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**NOTICE
OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION - REGULAR MEETING**

**MEETING WILL BE HELD IN PERSON
AT OSHTEMO TOWNSHIP HALL
7275 W MAIN STREET
Masks Are Optional in Oshtemo Township Buildings**

(Meeting will be available for viewing through <https://www.publicmedianet.org/qavel-to-qavel/oshtemo-township>)

**THURSDAY, FEBRUARY 23, 2023
6:00 P.M.**

AGENDA

1. Welcome and Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: February 9th, 2023
6. 2022 Planning Department Annual Report
7. Work Session:
 - a. Comprehensive Master Plan Update – Goals and Deliverables
 - b. Steering Committee: Oshtemo Housing Study
8. Other Updates and Business
9. 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), 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, 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 and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<u>Supervisor</u>		
Libby Heiny-Cogswell	216-5220	libbyhc@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
Cheri Bell	372-2275	cbell@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Kizzy Bradford	375-4260	kbradford@oshtemo.org

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

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

DRAFT MINUTES OF A MEETING HELD FEBRUARY 9, 2023

Agenda

PUBLIC HEARING: CODE AMENDMENT – SECTIONS 64.90 AND 65.60

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

PUBLIC HEARING: CODE AMENDMENT – SECTION 50.10

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

WORK SESSION:

STEERING COMMITTEE: OSHTEMO HOUSING STUDY

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

MEMBERS PRESENT:

Phil Doorlag
Deb Everett
Zak Ford, Township Board Liaison
Scot Jefferies

MEMBERS ABSENT:

Alistair Smith, ZBA Liaison
Anna Versalle, Chair
Micki Maxwell, Vice Chair

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

Call to Order and Pledge of Allegiance

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

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

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

Approval of Agenda

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

Public Comment on Non-Agenda Items

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

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

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

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

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

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

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

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

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

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

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

There were no comments from the public.

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

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

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

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

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

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

There were no public comments.

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

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

The Acting Chair moved to the next agenda item.

WORK SESSION:

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

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

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

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

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

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

PUBLIC COMMENT

There were no public comments.

OTHER UPDATES AND BUSINESS

There were no updates or other business to consider.

ADJOURNMENT

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

Minutes prepared:
February 10, 2023

Minutes approved:
_____, 2023

Mixed Use Residential Density and Density Bonus

*Black font is the language offered by Iris on January 6th for the January 12th Planning Commission Meeting.

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

(8) Residential Density and Density Bonus.

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

a) Senior housing is excluded from maximum residential density calculations

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

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

ii. There is extraordinary benefit to the Township

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

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

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

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

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

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

e)

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



































February 14, 2023

Mtg Date: February 23, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: DRAFT 2022 Planning Department Annual Report

Requested Discussion:

The Planning Commission is asked to review the draft 2022 Planning Department Annual Report and provide feedback to staff.

Background:

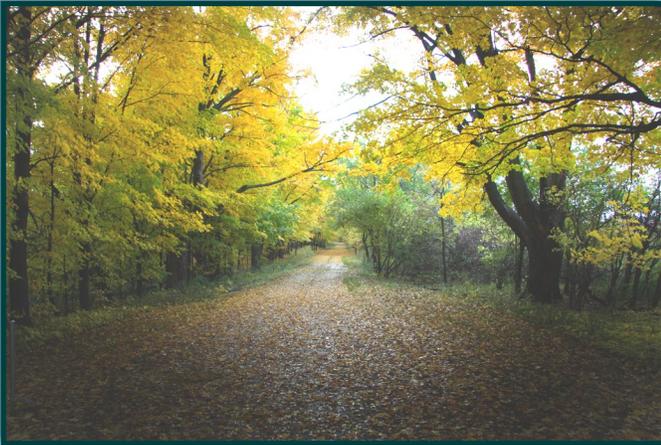
Every year the Oshtemo Planning Department produces a report that satisfies the requirements of Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended), which states that a Planning Commission must prepare an annual report documenting the administration of their municipality's Zoning Ordinance and outline possible future amendments to the Ordinance. The attached report fulfills the obligation for 2022 and provides updates on the activities and projects planned for 2023.

It should be noted that the Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of Planning and Zoning activities within the Township. This report is intended to not only document past and ongoing activities but also help the Township Board develop its own work plans and budgets for the coming year.

Attachments: DRAFT 2022 Planning Department Annual Report

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OSHTEMO
**PLANNING DEPARTMENT
ANNUAL REPORT**
2022 DRAFT
TOWNSHIP



LEGISLATIVE REQUIREMENTS

Section 308 of the Michigan Zoning Enabling Act (Public Act 110 of 2006, as amended) requires the Planning Commission to prepare an annual report for the Township Board documenting the administration of the Zoning Ordinance. It is also a requirement to outline possible future amendments to the Ordinance. This report fulfills this obligation for 2022 and provides updates on the activities and projects planned for 2023.

The Planning Department has expanded the scope of the report to further document the activities of the Zoning Board of Appeals and the administrative activities of the Planning Department staff. By doing so, the document provides a more complete picture of the Planning and Zoning activities in the Township. This report is submitted to the Township Board for review and consideration as it develops its own work plans and budgets for the coming years.

PLANNING COMMISSION

2022 ORDINANCE AMENDMENTS

Variance duration— Staff was made aware that the Township Ordinance did not state when and if an approved variance expires. After coordination with the Township Attorney, an amendment to Article 69 was proposed to the Planning Commission which would provide parameters for when a variance would expire. As Article 69 was being updated, additional amendments providing clarification on the Zoning Board of Appeal’s duties and operational procedures were also proposed. After discussion, the Planning Commission unanimously approved forwarding the proposed text to a Public Hearing on December 15, 2022 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendment at their January 24, 2023 regular meeting.

Family child care homes and group childcare homes — The State Legislature amended, through Public Act 106 of 2022, certain childcare laws to allow for increased capacity within family childcare homes and group childcare homes. To be in compliance with this Act, the Township Attorney recommended amending applicable definitions within the ordinance and allowing for Qualified Residential Treatment Programs (QRTP), as defined by Chapter 722 of Michigan Compiled Laws Governing Child Welfare Organization, as a permitted use within all of the Township’s residential districts. As the definition section was being updated, a number of other definitions were added to provide context to other sections of the ordinance and a number of existing definitions amended for clarity. After discussion the Planning Commission unanimously approved forwarding the proposed text to a Public Hearing on December 15, 2022 where a motion to recommend approval to the Township Board was unanimously accepted. The Township Board adopted the amendments at their January 24, 2023 regular meeting.

ORDINANCE PROJECTS CONTINUING INTO 2023

5G—5G refers to a new type of communication tower linked to driverless cars. Federal regulations have required that mu-

nicipalities allow for these special towers. The zoning ordinance needs to be updated if the Township wants to have any control over where and how these towers are placed. With the Planning Commission’s and Township Board’s approval, a contract was entered into with McKenna Associates on November 5, 2021 to develop a 5G ordinance. Planning and Legal staff continue to work closely with McKenna in this effort. A survey to inform the work was created and posted in May 2022—394 responses were collected. Work on this ordinance amendment is anticipated to be completed in the Spring of 2023.

VC and Village Form Based Code update—The Oshtemo Downtown Development Authority (DDA), with the blessing of staff and the Planning Commission, entered into an agreement with Wade Trim to prepare a draft ordinance amendment to implement the recommendations outlined in the 2019 Village Theme Development Plan Update. Wade Trim along with a steering committee from the DDA, including the Planning Director, met regularly to generate draft amendments. The amendments were introduced to the Planning Commission at their regular July 28th meeting. The project has since been put on hold by the Planning Commission in order to focus efforts on creating a new MU, Mixed Use District.

Signage Ordinance update —Updating the regulations within Article 55, Signs and Billboards, to be fully compliant with Federal and State regulations and protections has been on the ordinance update “to - do list” for several years. The Legal Department, with collaboration from the Planning Director, have drafted amendments to Article 55 that address this need. As this Article was being updated, staff found it prudent to review it in its entirety; additional amendments that provide clarification have been suggested. The proposed amendments were introduced to the Planning Commission at their regular August 25th meeting. The project has since been put on hold by the Planning Commission in order to focus efforts on creating a new zoning MU, Mixed Use District.

MU, Mixed Use District— The Planning Commission is working

to create a new zoning district which can be used to implement the Maple Hill Sub Area Plan and other subarea plans adopted by the Township. The creation of this district was identified by the Planning Commission as their top priority in early fall of 2022. After multiple discussions, including the review of a draft overlay ordinance from 2019, a first draft of the newly proposed zoning district was introduced to the Commission at their November 17th regular meeting. Work on this ordinance continues.

2022 MASTER PLANNING EFFORTS

Housing Action Plan —Thriving, inclusive communities have a diverse and affordable supply of housing. For Oshtemo to address the needs of its growing population and housing affordability challenges, the Township entered into an agreement with the W.E. Upjohn Institute for Employment Research on September 28, 2021 to develop a master plan update which will translate community housing needs into recommended programs, policies, and ordinance updates. The project was kicked off with the Planning Commission on February 24, 2022. Since then W.E. Upjohn has continued their research, a number of stakeholder meetings have been held, two open houses coordinated, and an online survey launched. Work on the housing action plan continues. The project is planned to be completed in July of 2023.

UPCOMING ORDINANCE AND MASTER PLAN AMENDMENTS

One of the purposes of the Annual Report is to look ahead to 2023 and anticipate those items that the Planning Commission desires to address or work on over the next 12 months and beyond in the area of planning and zoning.

Upcoming Ordinance Amendments—Ordinance amendment topics also on the Planning Commissions project list include: standards for private roads Township wide; Permitted Uses, Permitted Uses with Conditions, and Special Uses; sidewalk, lighting, dry sewer in developments; marijuana; nonhazardous materials; and the continued implementation of the Go!Green Oshtemo Plan.

Upcoming Master Plan Updates— The Planning Commission will continue to work on the Housing Action Plan described above. In addition, it is planned that in 2023 a consultant will be hired to conduct a comprehensive master plan review and update. This project would include a long range transportation plan, a economic development strategic plan, the evaluation of existing master plan documents, and the incorporation of desired planning concepts such as habitat corridors and age friendly communities. This will be a multi-year project.

SUBDIVISION/SITE CONDOMINIUMS

No new subdivision or site condominium requests were submitted to the Township in 2022. No requests were received in 2021.

REZONINGS

The Planning Commission received three rezoning requests in 2022; three more requests than in 2021. Summaries of the rezoning requests are provided below.

Rezoning Reviews in 2022:		3
Request / Address	PC Recommendation	Public Hearing
R-2 and R-4 to C/ 5303 W Main Street	Denial	4/28
I-1 to I-2/ 3265 and 3393 S 6th Street	Denial	6/23
I-1 to RR/7441 S KL Ave	Approval	6/23

SPECIAL EXCEPTION USES

A total of nine Special Exception Use applications were submitted and reviewed by the Planning Commission in 2022, which is eight less than were evaluated in 2021. All but one were approved, each with a specific set of conditions, which the applicant was required to meet as part of the development of the project. A table summarizing all Special Exception Use reviews in 2022 can be found on page 5 of this report.

Three extension requests were submitted for Special Exception Use applications approved in 2021; all were approved by the Planning Commission. The extension requests were for 7-Eleven (previously known as Speedway), Hampton Plaza, and the Run Mobile Home Park Extension. No extension requests were received in 2021.

Two of the Special Exception Uses were for new residential developments. 1) Tournesol, a new Open Space Community entailing 49 new single family units on 60.5-acres at 7214 W N Avenue; 2) Sunset Condominiums, entailing 24 duplex buildings (48 units), club house, community pool and associated parking lot within the residential development located at the intersection of Meridian Avenue and Sunset Road. Note that Sunset Condominiums only went in front of the Planning Commission for initial feedback. It is anticipated that formal consideration of this project will take place in early 2023.

The Planning Commission permits staff to administratively review temporary outdoor events once they have been approved through the public hearing process or if they last only one day. While no events were approved by the Planning Commission in 2022, a total of six events were approved administratively. A summary of the six administratively approved events can be found on page 10 of this report.

SITE PLAN REVIEW

In general, the Planning Commission does not review site plans unless they are attached to a Special Exception Use. In 2022, one site plan was submitted to the Planning Commission that did not require special use review, the same number as in 2021. The one site plan was reviewed by the Planning Commission because of code enforcement issues and its relevance to a conditional rezoning request. The one site plan review by the Planning Commission was from Handley's Tree Service requesting onsite amendments to 3265 S 6th Street which would bring the site into compliance with the Township Ordinance. Although the rezoning partially connected to this request was denied, the features of the site plan not linked to the rezoning were approved by the Planning Commission.

Total Site Plan Reviews in 2022:		1
Project Name / Address	PC Decision	Date
Handley Tree Service/ 3265 S 6th Street	Approved	6/23

MEETINGS / ATTENDANCE

The Planning Commission had a total of 24 meetings scheduled in 2022; 22 regular meetings and two joint meetings. Of the 22 planned regular meetings, 17 meetings were held and five canceled due to lack of agenda items. One (1) special meeting was held. The Planning Commission's regular meetings were held on the second and fourth Thursdays of each month. November and December had only one meeting each due to the holidays. As shown in the table below, the Planning Commission is engaged and has a good participation record.

Commission Members	Attendance
Bruce VanderWeele	17/18
Anna Versalle	13/18
Micki Maxwell	17/18
Chetan Vyas	13/18
Alistair Smith	15/18
Kizzy Bradford, TB Liaison	11/18
Deb Everett	18/18

SPECIAL EXCEPTION USES continued

Total Special Exception Use Reviews in 2022:				9
Project Title / Address	Applicant	Use/Project Summary	PC Decision	Date
Tournesol Step I/ 7214 W N Avenue	Hintor Properties, LLC	Concept Plan for a 49-unit Open Space Community, site condominium project	Approval	4/28
Kids Empire/ 5130 W Main Street	Alton M. Klein, Kids Empire	To establish an indoor recreational facility within an existing 10,804 sqft tenant space in a multi-tenant commercial center	Approval	4/28
Sunset Condominiums Concept/Meridian Avenue (Parcel #05-26-460-021)	Scott Carlson, Sunset Point Condominiums, LLC	Concept Plan for a residential condominium comprised of 24 duplex buildings (48 units), club house, community pool and associated parking lot	N/A. Gave Feedback	9/22
The Village Childcare Center / 5320 Holiday Terrace	Crystal Curtis, The Village Childcare Center	To establish a child care center within three existing suites of a multi-tenant commercial center	Approval	9/22
Heritage Christian Reformed Church Preschool/ 2857 S 11th Street	David Bonselaar, Heritage Christian Reformed Church	To establish a preschool within two existing rooms in the south wing of the existing Church	Approved	9/22
Chocolate Thunder/ 656 Maple Hill Drive	Connor Tierney, Chocolate Thunder	To establish a craft food and beverage production facility within an existing multi-tenant commercial center	Approval	10/13
Speakeasy Golf/ 6120 Stadium Drive	John R Crookston II SiteCreate/ Speakeasy Golf	To establish an indoor golf facility within an existing multi-tenant commercial center	Approval	11/17
Tournesol Step 2/ 7214 W N Avenue	Hintor Properties, LLC	A 49 unit, 60.5-acre Open Space Community, site condominium development	Approval	11/17
Center Point Church - KABAS/ 2345 N 10th Street	Larry Harper, Center-point Church	A private school for the Kalamazoo Academy for Behavioral and Academic Success (KABAS) within the upper level of the northern most portion of the existing Church	Approval	12/15

ZONING BOARD OF APPEALS

In total, five applications were reviewed by the Zoning Board of Appeals in 2022. This is a decrease from 2021 by six applications.

SITE PLAN REVIEWS

Four site plans were reviewed by the Zoning Board of Appeals in 2022, which is one more than were considered in 2021. Of these reviews, two were for new construction and two were for additions to existing buildings. A summary of the 2022 Zoning Board of Appeals site plan reviews can be found below.

Total Site Plan Reviews for 2022:				4
Project Name/Location	Applicant	Project Summary	Decision	Date
H&K Excavating/ 7504 Stadium Drive	Kip Martin, H&K Excavating	Expand the building at 7504 Stadium Drive by 5,450 sqft and place a 5,000 sqft accessory building onsite	Approval	7/26
Flavorsum/ 3680 Stadium Park Way	Dan Hinkle, HCD Properties, LLC	Construct a 30,084 sqft building addition, a 749 sqft building addition, and a 1,023 sqft building addition onto the existing building located at 3680 Stadium Park Way	Approval	8/23
Faraday Defense/ Unit 3 of WMU BTR 2.0 Park	Nate Barton, Fishbeck	Construct a 60,785 sqft two-story office and manufacturing/distribution facility within the Western Michigan University Business Technology Research Park 2	Approval	11/15
Taplin/ 5070 W Michigan	Adam Harvey, Glas Associates	The demolition of three existing buildings onsite to construct a new 32,875 sqft maintenance and storage building	Approved	12/13

DIMENSIONAL VARIANCES

The Zoning Board of Appeals reviewed one dimensional variance request in 2022, seven less than in 2021. A variance is a license to use property in a way not permitted under the ordinance. If the Township received a large number of variance applications each year on a specific ordinance requirement, it could mean there is something wrong with that ordinance, necessitating a review that may warrant an ordinance revision.

The one variance request received by the Zoning Board of Appeals was for an enhanced fence height from 4' to 6' within the front yard setback at 6125 Valley View Drive. The Zoning Board of Appeals denied the request.

MEETINGS / ATTENDANCE

Zoning Board of Appeals meetings are generally scheduled on the fourth Tuesday of each month. In 2022, of the twelve regularly scheduled meetings, seven were held and five canceled due to lack of agenda items. In addition, the Zoning Board of Appeals was invited to two Joint Board meetings. As shown on the table on the right, the Zoning Board of Appeals is highly engaged and has a strong participation record. It should be noted that Harry Jachym's first meeting as a Zoning Board of Appeals member was July 26th. The Board had one vacancy throughout 2022. This vacancy will be filled by Rick Everett starting in 2023.

Board Members	Attendance
Micki Maxwell, PC Liaison	6/7
Anita Smith	5/7
Louis Williams	5/7
Fred Gould	7/7
Dusty Famer, TB Liaison	7/7
Harry Jachym	4/4
Vacant	N/A

PLANNING DEPARTMENT REVIEWS

The Planning Department processes all of the development applications that are submitted to the Township, including rezoning requests, variances, site plans, building permits, sign permits, and sidewalk permits. In 2022, a total of 379 applications were reviewed by Planning Department staff. For reference, 495 applications were reviewed in 2021, 393 applications were reviewed in 2020, 448 were reviewed in 2019, and 351 applications were reviewed in 2018. Please note that these numbers do not include the applications for addresses and requests for zoning verification letters as they were not included in this report until 2021.

The Zoning Ordinance grants the authority to the Planning Department to administratively review and approve site plans in certain instances. These include minor amendments to a previously approved site plan, accessory buildings that meet certain criteria, certain temporary outdoor events, and communication tower co-locations or upgrades. A total of 29 administrative development reviews were completed in 2022, which is seven more than in 2021. A brief summary of the 2022 staff level reviews are on the following pages. Please note that five applications were either withdrawn by the applicant or staff is awaiting resubmittal (these projects are not included in the administrative development review total).

In addition to the site plan applications noted above, the Planning Department also completed reviews for land divisions, sign permits, building permits, zoning verification letters, and addressing. These reviews account for a significant portion of the Zoning Administrator's daily activities.

BUILDING PERMITS

Planning Department staff reviews building permit applications that are subject to zoning compliance as determined by the Southwest Michigan Building Authority to ensure that all requirements of the zoning ordinance are met. Staff also checks for any conditions of approval that may have been placed on the property by the Planning Commission or Zoning Board of Appeals during the plan review and approval process. In 2022, the Township issued 504 building permits, which is a 35 percent decrease from the 674 reviewed in 2021 and a 4 percent increase from the 487 reviewed in 2020. Of the total number of building permits issued in 2022, 237 or 47 percent required zoning review by the Township Zoning Administrator. This is a decrease from the 352 building permits that required zoning review in 2021 and a decrease from the 292 building permits that required zoning review in 2020.

SIGN PERMITS

A total of 38 sign permits were issued in 2022, which is four more than 2021. New signs were over half of the sign permits issued in 2022, at 20 permits. The remaining 18 permits were

for temporary signs or panel replacement signs. The majority of the total sign permits were issued to addresses on West Main Street, with the remaining sign permits primarily on Stadium Drive and the Drake Road and 9th Street corridors.

LAND DIVISIONS

In 2022, the Zoning Administrator worked with the Assessing Department to review 22 land division, re-description, or combination applications; 15 applications were approved in 2021. The task of the Zoning Administrator is to ensure that the requested change to property boundaries meets all of the area requirements established in the Township's Zoning Ordinance.

SIDEWALK PERMITS

In 2015, the Township initiated a sidewalk permitting process to help ensure new sidewalk development meets regulatory standards. These requirements incorporate the Americans with Disabilities Act standards for accessible design. The permit requires both a pre- and post-concrete pour inspection, which is managed by the Public Works Department. In 2022, a total of 35 sidewalk permits were issued. This is a 41 percent decrease from 2021 when 43 permits were issued. This is a 35 percent increase from 2020 when 27 permits were issued. The number of sidewalk permits issued is indicative of the residential construction occurring in the Township.

ADDRESSING

In March of 2021 the Township adopted a new Street Name and Addressing Workflow in which the assignment of all street addresses became the responsibility of the Planning Department. The goal for the new workflow is to create a uniform address and street data procedure for more consistent assignment and for improved emergency response within the Oshtemo Township limits. In 2022, 15 addresses were assigned. In 2021, 28 addresses were assigned (which included 20 addresses for a condominium project).

ZONING VERIFICATION LETTERS

A Zoning Verification Letter is a document provided to an individual by the Township that verifies the current zoning of a particular piece of property, the types of uses that are allowed in that zoning district, approval records, and other requested zoning information or documents. In 2022, 17 Zoning Verification letters were issued. For reference, 12 were issued in 2021 and 11 in 2020.

ADMINISTRATIVE REVIEWS

Total Amendments Administratively Reviewed in 2022:			14
Address	Applicant	Use/Project Summary	Approval Date
9200 W KL Avenue	City of Kalamazoo	Municipal Water site/ allow for radio communications	4/26
5299 W Main Street	Kalleward Group	PNC Bank/ ADA modifications and parking lot improvements	6/8
5160 W Main Street	DFG – Maple Hill, LLC	Aspen Dental/ site modifications and parking lot improvements	7/18
1030 S 8 th Street	The Thirsty Hound, LLC	The Thirsty Hound/ expanded patio and shade covering	7/20
5080 West Main Street	Villanova Construction Co, Inc.	Comerica Bank/site modifications and parking lot improvements	7/21
5200 Croyden Ave	Bodman Law	The Wyatt/ entry modifications	8/3
8560 Stadium Drive	Kevin and Sam Henderson	SF home/ clear cutting permit	8/31
3680 Stadium Park Way	HCD Properties, LLC	Flavorsum/ small building addition	9/22
5316 West Main Street	Arwa Salieh	Massage Therapy/ tenant alterations	11/14
717 N Drake Road	ShopOne Centers	B2 outlets/ tenant alterations and site modifications	11/15
7265 W Main Street	Miller-Davis Company	Kalamazoo Public Library/ parking lot modifications and ADA upgrades	12/02
2890 S 9 th Street	Architectural Concepts	Village Square Apartments / parking lot modifications and ADA upgrades	12/19
5700 Vintage Lane	First Housing Corp.	Evergreen North Apartments/ accessory building proposed in fire lane	N/A : denied
1842 S 11 th Street	Group Five Management	Peppertree Apartments/ installing a Portable Storage Container as a permanent accessory building onsite	N/A : denied

ADMINISTRATIVE REVIEWS CONT.

Total Administrative Communication Tower Upgrade Reviews in 2022:		9
Address	Applicant	Approval Date
4048 S 9 th Street	Haley Law Firm	1/27
5088 W Michigan Ave	T-Mobile by SBA Network Services, LLC	3/24
6831 Stadium Drive	General Dynamics	4/5
6831 Stadium Drive	Ericsson, Inc	6/28
5656 Beach Avenue	Fullerton Engineering	9/16
624 N 4 th Street	SBA Network Services for T-Mobile	9/23
5656 Beach Avenue	LCC Telecom Services	10/4
5088 W Michigan Avenue	AT&T Mobility	10/12
5656 Beech Street	AT&T Mobility	11/21

TEMPORARY OUTDOOR EVENTS

Total Administratively Reviewed Temporary Outdoor Events in 2022:			6
Address	Applicant	Event	Approval Date
8456 Stadium Drive	Lawton Ridge Winery	Food trucks permitted onsite from April 13 through October 26, 2022, on Wednesday evenings	2/23
5030 West Main Street	Oshtemo Township Rotary Club	Oshtemo Rotary Family Festival from May 26 rd to May 30 th , 2022	5/18
5034 West KL	The Good Stuff Fireworks	Temporary outdoor sales of fireworks from the site's parking lot from June 10 – July 7, 2022	6/9
6660 West Main	TNT Fireworks	Temporary outdoor sales of fireworks from the site's parking lot from June 27 th to July 5 th , 2022	6/22
6800 W Main Street	Country Fresh Farms	Meat sale event, taking place from the site's parking lot from Wednesday, August 17, 2022, through August 20, 2022	8/11
5030 West Main Street	Wahmhoff Farms, LLC	Temporary outdoor Christmas tree sales event from the site's parking lot from November 21, 2022 through December 20, 2022	10/7



February 14, 2023

Mtg Date: February 23, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Draft goals and deliverables for the Comprehensive Master Plan Update

Requested Discussion:

The Planning Commission is asked to review the draft recommended goals for the upcoming Comprehensive Master Plan update and provide feedback to staff. The draft goals have been prepared by both the Township's Planning Director and Public Works Director.

Planning Commission's Role and Oshtemo's Master Plan Background:

The greatest responsibility of a Planning Commission is to provide guidance for land use and development in the community; this includes the responsibility to prepare, review, and update a Master Land Use Plan, commonly abbreviated as a Master Plan (MP). The Michigan Planning Act defines a MP as a land use and infrastructure plan that sets forth local goals, objectives, and policies for community growth and/or redevelopment over the next 20 – 30 years. The MP is an official document authorized by Michigan law that serves as a basis for zoning and can be viewed as a blueprint for a community's future. Growth happens, the MP allows the Township residents and officials to decide how. The MP Oshtemo's first MP was adopted in 1993.

Oshtemo's current MP was adopted in 2011, with amendments made to the plan in 2017 and 2019. A list of all Township MP documents can be found on the Township website (<https://www.oshtemo.org/Officials-Departments/Departments/Planning-Zoning-Department/Master-Land-Use-Plan>). The Planning Commission is currently working with the W.E. Upjohn Institute for Employment Research to develop a MP update focusing on housing (a Housing Study/Action Plan) to assess and address the needs of Oshtemo's growing population, housing options, housing availability, and housing affordability challenges. This project is planned to be completed in July of 2023.

Knowing that a comprehensive review of the existing MP is due and the need for a single cohesive MP is paramount, the Township Board allocated ARPA funds to assist the Planning Commission and staff in completing a Comprehensive MP update. These funds are targeted to be used by the end of 2025. Due to the scale of the project (multiyear), the upcoming election cycle, and the ARPA funding requirements, the comprehensive MP update needs to be initiated this year. The attached goals and deliverables, incorporating any feedback or changes from the Planning Commission, will be the framework for the Request for Qualifications (RFQ) that will be sent out to consultants to start the comprehensive master planning effort (concurrence by the Township Board is also needed as part of this process).

Background for the Recommended Goals:

Oshtemo Charter Township is often considered the rural or suburban community of the City of Kalamazoo. The general perception that Oshtemo is just a small, rural community continues to influence how the Township has and is managing its growth. As time progressed, and incremental zoning changes occurred through the adoption of sub area plans, etc. and as more development occurred, significant parts of the Township have passed the point of being rural. Oshtemo is now the 85th most populace community in Michigan. To preserve the valued rural character of Oshtemo, previous MPs and zoning maps have concentrated development opportunities in the eastern areas of the Township where water and/or sewer are readily available and where change had already been occurring. In summary, the eastern portions of the Township are now completely developed with traditional neighborhoods and commercial areas to the extent that this area is considered urban by the Federal Adjusted Census Urban Boundary. The new Comprehensive Master Plan will need to reflect on the growth that the Township has experienced and look at how the Township should continue to grow, while remaining a healthy community.

The current comprehensive MP was adopted in 2011. In 2017 and 2019 a number of amendments and subarea plans were approved resulting in multiple MP documents that need to be referred to. The Comprehensive MP will honor and build upon Township's previous planning efforts. For efficiency and consistency, a single comprehensive MP document is needed. Sections of the MP need to be reassessed, updated, merged, and/or compiled.

Attachments: Draft goals and deliverables for the 2023 -2024 Comprehensive Master Plan Update

Comprehensive Master Plan Goals:

- The Plan process shall include utilization of multiple, creative community outreach techniques during the public input phase(s), to facilitate a diverse and full engagement of the Township Planning Commission, stakeholders (residents, developers, business owners, etc.), and Township Board.
- Creation of a practical, usable Comprehensive Master Plan that reflects the community's desired direction for the Township's future and provides appropriate guidance for implementation. The Plan will be well-organized, accessible online, and user friendly with plain language, illustrative information, diagrams, photos, etc.
- The Plan will evaluate existing Master Plan documents, including sub area plans and the recreation master plan, under a holistic lens and incorporate existing or previous content from the documents as appropriate. The Plan will honor and build upon Township's previous planning efforts.
- The Plan shall include a baseline analysis of how growth has impacted Oshtemo's quality of life; including but limited to community characteristics such as: current levels of traffic, type and quantity of commercial uses, natural features, and adverse environmental issues like noise, light, and glare.
- The Plan will include an Economic Development Strategic Plan that evaluates internal and external factors that favorably and/or unfavorably influence the overall economic health of the community. The plan will identify target economic strategies and opportunities that are both realistic and compatible.
- Create a clear and achievable transportation plan that will enhance the network for all users and that best serves the current and projected residential and commercial growth. The Plan will incorporate strategies and projects to maximize the connectivity of street networks and pedestrian corridors. This effort will include updating the Township's Future Road Connections Map, Access Management Plan, Complete Street Policy, and Non-motorized Plan. The Plan will help create standards for where and how private roads should be permitted in the Township; considering differences for rural and urban contexts.
- The Master Plan must be compliant with the Redevelopment Ready Communities Certified Communities format. The Master Plan should incorporate all RRC Best Practices.
- The Master Plan will emphasize placemaking and placemaking strategies keeping in mind the Township's rural vs urban characteristics. Inclusivity is a top priority of the Township.

Minimum Deliverables:

- A user-friendly Comprehensive Master Plan, in written and electronic form, which incorporates existing Master Plan content where applicable.
- An updated Future Land Use Map
- An Economic Development Strategic Plan
- An updated Future Road Connections Map
- An updated Access Management Plan
- An updated Complete Street Policy
- An updated Non-motorized Transportation Plan
- A Road Standards Policy which identifies where and how private streets should be permitted

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February 16, 2023

Mtg Date: February 23, 2023
To: Planning Commission
From: Iris Lubbert, AICP, Planning Director
Subject: Steering Committee: Oshtemo Housing Study

Using the draft goals the Planning Commission approved for the Housing Study at their last meeting, a representative from the W.E. Upjohn Institute for Employment Research will meet with the Commission at their February 23rd regular meeting to discuss potential objectives and strategies.