



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

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

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

**THURSDAY, SEPTEMBER 22, 2022  
6:00 P.M.**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: September 8<sup>th</sup>, 2022
6. **Public Hearing - Concept Plan, Sunset Pointe Condominiums**  
Scott Carlson, on behalf of Sunset Point Condominiums LLC, is requesting feedback on a proposed condominium development comprised of 24 duplex buildings (48 units), a club house, a community pool and associated parking lot within parcel 05-26-460-021 located at the intersection of Meridian Avenue and Sunset Road. There will be no formal action by the Planning Commission for this item.
7. **Public Hearing – Special Use, Heritage Christian Reformed Church**  
Heritage Christian Reformed Church is requesting special use approval to establish a preschool within the existing principal building located at 2857 S 11<sup>th</sup> Street.
8. **Public Hearing – Special Use, The Village Childcare Center**  
Crystal Curtis, representing The Village Childcare Center, is requesting special exception use approval to establish a child care center within three existing suites of a multi-tenant commercial center located at 5320 Holiday Terrace.
9. Other Updates and Business
10. 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, 8:00 a.m. – 5:00 p.m., and on Friday, 8:00 a.m. – 1:00 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>		
Libby Heiny-Cogswell	216-5220	<a href="mailto:libbyhc@oshtemo.org">libbyhc@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>		
Cheri Bell	372-2275	<a href="mailto:cbell@oshtemo.org">cbell@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>			
Ron Farr (Interim)	375-0487	<a href="mailto:rfarr@oshtemo.org">rfarr@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>			
Karen High	216-5233	<a href="mailto:khigh@oshtemo.org">khigh@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>	

**OSHEMO CHARTER TOWNSHIP  
PLANNING COMMISSION  
DRAFT MINUTES OF A MEETING HELD SEPTEMBER 8, 2022**

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**Agenda**

**WORK SESSION:**

- a. **Amendments to Article 55 Signs and Billboards (continued)**
  - b. **Amendments to Article 2 Construction of Language and Definitions (continued)**
  - c. **Implementation of the 2019 Village Theme Development Plan – Amendments to Article 19 and Article 34 (continued)**
- 

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, September 8, 2022, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS WERE PRESENT:**

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

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

**Call to Order and Pledge of Allegiance**

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

**Approval of Agenda**

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

The Chair determined there were no public comments and moved to the next agenda item.

## **Approval of the Minutes of the Meeting of August 25, 2022**

Chairperson VanderWeele asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 25, 2022. Hearing none, he asked for a motion.

Ms. Maxwell **made a motion** to approve the Minutes of the Meeting of August 25, 2022 as presented. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to work session at 6:02 p.m.

### **WORK SESSION:**

Ms. Lubbert said she introduced the proposed ordinance amendments at the August 25 Planning Commission meeting and that she would continue working through the proposed changes to Article 55 and Article 2 with Commissioners.

#### **a. Amendments to Article 55 Signs and Billboards (continued)**

She noted the group completed review of the Article 55 amendments through 55.60 at the last meeting. Beginning with 55.70: "Agricultural and Residential Districts," the group continued and completed reviewing the document with Ms. Lubbert.

Attorney Porter noted our ordinance is in violation of a Supreme Court decision regarding temporary off-premises directional signs and explained the new wording proposed in order to comply with the decision.

Highlighted changes included new categories and definitions for Temporary Off-premises Directional Signs and Balloon Signs. Some suggestions for change were made after discussion with the group in Section 55.150: Lighting. Some minor typo corrections were noted by Commissioners.

Ms. Lubbert will provide a clean version of the document with indicated changes, including those made at this meeting.

#### **b. Amendments to Article 2 Construction of Language and Definitions (continued)**

Ms. Lubbert walked through the suggested amendments to Article 2 which included clarifications and new definitions. She particularly highlighted the definition and diagram for corner lots. New definitions were developed to include Auto Service, Awning, Flag, Grades, Mansard, Marquee, Office Complex, and Parapet.

The group accepted the amendments as proposed. This document will also be updated to provide a clean version.

**c. Implementation of the 2019 Village Theme Development Plan – Amendments to Article 19 and Article 34 (continued)**

The group postponed this discussion to a future meeting.

**Other Updates and Comments**

Ms. Lubbert indicated she would not be at the September 22nd meeting. Mr. Hutson will attend in her place.

**ADJOURNMENT**

With no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 7:45 p.m.

Minutes prepared:  
September 9, 2022

Minutes approved:  
\_\_\_\_\_, 2022

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# MCKENNA

September 15, 2022

Charter Township of Oshtemo  
7275 West Main Street  
Kalamazoo, MI 49009

**Subject: Sunset Pointe Condominiums – Meridian Avenue – Site Plan Review #3 (Conceptual)**

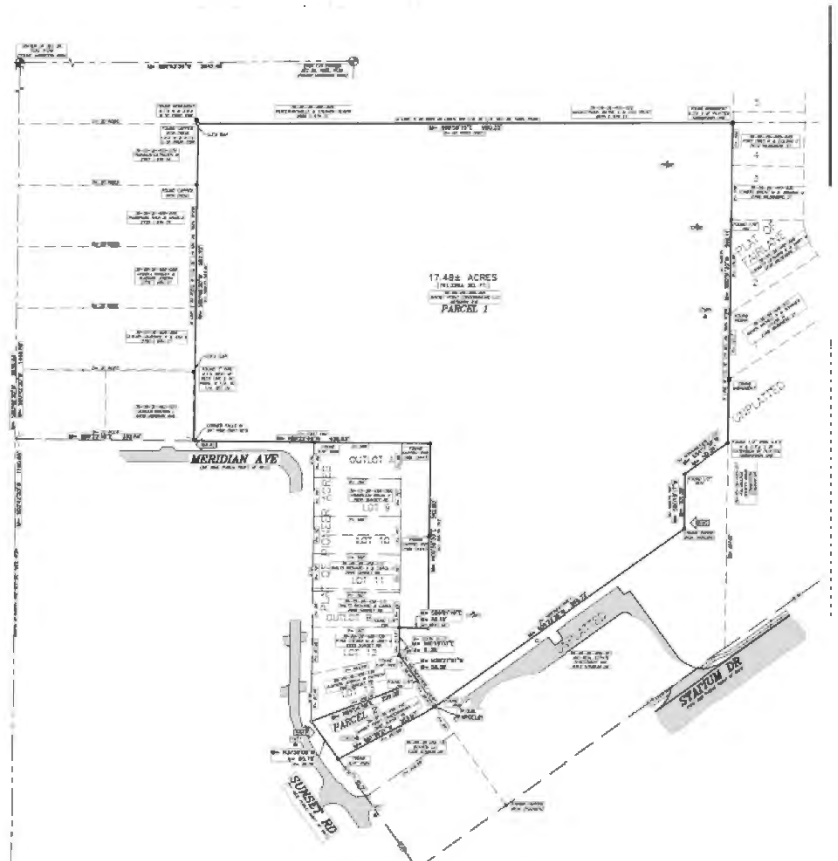
**Location:** Meridian Avenue (Parcel #05-26-460-021) & Sunset Road  
**Zoning:** R2, Residence District  
**Applicant(s):** Scott Carlson, Sunset Point Condominiums, LLC  
**Owner(s):** Scott Carlson, Sunset Point Condominiums, LLC

On behalf of the Charter Township of Oshtemo Planning Department, McKenna has reviewed the above-referenced site condominium application for a proposed 24 duplex building (48 unit), club house, community pool and associated parking lot within the residential development located at the intersection of Meridian Avenue & Sunset Road. We offer the following comments and findings for your consideration. This review is based on the revised site plan dated August 29, 2022.

Additionally, the applicant has requested that these revisions be placed before the Planning Commission for conceptual review. We note that the applicant has provided a higher level of detail than what is typically found within a conceptual design: our review will continue to focus on all applicable sections of a formal site plan review in order to aid the applicant in their design process.

## SITE DESCRIPTION

The site is approximately 17.48-acres and has frontage along the north side of Meridian Avenue. The site is predominately wooded with no apparent existing facilities or structures established. The applicant proposes to construct 24 duplex buildings (48 units total) in two phases. A club house, pool and associated parking lot are also proposed within the residential development in the first two phases. The amended site plan shows a phase 3 area that would include an additional 9 buildings (18 units). The graphic to the right



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(provided by the applicant via their proposed site plan) outlines the proposed project boundaries. The applicant is proposing a total of 33 buildings (66 units).

## REVIEW COMMENTS

### Development Standards (§42.30)

The proposed development meets the intent of the R-2, Residence District Statement of Purpose (§7.10), which “this district classification is designed as a suburban residential district to permit greater density of residential development than is provided in the rural districts of the Township”.

- a. *Density. The overall density of a condominium development shall be 4 dwelling units per acre in the R-2 District.* The applicant proposes a total of 64 units on 17.48 acres. Based on the total acreage of the site, the applicant is permitted 69 units. The applicant meets this requirement.
- b. *Units per Building. A two-unit building shall be permitted in the R-2 District.* The proposed site plan and application indicate a total of 33 buildings to achieve a total unit count of 66. This requirement is met.
- c. *Height. No unit shall be taller than two stories or 25 feet in height.* The applicant has provided a response to our initial comments that the dwelling units will vary in height but will not exceed the maximum height of 25 feet.
- d. *Interior Transportation Network.*
  1. *The condominium development and all associated units shall be serviced by an interior transportation network, which can consist of public roads, private streets or private drives. No use within the condominium shall front or gain direct access from an off-site road network.* The applicant indicates the road network will be private, as indicated on sheet C200 of the proposed site plan.

**Meridian and Sunset:** This proposed intersection/entrance into Sunset should be designed as a true perpendicular, ‘T’ intersection for safety reasons. The applicant has indicated that the intersection has been redesigned, however no apparent changes are shown on the site plan. The intersection will need to be redesigned.

2. *Public roads must meet all of the requirements of the Road Commission of Kalamazoo County.* The applicant proposes to construct private roadways within the condominium development. Due to the outlined need within the 2019 Village Development Plan, public streets will need to be constructed. See comment on the next page regarding Public versus Private roadways.

**Constructed to RCKC Standards:** The Master Plan for the Township outlines a circulation plan for the area that the proposed development is located in: see page 39 of 71  
<https://www.oshtemo.org/files/assets/public/planning/documents/village-theme-development-plan-2019-update.pdf>

As the property would service “as a connecting link between different land ownerships or different public roads, either currently or within the foreseeable future, it shall, regardless of whether it is a





public or private road, be constructed in accordance with the public road specifications of the Road Commission of Kalamazoo County and be located upon a reserved right-of-way of not less than 66 feet in width” (42.30, D, 6).

**Private vs. Public.** The Township’s DDA is currently in the process of exploring an extension of Atlantic Avenue, northerly to Stadium Dr, which would encompass the properties’ connection to Stadium Drive in it’s proposed alignment and future intersection improvements. As there is no set time frame for when this would happen, we understand and would support the request to keep the roads within Sunset condos private at this time, with the understanding that when the connection is made to Stadium Drive, the roads will become public.

3. *If the interior transportation network is private streets, they shall be built in conformance to the standards and requirements of Section 49.200 of the Zoning Ordinance.* While the applicant proposes to construct private streets, Section 49.200.B. states the following: “*the requirements hereinafter set forth shall apply to all private streets within nonresidential site condominiums*”. We find that further provisions of Section 49.200 do not apply at this time.
4. *Private drives must be two-way with a minimum surface width of 24 feet exclusive of any area used for parking. All drives shall be paved with asphalt or other hard surface material.* The applicant proposes to construct the private roadways with a width of 24 feet, as measured from edge to edge. The site plan also indicates a private right-of-way width of 66 feet.
5. *For condominium developments with 50 or more units, at least two primary points of ingress or egress must be provided.* Based on the submitted site plan, we find that this requirement is only partially satisfied: the applicant proposes 24 duplex units (48 units) in the first two phases. An additional eight (9) buildings (18 units) are proposed within phase 3. As such, this additional phase will increase the unit count above the threshold, which would then necessitate the requirement of a secondary access drive.

Furthermore, we advise the applicant that approval of up to 48 units is permissible, however for any additional approval above this unit count would require a secondary access. As such, this requirement of the site plan review could be satisfied subject to the applicant placing a call-out note on the site plan indicating a secondary access point will be constructed for any constructed units above the initial 48 indicated within the site plan.

While it has been observed that two of the proposed roadways will be constructed in the initial design as cul-de-sacs, the site plan has been amended to show a dedicated easement for future roadway connection at the north-eastern portion of the subject site and the southeastern portion with the intent to connect to Stadium Drive.

6. *When an interior drive would service as a connecting link between different land ownerships or different public roads, either currently or within the foreseeable future, it shall, regardless of whether it is a public or private road, be constructed in accordance with the public road specifications of the Road Commission of Kalamazoo County and be located upon a reserved right-of-way of not less than 66 feet in width.*



The applicant has shown a potential future connection, located in the northeast portion of the proposed site, with a right-of-way width of 66 feet. Additionally, the proposed site has a possible future connection listed onto Stadium Drive. The applicant has made note of a dedicated easement for future roadway connection at the southern portion of the subject site.

**Future Connectivity:** The following comments have been provided by Oshtemo Township:

*The Master Plan also calls for a future East-West road connection in this area. The Township will be exploring options to accomplish this as part of the Atlantic expansion project planning process. Units 14, 15, 16 have been relocated to allow room for a potential future road connection in the location circled in red (include a ROW easement).*

*In addition, staff requests that the applicant wait to sell 3005 Sunset until this project planning is complete – there is a high likelihood this property will provide the necessary connection point to make the east/west connection feasible.*



e. *Nonmotorized Transportation.*

1. *Sidewalks.* Sidewalks shall be provided on both sides of any transportation network within the condominium development. The applicant proposes to construct five (5) foot wide concrete sidewalks on both sides of the private road network within the development. We find that this requirement is met.
2. *Nonmotorized facilities.* If the Township has planned a nonmotorized trail/path through an approved nonmotorized plan, the condominium development must include their portion of the trail/path within the development. In accordance with the “Go! Green Oshtemo” plan, a nonmotorized trail system is proposed along 9<sup>th</sup> Street, located west of the subject site. The subject site is not adjacent to the proposed nonmotorized trail. We find that this section is not applicable to the proposed condominium development.
3. *Reduction of sidewalk / driveway conflicts.* The applicant has indicated the desire to continue with the current design: we encourage additional consideration in site design to assist with the reduction of driveway conflicts.



## Open Space

1. *At least 10 percent of the total condominium project must be dedicated as common open space. The applicant proposes to provide a total of 151,920 square feet (20%) of the site as open space. The common open space is proposed to be included within the site's Master Deed.*
2. *Dedicated common open space shall be easily accessible to residents of the condominium, including both visual accessibility from the residential units as well as pedestrian linkages through sidewalks and/or trails. Portions of the proposed open space may be accessible by adjacent sidewalks. The amended site plan shows potential connect to the pool/club house via a non-motorized trail to the west of the pool; however the site plan does not show any pedestrian access to the pool/club house from the north/south bound roadway along the eastern portion of the property. A five (5) foot sidewalk is strongly recommended to connect the pool/club house with the proposed sidewalk network.*

Further, the applicant has indicated that a pedestrian trail system (internal) will be provided via installation of a woodchip path. Proposed pathways will be included within the common open-space.

3. *Any structures, which are accessory to the community open space, may be provided in accordance with the approved Site Plan. These accessory structures, such as gazebos, pool house, play equipment, etc., shall not exceed, in the aggregate, one percent of the dedicated common open space. The applicant proposes a pool/club house of 576 square-feet, and an attached covered patio of 480 square-feet. Based on the proposed open space calculation of 151,920 square-feet, we find that the proposed pool/club house and associated attached covered patio does not exceed the limit provided within this section.*
  4. *Dedicated common open space shall be under common ownership or control, through the homeowner's association of the condominium. Sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions shall be provided to the Township. A draft Master Deed has been submitted for consideration by the Township.*
  5. *Dedicated common open space shall be set aside through an irrevocable conveyance, approved by the Planning Commission, that assures protection from development, except as outlined in the approved Site Plan. Such conveyance may be a recorded deed restriction, covenants, or conservation easement and shall provide for maintenance to be undertaken by the Township in the event that the dedicated open space is inadequately maintained or is determined by the Township to be a public nuisance, with the assessment of costs upon the open space ownership. The applicant has submitted a draft of the Master Deed which dedicates common open space; further review may be required to ensure common space is fully dedicated and set aside through an irrevocable conveyance.*
- f. *Utilities. Public water and sanitary sewer shall be provided as part of the development. All private utilities shall be placed underground. The applicant proposes both public water and sanitary sewer. We recommend that the Township Engineer review the proposed water and sanitary sewer for compliance.*



- g. *Master Deeds and Bylaws. Language shall be included in the master deed and bylaws indicating that common elements are to be properly and adequately maintained and that failure to do so will permit the Township to intervene, make the necessary improvements and ensure adequate maintenance, through an assessment to the property owners. A draft Master Deed has been provided for review by the Township. There appears to be language within the Master Deed (Article 8) that addresses this requirement: we defer any additional review of this requirement to the Township Attorney/Legal team.*

**Approval Process (§42.40)**

- a. *Special exception use. An application for a condominium project shall be made in accordance to the procedures for a Special Use set forth in Article 65 and the requirements outlined herein. The special land use (special use exemption) will be reviewed in a secondary memorandum.*

**Setback Provisions (§50.60)**

The applicant proposes the following building setbacks:

<b>Building Setbacks (R-2 District)</b>	<b>Required</b>	<b>Proposed</b>
<i>Front:</i>	30'	30'
<i>Side:</i>	10'	10'
<i>Rear:</i>	15'	15'

Further review of the site layout indicates duplex one does not meet the minimum front yard setback of 30 feet from Meridian Avenue; duplex one will need to be shifted north to meet the minimum setback requirements.

**Landscaping (§53.10)**

The applicant has not provided details as it pertains to onsite landscaping as stipulated per Section 53.10: *“the intent of this Article is to promote the public health, safety, and welfare and improve the visual appearance of the Township by requiring landscaping for each development for which site plan review is required.”* No landscaping plans/details have been submitted for review under Section 53 of the Township Zoning Ordinance. A landscaping plan will need to be submitted for review. A landscape plan will need to be submitted by a licensed landscape architect (Section 53.30.B).

**Lighting (§54.10)**

The applicant has indicated that “street lighting shall meet Township standards”. Approximate location of street lighting has been included on the updated site plans. The applicant has indicated that the lighting will meet Consumers Energy typical standards.



### **Parking (\$52,100)**

**Club House/Pool House Parking:** The necessary parking for this structure would be determined using the ‘Private Clubs and Lodges’ designation which is “1 space for each 3 persons allowed within the maximum occupancy load as established by the Township building code” (52.100). To calculate the maximum occupancy established by the Township’s building code the attached excerpt from the Michigan Building Code is used – the “assembly without fixed seats” category is the most appropriate. The assumption is that this would fall under the ‘unconcentrated (tables and chairs)’ category which would allow 1 occupant for every 15 sqft of net floor area. The net floor area for the proposed pool house is 368 sqft (23’ x 16’ per the provided floor plan). This means that this pool house has a max occupancy of 24. Eight parking spaces are required: the amended site plan, dated August 29, 2022, shows eight spaces, which includes one barrier-free space.

### **Other comments**

1. Communication between the development and the United States Postal Service (USPS) regarding individual mail receptacles or centralized locations will need to be conveyed to the Township. If centralized locations are to be constructed, they will need to be shown on the site plan and will be subject to all applicable setback requirements.

The amended site plan indicates a double mailbox (two receptacles, one post) will be provided at each duplex. We request confirmation from the USPS that this method is accepted.

2. The existing conditions & topographic pages note an “Irrevocable Tree Preservation Easement Area”; further details pertaining to this easement are required. Is this a proposed easement area or an existing easement?

## **OTHER AGENCY REVIEWS**

### **Oshtemo Township Fire Department**

The Oshtemo Township Fire Department has no additional comments based on the revised site plan of August 29, 2022.

### **Oshtemo Township Engineer**

The Township Engineer, Ryan Russell, P.E. of Prein & Newhof, has provided a separate memorandum of review for this project. The following are key take aways from their report:

1. Grading:
  - a. No spot grades are shown. Please provide spot grades to show sidewalk ADA compliance.
  - b. Ensure everything is dimensioned and scaled properly.
2. Traffic Flow:
  - a. The proposed road width is 24’ and is acceptable.
  - b. The Township fire chief shall review the site for emergency access.
  - c. Provide valley gutter on road to club house.



- d. Show all permanent signage.
- e. An emergency vehicle turnaround is required for the club house parking area.
- f. Show road offset from duplex 20. I recommend a larger buffer between the road and building.
- g. The future master plan shows a road connection to the east in the location of Duplex 17. Leave this space open for future ROW.

3. Drainage:

The Storm water system is accepted

4. Soil Erosion Control:

- a. A SESC plan was not provided. SESC Permit will be required from the Kalamazoo County Drain Commission.

5. Water Main:

- a. The number and location of fire hydrants shall be reviewed by the township fire chief.

6. Sanitary Sewer:

- a. Provide profile drawings for sanitary that show offset of watermain crossings.

Please note a future set of construction drawings will address many of these items once the special exception use is approved.

## RECOMENDATIONS

The applicant is seeking feedback from the Planning Commission regarding their site plan submission based on the submitted site plan/conceptual design. No formal action will be sought at the Planning Commission meeting, nor is any official motion being presented for consideration from the Commission at this time. We advise the applicant that an additional full site plan review will be required to address outstanding items referenced previously.

Respectfully submitted,

**McKENNA**

Paul Lippens, AICP, NCI  
Vice President

Kyle Mucha, AICP  
Senior Planner

CC: Iris Lubbert, AICP – Oshtemo Township Planning Director

## Memorandum

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Date:	August 15, 2022
To:	Planning Commission
Company:	Charter Township of Oshtemo
From:	Ryan M. Russell, P.E., Township Engineer
Project #:	2220678
Re:	Sunset Pointe – Condominium Review

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We have received and reviewed the site plan for the Sunset Pointe plans dated July 12, 2022 and have the following comments.

1. Grading:

- a. Plan contours and building FFE's are shown.
- b. No spot grades are shown. Please provide spot grades to show sidewalk ADA compliance.
- c. Ensure everything is dimensioned and scaled properly.

2. Traffic Flow:

- a. The proposed road width is 24' and is acceptable.
- b. The Township fire chief shall review the site for emergency access.
- c. Provide valley gutter on road to club house.
- d. Show all permanent signage.
- e. An emergency vehicle turnaround is required for the club house parking area.
- f. Show road offset from duplex 20. I recommend a larger buffer between the road and building.
- g. The future master plan shows a road connection to the east in the location of Duplex 17. Leave this space open for future ROW.

3. Drainage:

Storm sewer and a storm water basin is proposed and the stormwater basin storage design used a 100-year event for calculating volume.

Required storage volume for the watershed area is 114,823 cft

Provided storage volume for the watershed area is 117,097 cft

The Storm water system is accepted

4. Soil Erosion Control:

- a. A SESC plan was not provided. SESC Permit will be required from the Kalamazoo County Drain Commission.

5. Water Main:

- a. The number and location of fire hydrants shall be reviewed by the township fire chief.
- b. Hydrants and service connections meet City of Kalamazoo specifications.
- c. The proposed connection shall be coordinated with the City of Kalamazoo Department of Public Services - Steve Skalski (269) 337-8601.

6. Sanitary Sewer:

- a. 12" sanitary sewer is proposed.
- b. Provide profile drawings for sanitary that show offset of watermain crossings.

Please note a future set of construction drawings will address many of these items once the special exception use is approved.

We hope these comments are helpful in your review of this site plan.





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

**PLEASE PRINT**

**PROJECT NAME & ADDRESS** SUNSET POINTE CONDOMINIUMS - MERIDIAN AVENUE

**PLANNING & ZONING APPLICATION**

Applicant Name : SCOTT CARLSON  
Company SUNSET POINT CONDOMINIUMS LLC  
Address 6146 W MAIN STREET, STE E,  
KALAMAZOO, MI 49009  
E-mail CARLSONSCOTT@COMCAST.NET  
Telephone 269-353-4700 Fax \_\_\_\_\_  
Interest in Property OWNER

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USE  
ONLY

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

**OWNER\*:**

Name SAME AS APPLICANT  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Phone & Fax \_\_\_\_\_

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

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

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

24 DUPLEX BUILDINGS (48 UNIT) CONDOMINIUM DEVELOPMENT

19/30/20151

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

SEE PLANS

**PARCEL NUMBER:** 3905- 26-460-021

**ADDRESS OF PROPERTY:** MERIDIAN AVENUE

**PRESENT USE OF THE PROPERTY:** VACANT

**PRESENT ZONING** R-2 **SIZE OF PROPERTY** 17.14 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>(A) Scott Carlson</u>	<u>6146 W. Main St., Wal, ME</u>
<u>Syed Hasan</u>	<u>5028 Forest River Way, Portage ME</u>
<u>John L Hubbard</u>	<u>7694 Corners Cove, Wal, ME</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.*

(A) Scott Carlson  
**Owner's Signature (\* If different from Applicant)**

4/15/22  
**Date**

(A) Scott Carlson  
**Applicant's Signature**

4/15/22  
**Date**

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

\*\*\*\*

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

# TOPOGRAPHIC / BOUNDARY SURVEY

SCHEDULE "A" LEGAL DESCRIPTION  
FROM: NATIONS TITLE AGENCY OF MICHIGAN, INC  
COMMITMENT NO.: 19MI00812 (EFFECTIVE DATE: APRIL 02, 2019)

TOWNSHIP OF OSHTEMO, COUNTY OF KALAMAZOO, AND STATE OF MICHIGAN

**PARCEL 1:**  
BEGINNING NORTHEAST CORNER LOT 15, PIONEER ACRES, THENCE NORTHEASTERLY PARALLEL NORTHERLY LINE WEST MICHIGAN AVENUE TO POINT 100 FEET SOUTH-WESTERLY OF EAST 1/8 LINE THENCE NORTH PARALLEL SAID 1/8 LINE 100 FEET, THENCE NORTHEASTERLY PARALLEL NORTHERLY LINE SAID AVENUE, 100 FEET TO EAST 1/8 LINE, THENCE NORTH THERON TO NORTH LINE SOUTH 26 RODS 40 LINKS NORTHWEST 1/4 SOUTHEAST 1/4, THENCE WEST ON SAID NORTH LINE 60 RODS, THENCE SOUTH PARALLEL NORTH AND SOUTH 1/4 LINE 583.44 FEET TO NORTH LINE MERIDIAN AVENUE, THENCE EAST ALONG NORTH LINE PIONEER ACRES PLAT AND EXT EAST 440 FEET, THENCE SOUTH PARALLEL TO AND 55 FEET EAST OF EAST LINE LOTS 9, 10 AND 11 OUTLOTS A AND B 342 FEET WEST 55 FEET TO EAST LINE SAID PLAT, THENCE SOUTH 51.13 FEET, THENCE SOUTHEASTERLY 116.97 FEET TO BEGINNING.

**PARCEL 2:**  
LOT 14 OF PIONEER ACRES, ACCORDING TO THE RECORDED PLAT THEREOF, AS RECORDED IN LIBER 19 OF PLATS, PAGE 40, KALAMAZOO COUNTY RECORDS BEING THE SAME PROPERTY CONVEYED TO TRINITY ENTERPRISES, INC. RESTATED DEFINED BENEFIT PENSION PLAN BY DEED DATED 12-31-80 AND RECORDED 11-1-91 IN DEED BOOK 1527, PAGE 733, IN THE OFFICE OF THE RECORDER OF KALAMAZOO COUNTY, MICHIGAN.

SCHEDULE B-II EXCEPTIONS  
FROM: NATIONS TITLE AGENCY OF MICHIGAN, INC  
COMMITMENT NO.: 19MI00812 (EFFECTIVE DATE: APRIL 02, 2019)

NO SCHEDULE B-II EASEMENTS PRESENT IN TITLE WORK

### BENCHMARK DATA

NAVD '88 AS DERIVED FROM GPS OBSERVATIONS UTILIZING VRS CONUS 12B

BM #1 EL= 960.80' (NAVD 88)  
FOUND RAIL ROAD SPIKE IN FIRST UTILITY POLE SOUTH OF THE NORTH LOT LINE OF LOT 14, LOCATED 26' NORTHEAST OF THE CENTERLINE OF SUNSET ROAD AND 164' NORTHWEST OF THE CENTERLINE OF THE NORTH DRIVEWAY TO BUILDING #6338.

BM #2 EL= 954.76' (NAVD 88)  
300 NAIL ON THE SOUTHWEST SIDE OF 12" PINE TREE, LOCATED 245' NORTHEAST OF THE CENTERLINE OF STADIUM DRIVE AND 245' NORTHEAST OF THE NORTHEAST CORNER OF BERKSHIRE HATHAWAY BUILDING.

BM #3 EL= 962.08' (NAVD 88)  
SET 800 NAIL ON THE SOUTH SIDE OF POWER POLE, LOCATED 21' NORTH OF THE CENTERLINE OF MERIDIAN AVENUE AND 333' EAST OF THE CENTERLINE OF SOUTH 9TH STREET.

### SURVEYOR'S NOTES

- UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL FIELD MEASUREMENTS AND AVAILABLE RECORDS. THIS MAP IS NOT TO BE INTERPRETED AS SHOWING EXACT LOCATIONS OR SHOWING ALL UTILITIES IN THE AREA.
- NOTE TO CONTRACTORS: THREE WORKING DAYS BEFORE YOU DIG - CALL MISS DIG AT 811.
- CONTOUR INTERVAL = 1 FOOT.
- THE FIELD WORK WAS COMPLETED ON MARCH 14, 2022.
- THERE APPEARS TO BE A GAP IN DESCRIPTIONS BETWEEN ADJACENT PARCELS ALONG 9TH STREET AND WEST LINE OF SUBJECT PARCEL.

### SURVEY CONTROL

POINT NUMBER	NORTHING (ASSUMED)	EASTING (ASSUMED)	ELEVATION (NAVD 88)
50	10089.9648'	9621.8228'	961.39'
51	9698.5080'	9731.0125'	963.01'
52	10243.5711'	9898.4677'	961.42'
53	10231.2609'	9775.4569'	960.00'
60	10474.0840'	10104.3640'	953.53'
61	10408.1120'	9979.2350'	954.57'
62	11191.2080'	10517.1340'	960.06'
63	11191.6050'	10768.3900'	953.53'
64	11023.4470'	10534.8000'	957.89'
65	11307.3320'	10462.2770'	960.96'

### STORM STRUCTURE DATA

CB #1 - 4'Ø CONCRETE LEACHING BASIN RIM=953.91 SUMP=951.38	MH-A - 4'Ø CONCRETE RIM 953.57 INV (NE) 18" RCP=947.67 INV (SW) 18" RCP=947.77 INV (N) 6" RCP=948.39
CB #2 - 2'Ø CONCRETE RIM 954.36 INV (SE) 12" RCP=950.58 SUMP=960.44	MH-B - 4' Ø BLOCK RIM 953.55 INV (NE) 18" RCP=945.69 INV (SW) 18" RCP=945.79 INV (S) 12" RCP=948.26
MH #3 - 4'Ø CONCRETE RIM 955.06 UNABLE TO OPEN RIM BOLTED SHUT	
CB #4 - 2'Ø CONCRETE RIM 953.03 INV (SE) 12" RCP=948.31 SUMP=948.08	
MH #5 - 4'Ø CONCRETE RIM 953.80 UNABLE TO OPEN RIM BOLTED SHUT	

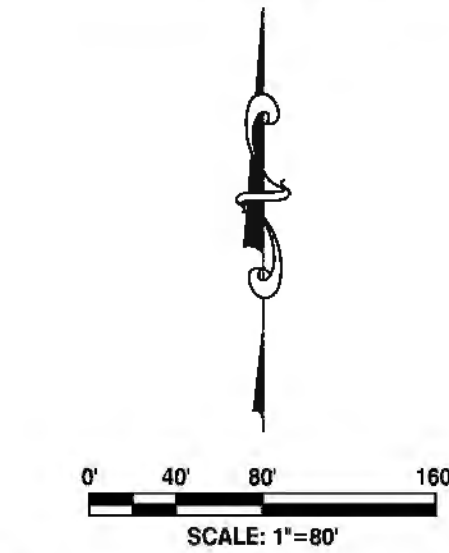
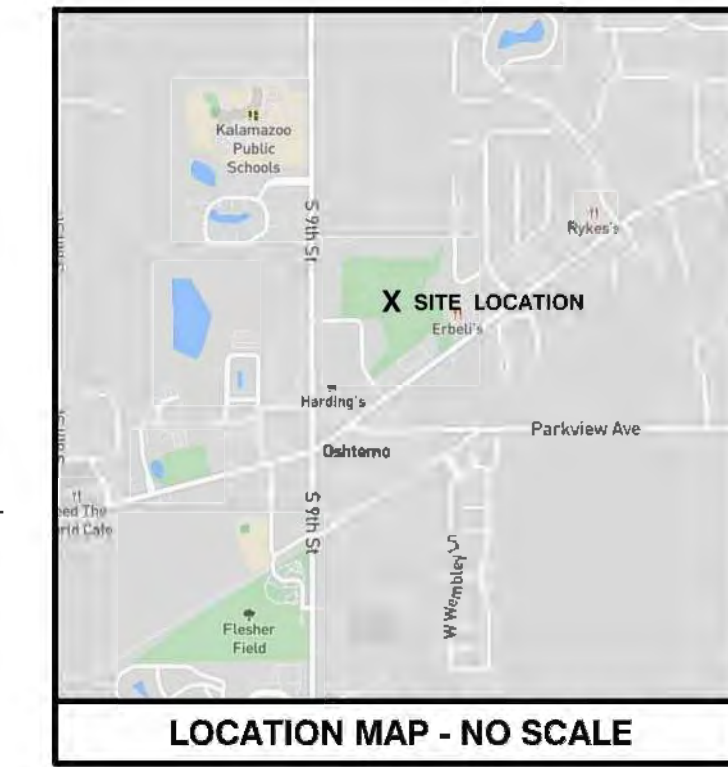
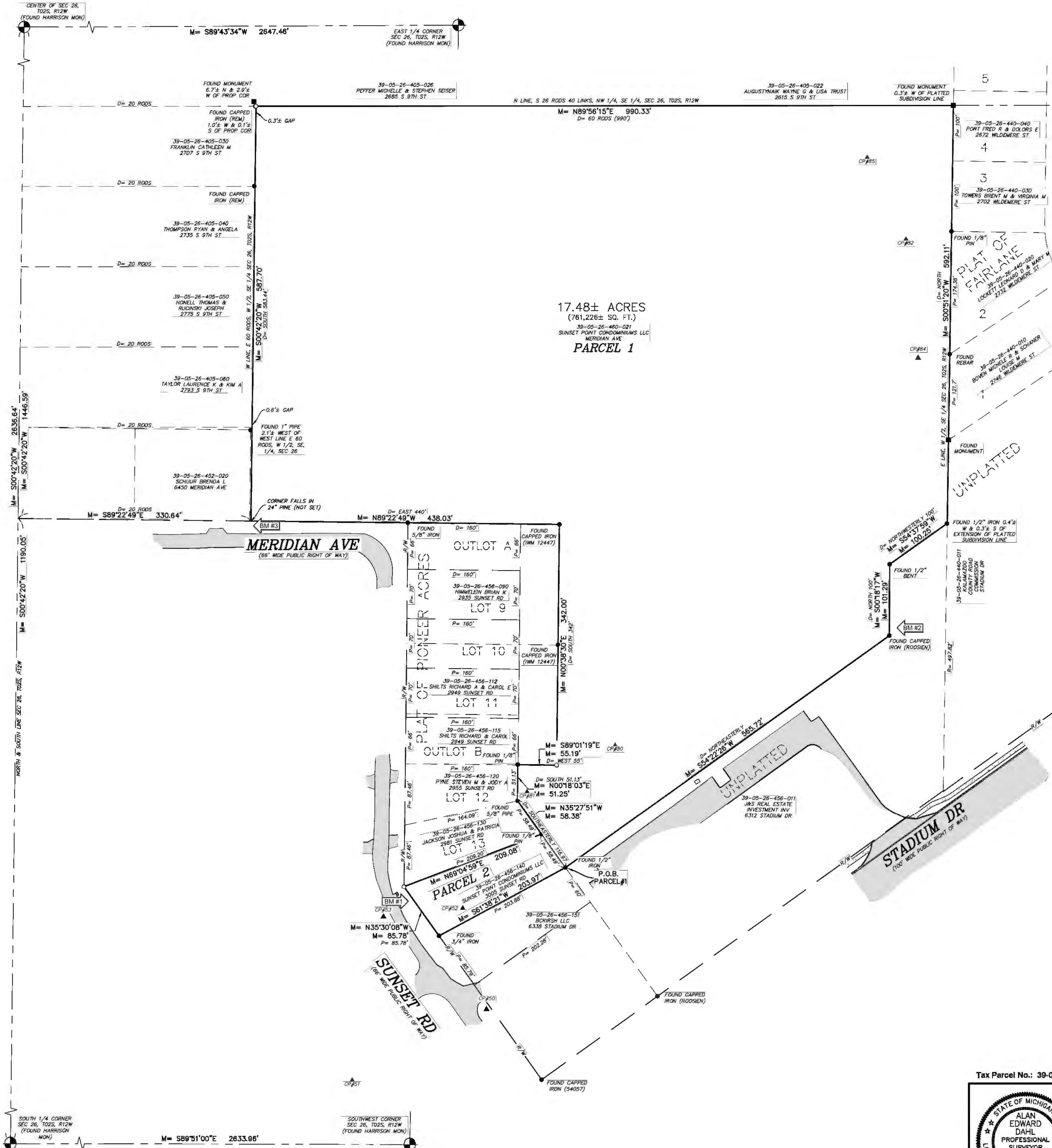
### MISS DIG INFORMATION

MISS DIG SURVEY TICKET # 2022011500040-000  
(INCLUDES INFORMATION RECEIVED THROUGH 03/17/2022)

- SIGMA TECHNOLOGIES - 01/27/2022 (MAPS PROVIDED)
- CITY OF KALAMAZOO ENGINEERING DIVISION - 01/27/2022 (MAPS PROVIDED)
- AT&T - 02/01/2022 (MAPS PROVIDED)
- CHARTER COMMUNICATIONS - 01/20/2022 (MAPS PROVIDED)
- CONSUMERS ENERGY GAS - 01/19/2022 (RESPONSE RECEIVED - CLEAR)



Know what's below.  
Call before you dig.



### LEGEND

BENCHMARK	▲
MONUMENT FOUND	●
SET CAPPED REBAR #9@9S	○
FOUND IRON	○
CONTROL POINT	●
PLATTED	□
DESCRIBED	□
MEASURED	□
STORM SEWER MANHOLE	⊕
CATCH BASIN	⊕
SANITARY SEWER MANHOLE	⊕
FIRE HYDRANT	⊕
VALVE (WATER & GAS)	⊕
UTILITY RIBBERS	⊕
UTILITY POLE	⊕
LIGHT POLE	⊕
GUY ANCHOR	⊕
TRANSFORMER	⊕
HAND HOLE (ELECTRIC)	⊕
SIGN	⊕
ROLLAD POST	⊕
POST	⊕
GATE	⊕
FENCE LINE	—
UNDERGROUND UTILITIES	—
COMMUNICATIONS	—
EXISTING WATER LINE	—
EXISTING STORM SEWER	—
EXISTING SANITARY SEWER	—
BITUMINOUS SURFACE	■
CONCRETE SURFACE	■
GRAVEL SURFACE	■
CONFERENTIAL TREE	⊕
DECIDUOUS TREE	⊕
ORNAMENTAL BUSH	⊕



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Ypsilanti, MI 734-368-9483

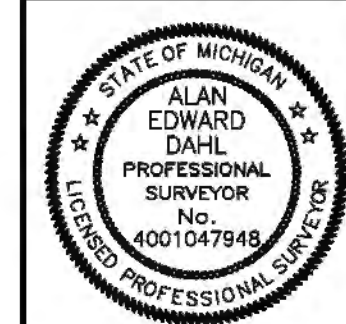
**MERIDIAN AVE AT SUNSET CONDOMINIUM**  
MERIDIAN AVE & SUNSET RD  
SECTION 26, T02S, R12W, OSHTEMO TWP., KALAMAZOO CO.  
FOR  
**VRIESMAN AND KORHORN**  
7885 BYRON CENTER AVE SE BYRON CENTER, MI 49315

### REVISIONS

1	ADDED TOPOGRAPHIC DATA 03/22/2022, MJD
---	----------------------------------------

Drawn By: MJD  
Scale: 1"=80'  
Date: 03-17-2022  
Project #: 2250026.5A  
Sheet Title:

Tax Parcel No.: 39-05-26-460-021



Alan E. Dahl  
Alan Edward Dahl  
P.S. No. 4001047948  
THE DESCRIPTION WAS GIVEN TO US BY THE PERSON CERTIFIED TO, OR WAS PREPARED BY US FROM INFORMATION OR DOCUMENTS GIVEN TO US BY THE PERSON CERTIFIED TO, AND SHOULD BE COMPARED WITH THE ABSTRACT OF TITLE OR TITLE INSURANCE POLICY FOR ACCURACY, EASEMENTS OR EXCEPTIONS.

**TOPOGRAPHIC / BOUNDARY SURVEY**  
Sheet #  
**V-100**  
1 of 3

SCALED DOWN TO 90%

NO.	DATE	REVISION	BY
1	03/31/2022	OWNER REVIEW	NEF
2	04/13/2022	OWNER REVIEW	NEF
3	04/19/2022	STEP 1 TO TOWNSHIP	NEF
4	07/01/2022	OWNER REVIEW	MDS
5	07/12/2022	TOWNSHIP COMMENTS	MDS
5	08/29/2022	TOWNSHIP COMMENTS	MDS

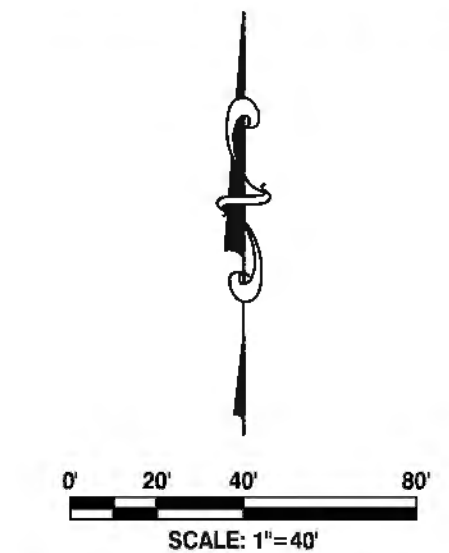
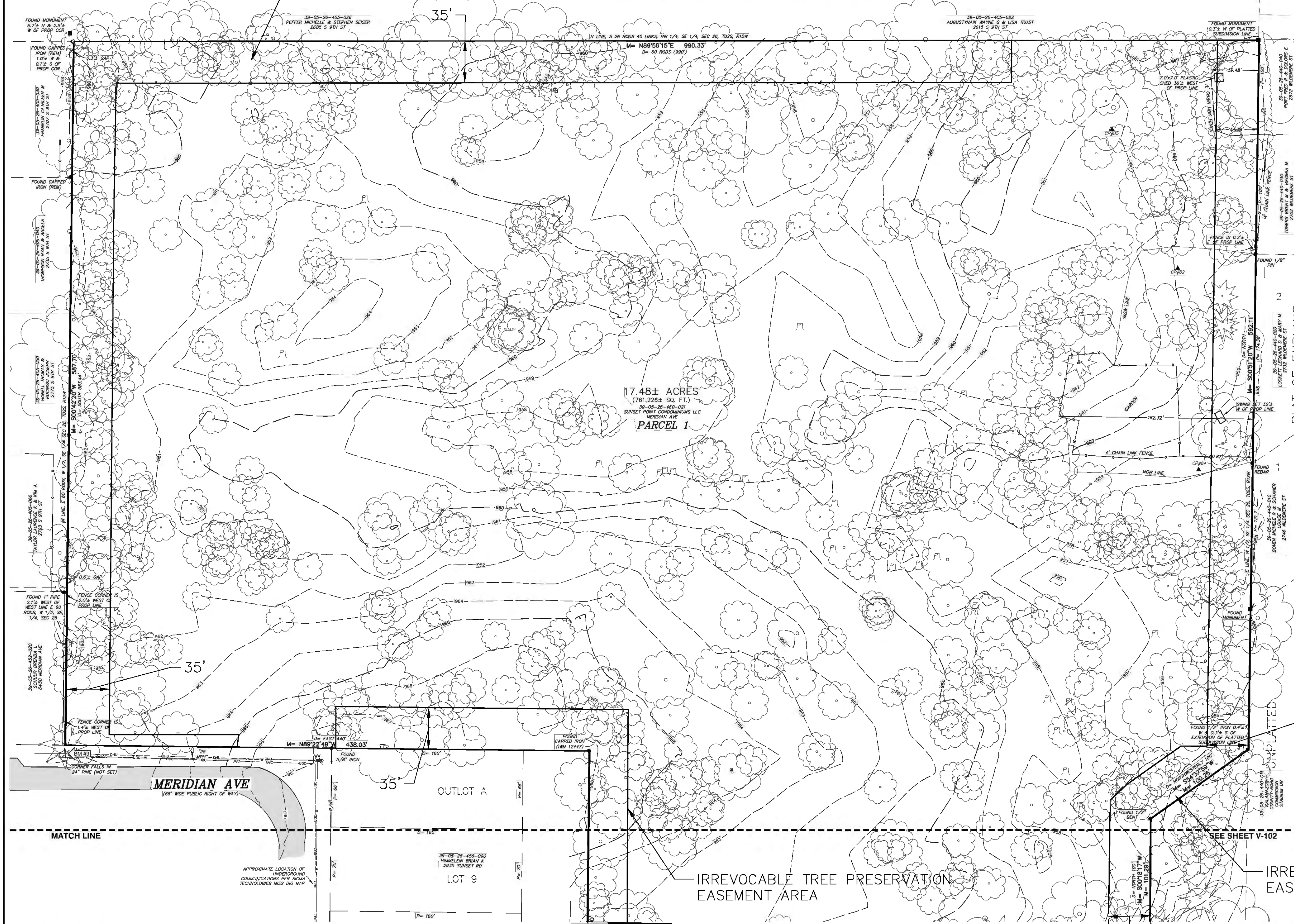
OSHTEMO TOWNSHIP  
KALAMAZOO COUNTY, MI  
**SUNSET POINTE CONDOMINIUMS**  
EXISTING CONDITIONS



Byron Center, MI (616) 277-2185  
Kalamazoo, MI (269) 697-7120  
www.VKcivil.com  
FILE NO. 1012  
CHECKED DGL  
Sheet No. C100

IRREVOCABLE TREE PRESERVATION  
EASEMENT AREA

TOPOGRAPHIC / BOUNDARY SURVEY



LEGEND

- BENCHMARK
- MONUMENT FOUND
- SET CARRIED IRON #62696
- FOUND IRON
- CONTROL POINT
- PLATTED
- DESCRIBED
- MEASURED
- STORM SEWER MANHOLE
- CATCH BASIN
- SANITARY SEWER MANHOLE
- FIRE HYDRANT
- VALVE (WATER & GAS)
- UTILITY FIBERS
- UTILITY POLE
- LIGHT POLE
- GUY ANCHOR
- TRANSFORMER
- HAND HOLE (ELECTRIC)
- SIGN
- BOLLARD POST
- POST
- GATE
- FENCE LINE
- OVERHEAD UTILITIES
- UNDERGROUND ELECTRIC
- COMMUNICATIONS
- EXISTING WATER LINE
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE
- CONIFEROUS TREE
- DECIDUOUS TREE
- ORNAMENTAL BUSH

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**MERIDIAN AVE AT SUNSET CONDOMINIUM**  
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**-FOR-**  
**VRIESMAN AND KORHORN**  
7885 BYRON CENTER AVE SE BYRON CENTER, MI 49315

REVISIONS

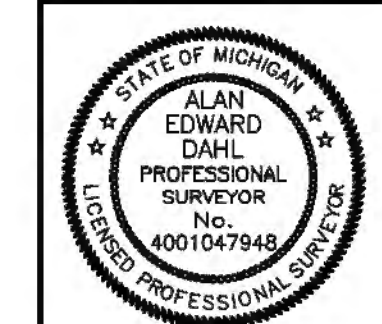
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Drawn By: MJD  
Scale: 1"=40'  
Date: 03-17-2022  
Project #: 2250026.5A  
Sheet Title:

TOPOGRAPHIC / BOUNDARY SURVEY

Sheet #  
**V-101**  
2 of 3

Tax Parcel No.: 39-05-26-460-021



*Alan E Dahl*  
Alan Edward Dahl P.S. No. 4001047948

THE DESCRIPTION WAS GIVEN TO US BY THE PERSON CERTIFIED TO, OR WAS PREPARED BY US FROM INFORMATION OR DOCUMENTS GIVEN TO US BY THE PERSON CERTIFIED TO, AND SHOULD BE COMPARED WITH THE ABSTRACT OF TITLE OR TITLE INSURANCE POLICY FOR ACCURACY, EASEMENTS OR EXCEPTIONS.

File Name: C:\Users\brother\Documents (Dell)\Vriesman\Projects\2022\2250026.5A\Map\2250026.5A\_V-101.dwg Plot Date: 3/17/2022 10:15:54 AM



SCALED DOWN TO 90%

NO.	DATE	REVISION	BY
1	03/31/2022	OWNER REVIEW	NEF
2	04/13/2022	OWNER REVIEW	NEF
3	04/19/2022	STEP 1 TO TOWNSHIP	NEF
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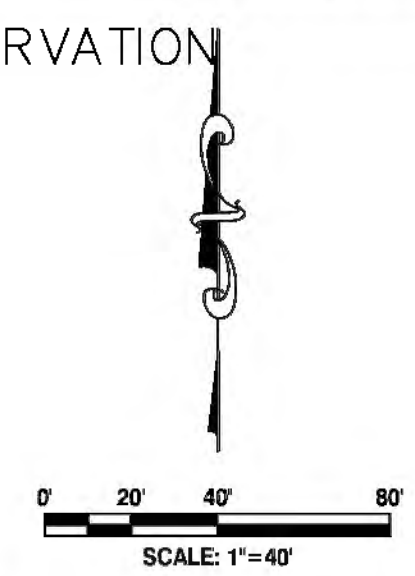
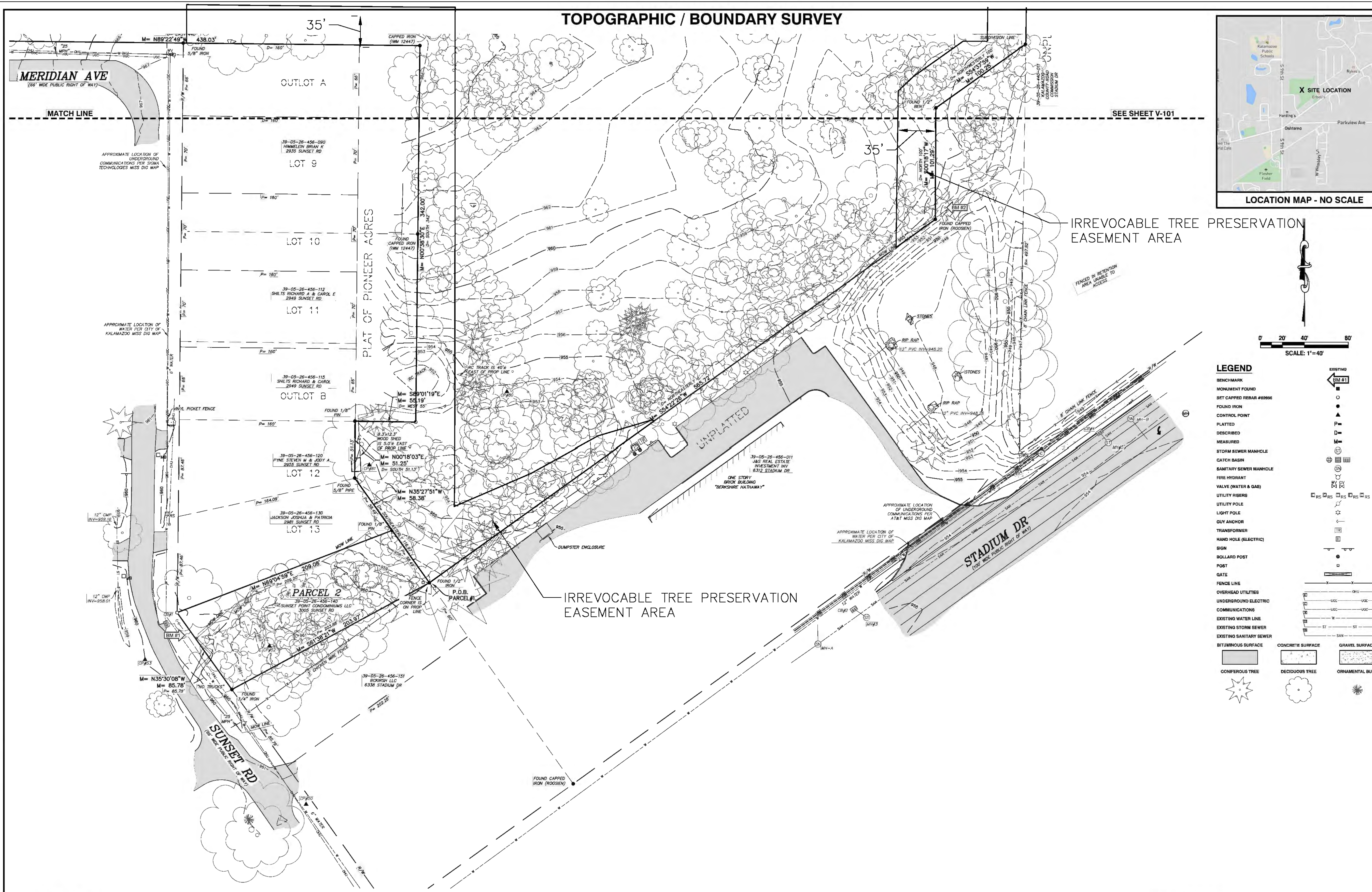
OSHTEMO TOWNSHIP  
KALAMAZOO COUNTY, MI  
**SUNSET POINTE CONDOMINIUMS**  
EXISTING CONDITIONS



Byron Center, MI (616) 277-2185  
Kalamazoo, MI (269) 697-7120  
Checked: DGL  
Sheet No: C101

FILE NO. 1012

TOPOGRAPHIC / BOUNDARY SURVEY



**LEGEND**

BENCHMARK	← BM 01
MONUMENT FOUND	○
SET CAPPED REBAR #20996	●
FOUND IRON	○
CONTROL POINT	▲
PLATTED	□
DESCRIBED	▭
MEASURED	▭
STORM SEWER MANHOLE	⊕
CATCH BASIN	⊕
SANITARY SEWER MANHOLE	⊕
FIRE HYDRANT	⊕
VALVE (WATER & GAS)	⊕
UTILITY RISERS	⊕
UTILITY POLE	⊕
LIGHT POLE	⊕
GUY ANCHOR	⊕
TRANSFORMER	⊕
HAND HOLE (ELECTRIC)	⊕
SIGN	⊕
BOLLARD POST	⊕
POST	⊕
GATE	⊕
FENCE LINE	—
OVERHEAD UTILITIES	—
UNDERGROUND ELECTRIC	—
COMMUNICATIONS	—
EXISTING WATER LINE	—
EXISTING STORM SEWER	—
EXISTING SANITARY SEWER	—
BITUMINOUS SURFACE	▭
CONCRETE SURFACE	▭
GRAVEL SURFACE	▭
CONIFEROUS TREE	⊙
DECIDUOUS TREE	⊙
ORNAMENTAL BUSH	⊙



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**MERIDIAN AVE AT SUNSET CONDOMINIUM**  
 MERIDIAN AVE & SUNSET RD  
 SECTION 26, T02S, R12W, OSHTEMO TWP., KALAMAZOO CO.  
**VRIESMAN AND KORHORN**  
 7885 BYRON CENTER AVE SE BYRON CENTER, MI 49315

**REVISIONS**

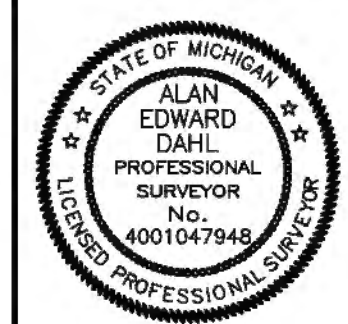
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Drawn By: MJD  
 Scale: 1"=40'  
 Date: 03-17-2022  
 Project #: 2250026.5A  
 Sheet Title:

**TOPOGRAPHIC / BOUNDARY SURVEY**

Sheet #  
**V-102**  
 3 of 3

Tax Parcel No: 39-05-26-460-021



*Alan E Dahl*  
 Alan Edward Dahl P.S. No. 4001047948

THE DESCRIPTION WAS GIVEN TO US BY THE PERSON CERTIFIED TO, OR WAS PREPARED BY US FROM INFORMATION OR DOCUMENTS GIVEN TO US BY THE PERSON CERTIFIED TO, AND SHOULD BE COMPARED WITH THE ABSTRACT OF TITLE OR TITLE INSURANCE POLICY FOR ACCURACY, EASEMENTS OR EXCEPTIONS.



NO.	DATE	REVISION	BY
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2	04/13/2022	OWNER REVIEW	NEF
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4	07/01/2022	OWNER REVIEW	MDS
5	07/12/2022	TOWNSHIP COMMENTS	MDS
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OSHTEMO TOWNSHIP  
 KALAMAZOO COUNTY, MI  
**SUNSET POINTE CONDOMINIUMS**  
 EXISTING CONDITIONS



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 Kalamazoo, MI (269) 697-7120  
 www.VKcivil.com

FILE NO. 1012  
 CHECKED DGL  
 Sheet No. C102

File Name: C:\Users\jmcintosh\OneDrive\Documents\0407\Kalamazoo\Projects\2250026.5A\Map\2250026.5A\_V-102.dwg  
 User: jmcintosh  
 Date: 3/23/2022 10:13:54 AM  
 Layer: Survey

05-26-405-026  
PEFFER MICHELLE & STEPHEN SEISER  
2685 SOUTH 9TH STREET  
R2

05-26-405-022  
AUGSTYNAK WAYNE G & LISA TRUST  
2615 SOUTH 9TH STREET  
R2

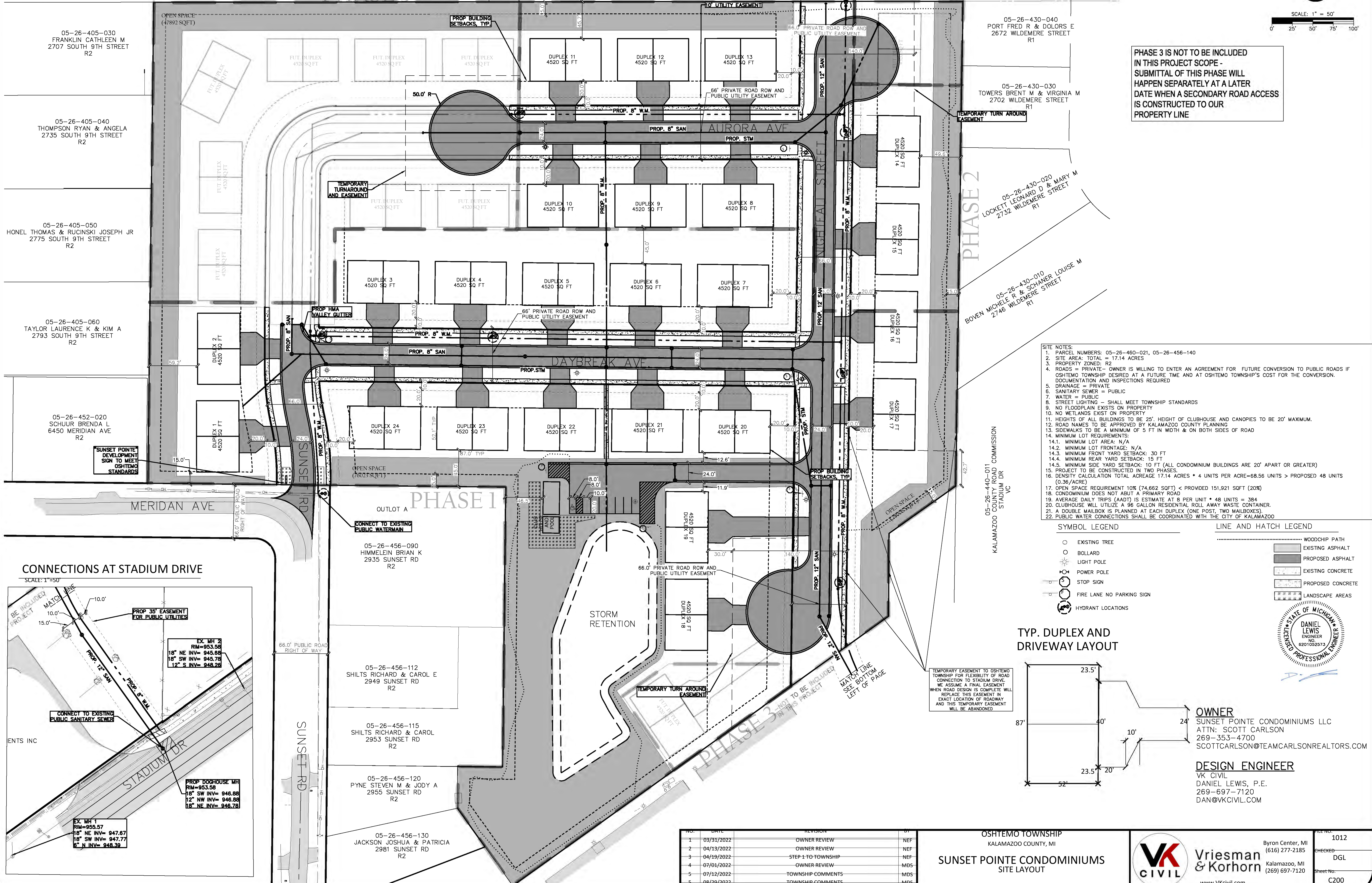


SCALE: 1" = 50'  
0' 25' 50' 75' 100'

PHASE 3 - NOT TO BE INCLUDED  
IN THIS PROJECT

PHASE 2

PHASE 3 - NOT TO BE INCLUDED  
IN THIS PROJECT



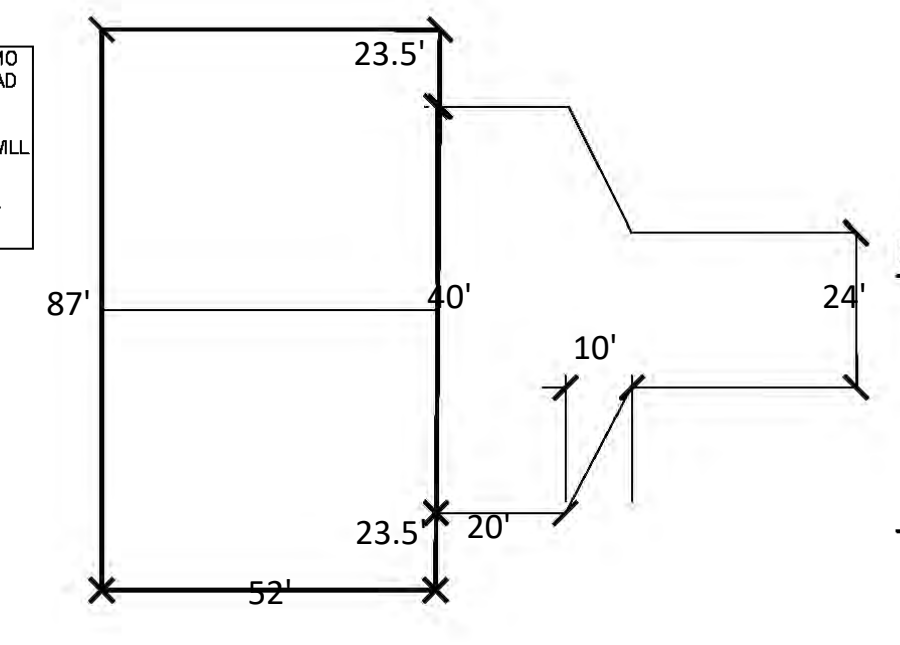
PHASE 3 IS NOT TO BE INCLUDED  
IN THIS PROJECT SCOPE -  
SUBMITTAL OF THIS PHASE WILL  
HAPPEN SEPARATELY AT A LATER  
DATE WHEN A SECONDARY ROAD ACCESS  
IS CONSTRUCTED TO OUR  
PROPERTY LINE

- SITE NOTES:**
1. PARCEL NUMBERS: 05-26-460-021, 05-26-456-140
  2. SITE AREA: TOTAL = 17.14 ACRES
  3. PROPERTY ZONED: R2
  4. ROADS = PRIVATE - OWNER IS WILLING TO ENTER AN AGREEMENT FOR FUTURE CONVERSION TO PUBLIC ROADS IF OSHTEMO TOWNSHIP DESIRED AT A FUTURE TIME AND AT OSHTEMO TOWNSHIP'S COST FOR THE CONVERSION. DOCUMENTATION AND INSPECTIONS REQUIRED
  5. DRAINAGE = PRIVATE
  6. SANITARY SEWER = PUBLIC
  7. WATER = PUBLIC
  8. STREET LIGHTING - SHALL MEET TOWNSHIP STANDARDS
  9. NO FLOODPLAIN EXISTS ON PROPERTY
  10. NO WETLANDS EXIST ON PROPERTY
  11. HEIGHTS OF ALL BUILDINGS TO BE 25' HEIGHT OF CLUBHOUSE AND CANOPIES TO BE 20' MAXIMUM.
  12. ROAD NAMES TO BE APPROVED BY KALAMAZOO COUNTY PLANNING
  13. SIDEWALKS TO BE A MINIMUM OF 5 FT IN WIDTH & ON BOTH SIDES OF ROAD
  14. MINIMUM LOT REQUIREMENTS:
    - 14.1. MINIMUM LOT AREA: N/A
    - 14.2. MINIMUM LOT FRONTAGE: N/A
    - 14.3. MINIMUM FRONT YARD SETBACK: 30 FT
    - 14.4. MINIMUM REAR YARD SETBACK: 15 FT
    - 14.5. MINIMUM SIDE YARD SETBACK: 10 FT (ALL CONDOMINIUM BUILDINGS ARE 20' APART OR GREATER)
  15. PROJECT TO BE CONSTRUCTED IN TWO PHASES.
  16. DENSITY CALCULATION TOTAL ACREAGE 17.14 ACRES \* 4 UNITS PER ACRE = 68.56 UNITS > PROPOSED 48 UNITS (0.36/ACRE)
  17. OPEN SPACE REQUIREMENT 10% (74,662 SQFT) < PROVIDED 151,921 SQFT (20%)
  18. CONDOMINIUM DOES NOT ABUT A PRIMARY ROAD
  19. AVERAGE DAILY TRIPS (AADT) IS ESTIMATE AT 8 PER UNIT \* 48 UNITS = 384
  20. CLUBHOUSE WILL UTILIZE A 96 GALLON RESIDENTIAL ROLL AWAY WASTE CONTAINER.
  21. A DOUBLE MAILBOX IS PLANNED AT EACH DUPLEX (ONE POST, TWO MAILBOXES).
  22. PUBLIC WATER CONNECTIONS SHALL BE COORDINATED WITH THE CITY OF KALAMAZOO

- SYMBOL LEGEND**
- EXISTING TREE
  - BOLLARD
  - ⊙ LIGHT POLE
  - ⊙ POWER POLE
  - ⊙ STOP SIGN
  - ⊙ FIRE LANE NO PARKING SIGN
  - ⊙ HYDRANT LOCATIONS
- LINE AND HATCH LEGEND**
- ..... WOODCHIP PATH
  - ▨ EXISTING ASPHALT
  - ▨ PROPOSED ASPHALT
  - ▨ EXISTING CONCRETE
  - ▨ PROPOSED CONCRETE
  - ▨ LANDSCAPE AREAS



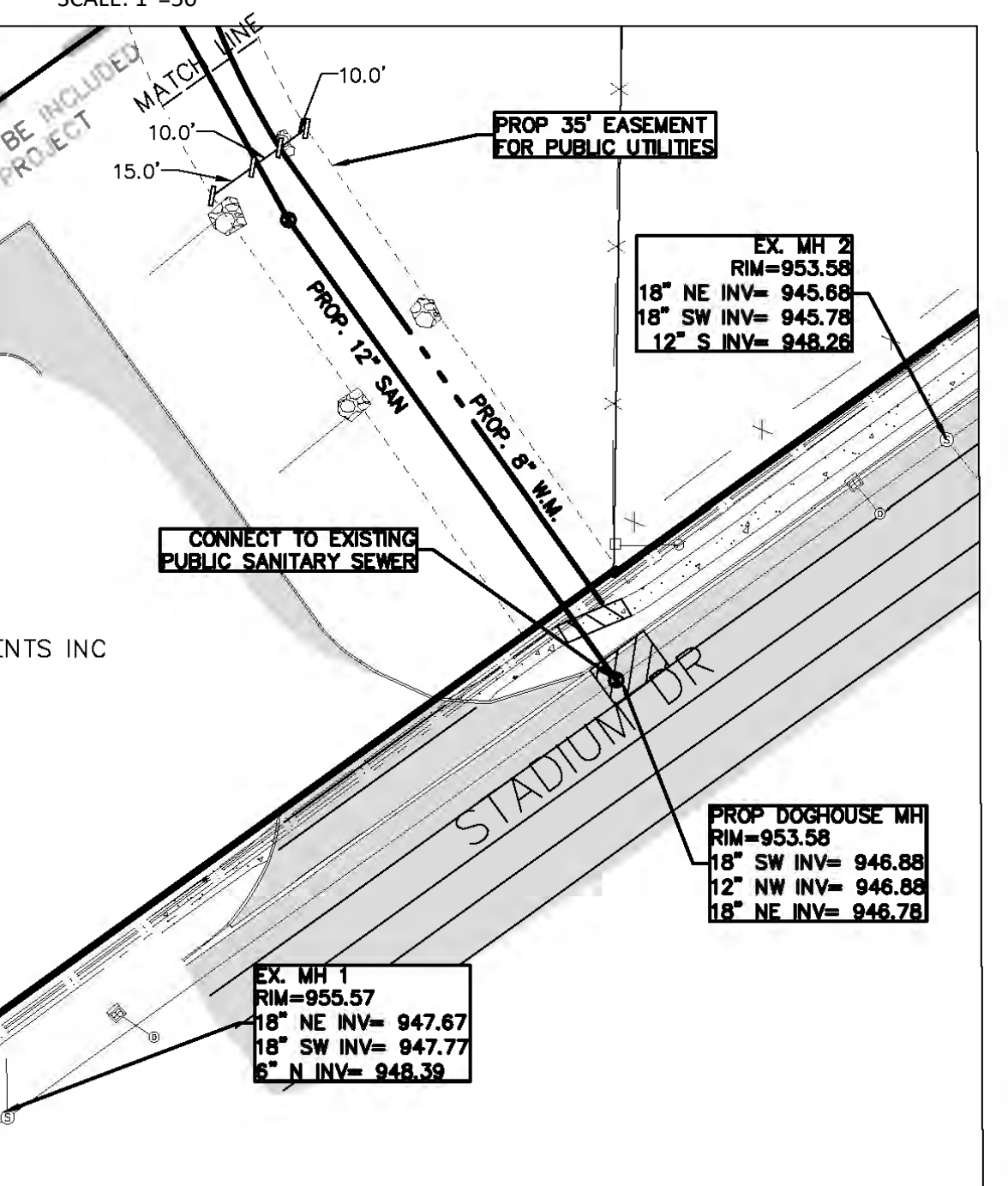
TYP. DUPLEX AND DRIVEWAY LAYOUT



**OWNER**  
SUNSET POINTE CONDOMINIUMS LLC  
ATTN: SCOTT CARLSON  
269-353-4700  
SCOTTCARLSON@TEAMCARLSONREALTORS.COM

**DESIGN ENGINEER**  
VK CIVIL  
DANIEL LEWIS, P.E.  
269-697-7120  
DAN@VKCIVIL.COM

CONNECTIONS AT STADIUM DRIVE



NO.	DATE	REVISION	BY
1	03/31/2022	OWNER REVIEW	NEF
2	04/13/2022	OWNER REVIEW	NEF
3	04/19/2022	STEP 1-TO TOWNSHIP	NEF
4	07/01/2022	OWNER REVIEW	MDS
5	07/12/2022	TOWNSHIP COMMENTS	MDS
5	08/29/2022	TOWNSHIP COMMENTS	MDS

OSHTEMO TOWNSHIP  
KALAMAZOO COUNTY, MI  
**SUNSET POINTE CONDOMINIUMS  
SITE LAYOUT**



**Vriesman & Korhorn**  
Byron Center, MI  
(616) 277-2185  
Kalamazoo, MI  
(269) 697-7120  
www.VKcivil.com

PROJECT NO: 1012  
CHECKED: DGL  
Sheet No: C200



SCALE: 1" = 50'  
0' 25' 50' 75' 100'



**CONTROL MEASURE KEY**

- SELECTIVE GRADING & SHAPING, PERMANENT
- HYDROSEEDING, PERMANENT. TYPICAL IN ALL NON-PAVED AREAS DISTURBED BY CONSTRUCTION ACTIVITIES
- AGGREGATE COVER, TEMPORARY. TYPICAL ON ALL STREETS DISTURBED BY CONSTRUCTION ACTIVITIES
- PAVING, PERMANENT, TYPICAL ON ALL STREETS DISTURBED BY CONSTRUCTION ACTIVITIES.
- SEDIMENT BASIN BMP EXHIBIT 2, SEDIMENT BASIN, TEMPORARY REQUIRED FOR DE-WATERING ACTIVITIES, SEVERE SLOPES, AND LARGE DISTURBED AREAS.
- SILTSACK, TEMPORARY, TYPICAL AT ALL CATCH BASINS WITHIN OR DISTURBED BY CONSTRUCTION ACTIVITIES
- CULVERT SEDIMENT TRAP, TEMPORARY. TYPICAL AT ALL STORM OUTLETS AND STREAMS DISTURBED BY CONSTRUCTION ACTIVITIES
- FILTER BMP EXHIBIT BA, SILT FENCE, TEMPORARY. TYPICAL IN ALL AREAS, ESPECIALLY ADJACENT TO STREAMS, PONDS, ETC. AND ALONG PROJECT UNITS.
- TREE PROTECTION, INCLUDES TUNNELING UNDER TREES, TYPICAL FOR ALL TREES ENCOUNTERED UNLESS TREE REMOVAL IS DIRECTED BY THE ENGINEER.
- DENOTES GRAVEL ACCESS APPROACH. APPROACH SHALL BE INSTALLED TO PROVIDE STABLE ACCESS TO ROADWAYS AND MINIMIZE DUST AND TRACKING OF MATERIALS ONTO PUBLIC STREETS AND HIGHWAYS. THE APPROACH SHALL BE A MIN. OF 12' WIDE, 6" DEEP, AND CONSIST OF 2"-4" AGGREGATE.

GENERAL SOIL EROSION MEASURES (APPLICABLE TO ENTIRE SITE)

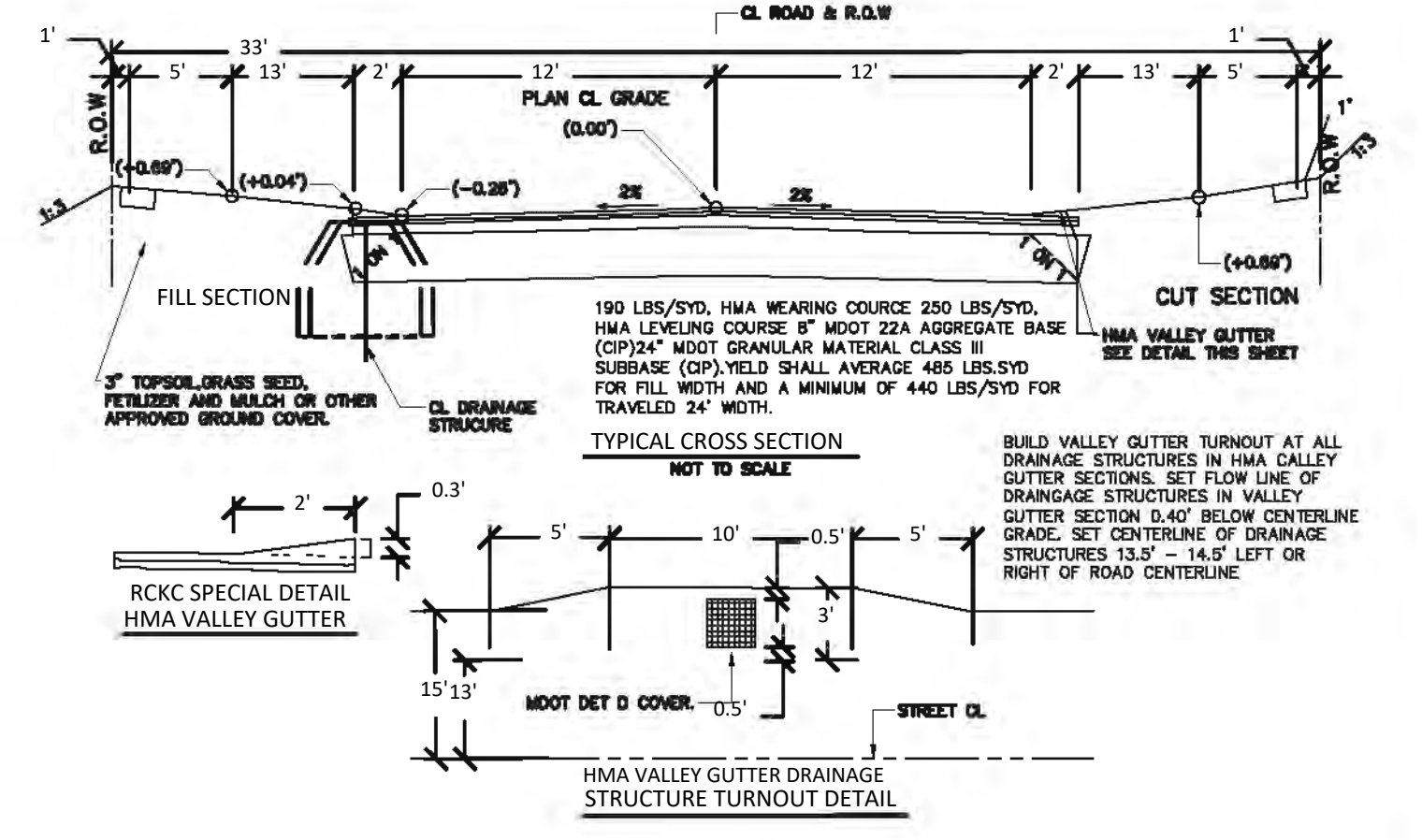
- 
- 

**LEGEND**

- MICHIGAN UNIFIED KEYING SYSTEM (MUKS)
- BEST MANAGEMENT PRACTICE (BMP)**
- t TEMPORARY CONTROL MEASURE (DURING CONSTRUCTION AND UNTIL PERMANENT MEASURES ARE ESTABLISHED)
- P PERMANENT CONTROL MEASURE

**NOTE:**  
SOIL EROSION AND SEDIMENTATION CONTROL MEASURES INDICATED ARE KNOWN OR ANTICIPATED CONTROL MEASURES NEEDED DURING TYPICAL CONSTRUCTION ACTIVITIES. ADDITIONAL CONTROL MEASURES MAY BE REQUIRED DUE TO CONSTRUCTION ACTIVITY, LOCATION, SOIL TYPE, WEATHER EVENT, ETC. ALL ADDITIONAL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES WILL BE INCIDENTAL TO THE CONSTRUCTION CONTRACT.

**FIGURE 1**  
**RESIDENTIAL HMA VALLEY GUTTER ROAD**  
MINIMUM DESIGN REQUIREMENTS



NO.	DATE	REVISION	BY
1	03/31/2022	OWNER REVIEW	NEF
2	04/13/2022	OWNER REVIEW	NEF
3	04/19/2022	STEP 1 TO TOWNSHIP	NEF
4	07/01/2022	OWNER REVIEW	MDS
5	07/12/2022	TOWNSHIP COMMENTS	MDS
5	08/29/2022	TOWNSHIP COMMENTS	MDS

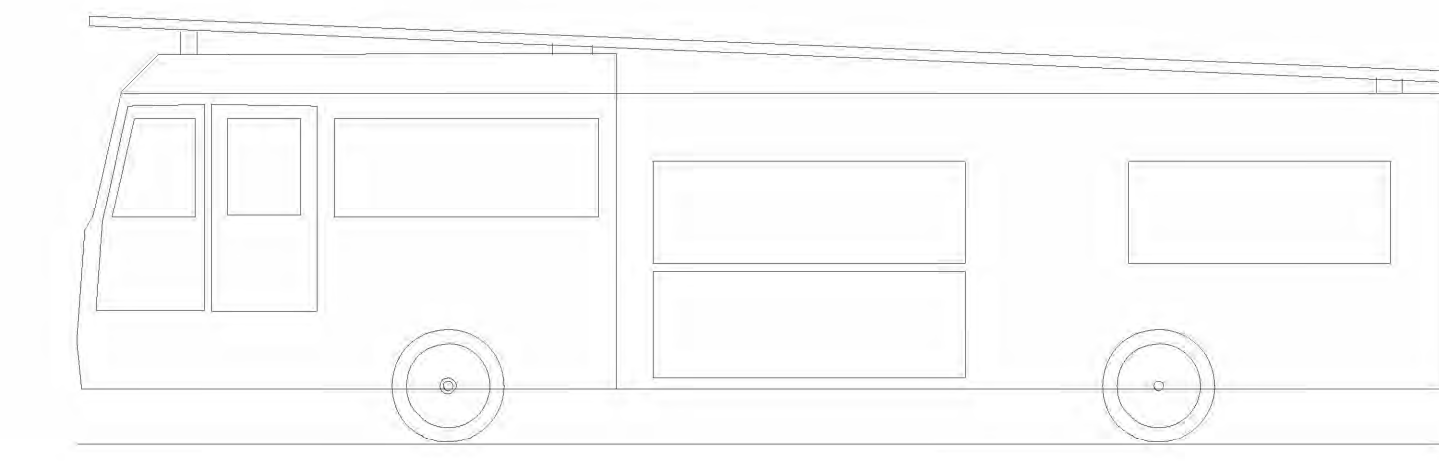
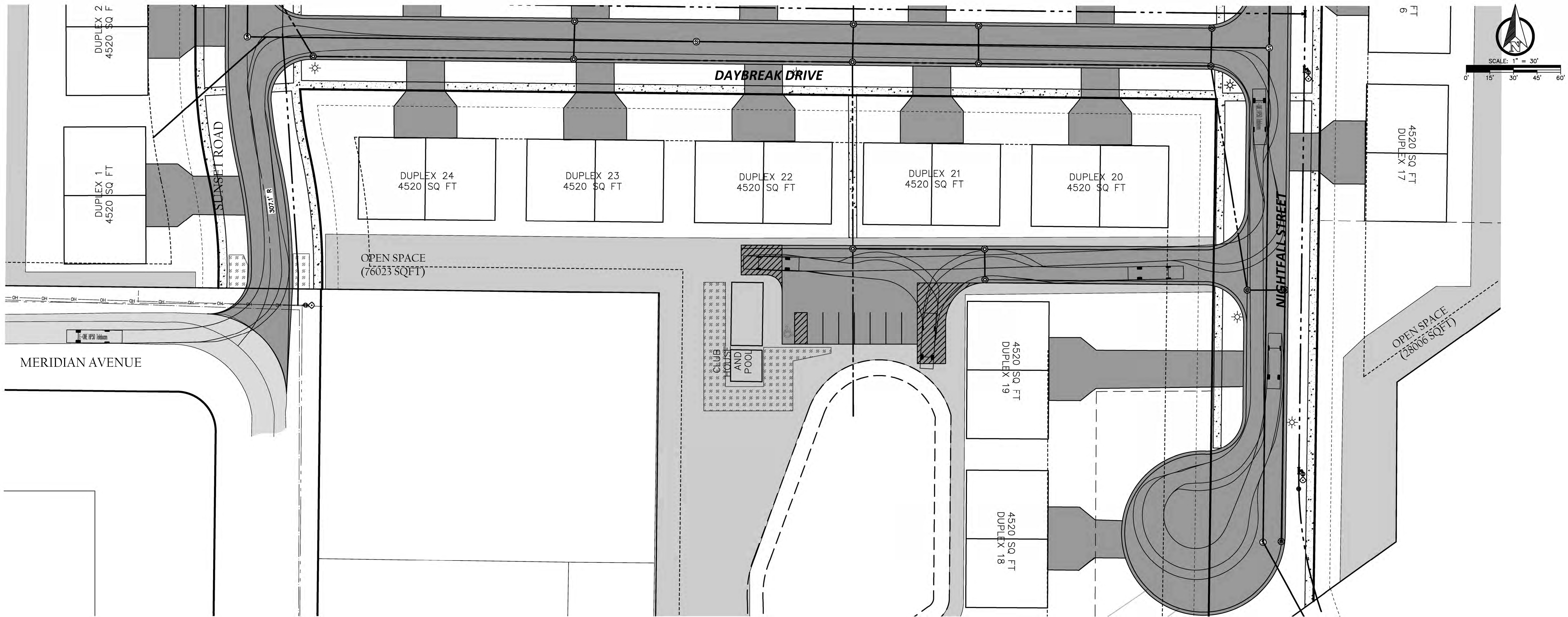
OSHEMO TOWNSHIP  
KALAMAZOO COUNTY, MI

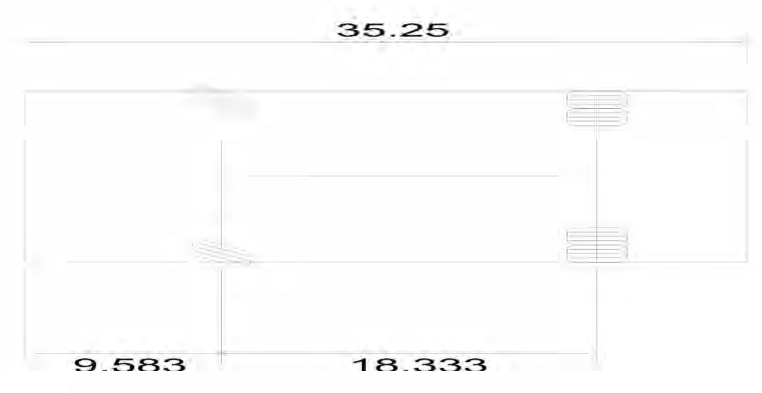
**SUNSET POINTE CONDOMINIUMS**  
PRELIMINARY GRADING

**VK CIVIL** Vriesman & Korhorn

Byron Center, MI (616) 277-2185  
Kalamazoo, MI (269) 697-7120  
www.VKcivil.com

FILE NO. 1012  
CHECKED: DGL  
Sheet No. C300



	
<b>E-ONE HP50 Teleboom</b>	
Overall Length	35.250ft
Overall Width	8.333ft
Overall Body Height	11.000ft
Min Body Ground Clearance	1.393ft
Track Width	8.333ft
Lock-to-lock time	6.00s
Max Wheel Angle	45.00°

NO.	DATE	REVISION	BY
1	03/31/2022	OWNER REVIEW	NEF
2	04/13/2022	OWNER REVIEW	NEF
3	04/19/2022	STEP 1 TO TOWNSHIP	NEF
4	07/01/2022	OWNER REVIEW	MDS
5	07/12/2022	TOWNSHIP COMMENTS	MDS
5	08/26/2022	TOWNSHIP COMMENTS	MDS

OSHEMIO TOWNSHIP  
 KALAMAZOO COUNTY, MI  
**SUNSET POINTE CONDOMINIUMS**  
 FIRE LADDER TRUCK TURN SKETCH

**VK CIVIL**  
 Vriesman & Korhorn  
 Byron Center, MI (616) 277-2185  
 Kalamazoo, MI (269) 697-7120  
 www.VKcivil.com

FILE NO. 1012  
 CHECKED DGL  
 SHEET NO. C202



September 14, 2022



**Mtg Date:** September 22, 2022

**To:** Oshtemo Township Planning Commission

**From:** Colten Hutson, Zoning Administrator

**Applicant:** David Bonselaar, Heritage Christian Reformed Church

**Owner:** Heritage Christian Reformed Church

**Property:** 2857 S 11<sup>th</sup> Street, Parcel Number 05-25-455-012

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

**Request:** Special Use approval for a Preschool

**Section(s):** Section 65: Special Uses

**PROPOSAL:**

Heritage Christian Reformed Church is requesting special use approval to establish a preschool within the existing principal building located at 2857 S 11<sup>th</sup> Street. Two existing rooms within the subject building will serve as preschool classrooms for students enrolled in the pre-k school program with the Kalamazoo Christian School Association. The project area under consideration is outlined in light blue on the map to the right.



**OVERVIEW:**

2857 S 11<sup>th</sup> Street is a standalone parcel located along the east side of S 11<sup>th</sup> Street, north of Parkview Avenue, and west of US-131. The preschool is proposed to be located within two classrooms located in the south wing of the existing building on-site. A visual of the south elevation can be found to the right.



Each classroom will be approximately 750 SF. Up to 34 children between the ages of four and six are being proposed as well as two teachers. The applicant noted that as a part of their license with the State of Michigan that an outdoor play area will need to be established in the grassy area east of the building on-site. The applicant has also indicated that no buses will be circulating throughout the site as all children will be dropped off and picked-up by their respective parent or guardian. The preschool’s hours are proposed to be Monday through Friday from 7:30am-3:30pm.

**ANALYSIS:**

The portion of the subject property where the proposed preschool will be located is zoned R-3: Residence District. Uses permitted in the R-3: Residence District are outlined in Article 8 of the Township’s Zoning Ordinance. Public and private schools, in which a preschool would align with, are identified as a special exception use within said code section. When reviewing a special exception use, the general special use review criteria outlined in Section 65.30 shall be followed. Below is an analysis of the proposal against Section 65.30 of the Township’s Zoning Ordinance.

**Section 65.30: Special Use Review Criteria**

**A. Master Plan/Zoning Ordinance: The proposed use will be consistent with the purpose and intent of the Master Plan and Zoning Ordinance, including the District in which the use is located.**

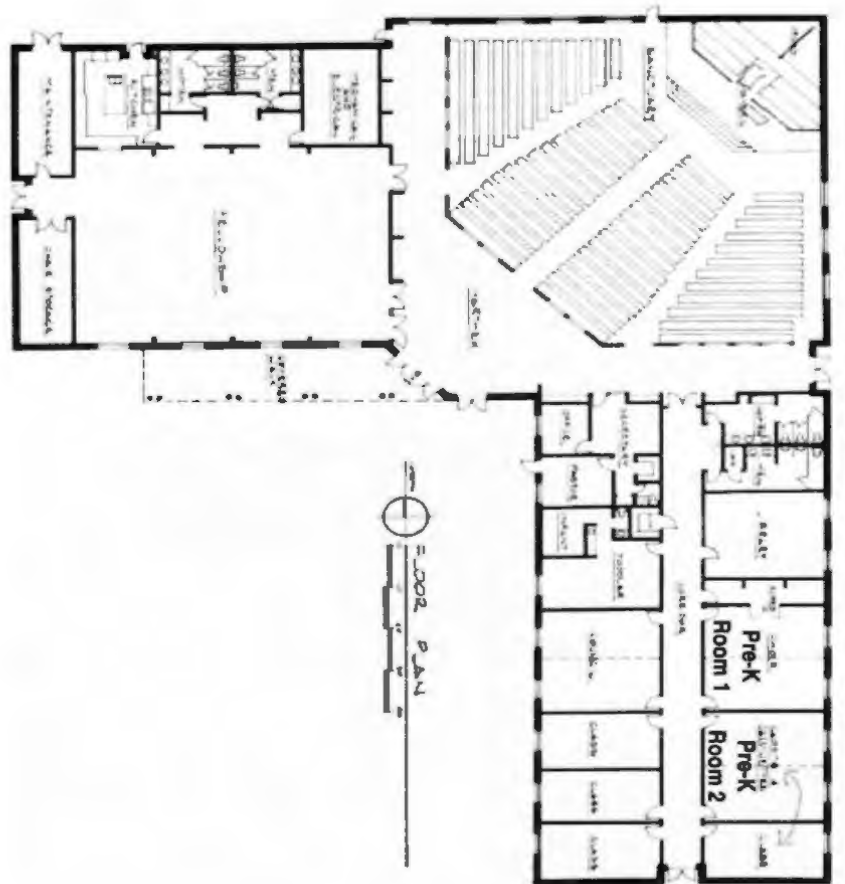
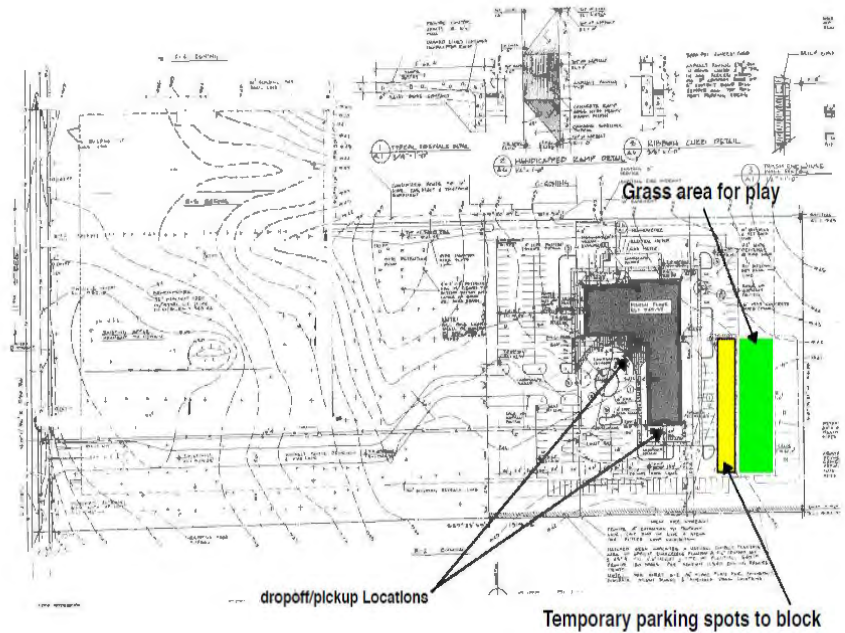
Oshtemo’s adopted Future Land Use Plan illustrates that the property in question is located within the *Transitional Office* designation. Properties with a *Transitional Office* designation act as a buffer between existing commercial land uses and adjacent residential land uses. The subject property is classified as R-3: Residence District, within which public and private schools are permissible with special exception use approval from the Planning Commission. The proposed use meets the intent of the Township’s Master Plan documents for this area and complies with the Township’s Zoning Ordinance.

**B. Site Plan Review: The Site Plan Review Criteria of Section 64.80**

An engineered site plan is not required for a request of this nature as no changes will be made in relation to the site's exterior. However, a plan showing the general layout of the site such as the building placement, parking, drop-off/pick-up locations, play area, etc. has been provided in the image to the right.

Heritage Christian Reformed Church possesses approximately 175 parking spaces on-site. All existing parking spots are 10' wide x 20' deep. Although parking requirements for a preschool are not specifically called out in the ordinance, the use is comparable to a day care center. Day care centers require one parking space for each employee plus one parking space for each five children (Section 51.100). The number of employees proposed on the largest shift is two employees and a total of 34 children are proposed. For this proposed special use, a total of 9 parking spaces are required.

It should be noted that approximately 20 parking stalls will not be available for use on a temporary



basis adjacent to the grassy area east of the building in order to comply with the preschool's license from the State of Michigan. With the existing church only operating on the weekends for Sunday service, and with the preschool having the hours of 7:30am-3:30pm Monday through Friday, there will be no overlap of parking on the site. Even without these 20 parking spots on occasion, there would be 155 spaces available for the uses on-site. Ample parking exists for the proposed preschool as well as the churchgoers of the Heritage Christian Reformed Church.

The site plan provided by the applicant does show a portion of the drive aisle in the southeast corner of the site to be blocked off; however, the yellow and green shapes on the drawing are not necessarily to scale. **As a condition of approval, all circulation aisles, fire lanes, and emergency vehicle turning areas on-site shall be maintained.** The overall site layout is not changing. The minimum building setbacks have been met. Existing entrances on the site will not change and will continue to be used in a similar fashion.

**C. Impacts:**

- 1. The proposed use would be compatible, harmonious and appropriate with the existing or planned character and uses of adjacent properties; meaning the proposed use can coexist with neighboring uses in a stable fashion over time such that no neighboring use is unduly negatively impacted.**

The proposed preschool, a special exception use within the R-3: Residence District, would occupy two rooms as classrooms within the already established church building on-site. Various uses surround the site, including commercial uses, low density residential, medium density residential, and high density residential. A pre-school would be harmonious with the other existing uses on and surrounding the site as an institutional use has already been established on the subject property. With the proposed preschool being compatible with the allowable uses within this zoning district, no exterior site changes proposed, and being in accordance with both the Master Plan and the Zoning Ordinance, staff has no concerns that the proposed use will negatively affect neighboring uses.

- 2. Potentially adverse effects arising from the proposed use on adjacent properties would be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks.**

Staff does not foresee a significant impact of the proposed use on neighboring properties. The preschool is proposed to be located within an existing building on-site. The principal building on-site currently serves an institutional use – a church. The State of Michigan is requiring the applicant to establish an outdoor play area in the existing grassy area to the east of the building on-site for the preschool use. The designated outdoor play area will be roughly a half-acre in size. Additionally, approximately 20 parking spaces will be required to be temporarily blocked off by traffic cones adjacent to the outdoor play area during school hours in order to fulfill their license through the State of Michigan for the preschool. With the request being a special exception use, the Planning Commission does have the authority to impose conditions if the preschool use is approved. **Due to the outdoor play area being in proximity to the highway, staff recommends that fencing at a minimum height of 4' be installed between the open play area and the highway as a safety precaution and be added as a condition of approval.** Other than the outdoor play area, the overall site layout

is not changing. All requirements pertaining to setbacks, access, placement of buildings, etc. have been satisfied.

**3. The proposed use would not be detrimental, hazardous, or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, smoke, odors, glare, or visual clutter.**

With the exception of the outdoor play area east of the principal building on-site, all activities associated with the proposed special use will be indoors. The outdoor play area is located east (rear) of the building. Noise levels are not expected to exceed what is commonly found for an area with a variety of uses in proximity to each other. The amount of traffic throughout the site during the weekdays will be substantially less than what the site is already accustomed to on the weekends for Sunday service. Staff does not foresee any negative impacts occurring from this use.

**D. Environment: The natural features of the subject property shall only be cleared or altered to the extent necessary to accommodate site design elements, particularly where the natural features assist in preserving the general character of the area.**

The proposed preschool will be occupying two existing rooms within the principal building on-site. No interior alterations are proposed. The impervious surfaces on-site are existing, and no additional impervious surfaces are proposed. This criterion is not applicable.

**E. Public Facilities: Adequate public and/or private infrastructure and services already exist or would be provided, and will safeguard the health, safety, and general welfare of the public.**

The principal building located at 2857 S 11<sup>th</sup> Street is adequately serviced by public water and sewer. The Township's Non-motorized Transportation Plan does identify a 6' wide non-motorized path adjacent to the subject site along the east side of S 11<sup>th</sup> Street; however, per Section 57.90 of the Zoning Ordinance, the property is exempt from constructing such non-motorized facility since the proposal is only a minor modification to the use of the property and nothing is changing to the interior of the building nor the site's exterior. This section does not apply.

**F. Specific Use Requirements: The Special Use development requirements of Article 49.**

No specific use requirements exist for preschools and similar uses. Therefore, this section is not applicable.

**RECOMMENDATION:**

Planning Department staff recommend the approval of the proposed special exception use for the preschool with the following conditions.

- 1) The preschool will serve up to 34 children between the ages of four and six.
- 2) Hours of operation will be 7:30am-3:30pm Monday through Friday.
- 3) All existing circulation aisles, fire lanes, and emergency vehicle turning areas on-site shall be maintained at all times.
- 4) Fencing, at a minimum height of 4', shall be installed between the outdoor play area and the highway.

- 5) A sign permit application shall be submitted to the Township for review and approval if the applicant wishes to add any type of signage to the site.

Attachments: Application, Letter of Intent, Site Plan, Floor Plan, Photos, LARA Approval Documents



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

**PLEASE PRINT**

PROJECT NAME & ADDRESS Heritage CRC 2587 S. 11th Street Oshtemo, Mich

**PLANNING & ZONING APPLICATION**

Applicant Name : David Bonselaar  
Company Heritage Christian Reformed Church  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail david.bonselaar@wmich.edu  
Telephone 269 207-5992 Fax \_\_\_\_\_  
Interest in Property Resource Chairman

THIS  
SPACE  
FOR  
TOWNSHIP  
USE  
ONLY

**OWNER\*:**

Name Heritage Christian Reformed Church  
Address 2857 S 11th Street  
Oshtemo Michigan. 49009  
Email \_\_\_\_\_  
Phone & Fax 269 372-3830

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

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

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

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

School Association would like to utilize 2 classrooms( approx. 750 square foot each) in  
our facility to accomidate the start of a Pre-K School.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARCEL NUMBER:** 3905- 05-25-455-012

**ADDRESS OF PROPERTY:** 2857 S 11th Street Oshtemo, Mich

**PRESENT USE OF THE PROPERTY:** Church

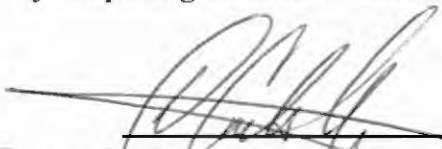
**PRESENT ZONING** R2 & R3 **SIZE OF PROPERTY** \_\_\_\_\_

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

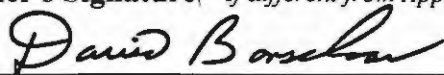
Name(s)	Address(es)
_____	_____
_____	_____

**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.*

*President's*   
\_\_\_\_\_  
**Owner's Signature** (\* If different from Applicant)

7/31/2022  
**Date**

  
\_\_\_\_\_  
**Applicant's Signature**

7/30/2022  
**Date**

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

\*\*\*\*  
**PLEASE ATTACH ALL REQUIRED DOCUMENTS**



# LETTER OF INTENT

Heritage CRC  
2857 South 11<sup>th</sup> Street  
Oshtemo, Michigan 49009

August 25, 2022

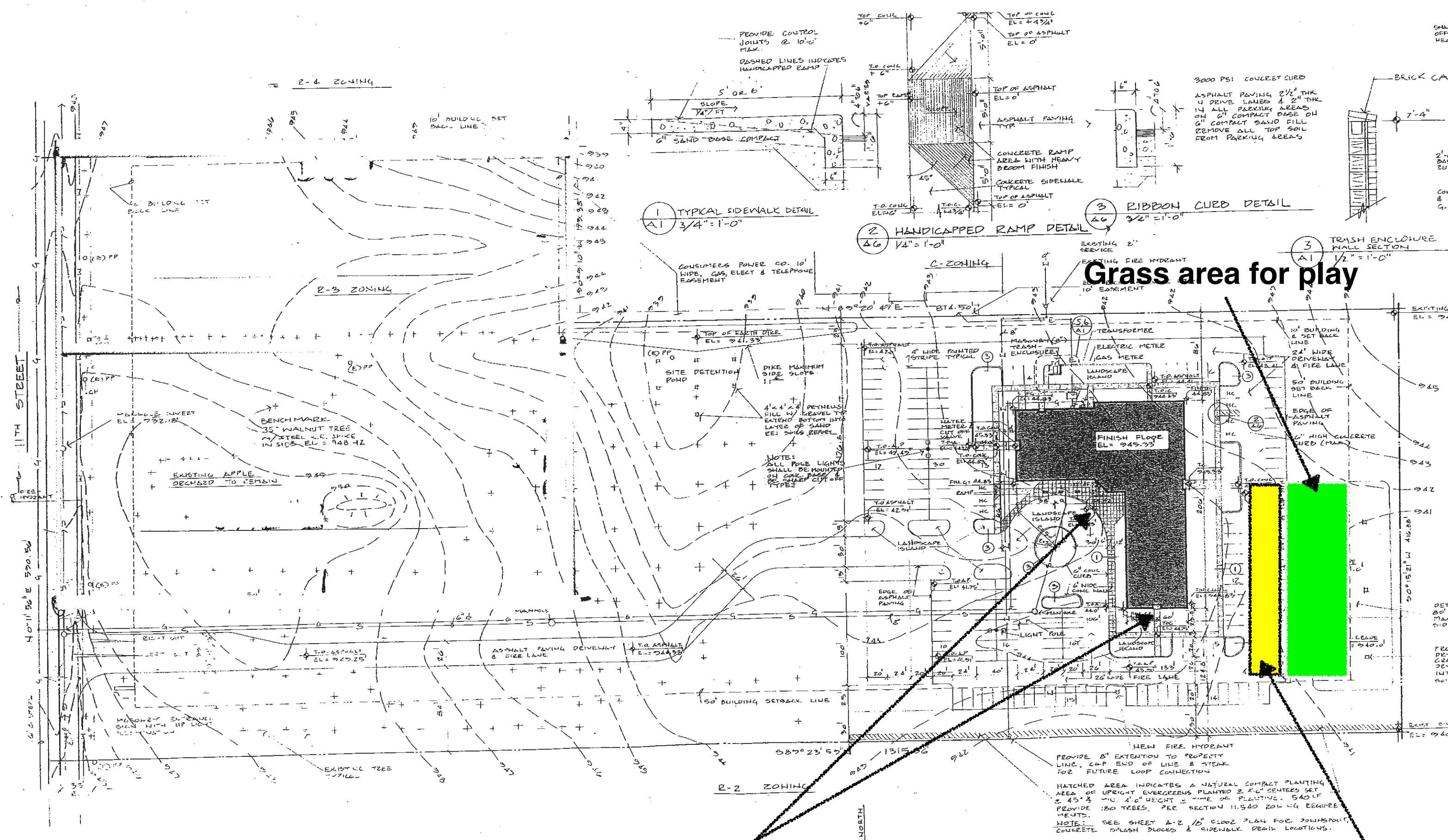
This letter is being written as back up documentation to our zoning application. Heritage Christian Reformed Church is being asked by the Kalamazoo Christian School Association to utilize 2 classrooms in our facility as additional classroom space for their existing Pre-K School program since their program is growing. They would also like to use a small grassy area beyond the parking lot on the East side of the building for a play area and temporarily block off 20 parking spaces in that area. This will run the same days of the week as their school calendar and between the hours of 7:30 a.m. until 3:30 p.m. At this time, there will be up to 34 students attending. This will be a pick up and drop of children with no busses needed. This will also be licensed through the State of Michigan.

Sincerely,

A handwritten signature in cursive script that reads "David Bonselaar".

David Bonselaar  
Resource Chairman

This page has been intentionally left blank for printing purposes.



1 TYPICAL SIDEWALK DETAIL  
 A1 3/4" = 1'-0"

2 HANDICAPPED RAMP DETAIL  
 A6 1/4" = 1'-0"

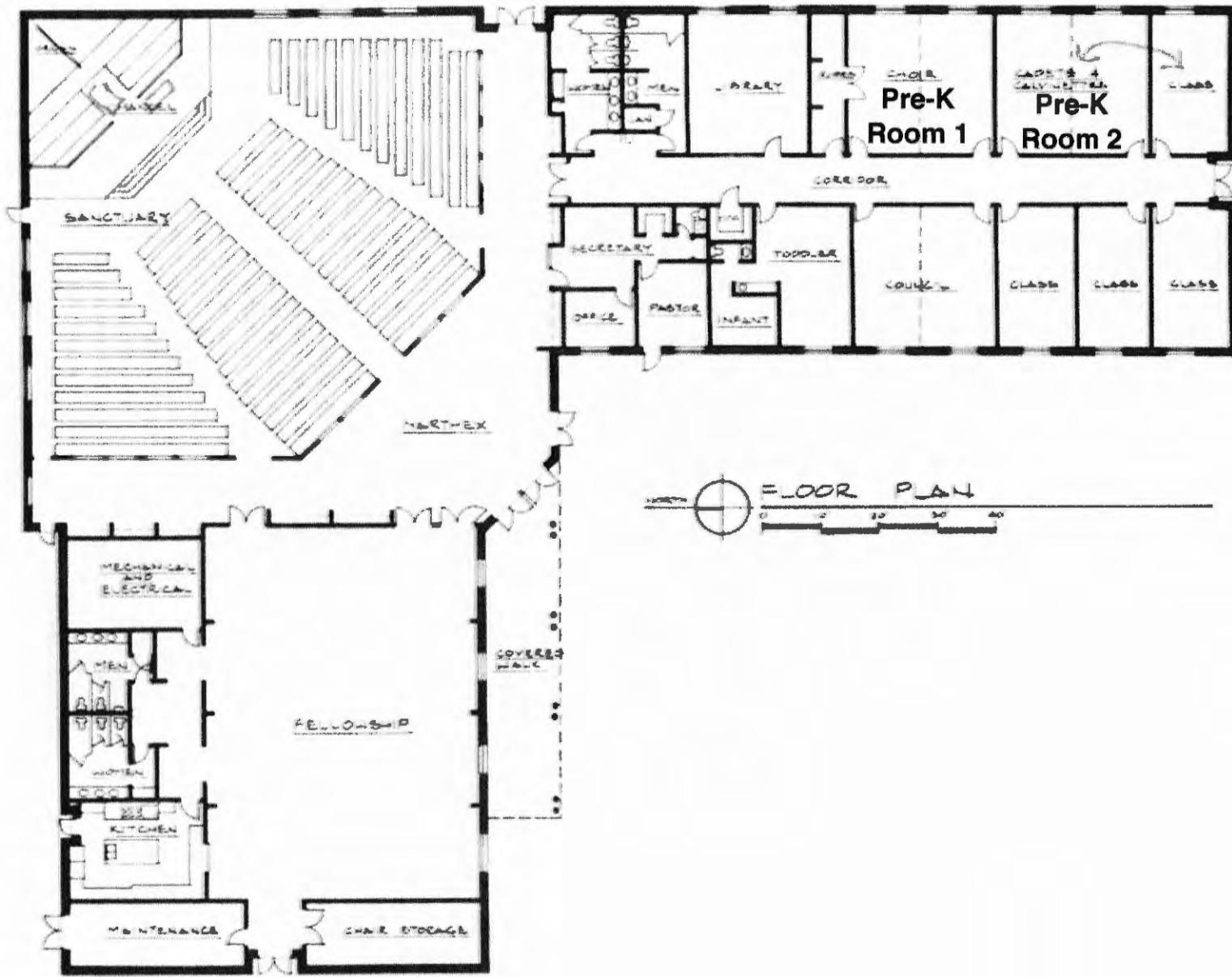
3 RIBBON CURB DETAIL  
 A6 3/4" = 1'-0"

3 TRASH ENCLOSURE WALL SECTION  
 A1 1/2" = 1'-0"

**Grass area for play**

**dropoff/pickup Locations**

**Temporary parking spots to block**





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 16, 2022

Marc Verkaik  
Kalamazoo Christian School Association  
3800 S. 12th Street  
Kalamazoo, MI 49009

RE: Application #: DC390411474  
**Heritage CRC**  
**2857 S. 11th Street**  
**Kalamazoo, MI 49009**

Dear Mr. Verkaik:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 34 is issued.

Please review the attached documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in blue ink that reads "Julia Majka".

Julia Majka, Licensing Consultant  
Child Care Licensing Bureau  
611 West Ottawa St.  
P.O. Box 30664  
Lansing, MI 48909  
(269) 615-6039

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390411474
<b>Applicant Name:</b>	Kalamazoo Christian School Association
<b>Applicant Address:</b>	2121 Stadium Drive Kalamazoo, MI 49008
<b>Applicant Telephone #:</b>	(269) 343-0202
<b>Licensee/Designee:</b>	Marc Verkaik, Designee
<b>Name of Facility:</b>	Heritage CRC
<b>Facility Address:</b>	2857 S. 11th Street Kalamazoo, MI 49009
<b>Facility Telephone #:</b>	(269) 544-2332
<b>Application Date:</b>	01/19/2022
<b>Capacity:</b>	34
<b>Program Type:</b>	CHILD CARE CENTER

## II. METHODOLOGY

01/19/2022	Enrollment
01/27/2022	Inspection Completed-Fire Safety : D
06/22/2022	Inspection Completed-Env. Health : A
07/21/2022	Inspection Completed-Fire Safety : A
08/09/2022	Inspection Completed On-site
08/09/2022	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

**Approved space (room numbers, sizes, capacity and ages of children for which each room/well-defined space is approved, etc.):** The facility is located within Heritage Christian Reformed Church. The rooms approved for child use space include Room 4, Room 8, and the gymnasium.

Room 4 measures approximately 24ft. x 24ft., providing a total of 576 square feet. This accommodates a capacity of 16 children ages 4 to 6 years of age.

Room 8 measures approximately 26ft. x 24ft., providing a total of 624 square feet. This accommodates a capacity of 18 children ages 4 to 6 years of age.

The gymnasium measures approximately 64ft. x 45ft., providing a total of 2,880 square feet. This accommodates a capacity of 82 children ages 4 to 6 years of age; however, the fire inspection noted that a capacity of 20 is the maximum allowed in each room due to the type of door swing.

**Equipment:** The facility has the required amount of developmentally appropriate equipment for the ages and capacity requested.

**Number of sinks and toilets:** The facility has access to four bathrooms that have a total of 11 sinks and 12 toilets.

**Outdoor play area - location, fenced or not, water hazards:** The children will use portable equipment in a grassy area that is located behind the church and in an area of the parking lot that is not used. If the parking lot area is in use the facility will put up safety cones to mark the use area. The play area is not fenced, and there are no water hazards.

**Documentation if a lead hazard risk assessment was required and the results:** The church was built in 1989 and does not require a lead hazards risk assessment.

**Documentation of playground safety:** There is no playground equipment onsite that requires an inspection.

## **B. Program Description**

**Ages of children served:** The facility will serve children ages 4 through 6 years of age.

**Proposed days and hours of operation:** The facility will operate Monday through Friday from 7:30 am to 3:30 pm during the school year.

**Full or part time (AM or PM sessions or both):** Full time care will be provided.

### **Other program components - transportation, swimming, food service:**

Transportation, swimming, and food service are not provided. Parents will be required to provide two snacks and a lunch each day.

### **Name of program director and under what rules the program director is qualified:**

Kristen Schneidenbach is the approved program director. She is qualified under rules 400.8113(7)(a) and (9).

**Is there a central administrator that meets the administrative requirement?** N/A

**Explanation of variance(s), if any:** None

## **C. Rule/Statutory Violations**

The center was in full compliance at the time of the onsite inspection.



**IV. RECOMMENDATION**

I recommend issuance of an original provisional license to this child care center.

*Julia Majka*

8/16/2022

---

Julia Majka  
Licensing Consultant

Date

Approved By:

*Yolanda Sims*

8/16/2022

---

Yolanda Sims  
Area Manager

Date



# North Elevation



# East Elevation



# South Elevation



# West Elevation

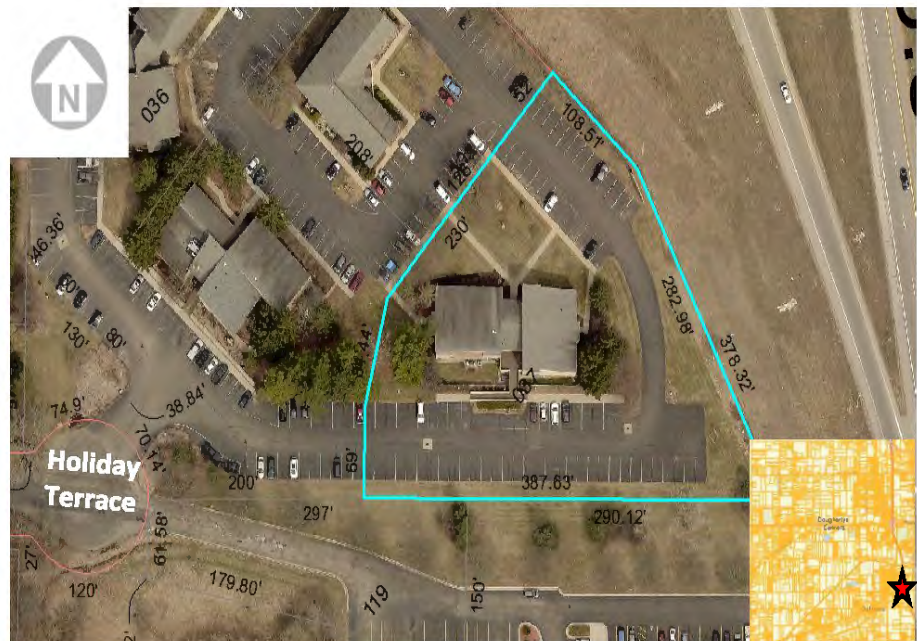
September 13, 2022



**Mtg Date:** September 22, 2022  
**To:** Oshtemo Township Planning Commission  
**From:** Colten Hutson, Zoning Administrator  
**Applicant:** Crystal Curtis, Village Childcare Center  
**Owner:** Westwood Office Plaza  
**Property:** 5320 Holiday Terrace, Parcel Number 05-25-405-037  
**Zoning:** C: Local Business District  
**Request:** Special Use approval for a Child Care Center  
**Section(s):** Section 65: Special Uses

**PROPOSAL:**

Crystal Curtis, representing The Village Childcare Center, is requesting special exception use approval to establish a child care center within three existing suites of a multi-tenant commercial center located at 5320 Holiday Terrace. The proposed child care center will serve as a day care for up to 78 children between the ages of six weeks and 12 years old. The project area under consideration is outlined in light blue on the map to the right.



**OVERVIEW:**

5320 Holiday Terrace is located within the Westwood Office Plaza, a business center immediately south of Stadium Drive between S 11<sup>th</sup> Street and US-131 Highway. The building which will be occupied by the proposed special use is positioned in the southeast corner of the office park. The proposed child care center is seeking to occupy three vacant suites within the subject building. Said suites are located on the

lower level and have a combined gross square footage of 4,575 SF. As mentioned above, the Village Childcare Center offers day care services for children between the ages of six weeks and 12 years old. Up to 78 children are currently proposed along with a total of 17 staff members. The applicant has indicated that transportation will be provided by Kalamazoo Public Schools for any school age children attending the day care center. The proposed hours of operation are Monday through Friday from 6am-6pm.

**ANALYSIS:**

The subject property is zoned C: Local Business District. Uses permitted in the C: Local Business District are outlined in Section 18 of the Township’s Zoning Ordinance. Child care centers are identified as a special exception use within said ordinance section. When reviewing a special exception use similar to this request, the general special use review criteria outlined in Section 65.30 shall be followed. Below is an analysis of the proposal against Section 65.30 of the Oshtemo Township Zoning Ordinance.

**Section 65.30: Special Use Review Criteria**

**A. Master Plan/Zoning Ordinance: The proposed use will be consistent with the purpose and intent of the Master Plan and Zoning Ordinance, including the District in which the use is located.**

Oshtemo’s adopted Future Land Use Plan illustrates that the property in question is located within a commercial area. The subject property is classified as C: Local Business District, within which child care centers and adult care centers are permissible with special exception use approval from the Planning Commission. The proposed use meets the intent of the Township’s Master Plan documents for this area and complies with the Township’s Zoning Ordinance.

**B. Site Plan Review: The Site Plan Review Criteria of Section 64.80**

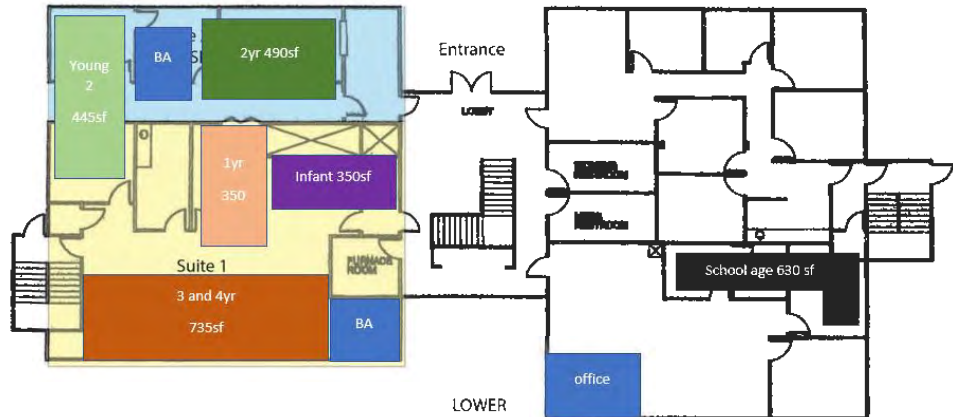
An engineered site plan is not required for a change in occupancy of this nature as no changes are proposed to be made in relation to the site’s exterior.

The Westwood Office Plaza possesses approximately 316 parking spaces on-site, 75 of which are located on the parcel encompassing the building at 5320 Holiday Terrace. There are a total of eight suites located within the subject building, three of which are proposed to be occupied by the day care center. The other five remaining suites are all occupied by office users. Day care centers require one parking space per employee plus one parking space for each five children. A total of 17 employees and 78 children are proposed. In



combination, this equates to 32 parking spaces needed to service the proposed special exception use. Office is one parking space per every 150 SF of net floor area. The net floor area of the remaining five suites is 6,474 SF. This would mean that 43 parking spaces are needed for the remaining uses in the subject building, requiring a total number of 75 parking spaces. Sufficient parking exists for the Village Childcare Center as well as the other uses located within the subject building.

The proposal will not impact driving aisles, fire lanes, or emergency vehicle turning areas as the overall site layout is not changing. All setback requirements have been met.



Existing entrances on the site will not change and will continue to be used in a similar fashion.

It should be noted that the State of Michigan requires that a sealed set of building drawings from a licensed engineer or architect be provided which shows the layout for the day care use. The applicant is currently working with an architect to produce such drawings, but has provided a preliminary floor plan to give the Commission a general sense of what the layout will look like. **Although its inclusion is for informational purposes only, approval from the State of Michigan and sealed building drawings will be required as a condition of approval.**

**C. Impacts:**

- 1. The proposed use would be compatible, harmonious, and appropriate with the existing or planned character and uses of adjacent properties; meaning the proposed use can coexist with neighboring uses in a stable fashion over time such that no neighboring use is unduly negatively impacted.**

The proposed child care center, a special exception use within the C: Local Business District, is leasing space within the already established multi-tenant commercial center. All properties adjacent to the subject site share the same zoning designation of C: Local Business District. Other uses in the surrounding C: Local Business District zoning classification include Teachout Security Solutions, Kalamazoo Mortgage, The Kitchen Shop, Devon Title Agency, Institute for Massage Education, the Delta Hotel, etc. A child care center would be harmonious with the other existing uses surrounding the site. With the proposed child care center being compatible with the allowable uses within this zoning district, no exterior site changes proposed, and being in accordance with both the Master Plan and the Zoning Ordinance, staff has no concerns that the proposed use will negatively affect neighboring uses.



**2. Potentially adverse effects arising from the proposed use on adjacent properties would be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the location of screening, fencing, landscaping, buffers or setbacks.**

Staff does not foresee a significant impact of the proposed use on neighboring properties. The subject site is located within an already established commercial area. The overall site layout is not changing as the applicant is not proposing any additions to the existing building. All requirements pertaining to setbacks, parking, access, etc. have been satisfied.

**3. The proposed use would not be detrimental, hazardous, or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, smoke, odors, glare, or visual clutter.**

All activities associated with the proposed special use will be indoors - noise levels are not expected to exceed what is commonly found for a commercial area. With the exception of school buses circulating throughout the site, the amount of traffic will be consistent with what the multi-tenant commercial area has produced in the past. Staff does not foresee any negative impacts occurring from this use.

**D. Environment: The natural features of the subject property shall only be cleared or altered to the extent necessary to accommodate site design elements, particularly where the natural features assist in preserving the general character of the area.**

The proposed project will occupy three existing tenant spaces on-site. All modifications to the site will only consist of interior alterations. This is an existing site with paved surfaces. This criterion is not applicable.

**E. Public Facilities: Adequate public and/or private infrastructure and services already exist or would be provided, and will safeguard the health, safety, and general welfare of the public.**

The three tenant spaces located at 5320 Holiday Terrace are already adequately serviced by municipal water and municipal sanitary sewer. The Township's Non-motorized Transportation Plan does not identify a non-motorized path adjacent to the subject site along Holiday Terrace. If said plan did identify a non-motorized path along the subject property's frontage, per Section 57.90 of the Zoning Ordinance the property would be exempt from installing such facility since what is being requested is a simple change in occupancy. Therefore, this section does not apply.

**F. Specific Use Requirements: The Special Use development requirements of Article 49.**

No specific use requirements exist for child care centers and similar uses. Therefore, this section does not apply.

**RECOMMENDATION:**

Planning Department staff recommend the approval of the proposed special exception use for the child care center with the following conditions.

- 1) The child care center will serve up to 78 children between the ages of six weeks and 12 years old.
- 2) Hours of operation shall be Monday through Friday from 6am-6pm.

- 3) Documentation from the State of Michigan (Department of Licensing and Regulatory Affairs) approving the proposed child care center and sealed building drawings for said use shall be provided to the Township.
- 4) If an outdoor play area is required by the State of Michigan or desired to be implemented in the future, such request will be submitted for administrative review and approval.
- 5) A sign permit application shall be submitted to the Township for review and approval if the applicant wishes to add any type of signage to the site.

Attachments: Application, Letter of Intent, Site Plan, Floor Plan, Elevations, and Photos

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

**PLEASE PRINT**

PROJECT NAME & ADDRESS The Village Childcare Center - 5320 Holiday Terrace

**PLANNING & ZONING APPLICATION**

Applicant Name : Crystal Curtis  
Company The Village Childcare Center  
Address 5320 Holiday Terrace  
Kalamazoo, Michigan 49009  
Suite 1,2, and 4  
E-mail Crystalc870@yahoo.com  
Telephone (818) 471- 8794 Fax \_\_\_\_\_  
Interest in Property Childcare Center

THIS  
SPACE  
FOR  
TOWNSHIP  
USE  
ONLY

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

**OWNER\*:**

Name Westwood Office Plaza,  
Jamie Marr, Property Manager  
Address 5320 Holiday Terrace, Ste 6  
Kalamazoo MI 49009  
Email omegapm@outlook.com  
269-270-6355  
Phone & Fax \_\_\_\_\_

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

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

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

I am requesting a special exception use for a daycare center in suites 1,2, and 4

Per Ordinance, a day care center would fall under the definition of a child care center. Child care centers are considered a special exception use within the C: Local Business District zoning classification.

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

The property at 5320 Holiday Terrace is zoned C: Local Business District.

**PARCEL NUMBER:** 3905- 25-405-037

**ADDRESS OF PROPERTY:** 5320 Holiday Terrace  
Office

**PRESENT USE OF THE PROPERTY:**

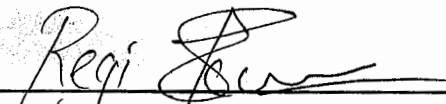
**PRESENT ZONING** Commercial **SIZE OF PROPERTY** 13,638sf (entire building)

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

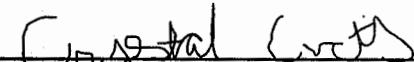
Name(s)	Address(es)
Regi Kurien, Owner	Same

**SIGNATURES**

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

  
\_\_\_\_\_  
**Owner's Signature** (\* If different from Applicant)

7/28/22  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Applicant's Signature**

7/27/2022  
\_\_\_\_\_  
**Date**

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

\*\*\*\*

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**

Charter Township of Oshtemo  
Planning/Zoning Department  
7275 W. Main ST.  
Kalamazoo, MI 49009

**Letter of Intent for special exception use:**

Crystal Curtis  
5320 Holiday Terrace  
Kalamazoo, Michigan 49009

ZONING: Commercial      PARCEL ID#: 05-25-405-037

Letter of Intent for Special Use Exception

Dear Planning & Zoning Members,

The Village Childcare Center is requesting a special use exception to allow a childcare center in the current commercial zoning at the above address.

1. Sending a child to a daycare center teaches them to feel confident and comfortable in social settings. This is something that will benefit them throughout their lives. Learning valuable interpersonal skills at a young age helps kids practice their communication skills and build their self-esteem.

2. Granting the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the zoning district in which the subject property is located.

3. The granting of the variance would have no negative effect on any adjoining properties. The building at 5320 Holiday Terrace Drive has 8 suites. Four on the upper level and four suites on the main level. The Village Childcare Center is requesting a special use exception for Suites 1,2, and 4. These 3 suites are on the lower level with at a combined gross square footage of 4,575. The 4<sup>th</sup> suite on the lower level, suite 3, is used as a therapist's office with a gross square footage of 1,620. The upper-level holds; suite 5, a massage school with 2,260 gross square feet. Suite 6, in place for office use, with 809 gross square feet. Suite 7, is 985 gross square feet with 4 small offices users in it, one being a therapist, one a real estate broker, two vacant. Suite 8, is used by a therapist, with 1,520 gross square footage.

4. The requested special use exception will improve the lack of childcare options in the area. The demand for childcare is at an all-time high. Granting this special use exception will allow up 78 children, ages 6 weeks to 12 years old have a safe place to learn and grow while their parents are at work. This exception would give the opportunity to employ 17 staff.

5. The current space will be converted into 6 classrooms broken down by age. The state of Michigan requires children under 2.5 to have 50sf per child worth of space in their classroom. Children 2.5 and older need to have 35sf per child worth of space in the classroom. The classrooms will be sized accordingly. There will be two bathrooms, with 2 toilets each, added to meet the requirements of toileting. As the state requires one toilet to every 15 abled children. This excludes infants, toddlers, and children who are not potty trained. School age children will have access to the established bathrooms in the lobby and will be escorted by an adult.

6. The building at 5320 was built in 1977 and a risk assessment report was done to check for lead among other things. The inspection was done by Analytical Testing & Consulting Services, Inc. The building passed

inspections. I also had a pre-fire inspection done to ensure that the building was fire safe specifically to children. There were minimal notes. For example, need to add an exit sign on one of the doors, need to add smoke detectors in each classroom, need to change out all exterior doors to proper panic-type hardware installed. These things will be upgraded during the remodel by construction crew and by the building's landlord. There will be a follow up inspection needed before license is granted by the state.

7. Hours of operation intended for center are 6am-6pm. Parents are encouraged to drop off by 8am and pick up by 4pm. School age children will be picked up from the center between 7:30-8:30 and dropped back off to the center between 3:30-5:30. Pick up and drop off will be provided by Kalamazoo bus transportation. The bus(busses) will pick up/drop off on the main (lower) level of the building at the main entrance. At this time there are not any children enrolled so I do not know what schools within the Kalamazoo school district the children will go. I do not foresee more than two busses at this time.

Thank you for your consideration,

Sincerely,

*Crystal Curtis*

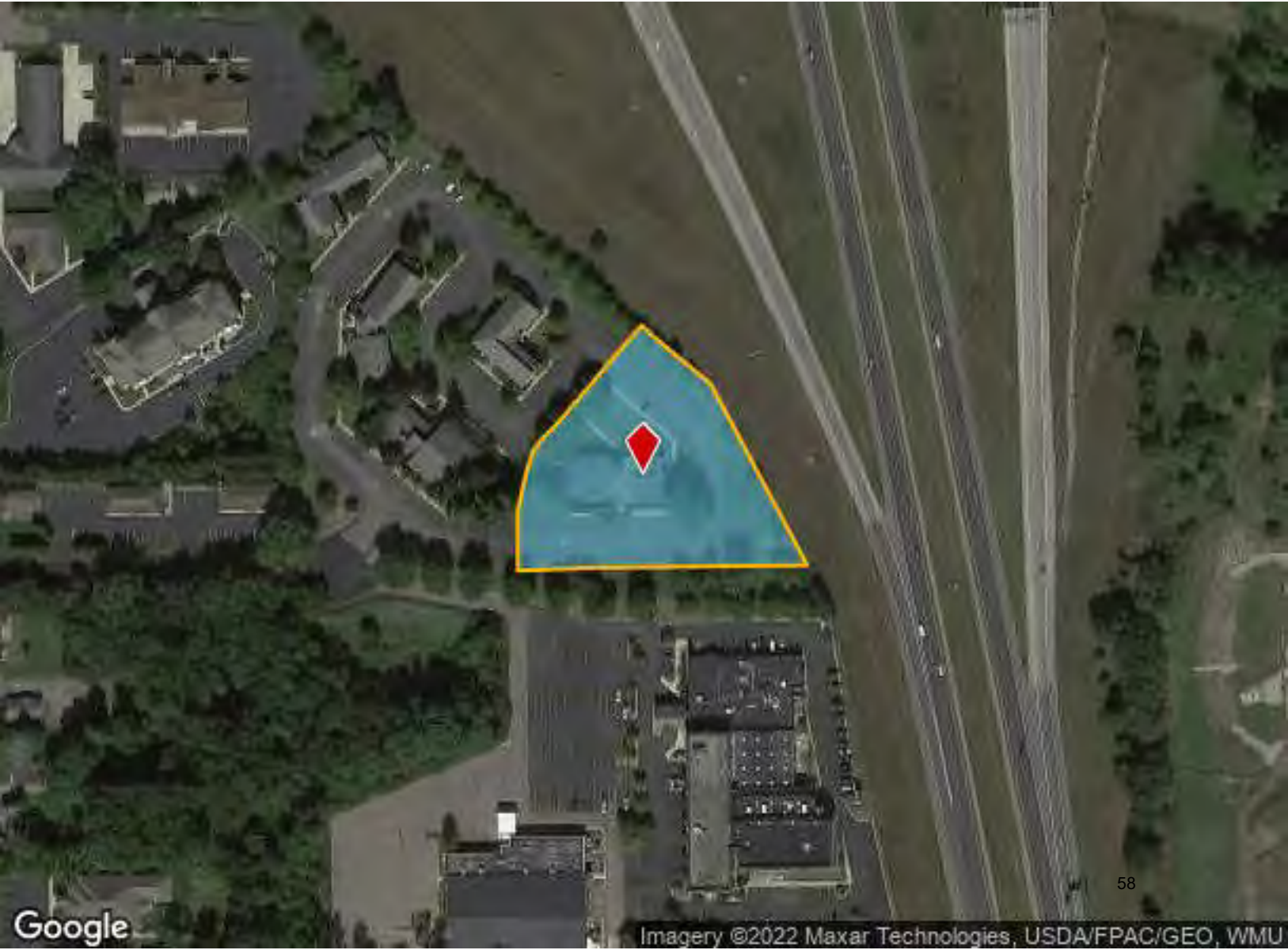
Owner and Director

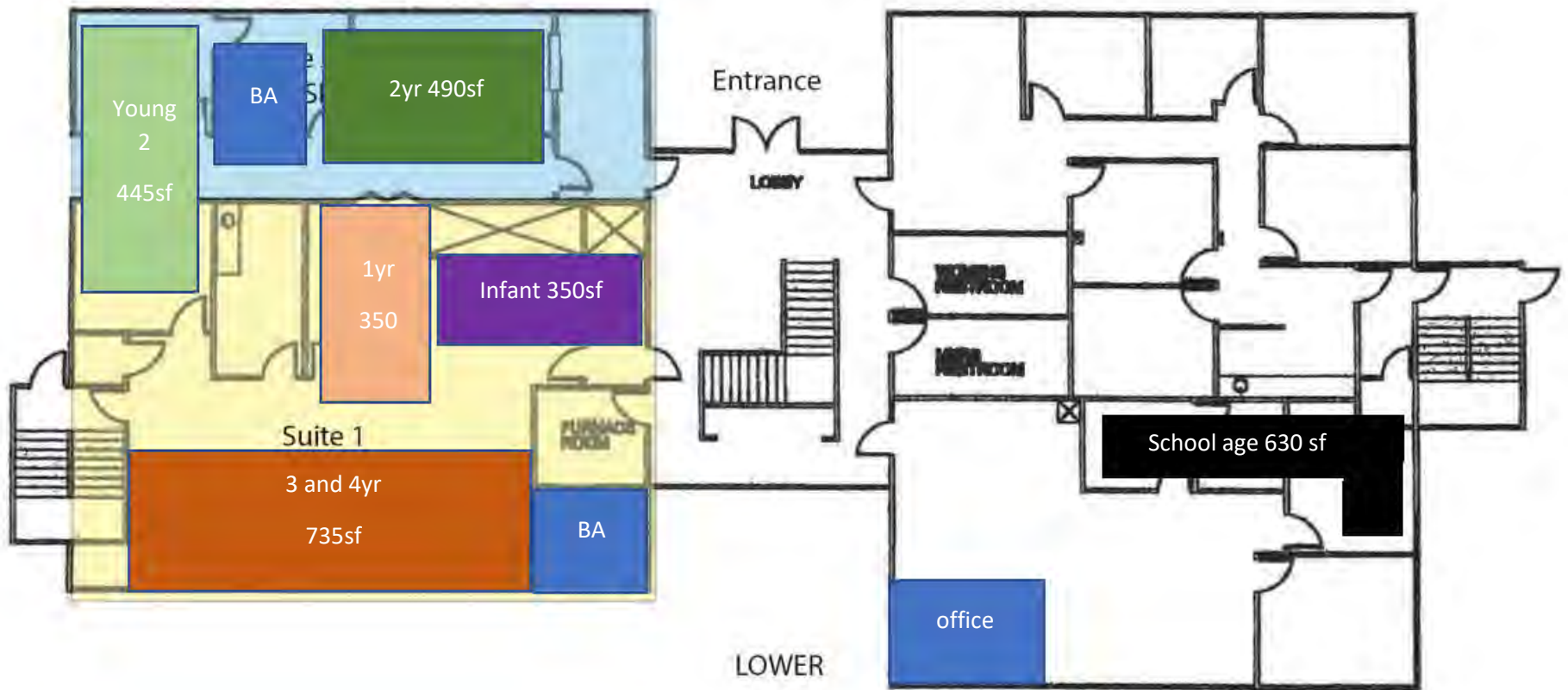
Prepared and presented by:

Crystal Curtis



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