

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION

MINUTES OF A REGULAR MEETING HELD APRIL 12, 2007

**AGENDA**

**WORK ITEM - FORM BASED CODE**

A regular meeting was conducted by the Oshtemo Charter Township Planning Commission on Thursday, April 12, 2007, commencing at approximately 6:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Terry Schley, Chairman  
Lee Larson  
Deborah L. Everett  
Fred Gould  
Bob Anderson  
Carl Benson  
Kitty Gelling

MEMBERS ABSENT: None

Also present were Jodi Stefforia, Planning Director; Mary Lynn Bugge, Township Senior Planner; Brian VanDenBrand, Township Associate Planner; Greg Milliken, consultant with McKenna Associates; and two other interested persons.

**CALL TO ORDER**

The Chairman called the meeting to order at approximately 6:00 p.m.

**AGENDA**

The Chairman said the first item for consideration was the approval of the Agenda. Ms. Everett made a motion to approve the Agenda. The motion was seconded by Mr. Larson. The Chairman called for a vote on the motion, and the motion passed unanimously.

## **MINUTES**

The Chairman said the next item for consideration was the approval of the minutes of March 22, 2007. Mr. Anderson made a motion to approve the minutes as presented. The motion was seconded by Mr. Larson. The Chairman called for a vote on the motion, and the motion passed unanimously.

## **WORK ITEM - FROM BASED CODE**

Chairperson Schley said the session tonight would continue with review of the draft Form Based Code text. The text is being developed to implement the Village Theme Development Plan for the "Village" area of the Township. He asked if Greg Milliken would like to speak.

Consultant Greg Milliken, of McKenna Associates, indicated that he was interested in listening to the discussion, taking notes and responding to questions as members reviewed the text. Chairperson Schley suggested the Commission begin their review at page 26. Brian VanDenBrand, Township Associate Planner, indicated he had prepared some computer generated visual images that might help Commission members envision the physical environment the code would generate and assist with discussion. Unfortunately, technical difficulties prevented the presentation in its entirety.

The review began with Section 34.600 - Architectural Standards. Mr. Larson stated he would research vinyl and aluminum siding materials to determine if more definitive standards could be incorporated into the text. Clarifications were suggested for equipment screening on roofs and regarding street walls. Street wall height was discussed and members decided the text was appropriate. Regarding awnings and overhangs, Mr. Millken will determine if the proposed height is sufficient and investigate if easements are necessary if awnings extend over the right-of-way. Mr. Larson questioned whether alley lighting requirements should be more specific. Ms. Bugge suggested that installation of alley lighting be the responsibility of the developer and meet the same criteria as street lighting; the Commission agreed. Ms. Gelling stated paint color could have an impact on individual buildings and the area as a whole and suggested that, perhaps, some standards should be considered. During the discussion that followed, Mr. Schley indicated his opposition to the suggestion because the area is not historic in nature. Mr. Milliken was asked how other municipalities dealt with this issue. He said they usually choose not to address it; however, he could forward information about color choices from the National Historic Trust if the Commission was interested. Members indicated they were.

Next, the Commission considered the section dealing with signs. It was agreed that some clarification was needed regarding general items, the use of neon, and sign placement for multistory buildings. Additionally, regulations dealing with ground floor wall signs needed clarification and the definition of sign area updated. Commissioners discussed if the formula for determining the number of permitted wall signs should be modified. Regarding projecting signs, mounting height and easements over the public right-of-way will be researched to determine if modifications are needed. A consensus was reached that projecting sign height should include the height of the support bracket. Window sign area will be adjusted to allow a total of up to 25% of the window area regardless of whether the signs are temporary or permanent. Monument sign location modifications were requested. Next the Commission considered if awning signs should be used in place of or in addition to wall signs; a conclusion was not reached as additional study is needed. However, Ms. Stefforia suggested that if they were alternatives to wall signs, the regulations should follow each other in the text. Next, A-frame signs were considered and it was determined that one sign per ground floor tenant should be permitted provided there is sufficient space to locate them adjacent to the building, they are unlit, and they do not exceed a height of 42-inches **above ground**. After reviewing the various types of signs proposed, Commissioners concluded they would like to further consider the total sign complement proposed for a building and how the number and type of signs allowed should be determined. Review for the evening concluded with page 42.

### **OTHER BUSINESS**

Under other business, Ms. Everett stated that at the recent Township Board work session, members discussed residential density, lot size, greenspace, and the pace of development, among other items. They reached a consensus and requested that she present the following text amendments to the Planning Commission and also requested that the changes be placed on the Commission's work agenda as a top priority:

Require single family dwellings in all zoning districts, with or without utilities, to have a minimum 100-foot width at building setback. A 10% reduction could be considered for a PUD.

Define a calculation of "meaningful green space" that does not include paved areas or retention areas.

Provide design criteria and require drainage areas to appear in a natural state.

Increase the minimum single family dwelling square footage to 1,000 square feet.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Kathleen Garland Rike, a former Commission member, said she attended the meeting to hear how the Form Based Code was progressing.

## **PLANNING COMMISSION COMMENTS**

Chairperson Schley thanked the Township for providing Commissioners with the opportunity to attend the recent Form Based Code workshop. He felt it had been worthwhile and appreciated the time all Commissioners had taken to attend.

Mr. Schley requested that Staff provide him with a list of the current Planning Commission work agenda priorities.

Mr. Larson shared that Michigan State University Extension had recently released a report on agricultural trends called "Kalamazoo Agricultural Land Uses" that may be of interest to members.

Ms. Gelling expressed appreciation for her appointment to serve on the Planning Commission.

## **ADJOURNMENT**

There being no other business, the meeting adjourned at approximately 8:15 p.m.

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION

By:

Minutes prepared:  
April 16, 2007

Minutes approved:  
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