoning request is approved, they intend to convert the existing building onsite into Complete Team Outfitters' home office. Complete Team Outfitters is primarily an apparel embroidery company.

**CONSIDERATIONS:**

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that a Planning Commission must consider 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

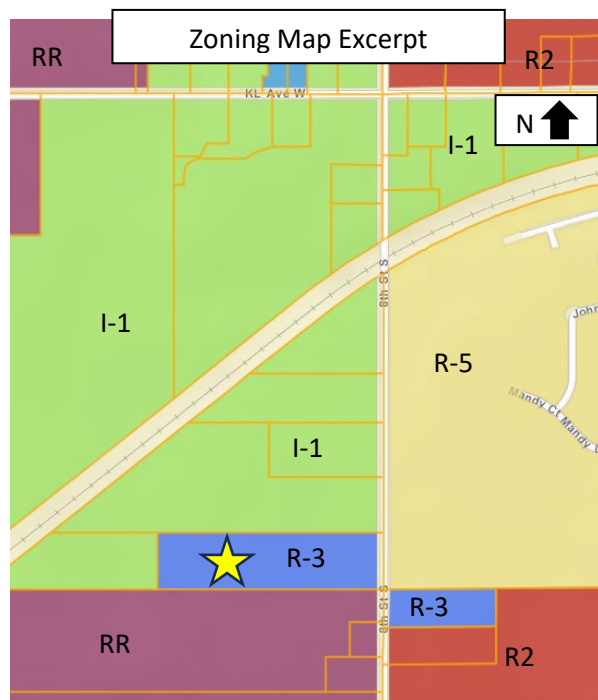
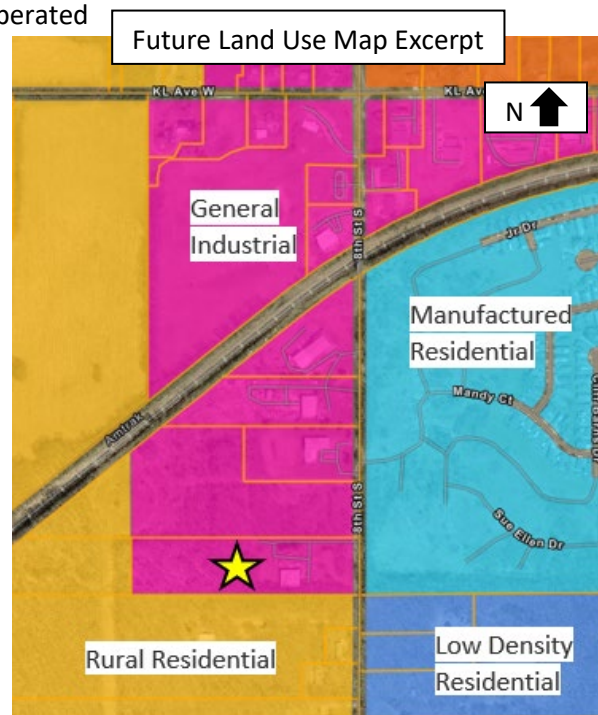
The Township's adopted 2017 Future Land Use Map designates 1560 S. 8th Street and the properties directly north of it as General Industrial. This designation is noted to include both light and general industrial uses. The Township's I-1, Industrial District meets the intent of the Master Plan's General Industrial designation. The proposal is consistent with the Oshtemo Township Master Plan. An excerpt of the Future Land Use Map is provided to the right, 1560 S. 8th Street is starred.

2. Consistency of the Zoning Classification in the General Area

1560 S. 8th Street is the only R-3, Residence zoned property on the west side of S. 8th Street between W. Kl Avenue and W. ML Avenue. RR, Rural Residential zoning is directly to the south. R-5, R-3, and R-2 Residence zoning is established to the east. I-1, Industrial zoned properties are located to the immediate north and west of the subject site. Rezoning 1560 S. 8th Street to I-1, Industrial would be consistent with the zoning classifications in the area.

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

1560 S. 8th Street is improved with a single-story building, measuring an estimated 7,760 square feet. Currently, the site functions as a religious institution. There are existing industrial-use properties located to the immediate north of the subject site; it should be noted that there is an established development trend of general industrial



uses along KL Avenue and 8<sup>th</sup> Street. With the requested rezoning being consistent with the 2017 Future Land Use Plan and compatible with the industrial properties to the north, the proposed rezoning to I-1, Industrial would match the established character of the area.

4. Utilities and Infrastructure

Municipal water and sewer are not available to this site nor to the two established industrial properties directly to the north. Municipal water and sewer currently are only available on the north side of the railroad that crosses S. 8<sup>th</sup> Street. The existing church on-site is currently serviced by a private drinking well and private septic system. It should be noted that if any future development on the subject site requires such public infrastructure needs, that development will be mandated to extend and connect to the municipal system prior to the issuance of a certificate of occupancy. Review of utility needs would be conducted during a site plan review phase. Based on the information provided by the applicant, the proposed use of an industrial office, it is not anticipated that a connection will be needed anytime in the near future.

5. Reasonable Use under Current Zoning Classification

1560 S. 8th Street is currently zoned R-3, Residence District which does not allow for the variety of uses and activities permitted within the I-1, Industrial district. The rezoning achieves the Township's Master Plan goals for this area and also fits the applicant's vision for the site.

6. Effects on Surrounding Property

The existing use of the subject parcel is that of a religious institution, which is indicative of higher traffic volumes and usage than that of a rural residential property. The properties to the north and west have been zoned for and used as Industrial enterprises since the 1990's. The proposed rezoning of the subject site to an Industrial designation would be compatible with adjacent properties. Impacts beyond the activities currently occurring in the area are not anticipated.

RECOMMENDATION:

Planning Department staff recommend that the Planning Commission forward a recommendation of approval to the Township Board for the rezoning of 1560 S. 8th Street from the R-3, Residence District to the I-1, Industrial District based on the following findings of fact:

1. The Oshtemo Township 2017 Master Plan's Future Land Use Plan designates the subject property as Industrial.
2. The subject property is adjacent to industrially zoned properties to the north and west.
3. No adverse impact on existing utilities nor infrastructure are anticipated by the rezoning request.
4. The rezoning of the subject site to I-1 would provide a reasonable use of the property.
5. The rezoning is anticipated to have minimal impact on adjacent properties.

Attachments: Application, Letter of Intent, R-3 Ordinance, I-1 Ordinance, and I-R Ordinance.



7275 W. Main Street, Kalamazoo, Michigan 49009-9834  
Phone: 269-216-5223 Fax: 269-375-7180

**SCANNED**

**PLEASE PRINT**

PROJECT NAME & ADDRESS LTO / 1560 S. 8<sup>TH</sup> St., Kalamazoo

**PLANNING & ZONING APPLICATION**

Applicant Name: Scott Williams

Company An LLC to-be-determined.

Address 703 Treasure Island Dr.  
Manitouan, MI 49071

E-mail Scott.Williams-SMW@gmail.com

Telephone 269-598-6928 Fax ---

Interest in Property Under contract for purchase

**OWNER\*:**

Name Life Spring Church

Address 1560 S 8th Street  
Kalamazoo, MI 49009

Email cctorstenson@sbcglobal.net

Phone & Fax 269-501-2714

THIS  
SPACE  
FOR  
TOWNSHIP  
USE  
ONLY

Fee Amount \_\_\_\_\_

Escrow Amount \_\_\_\_\_

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

- Planning Escrow-1042
- Site Plan Review-1088
- Administrative Site Plan Review-1086
- Special Exception Use-1085
- Zoning Variance-1092
- Site Condominium-1084
- Accessory Building Review-1083
- Land Division-1090
- Subdivision Plat Review-1089
- Rezoning-1091
- Interpretation-1082
- Text Amendment-1081
- Sign Deviation-1080
- Other: \_\_\_\_\_

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

This address  
includes two separate parcels: OS-22-485-020 is 5.3 acres + zoned  
as Industrial. Parcel OS-22-485-030 is 8.3 acres + zoned R-3. We  
are seeking to have this R-3 parcel re-zoned to Industrial. "I-1"

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

Part of the SE 1/4 of Section 22, T 2 S, R 12 W, Oshtemo Township, Kalamazoo County Michigan, further described as: Beginning at the SE corner of said Sec 22 thence S 89 Deg 54'32" W on the S line of said Sec. 1200.00ft.; thence N 0 deg 10'00" W parallel with the E line of said Sec. 300.00 ft.; thence N 10'00" E on said E section line of 300.00ft to

the point of beginning.  
PARCEL NUMBER: 3905- 05-22-485-030

ADDRESS OF PROPERTY: 1560 S. 8<sup>TH</sup> St. / Kalamazoo

PRESENT USE OF THE PROPERTY: Life Spring Church

PRESENT ZONING R-3 SIZE OF PROPERTY 8.3 ACRES

**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>Missions and Church Extension Trust Fund - mortgagee</u>	<u>3347 Eagle Run Drive NE Suite B Grand Rapids, Michigan 49525-7054</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.

Life Spring Church LMC  
Trustee Chairperson

Craig Torstenson  
Craig Torstenson

Owner's Signature\* (if different from Applicant)

6/3/23

Date

SMW

Applicant's Signature

6/1/23

Date

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

\*\*\*\*

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

June 24, 2023

Oshtemo Township  
Attn: Iris Lubbert  
7275 W. Main Street  
Kalamazoo MI 49009

**RE: Letter of Intent: 1560 S. 8<sup>th</sup> St**

To Whom It May Concern:

Please accept this letter for purposes of describing the projected use of 1560 S. 8<sup>th</sup> St. The use is dependent on the pending approval of our rezoning application to Industrial. The project is being pursued as an investment property by a small group of investors located Mattawan. It is being developed in conjunction with Complete Team Outfitters (CTO). CTO's primary business is an apparel embroidery company currently located off D Ave north of Kalamazoo. CTO will be using the existing building for their home office. We plan to refurbish the interior of the building, repair the parking lot, paint/update the exterior, update landscaping, and add new road signage.

We look forward to partnering with the township to enhance this property and move the usage to more closely align with the stated master plan goals.

Sincerely,

*SM Williams*

Scott M. Williams  
Acquiring Owner  
269.598.6928

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# ZONING ORDINANCE

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## ARTICLE 8

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### 8 – R-3: RESIDENCE DISTRICT

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**Contents:**

- 8.10 STATEMENT OF PURPOSE**
- 8.20 PERMITTED USES**
- 8.30 PERMITTED USES WITH CONDITIONS**
- 8.40 SPECIAL USES**

(Amended by ord. no. 632; adopted February 10<sup>th</sup>, 2021, effective February 16<sup>th</sup>, 2021. Amended by ord.no. 647; adopted January 24, 2023.)

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#### 8.10 STATEMENT OF PURPOSE

This district classification is designed as a transitional zoning classification to permit residential development together with other facilities that do not generate large volumes of traffic, traffic congestion and parking problems, and are designed so as to be compatible with surrounding residential uses.

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#### 8.20 PERMITTED USES

- A. Any permitted use in the "R-2" Residence District.
- B. Accessory buildings and uses customarily incidental to the foregoing.
- C. Family day care home.
- D. Adult Foster Care Facility.
- E. Foster Family Home.
- F. Qualified Residential Treatment Programs (QRTP)

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#### 8.30 PERMITTED USES WITH CONDITIONS

- A. Conversion of a residence for offices.
- B. Temporary outdoor events (not lasting more than one day).
- C. Home occupations.

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#### 8.40 SPECIAL USES

- A. Three or four-family dwellings.
- B. Buildings and regulator stations for essential services.
- C. Golf courses, parks, and outdoor recreational areas.
- D. Office buildings.
- E. Veterinary, small animal clinics.
- F. Banks, credit unions, and savings and loan offices.

- G. Public and private schools.
- H. Child Care Centers and Adult Care Centers.
- I. Group day care home.
- J. Beauty parlors or barber shops.
- K. Temporary outdoor events (lasting more than one day).
- L. Communication towers.
- M. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- N. Wind energy conversion systems.
- O. Larger Facilities for Child and Adult Foster Care, including: Child Caring Institutions, Foster Family Group Home, Adult Foster Care Small Group Home, and Adult Foster Care Large Group Home.

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# ZONING ORDINANCE

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## ARTICLE 27

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### 27 – I-1: INDUSTRIAL DISTRICT, MANUFACTURING/SERVICING

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**Contents:**

- 27.10 STATEMENT OF PURPOSE
- 27.20 PERMITTED USES
- 27.30 PERMITTED USES WITH CONDITIONS
- 27.40 SPECIAL USES
- 27.50 DEVELOPMENT STANDARDS

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#### 27.10 STATEMENT OF PURPOSE

This district is composed of certain lands located along State highways, County primary roads, and railroad rights-of-way. The district is designed to provide land for industries of a manufacturing and servicing nature in which all work is carried on within a fully enclosed building and which produces little external effect of an objectionable nature to the surrounding properties.

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#### 27.20 PERMITTED USES

- A. Any permitted use in the "I-R" Industrial District.
- B. Contractor's services related to the building trades such as electrical, mechanical, plumbing, general building, excavating, and landscaping.
- C. Auto body and paint shops.
- D. Ice and cold storage plant.
- E. Warehouses; fully enclosed.
- F. Automobile repair, service and/or automobile glass repair facilities.
- G. Crematories.
- H. Wholesale and retail lumber yards.
- I. Laundromats and dry-cleaning establishments providing cleaning services to other laundromat and dry-cleaning establishments.
- J. Publicly owned and operated buildings and uses including community buildings and public parks, playgrounds and other recreational areas.
- K. Essential services.
- L. Accessory buildings and uses customarily incidental to the foregoing.
- M. Communication towers.

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#### 27.30 PERMITTED USES WITH CONDITIONS

- A. Manufacturing, compounding, assembling or treatment of merchandise.
- B. Temporary outdoor events (not lasting more than one day).



- C. Communication towers.

## **27.40 SPECIAL USES**

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- A. Farm machinery and other equipment sales lots, subject to the conditions and limitations set forth in Section 49.170.
- B. Office buildings for executive and professional occupations traditionally related to building trades, including, but not limited to, architects, engineers and surveyors subject to the regulations contained in Section 49.130.C–N, where applicable as determined by the Planning Commission in the Special Use review/approval process.
- C. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
- D. Storage buildings and mini warehouses.
- E. Freestanding office buildings on legal nonconforming substandard parcels subject to the regulations contained in Section 49.130, where applicable, as determined by the Planning Commission in the Special Use and Site Plan review process. For purposes of this section, the term substandard shall apply to a parcel that does not meet the minimum area requirements of Section 50.10.
- F. Kennels for the breeding, raising and/or boarding of dogs or cats.
- G. Veterinary small animal hospitals and dog pounds, including crematories attached thereto.
- H. Temporary outdoor events (lasting more than one day).
- I. Adult regulated uses.
- J. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- K. Private streets.
- L. Wind energy conversion systems.

## **27.50 DEVELOPMENT STANDARDS**

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Outdoor storage in connection with the above permitted uses shall be allowed in the side and rear yard areas except within the area required for setback from side and rear lot lines. Such storage may not exceed 100 percent of the square foot area of the principal building upon the premises. No outdoor storage of damaged or inoperable vehicles or equipment is allowed.

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# Memorandum



**Date:** 18 August 2023  
**To:** Township Board  
**From:** James W Porter *JWP*  
**Subject:** Industrial Development District for Faraday Properties LLC

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## **Objectives**

To approve the Industrial Development District for Faraday Properties LLC

## **Recommended Motion**

I make the motion to adopt the Resolution creating the Industrial Development District for unit three of the Western Michigan University Business Technology Research Park 2.0

## **Background**

Faraday Properties LLC is considering the development of the research and manufacturing facility in BTR 2.0. Creating an Industrial Development District would give Faraday Properties LLC the opportunity to come before the Board and request an Industrial Facilities Tax-Exempt Certificate for the proposed development.

## **Information Provided**

Attached is an information sheet from Faraday Properties LLC.

## **Core Values**

Public Service, Innovation, Professionalism

**Faraday Defense Corp.** was founded by Jason DeVries in September 2016. After 84 months, the company currently employs 16 employees. With our continued growth trajectory and additional building capacity, we expect to hire 2-5 employees per year. Employees will be hired in for various roles including sales, R&D, customer management, engineering, construction, and logistics.

## Who we are:

Faraday Defense is a US-based, SAM-certified materials company. We specialize in the production and distribution of bulk-rolled textiles, as well as research, design, and manufacturing of finished protective products such as bags, cases, and enclosures. Managing waves is essential to our everyday lives, and with devices and wireless technologies rolling out at a faster pace than ever before, the impact on health and security must be mitigated with proper engineering. Our mission at Faraday Defense is to accomplish full-scale wave management. We do this with Faraday bags, Faraday tents, CYBER Faraday fabrics, and EMC Chambers. All of our products are built with high-quality and precision; customer satisfaction being our top priority.

## Industries we serve:

We are uniquely equipped as a highly capable and agile company to partner with businesses and industries to provide solutions for the isolation and protection of equipment and personnel from an Electromagnetic Pulse (EMP), Electromagnetic Field Radiation (EMF), Electromagnetic Interference (EMI), Radio Frequency Interference (RFI), and Static Discharge. We specialize in the design, production, and distribution of conductive products for the following industries:

- EMP and HEMP Preparedness
  - Digital Forensic Teams
  - Military
  - Law Enforcement
  - Private Enterprises
  - Medical Industry
  - Communications
  - Research & Testing
  - Aerospace/Space
  - Technology
  - Residential & Commercial Construction
-

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

NOTICE OF HEARING ON CREATION OF INDUSTRIAL DEVELOPMENT DISTRICT

TO: Cheri Bell, Supervisor and Assessing Officer of Oshtemo Charter Township, 7275 West Main Street, Kalamazoo, Michigan 49009

Kristine Biddle, Assessing Officer of Oshtemo Charter Township, 7275 West Main Street, Kalamazoo, Michigan 49009

Kalamazoo County Board of Commissioners, c/o Meredith Place, Clerk, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan 49007

Kalamazoo County School District No. 1, Board of Education, c/o Dr. Darrin Slade, Superintendent, Administration Building, 1220 Howard Street, Kalamazoo, Michigan 49001

Kalamazoo Valley Community College, Board of Trustees, c/o Dr. L. Marshall Washington, President, 6767 West O Avenue, Kalamazoo, Michigan 49009

Kalamazoo Regional Educational Service Agency - KRESA, Board of Education, c/o Dr. Dedrick Martin, Superintendent, 1819 Milham Road, Portage, Michigan 49002

Kalamazoo Public Library, c/o Ryan Wieber, Director, 315 South Rose Street, Kalamazoo, Michigan 49007

Kyle Sischo, President Faraday Properties, LLC, 5912 Venture Park D, Kalamazoo, Michigan 49009

Ascension Borgess Cancer Center , 2520 Robert Jones Way, Kalamazoo, Michigan 49009

and Residents and Taxpayers of Oshtemo Charter Township

PLEASE TAKE NOTICE that, on the Township's initiative and upon the request of Kyle Sischo, President of Faraday Properties, LLC 5912 Venture Park D, Kalamazoo, Michigan 49009, Oshtemo Charter Township will consider establishing an Industrial Development District consisting of the following described real property (commonly known as unit 3 of The Western Michigan University Business, Technology, and Research Park 2.0) within Oshtemo Charter Township:

Located in Section 25, T.2 S., R. 12 W. Oshtemo Charter Township, Kalamazoo  
Michigan

Parcel 25-430-010

Unit 3, The Western Michigan University Business, Technology and Research Park 2, a Condominium according to the Master Deed recorded in Instrument No.

2020-006484, and any amendments thereto, and designated as Kalamazoo County Condominium Subdivision Plan No. 293, together with rights in the general common elements and limited common elements as set forth in the above Master Deed, and as described in Act 59 of the Public Acts of 1978, as amended.

PLEASE TAKE FURTHER NOTICE that a public hearing on the establishment of the Industrial Development District will be conducted by the Oshtemo Charter Township Board on Tuesday, August 22, 2023, commencing at 5:30 p.m. or as soon thereafter as this matter may be heard, the same to be held at the Oshtemo Charter Township Hall, 7275 West Main Street, Kalamazoo, Michigan, within the Township.

Oshtemo Charter Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon seven (7) days' notice to the Oshtemo Charter Township Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the Oshtemo Charter Township by writing or calling the Township.

All interested persons are invited to be present at the aforesaid time and place to comment upon the creation of the Industrial Development District.

DUSTY FARMER, Clerk  
Oshtemo Charter Township  
7275 West Main Street  
Kalamazoo, Michigan 49009  
(269) 375-4260

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION**  
**DISCONTINUING THE OSHTEMO CHARTER TOWNSHIPS**  
**GENERAL STREET LIGHTING DISTRICT**

WHEREAS, the Charter Township of Oshtemo decades ago, established the Township's Special Assessment Street Lighting District for those properties specifically benefited thereby and;

WHEREAS, the Charter Township of Oshtemo has annually established the anticipated cost and expenses related to the maintenance and operation of such public street lights for those benefited properties and;

WHEREAS, the Charter Township of Oshtemo has levied a special assessment of approximately .3 mills against the properties benefited by the street lights within said district - specifically those property owners within 300 feet of the streetlights and;

WHEREAS, the Charter Township of Oshtemo now believes that the general public, including the traveling public, also benefit from the streetlights, in addition to those Oshtemo Charter Township property owners abutting the public street, and that the cost of operating and maintaining public streetlights should be bore by the public, in general, as part of the Township's general tax levy;

THEREFORE, Oshtemo Charter Township hereby rescinds the Townships General Streetlighting Special Assessment District and in lieu thereof will levy an amount as part of its general millage, charter millage or road millage, an amount sufficient to operate and maintain the public streetlighting within the Township for each fiscal year, the same to be levied at the Townships Annual Budget Hearing as a new millage levy.

A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the foregoing Resolution.

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

The following voted "Nay":

The following "Abstained":

The following member was absent:

The Supervisor declared that the Resolution has been adopted by at least 2/3 of the members of the Board.

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DUSTY FARMER, Clerk  
Oshtemo Charter Township

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CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an excerpt of the Minutes of a regular meeting of the Oshtemo Charter Township Board, held on August 22, 2023, at which meeting \_\_\_\_\_ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

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DUSTY FARMER, Township Clerk