

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION

MINUTES OF A REGULAR MEETING HELD JUNE 14, 2007

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**AGENDA**

**WORK ITEM - FORM BASED CODE**

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A regular meeting was conducted by the Oshtemo Charter Township Planning Commission on Thursday, June 14, 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 Mary Lynn Bugge, Township Senior Planner; Brian VanDenBrand, Township Associate Planner; Greg Milliken, consultant with McKenna Associates.

**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. Mr. Larson made a motion to approve the Agenda. The motion was seconded by Mr. Benson. 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 May 24, 2007. Mr. Benson noted that on page 3 in the sixth paragraph “engineer drawings” should be changed to “engineered drawings.” With that correction, the Chairman asked if there was a motion to approve the Minutes. Mr. Benson made a motion to approve the Minutes as corrected. Mr. Larson seconded the motion. The Chairman called for a vote on the motion, and the motion passed unanimously.

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

Chairperson Schley stated the session tonight would continue with review of the draft Form Based Code text for the “Village” area starting with Section 34.810 - Civic Space on page 62. He asked Greg Milliken if he would like to comment on civic spaces.

Greg Milliken, consultant from McKenna Associates, said civic space was intended to provide open space for the area within the form based context; open space would be configured to meet the design criteria of a Park, Green, Square, Close, Corner Plaza, Playground, or Garden Plaza as expressed in the proposed text.

Next, Associate Planner VanDenBrand provided examples of how the civic space could be configured within a residential setting. The first example illustrated one large area in a neighborhood and the second showed three disbursed areas within the same neighborhood. Commissioners then concentrated their discussion on residential civic space and considered the amount and use of the space and if its configuration should be limited to one consolidated area consisting of the total required space or if subdividing the space into smaller units was appropriate. The consensus was that civic space should be appropriate to the development and therefore, how the required area was allocated should be left to the designers of the development. Additionally, Commissioners determined the amount of open space for residential developments should be reduced to 10% to 15% rather than the 25% stated under Note 1 of Table 34.8. Members also discussed the term “civic space” and concluded it seemed to imply that the space had to be open to the general public, which might not be the case for such space in a residential setting. They suggested exploring other terms for the space.

Planning Commissioners next discussed Section 34.820 - Parking. Mr. Larson suggested there should be an incentive to encourage shared parking. Ms. Bugge suggested referencing Section 67.600 of the Zoning Ordinance which provides for a 10% reduction in parking requirements for shared access and/or parking. Regarding setbacks for parking lots, revisions are needed to clarify that parking in the Core area is intended

to be behind the building. Next the discussion turned to drive-through windows; it was suggested that they be prohibited in the Core as the use was contrary to developing a walkable community. However, it was argued that this type of service might be appropriate for certain uses provided it was of a limited scale, properly sized and located. Following further discussion, the consensus was to allow certain businesses such as a drug stores or dry cleaners to provide drive-through service if it is of a small scale (i.e., limited to one lane and needing few stacking spaces) and located at the rear of the building. Commissioners also agreed that restaurants with drive-through windows should be prohibited.

The Commission continued on with its review and a discussion ensued regarding Section 34.930 - Nonconforming Uses and Structures. Mr. Larson stated that he thought in order to achieve the intended look for the area there had to be a threshold beyond which a nonconforming building had to come into compliance with the proposed text and that it should be based on the cost of maintenance/remodeling, ~~wether~~ **whether** interior or exterior, in relationship to the value of the structure. Chairman Schley indicated he did not think that approach was in keeping with the intent of the Village Plan or the desires expressed by property owners and that having support for the overlay district from the current owners was necessary for its successful implementation. It was also noted that this approach might deter owners from providing proper maintenance to their buildings and thereby have a detrimental effect on the area. It was agreed that the section needed additional study and revision.

### **OTHER BUSINESS**

The Chairman asked if there was any further business. Hearing none, he closed that portion of the meeting.

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

The Chairman asked if there was any public comment on non-agenda items. Staff presented an e-mail from Gary Gerds of 6137 Old Post Road which expressed the opposition by members of his household for the gravel pit in Alamo Township proposed by Aggregate Industries.

### **PLANNING COMMISSION COMMENTS**

There were no Planning Commissioner comments.

**ADJOURNMENT**

There being no other business, the meeting adjourned at approximately 8:20 p.m.

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION

By: \_\_\_\_\_

Minutes prepared:  
June 18, 2007

Minutes approved:  
\_\_\_\_\_, 2007