

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD MAY 12, 2016

Agenda

Old Business:

PARKING LOT DRIVE AISLE WIDTHS – SECTION 68.300

Any Other Business:

- a. SCHEDULE OF AREA, FRONTAGE AND/OR WIDTH REQUIREMENTS – SECTION 66.201**
 - b. OFF-STREET PARKING OF MOTOR VEHICLES – RESIDENTIAL USES – SECTION 68.000**
 - c. TEMPORARY SIGNS – SECTION 76.190**
 - d. RECYCLING IN MULTI-FAMILY DEVELOPMENTS – SECTION 24.205**
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A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, May 12, 2016, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Millard Loy, Chair
Fred Antosz
Kimberly Avery
Wiley Boulding, Sr.
Dusty Farmer
Pam Jackson

MEMBERS ABSENT: Mary Smith

Also present were Julie Johnston, Planning Director, and Martha Coash, Meeting Transcriptionist. No other persons were in attendance.

Call to Order and Pledge of Allegiance

The meeting was called to order by Chairperson Loy at approximately 7:00 p.m., and the “Pledge of Allegiance” was recited.

Agenda

Chairperson Loy asked if there were any additions, deletions or corrections to the Agenda. Hearing none, he called for a motion to accept the Agenda as presented.

Ms. Jackson made a motion to accept the agenda as presented. Mr. Boulding Sr. seconded the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

Chairperson Loy noted there were no audience members and proceeded to the next agenda item.

Approval of the Minutes of April 28, 2016

Chairperson Loy asked if there were any additions, deletions or corrections to the minutes of April 28, 2016. Hearing none, he asked for motion to approve the minutes.

Mr. Antosz made a motion to approve the minutes of April 28, 2016 as presented. Ms. Avery seconded the motion. The motion was approved unanimously.

Old Business

PARKING LOT DRIVE AISLE WIDTHS – SECTION 68.300

Chairperson Loy asked Ms. Johnston to address the Board regarding review of the Parking Lot Drive Aisle Widths – Section 68.300.

Ms. Johnston said she met with the Fire Chief and the Fire Marshall to discuss the Commission's request to see if the Fire Chief would be willing to designate fire lanes on sites as opposed to requiring that all drive aisles be 24 feet in width. The Fire Marshall felt this was a good compromise and that fire lanes might not need to be included on all site plans. He suggested language could indicate such designation would be up to the Fire Marshall's discretion.

Commissioners concurred; Ms. Johnston will present amended language reflecting this compromise for consideration at the second Planning Commission meeting in June.

Chairperson Loy moved to the next item on the agenda.

Any Other Business

a. SCHEDULE OF AREA, FRONTAGE AND/OR WIDTH REQUIREMENTS – SECTION 66.201

Ms. Johnston said with the recent changes recommended by the Planning Commission to the Township Board on Section 62.000 Nonconforming Uses, Structures and Land, a change needs to be made to Section 66.201, which deals with area,

frontage and width requirements of parcels, lots and building sites. Currently Section 66.201 states the following:

Any parcel, lot or building site existing prior to March 31, 1997 shall be considered buildable if the only dimensional nonconformity is a depth to width ratio exceeding four-to-one subject to the Planning Director in his/her discretion to require the dedication of a 66-foot-wide easement for future access to interior lands.

She said the changes to the Nonconforming section of the Zoning Ordinance allows all parcels, lots or building sites that were lawfully created to be buildable. To ensure these two sections of the code work well together, Staff recommended the following language instead:

Parcels, lots or building sites which meet the regulations of Section 62: Nonconforming Uses, Structures and Land may be issued a building permit provided all other requirements of this Ordinance are met.

Ms. Johnston said if authorized by the Board to move forward, a public hearing could be set for this amendment.

Commissioners felt this change made sense and will eliminate contradiction in the two affected sections of the code. It was the consensus of the Board to authorize Ms. Johnston to move forward on a public hearing regarding this amendment.

Chairperson Loy moved to the next item on the agenda and asked Ms. Johnston for her review.

b. OFF-STREET PARKING OF MOTOR VEHICLES – RESIDENTIAL USES – SECTION 68.000

Ms. Johnston explained the current ordinance language that deals with residential driveways is difficult to interpret and does not provide much flexibility on individual residential lots. In addition, there are no real limitations to the amount of impervious surface that can be placed on a lot. However, it does limit where you can park. Essentially, allowing the entire front yard to be paved, but only allowing parking on 22 feet of that pavement. The Zoning Administrator and Ordinance Enforcement Officer have expressed difficulties in administering the current code.

She said working with these two staff members, new Ordinance language has been developed mirroring the requirements of the Road Commission for Kalamazoo County in relation to driveway access and width of drives permitted in the road rights-of-way. It also provides some specific requirements to where drives are permitted and includes some setback requirements from property lines. Finally, the amended language permits one additional parking space on a parcel, lot or building site, which was not permitted in the previous ordinance.

Ms. Johnston noted one additional change to the Parking Ordinance includes a definition of how parking is calculated for nonresidential and multi-family uses. The Ordinance does not currently address how parking should be calculated. Staff has been using the standard planning practice of 70 percent of gross floor area, but this was never codified. The recommended change would clearly define this practice in the Ordinance.

Commissioners were supportive of the changes but discussed whether the practice of using 70 percent of gross floor area is too high, resulting in too much paving/asphalt. Ms. Johnston said 70 percent is standard, but that it might be more effective to change the parking calculation table to reduce required paving.

It was also suggested that specific types of recreational vehicles be delineated in the language. Ms. Johnston will add such language.

Also discussed was the difficulty in enforcement of parking violations for one-time events such as graduation parties when cars are parked illegally.

Ms. Johnston suggested advancing the proposed amendments to public hearing, after which Staff will work on possible changes to the parking calculation table. Commissioners agreed she should pursue this approach

Chairperson Loy moved to the next agenda item.

c. TEMPORARY SIGNS – SECTION 76.190

Ms. Johnston told the Board a recurring request has been made to the Planning Department to allow temporary business signs during the rehabilitation or reconstruction of a building, when the business will still be active. For example, a commercial center is completing façade improvements to update the look of the building. The planned improvements are not internal so construction will not require the businesses in the center to close. However, the improvements will require the removal of the permanent business signs. The request made to the Planning Department is to allow temporary banner signs during construction.

She said the current Sign Ordinance does not permit this type of sign in the Temporary Sign section of the code. The amended language would permit these types of signs for the duration of the construction period. The recommendation is to allow temporary banner signs, 32 square feet in area, for each business that may be affected by the construction.

Discussion by Commissioners resulted in their endorsement of advancing this amendment to a public hearing with the addition of “construction or maintenance” as conditions for allowing temporary signs.

Chairperson Loy moved to the next item on the agenda and asked Ms. Johnston to review the recommendation for the Board.

d. RECYCLING IN MULTI-FAMILY DEVELOPMENTS – SECTION 24.205

Ms. Johnston said a request was made by a Township Trustee to promote recycling in multi-family developments within the Township. The R-4 District, which allows multi-family projects by right, has some specific requirements for development. To encourage residents within any new multi-family development to recycle, receptacles will need to be made available. Requiring these receptacles within Dumpster enclosures is within the purview of zoning and can be included within these requirements.

She said the recommended language is as follows:

Recycling. Dumpster enclosures shall be designed large enough to contain both a standard trash receptacle and a recycling receptacle. Recycling shall be made available in all Dumpster enclosures.

In addition to adding the language above, some minor organizational changes are recommended to address consistency within this section.

She noted the current Ordinance says trash companies have to provide recycling to multi-family developments but does not require residents to participate.

There was discussion of providing a single hauler service for the Township in order to reduce heavy truck traffic and to secure a better price for residents.

In answer to a question, Ms. Johnston indicated the general Ordinance wording would apply to multi-family developments as well as to single family residences. She was not sure if it would apply to existing or just new multi-family residences. She will check with Attorney Porter on that point.

Commissioners agreed this amendment should move forward to a public hearing.

PLANNING COMMISSIONER COMMENTS

Mr. Boulding, Sr. was pleased recycling is being addressed for the benefit of all.

In response to a question from Ms. Jackson about keeping Ordinance books up to date, Ms. Johnston agreed that is a problem and said she is attending the June 14 Township Board meeting to provide a demonstration and request funding for a state of the art web-based program for online Ordinance hosting.

Chairperson Loy noted the excellent work being done by Township Staff on updating Ordinances.

Ms. Jackson spoke about the Friends of the Park promotional efforts regarding the upcoming three summer concerts, fundraising status, and cooperative programming with Kalamazoo Public Library's Oshtemo Branch. She also noted she would be absent from the May 26 meeting.

Ms. Farmer said an opportunity would be coming in the mail from Ms. High to pledge to the Drake Homestead capital campaign. She also noted there will be a joint board meeting held May 17 at 6:00 p.m.

Chairperson Loy said the kick off campaign is underway and noted the cabinet will meet June 22. He encouraged the Board to support the pledge drive and acknowledged how hard Ms. High has been working on these efforts. He also told Commissioners the first wedding in the park's gazebo will take place July 30.

Ms. Avery noted she will be absent from the June 9 meeting.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Loy adjourned the Planning Commission meeting at approximately 8:04 p.m.

Minutes prepared:
May 14, 2016

Minutes approved:
May 26, 2016