

**OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260**

April 26, 2016

**PUBLIC COMMENT SESSION
6:00 p.m.
AGENDA**

- A. Call to Order
- B. Public Comment
- C. Discussion of Township Sole Vendor Trash and Recycling Pick-up
- D. Other Business

**REGULAR MEETING
7:00 p.m.
AGENDA**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Citizen Comments on Non-Agenda Item
- 4. Consent Agenda
 - a. Approve Minutes – April 12, 2016, Regular Meeting
 - b. Receipts & Disbursements Report
 - c. IT Committee Appointments
 - d. Employee Handbook Amendment to Section 6.21
 - e. GIS Spatial Analyst Component Purchase Request
- 5. Fire Department Lieutenant Officer Promotions
 - a. Joseph Keck
 - b. Eric Burghart
 - c. Bob Flahive
- 6. Consideration of Liquor License Ordinance Amendment – Second Reading
- 7. Consideration of Request to Rezone Property at 8500 West Main Street from RR (Rural Residential) to C (Local Business) – Second Reading
- 8. Consideration of Planning Commission Recommendation to Amend Zoning Ordinance Sections 54.200 and 82.000 – Second Reading
- 9. Other Township Business
- 10. Board Member Comments
- 11. 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 to respond at a later date.

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.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

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 or Citizen Comment on 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 is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)
(revised 5/14/2013)

Policy for Public Comment
6:00 p.m. "Public Comment"/Portion of Township Board Meetings

At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

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 to respond at a later date.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)
(revised 5/14/2013)



Memorandum

Date: 22 April 2016

To: Township Board

From: Libby Heiny-Cosgswell, Supervisor
Sarah TenBrink, Assistant to the Supervisor

Subject: Sole Vendor Trash and Recycling Pick-up

Objective

Township Board discussion of Oak Park Neighborhood Association request to provide sole vendor trash and recycling pick-up township wide.

Background

The Township received a letter from Oak Park Association President Rick Doonan, asking the Board to consider single hauler garbage service.

Information Provided

Kalamazoo Township common questions
 Oshtemo Township Waste Reduction Ordinance
 Republic Services information
 NewsChannel 3 article

Common Questions about Single Hauler Garbage Service

What is it?

Beginning April 1, 2016 residential garbage service is being handled by a single garbage hauling company, Republic Services, in Kalamazoo Township.

Who is affected by the new rules?

All single-family homes and 2-4 unit residential housing structures in Kalamazoo Township.

Why did they decide to make this change?

You, the tax payers, have invested in rebuilding and repairing the local roads. Garbage trucks, because of their weight distribution are particularly hard on roads. Luckily, they're something that the Township has authority to control. Having a single hauler saves the roads, saves you money on taxes and garbage service and decreases noise and air pollution.

What happens if I already have trash service with another company?

Your carts will be picked up by your current provider and you will be refunded any money that was paid in advance for services beyond April 1, 2016 in compliance with the ordinance.

What if I take my trash to my work or share a cart with a neighbor, do I have to get a cart?

No, if you don't produce much trash good for you. You can share a cart with a neighbor or if you are allowed to take your trash to your place of business you can do that.

Who do I contact to set up or change service?

You should have received a mailing from Republic services with a return postage paid postcard where you can choose your options. If you didn't receive the mailing, want to change over earlier than April 1 or you have questions about the services offered you can call a local customer service number at (269) 775-3020. Work directly with Republic Services on any change requests. They will provide contact information.

What are the rates for pick up?

- Small-size garbage cart (35 gallons): \$25.65/quarter (3-month period)
Perfect option for recycling households. Easy to move and store.
- Medium-size garbage cart (65) gallons: \$25.95/quarter
A popular, flexible sized option. (Default size.)
- Large-size garbage cart (95 gallons): \$26.25/quarter
- Yard waste cart (95 gallon): \$99 per season

You can see all the rates for the 5 years of the contract on the website.

Who will I be paying for my garbage service?

You will be billed by and pay directly to Republic Services. No money comes out of your taxes and no money is paid to the Township for these services.

217.000 - WASTE REDUCTION ORDINANCE Ord. No. 483 Adopted: September 25, 2007 Effective: November 2, 2007

THE CHARTER TOWNSHIP OF OSHTEMO ORDAINS:

217.001 - Title.

Sec. 1. This Ordinance shall be known and may be cited as the Oshtemo Charter Township "Waste Reduction Ordinance."

217.002 - Purpose.

Sec. 2.

- a. The purpose of this Ordinance is to protect and promote the public health, safety and welfare of the inhabitants of the Township by regulating the collection of residential garbage and recyclables in a manner that will promote waste reduction.
- b. This Ordinance does not prevent persons or organizations from marketing or disposing of collected materials where the persons or organizations choose, as long as the collected materials are marketed or disposed in a manner which is consistent with local, state and federal requirements.

217.003 - Recycling regulations.

Sec. 3. Recycling service is required for all garbage pickup customers. Customers will be charged for the service even if not utilized.

217.004 - Current contracts.

Sec. 4. This Ordinance is not intended to alter or delete terms or conditions of any existing contract or franchise or the Township's rights and abilities to develop other means of providing garbage, recycling or trash service through, for example, but not limited to, collection services provided by municipal crews or a private contractor.

217.005 - Definitions.

Sec. 5. The following words, terms and phrases, when used in this Ordinance, shall have the means ascribed to them in this section, except where the context clearly indicates a different meaning.

Curbside collection means the gathering by a hauler of designated materials placed by a customer within six (6) feet of the curb or road's edge.

Front-door service means a service which collects designated materials on the exterior side of a residence which faces the street access for the residence.

Garbage means all waste consisting of or in general contact with putrescible animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food, and other small miscellaneous residential waste, such as consumer packaging used for food products.

Hauler means any person involved in the business of collecting residential garbage generated within this jurisdiction.

Licensing agent means the Township or a person or public agency designated by the Township to perform administrative duties specified in the Ordinance.

Prohibited items means items which cannot be lawfully deposited in a Type II Landfill as defined by state law (Natural Resources Environmental Protection Act 451 of PA 1991 as amended.)

Sec. 10.

- a. Upon receipt of a completed application and the application fee, the licensing agent has up to forty-five (45) days to determine the accuracy of the information on the application. If the information on the application is found to be accurate, the licensing agent shall issue a written notice of approval no later than forty-five (45) days after receipt of the application. If any inaccuracy becomes apparent, the licensing agent shall inform the applicant of the inaccuracy by certified mail and request a correction.
- b. A hauler shall provide corrected information for the application, by certified mail, to the licensing agent within seven (7) days of receipt of the original request or be subject to denial of a license by 12:00 midnight of the seventh day, if such information is not forthcoming.
- c. Notice of denial shall be sent to the applicant by certified mail. The notice shall include the notification of the right of the applicant to request reconsideration of the denial and to have a hearing thereon before the licensing agent. Any such request for reconsideration shall be filed in writing with the licensing agent within ten (10) days from the date of mailing of the notice of denial. The hearing shall be noticed and conducted by the licensing agent in substantial accordance with the procedures set forth in Section 217.12.

217.011 - Suspension and revocation by the Township.

Sec. 11.

- a. The Township may, acting in accordance with Section 217.12, suspend or revoke a hauler's license to operate within the Township's jurisdiction.
- b. A license may be suspended or revoked for the following reasons:
 1. The failure of the licensee to substantially comply with this Ordinance or any other applicable federal, state, county and local laws and regulations;
 2. Misrepresentations of any material fact contained in the license application;
 3. The failure to provide accurate information to customers on the inseparability of the fee for garbage and recycling; and/or
 4. The failure of the licensee to make payment of any municipal infraction fine imposed for violation of this Ordinance.
- c. If a hauler's license is suspended, it will remain suspended for such a period of time as set by the Township. If a hauler's license is revoked by the Township, the licensing agent shall not issue a new license until approval has been granted by the Township.

217.012 - Procedure to suspend or revoke.

Sec. 12.

- a. Written notice of a public hearing to consider suspension or revocation of a license shall be mailed by certified mail to the licensee at its last known address, not less than seven (7) days prior to the public hearing at which the suspension or revocation of the licensee will be considered. The notice shall indicate the date, time, and location of the hearing. The notice shall also include a statement of the tentative reasons for the proposed suspension or revocation.
- b. The public hearing shall provide the opportunity for the hauler to present witnesses and question any adverse witnesses as may appear at the hearing.
- c. Any suspension or revocation imposed by the Township shall be based upon a full consideration of the evidence presented at the public hearing.
- d. The Township shall have thirty (30) days from the date of the public hearing to make a determination. Written notice of the determination, along with a statement of the reasons for the

1. Each person\$1,000,000
2. Each accident1,000,000

Property damage:

1. Each accident\$1,000,000
2. Each aggregate1,000,000

[2.] Motor vehicle liability (including hired cars and auto nonownership):

Bodily injury:

1. Each person\$1,000,000
2. Each occurrence1,000,000

Property damage:

1. Each accident\$1,000,000
2. Each aggregate1,000,000

- b. The insurance company providing the insurance in subsection (a) of this section to the hauler must be licensed to do business in the State, recognized by the State Insurance Bureau, and having a rating in the latest Best rating of B+ or better.
- c. The insurance policy shall include an endorsement stating that it is understood and agreed by the hauler and its insurance company that thirty (30) days' advance written notice of cancellation, nonrenewal, reduction, and/or material change of the insurance policy shall be sent to the licensing agent and Township.

217.018 - Educational requirement.

Sec. 18.

- a. Annual educational notice. On an annual basis, all haulers shall distribute to their residential customers, the Township and the licensing agent printed material which communicates the availability of and includes the details and procedures for the collection services regulated in this Ordinance. Haulers may distribute the printed materials with customer billings or appropriate leave-behind tags for its customers. A hauler shall notify its residential customers of any material changes in service and cost that affect the customer on or before the next billing cycle.
- b. Educating noncompliant customers. If a customer of the hauler does not properly prepare materials for collection, a hauler is not obligated to pick up the material if, by collecting the materials, a hauler places itself in a position of noncompliance with this Ordinance or other applicable law.
- c. In such cases, the hauler shall notify the customer of the potential violation and provide instructions to the customer on how to comply. The notification shall be as follows: a leave-behind tag, a letter, telephone and/or direct personal communication.

217.019 - Reporting requirement.

Sec. 19. In order to permit public evaluation of the waste reduction measures promoted in this Ordinance, all haulers shall file annual reports by January 15th of each year. The report shall contain verifiable information of the weight of residential recyclables collected by the hauler within the areas regulated by this Ordinance.

217.020 - Effective date and repeal.



Privatization of your Waste Collection, Recycling Services and Disposal

Throughout the United States, municipal and county governments have realized the benefits of creating public-private partnerships to manage solid waste. The primary influences behind a municipality move toward privatization are:

- The pursuit of cost savings, given the pressure to not increase taxes.
- The ability to access new technologies while preserving capital expenditures.
- The desire to reduce risks associated with providing waste management services.

For those very reasons, currently more than 75% of U.S. cities now contract all or part of their refuse or recycling collection and disposal services. This number has been increasing historically by 2% - 3% per year.

Over the past 40 plus years, Republic Services has helped many local governments with their solid waste collection, recycling and disposal services.

- Many municipalities are having fiscal challenges. Specifically, anti-tax pressures, increased competition for capital expenses, tighter budgets due to revenue shortfalls and an ever growing demand for better services.
- As municipal budgets become more strained, political pressure to reduce the size and cost of government is growing.
- Many government leaders have turned to Republic Services to provide cost-effective and efficient waste collection, recycling and disposal services.

Government maintains a critical role with privatization.

- Government is still in charge.
- Privatization does not mean "loss of control."
- Government cannot disengage from it's responsibility to protect public health, safety and the environment.
- Government's role is to serve as watchdogs by monitoring our performance and enforcing the contract for services.

Republic has a critical role when partnering with municipalities.

- Republic's responsibility is to serve the citizens and fulfill the terms of the contract.
- Help municipalities improve service delivery to customers.
- Provide service that exceeds the municipal leader's expectations.

Privatization is commonplace today.

- The private sector provides of 80% of U.S. solid waste services.



The bottom line is that Republic Services can provide solid waste services in the most effective, cost efficient and environmentally protective manner. For further information, please visit our website www.republicservices.com or locally contact:

Bob DeOrsey

Municipal Services Manager – Southwest Michigan Division

3432 Gembrit Circle OR 7227 Reliable Path
Kalamazoo, MI 49001 Stevensville, MI 49127

Phone: 616-262-2586

Email: bdeorsey@republicservices.com

Thank you for your interest in Republic Services – “We’ll handle it from here”

KALAMAZOO TOWNSHIP, Mich. (NEWSCHANNEL 3) - Kalamazoo Township is exploring moving to a single hauler for residential trash and yard waste.

Right now, there are three services collecting garbage in the township, which has 16 miles of new roads.

Those roads are paid for by a \$10 million bond sale with more construction in 2016.

Newschannel 3 spoke with Westwood residents on Tuesday to find out how they feel about the township's idea.

Township officials believe going with a single waste hauler will cut down on the wear and tear on these new roads. Residents we talked with are concerned about competitive pricing, especially when it comes to seniors.

"Sometimes we don't need that big garbage can, we need just a real little one and the price of that," said Norma Vander Ploeg.

Norma says she and her husband don't throw away much garbage on a weekly basis, and they don't like the idea of not being able to choose their garbage service.

"We are individuals...we have a say...we're the ones that live out here," she said.

But her neighbor Elizabeth Chisholm, also a senior, likes the idea of going with a single hauler--if it provides a cost savings.

"I think if everybody had one same one there wouldn't be so many trucks going up and down the street--different types of trucks," Chisholm said.

Kalamazoo Township Supervisor Ronald Reid says keeping the new pavement pristine is part of the reason they're exploring the option of going with just one provider.

"Avoiding that heavy traffic, less pollution, less noise, safer environment for folks who use these roads," he said.

Reid says another expected advantage is a reduction of the cost of the services to residents.

Reid says the township will not move forward with the proposal to create a franchise unless they determine it will offer customers a substantial cost savings.

He says while 80% of the feedback has been positive, they did receive 173 postcards from residents urging them to not do away with "customer choice."

Right now, the township is in the process of seeking bids. They will eventually do an analysis to determine what the cost savings will be before moving forward.

RECEIPTS & DISBURSEMENTS

**** GENERAL, FIRE, SEWER & WATER FUNDS ****

RECEIPTS 04/01/ thru 4/21/2016

Admin Site Plan/Gesmundo	250.00
Admin Site Plan/Haley	250.00
Site Plan/Zion	600.00
ZBA Variance Request/Schley	500.00
ZBA Variance Request/Fulton	500.00
Rezoning Conditional/Weathervane	2,000.00
Planning Escrow/Zion	1,000.00
Sidewalk Escrow/Bronco Dev	5,500.00
Sign Permits	450.00
Sidewalk Permits	50.00
Copies	5.71
Postage	0.50
Ordinance/Parking Violations	590.00
Grave Sales	455.00
Grave Openings	1,480.00
Grange Rentals	505.00
OCC Rentals	775.00
Twp Park Pavilion Rentals	1,295.00
Solicitors License	50.00
Postage Refund/MER	188.65
False Alarms /FD Reimbursement	706.12
Water Receipts	3,150.00
Sewer Receipts	27,424.34

Total 47,725.32

DISBURSEMENTS

4/13/2016	Payroll/Office/FF	53,063.06
4/15/2016	Payables	122,049.59

Total 175,112.65

Vendor name: Allsteel Inc.
 Address: c/o Interstate Office Interiors
 City/State/Zip: 2210 Second Ave, Muscatine IA, 52761-5257

Vendor Code: 90047503
 Ref #: 90047503

Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 043122
 PO: 000008127
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Invoice Description: TWP OFFICE/KABA CUBICLE ELEMENTS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
249-371-97600	ALLSTEEL TERRACE CUBICLES (SEE NOTES)	24,375.65	24,375.65	27,436.41
249-371-97600	ALL STEEL MASTER KEY	5.20	5.20	0.00
249-371-97600	ALLSTEEL LATERAL FILES (SEE NOTES)	1,795.08	1,795.08	27,436.41
249-371-97600	ALLSTEEL DUAL MONITOR ARM SILVER FINISH	1,260.48	1,260.48	
		<u>27,436.41</u>	<u>27,436.41</u>	
VENDOR TOTAL:				<u>27,436.41</u>

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
afp 90047504	Approved Fire Protection Company 2513 North Burdick Street Kalamazoo MI, 49007	136248	136248	115.39
		000008344	000008344	0.00
		/ /	0.0000	115.39
		04/15/2016		
VENDOR TOTAL:				<u>115.39</u>

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	Gross Amount
att 90047505	AT&T PO Box 5080 Carol Stream IL, 06197-5080	269381851204	269381851204	82.69
		0.0000	0.0000	0.00
		/ /		82.69
		04/15/2016		
VENDOR TOTAL:				<u>82.69</u>

Vendor name: Auto Trim Design
 Address: 7178 Stadium Dr
 City/State/Zip: Kalamazoo MI, 49009

Vendor Code: 90047506
 Ref #: 90047506

Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 140454
 PO: 000008337
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Invoice Description: NEW 502 BACK UP CAMERA

Gross Amount: 600.00
 Discount: 0.00
 Net Amount: 600.00

atd
 90047506
 Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	NEW 502 BACK UP CAMERA	600.00	600.00
VENDOR TOTAL:		600.00	600.00

bwd
 90047507
 Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-93100	Maintenance Services	157.29	
206-340-93100	Building Maintenance	272.82	
101-218-93100	Maintenance Services	171.81	
101-249-95900	Trash Collection	3,977.61	
107-756-93100	Maintenance Services	270.00	
VENDOR TOTAL:		4,849.53	4,849.53

bcbs
 90047508
 Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-234-71600	HEALTH & LIFE INSURANCE	13,222.07	
206-336-71600	Health & Life Insurance	4,614.44	
101-000-27800	H/D/V INSURANCE	4,909.23	
249-371-71600	Health & Life Insurance	3,082.20	
VENDOR TOTAL:		25,827.94	25,827.94

bwd
 90047507
 Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	NEW 502 BACK UP CAMERA	600.00	600.00
VENDOR TOTAL:		600.00	600.00

bcbs
 90047508
 Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-234-71600	HEALTH & LIFE INSURANCE	13,222.07	
206-336-71600	Health & Life Insurance	4,614.44	
101-000-27800	H/D/V INSURANCE	4,909.23	
249-371-71600	Health & Life Insurance	3,082.20	
VENDOR TOTAL:		25,827.94	25,827.94

User: DeannaJ
 DB: Oshtemo

Vendor Code	Vendor name	Bank	Invoice Description	Gross Amount
Ref #	Address	Hold		Discount
	City/State/Zip	Sep CK		Net Amount
		1099		
		BANK CODE: GEN		
		Post Date	Invoice	
		CK Run Date	PO	
		Disc. Date	Disc. %	
		Due Date		

harvey	Bob Harvey	04/14/2016	04152016	GEN	dump day worker 04092016	
90047524	7070 North 6th Street	04/15/2016		N		80.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
Paid		04/15/2016		Y		80.00

GL NUMBER	DESCRIPTION	AMOUNT
101-249-95900	Trash Collection	80.00

VENDOR TOTAL: 80.00

bronson	Bronson Healthcare Group	04/14/2016	sarah tenbrink	GEN	PREEMPLOYMENT DRUG TEST	
90047509	PO Box 771904	04/15/2016	000008319	N		47.00
	Detroit MI, 48277-1904	/ /	0.0000	N		0.00
Paid		04/15/2016		N		47.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-72800	PREEMPLOYMENT DRUG TEST	47.00	47.00

VENDOR TOTAL: 47.00

bruce	Bruce's Truck and Auto Accessories	04/14/2016	31655	GEN	RHINO LINING OF NEW 502	
90047511	52160 N Main	04/15/2016	000008343	N		495.00
	Mattawan MI, 49071	/ /	0.0000	N		0.00
Paid		04/15/2016		Y		495.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	RHINO LINING OF NEW 502	495.00	495.00

bruce	Bruce's Truck and Auto Accessories	04/14/2016	31671	GEN	502 SLIDE OUT TRAY RHINO LINING	
90047510	52160 N Main	04/15/2016	000008329	N		300.00
	Mattawan MI, 49071	/ /	0.0000	N		0.00
Paid		04/15/2016		Y		300.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-86700	502 SLIDE OUT TRAY RHINO LINING	300.00	300.00

VENDOR TOTAL: 795.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount	
Ref #	Address	CK Run Date	PO	Hold		Discount	
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount	
		Due Date		1099			
		BANK CODE: GEN					
bs&a	BS&A Software	04/14/2016	105737/105778	GEN	CASH RECEIPTING PRINTER/ASSESSING TRAIN	1,150.00	
90047512	14965 Abbey Lane	04/15/2016	000008301	N		0.00	
	Beth MI, 48808	/ /	0.0000	N		1,150.00	
		04/15/2016		N			

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-72800	CASH RECEIPTING PRINTER	750.00	750.00
101-201-80800	ASSESSING MAPS	400.00	400.00
		<u>1,150.00</u>	<u>1,150.00</u>
	VENDOR TOTAL:		<u>1,150.00</u>

cwc	Canney's Water Conditioning	04/14/2016	87269tf	GEN	SALT FOR SOFTNER	19.20
90047513	3712 Miller Rd	04/15/2016	000008325	N		0.00
	Kalamazoo MI, 49001	/ /	0.0000	N		19.20
		04/15/2016		N		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
107-756-76000	SALT FOR SOFTNER	9.60	9.60
206-340-93100	SALT FOR SOFTNER	9.60	9.60
		<u>19.20</u>	<u>19.20</u>
	VENDOR TOTAL:		<u>19.20</u>

ce-sl	Consumers Energy	04/14/2016	202249988359	GEN	street lights	8,995.61
90047515	Payment Center	04/15/2016		N		0.00
	PO Box 740309	/ /	0.0000	N		8,995.61
	Cincinnati OH, 45274-0309	04/15/2016		N		

GL NUMBER	DESCRIPTION	AMOUNT
101-506-92600	Street Lighting	8,995.61
	VENDOR TOTAL:	<u>8,995.61</u>

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
eps	Engineered Protections Systems, Inc	04/14/2016	a703893/a704084	GEN	video svc / alarm system @ h3	218.55
90047521	750 Front NW	04/15/2016		N		
	Suite 200	/ /	0.0000	N		0.00
	Grand Rapids MI, 49504-4400	04/15/2016		N		218.55

GL NUMBER	DESCRIPTION	AMOUNT
101-218-93100	Maintenance Services	117.21
206-340-93100	Building Maintenance	101.34
		<u>218.55</u>

VENDOR TOTAL: 218.55

farm	Farm N Garden Inc.	04/14/2016	149548	GEN	GRASS SEED	85.00
90047522	1003 Staples Avenue	04/15/2016	000008311	N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	N		85.00
		04/15/2016		N		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-76000	GRASS SEED	85.00	85.00

VENDOR TOTAL: 85.00

hassel	Hasselbring Clark	04/14/2016	46936	GEN	fd copier	200.45
90047525	5858 S Aurelius	04/15/2016		N		0.00
	Lansing MI, 48911	/ /	0.0000	N		200.45
		04/15/2016		N		

GL NUMBER	DESCRIPTION	AMOUNT
206-340-80900	Computer Operations	200.45

VENDOR TOTAL: 200.45

Vendor name: Hopkins Propane
 Address: 2701 12th Street
 City/State/Zip: Shelbyville MI, 49344

Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 16386/16468
 PO: 0.0000
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: Y

Invoice Description: propane @ 8th st & grange

Gross Amount: 535.96
 Discount: 0.00
 Net Amount: 535.96

GL NUMBER: 107-756-92100
 DESCRIPTION: Electric
 AMOUNT: 535.96

Paid

interstate	DESCRIPTION	AMOUNT	VENDOR TOTAL:
90047576	Interstate Office Interiors 5116 Sprinkle Road Portage MI, 49002	535.96	535.96

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	VENDOR TOTAL:
249-371-97600	INSTALL TWP OFFICE/KABA RECONFIGURATION	4,800.00	4,800.00	5,050.00
249-371-97600	SHIPPING	250.00	250.00	
		5,050.00	5,050.00	

Paid

iimc	DESCRIPTION	AMOUNT	AMT RELIEVED	VENDOR TOTAL:
90047527	Int'l Institute of Municipal Clerks 8331 Utica Ave Ste 200 Rancho Cucamonga CA, 91730	250.00	250.00	5,050.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED	VENDOR TOTAL:
101-249-95800	ANNUAL MEMBERSHIP CLERK & DEPUTY CLERK	250.00	250.00	250.00

INVOICE APPROVAL BY INVOICE REPORT FOR OSHTEMO TOWNSHIP
 EXP CHECK RUN DATES 04/15/2016 - 04/15/2016
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
City/State/Zip		Disc. Date	Disc. %	Sep CK		Net Amount
iron	Iron Mountain	04/14/2016	mkg7815	GEN	APRIL STORAGE FEE FOR FILES IN BATTLE C	181.54
90047528	PO Box 27128	04/15/2016	000008330	N		181.54
	New York NY, 10087-7128	/ /	0.0000	N		0.00
		04/15/2016		N		181.54

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-209-80700	APRIL STORAGE FEE FOR B.C. FILES	181.54	181.54

VENDOR TOTAL: 181.54

kclyt-w	DESCRIPTION	Post Date	Invoice	Bank	Invoice Description	Gross Amount
90047529	Kalamazoo City Treasurer	04/14/2016	03232016	GEN	water	274.45
	415 E Stockbridge	04/15/2016		N		0.00
	Kalamazoo MI, 49001	/ /	0.0000	N		274.45

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-218-92000	Water - twp	61.93
107-756-92000	Water - parks	73.62
206-340-92000	Water	107.21
107-756-98100	Capital Outlay/Drake House	31.69
		<u>274.45</u>

VENDOR TOTAL: 274.45

kcmta	DESCRIPTION	Post Date	Invoice	Bank	Invoice Description	Gross Amount
90047530	Kalamazoo County Medical Control Au	04/14/2016	2303	GEN	FIRE DEPARTMENT EMS REPORT FORMS	74.50
	1000 Oakland Drive	04/15/2016	000008333	N		0.00
	Kalamazoo MI, 49008	/ /	0.0000	N		74.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-75500	EMS REPORT FORMS	74.50	74.50

VENDOR TOTAL: 74.50

Vendor name: Kalamazoo Oil Company
 Address: 2601 N. Burdick Street
 City/State/Zip: Kalamazoo MI, 49007-1874

Vendor Code: Kalamazoo Oil Company
 Ref #: 90047531

Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 1956-1609101
 PO: 0.0000
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Invoice Description: fd vehicle fuel

Gross Amount: 1,425.78
 Discount: 0.00
 Net Amount: 1,425.78

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-86800	Fuel	1,425.78

ko
 90047532

Kalamazoo Oil Company
 2601 N. Burdick Street
 Kalamazoo MI, 49007-1874

04/14/2016
 04/15/2016

1958-1609101

GEN
 N

twp vehicle fuel

128.19

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-86800	Fuel	13.59
101-249-86800	Fuel, Oil & Grease	48.16
107-756-86800	Fuel, Oil & Grease	34.49
101-218-86800	Fuel, Oil & Grease	31.95
		128.19

Vendor name: Kelly White Design
 Address: P.O. Box 339606
 City/State/Zip: Farmington Hills MI, 48334

Vendor Code: Kelly White Design
 Ref #: 90047533

Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 4110
 PO: 000008312
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Invoice Description: HELP ANCHORING A LINK IN MID PAGE

Gross Amount: 18.75
 Discount: 0.00
 Net Amount: 18.75

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-201-80500	TECHNICAL HELP ANCHORING A LINK IN WEB	18.75	18.75

VENDOR TOTAL: 18.75

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

MISC	Kimberly Collins	04/14/2016	03192016	GEN	rental deposit refund	150.00
90047514	5859 Coddington Ln	04/15/2016		N		0.00
	Kalamazoo MI, 49009	/ /	0.0000	Y		150.00
		04/15/2016		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-000-24800	Rent Deposits	150.00

VENDOR TOTAL: 150.00

kss	KSS Enterprises	04/14/2016	974965	GEN	PAPER TOWELS AND CLEANERS	682.29
90047534	616 E Vine Street	04/15/2016	000008317	N		0.00
	Kalamazoo MI, 49001	/ /	0.0000	N		682.29
		04/15/2016		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-76600	CLOROX 4 IN 1	69.99	69.99
206-340-93100	CLOROX 4 IN 1	69.99	69.99
101-218-76600	FOAMING HAND SOAP	139.94	139.94
206-340-93100	FOAMING HAND SOAP	139.94	139.94
107-756-76600	GLOVES	16.60	16.60
107-756-76600	ROLL TOWEL PROPRIETARY	130.72	130.72
107-756-76600	JUMBO JR TISSUE PAPER	74.62	74.62
206-340-93100	GLASS CLEANER	40.49	40.49
		682.29	682.29

VENDOR TOTAL: 682.29

elliott	Marc Elliott	04/14/2016	04112016	GEN	reimbursement for stamps	23.50
90047520		04/15/2016		N		0.00
		/ /	0.0000	N		23.50
		04/15/2016		N		

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-73000	Postage	23.50

VENDOR TOTAL: 23.50

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
menards 90047536	Menards 6800 West Main Street Kalamazoo MI, 49009	04/14/2016 04/15/2016 / /	12294 000008338 0.0000	GEN N N N	OUTLET COVERS AND 4157NA LIGHTBULBS	36.89 0.00 36.89
Paid						
GL NUMBER 206-340-86700	DESCRIPTION OUTLET COVER AND 4157NA LIGHTBULBS				AMOUNT	AMT RELIEVED
menards 90047538	Menards 6800 West Main Street Kalamazoo MI, 49009	04/14/2016 04/15/2016 / /	12401 000008307 0.0000	GEN N N N	BULBS AND SUPPLIES	108.87 0.00 108.87
Paid						
GL NUMBER 101-218-76000 107-756-76000	DESCRIPTION MISC SUPPLIES BULB				AMOUNT	AMT RELIEVED
menards 90047537	Menards 6800 West Main Street Kalamazoo MI, 49009	04/14/2016 04/15/2016 / /	12744 000008334 0.0000	GEN N N N	FIRE DEPARTMENT KITCHEN CLEANING SUPPLI	24.41 0.00 24.41
Paid						
GL NUMBER 206-340-72800	DESCRIPTION FIRE DEPARTMENT SUPPLIES				AMOUNT	AMT RELIEVED
menards 90047539	Menards 6800 West Main Street Kalamazoo MI, 49009	04/14/2016 04/15/2016 / /	12854 000008340 0.0000	GEN N N N	PAINTING SUPPLIES FOR FIRE DEPARTMENT W	24.76 0.00 24.76
Paid						
GL NUMBER 206-340-72800	DESCRIPTION PAINTING SUPPLIES				AMOUNT	AMT RELIEVED
menards 90047540	Menards 6800 West Main Street Kalamazoo MI, 49009	04/14/2016 04/15/2016 / /	13153 000008346 0.0000	GEN N N N	TRU-FUEL FOR FIRE DEPARTMENT SAWS	43.84 0.00 43.84
Paid						

BANK CODE: GEN
 Vendor name: MI Assessors Association
 Address: PO Box 499
 City/State/Zip: Westphalia MI, 48894-0499
 Vendor Code: 101-209-95800
 Ref #: 90047541
 Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: jennie miller
 PO: 000008314
 Disc. %: 0.0000
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N
 Invoice Description: MAA MEMBERSHIP J. MILLER
 Gross Amount: 75.00
 Discount: 0.00
 Net Amount: 75.00

GL NUMBER: 206-340-72800
 DESCRIPTION: TRU-FUEL
 AMOUNT: 43.84
 AMT RELIEVED: 43.84

VENDOR TOTAL: 238.77

ma 90047541
 Paid
 Description: MAA MEMBERSHIP J. MILLER
 Amount: 75.00
 Amt Relieved: 75.00

GL NUMBER: 101-209-95800
 Description: MAA MEMBERSHIP J. MILLER
 Amount: 75.00
 Amt Relieved: 75.00

VENDOR TOTAL: 75.00

mer 90047542
 Paid
 Description: Michigan Election Resources
 1616 Construction Drive
 Kalamazoo MI, 49048
 Amount: 528.84
 Amt Relieved: 528.84

GL NUMBER: 101-191-72800
 Description: I VOTED STICKERS
 Amount: 459.84
 Amt Relieved: 459.84
 101-191-72800
 I VOTED STICKERS
 Amount: 69.00
 Amt Relieved: 69.00
 Total: 528.84
 Amt Relieved: 528.84

mer 90047543
 Paid
 Description: Michigan Election Resources
 1616 Construction Drive
 Kalamazoo MI, 49048
 Amount: 857.82
 Amt Relieved: 857.82

GL NUMBER: 101-191-72800
 Description: AV APPLICATIONS - MAY 2016
 Amount: 857.82
 Amt Relieved: 857.82

VENDOR TOTAL: 1,386.66

Vendor name Michigan Townships Assoc
 Address PO Box 80078
 City/State/Zip Lansing MI, 48908-0078

Vendor Code
 Ref #

Post Date Invoice Hold
 CK Run Date PO Sep CK
 Disc. Date Disc. % 1099
 Due Date

BANK CODE: GEN
 GEN seimaar for sarah
 N
 N
 N

Gross Amount 112.50
 Discount 0.00
 Net Amount 112.50

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-249-95800	Education	112.50
VENDOR TOTAL:		112.50

Paid

mcps	DESCRIPTION	GEN	legal fees
90047545	Miller, Canfield, Paddock and Stone 277 S Rose St Ste 5000 Kalamazoo MI, 49007	N	1,155.00
VENDOR TOTAL:			1,155.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
491-000-82600	Legal Fees	1,155.00
VENDOR TOTAL:		1,155.00

Paid

mrc	DESCRIPTION	GEN	cleaning service - march
90047546	MRC Industries, Inc. 2538 South 26th Street Kalamazoo MI, 49048	N	1,175.97
VENDOR TOTAL:			1,175.97

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-93100	Building Maintenance	130.66
101-218-93100	Maintenance Services	522.65
107-756-93100	Maintenance Services	522.66
VENDOR TOTAL:		1,175.97

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		

nf Networkfleet, Inc.
 90047568 PO Box 975544
 Dallas TX, 75397-5544

VENDOR TOTAL: 119.65

GL NUMBER 206-340-85300
 DESCRIPTION FD Network Fleet Monthly Fee

nu Nye Uniform	550304/550303	GEN	REPLACEMENT UNIFORMS	119.65
90047547 1030 Scribner NW	000008324	N		277.37
Grand Rapids MI, 49504	0.0000	N		0.00
		N		277.37

Paid

GL NUMBER 206-336-72500	DESCRIPTION TEK 3 ELBECCO CARGO PANTS	AMOUNT 266.00	AMT RELIEVED 266.00
206-336-72500	SHIPPING	11.37	11.37
		277.37	277.37

VENDOR TOTAL: 277.37

ocba OCB, Inc	50912.9-116	GEN	FLESHER FIELD PHASE 2 IMPLEMENTATION FE	13.36
90047577 521 S Riverview Dr	000005979	N		13.36
Kalamazoo MI, 49004	0.0000	N		0.00
		N		13.36

Paid

GL NUMBER 107-756-98200.FF2013	DESCRIPTION FLESHER FIELD PHASE 2 IMPLEMENTATION FEE	AMOUNT 13.36	AMT RELIEVED 431.43
		13.36	431.43

VENDOR TOTAL: 13.36

ofd Oshtemo Fire Department	1st qtr	GEN	1st qtr	492.20
90047548 7275 West Main	0.0000	N		0.00
Kalamazoo MI, 49009		N		492.20
		N		492.20

Paid

GL NUMBER 207-320-87000	DESCRIPTION Mileage	AMOUNT 492.20
		492.20

Vendor name Oshtemo Township
 Address 7275 West Main Street
 City/State/Zip Kalamazoo MI, 49009

Vendor Code
 Ref #

Invoice Description support staff - 1st qtr 2016

Bank Hold
 Sep CK
 1099

Gross Amount 500.00
 Discount 0.00
 Net Amount 500.00

VENDOR TOTAL: 492.20

GL NUMBER	DESCRIPTION	AMOUNT
900-728-70300	Salary-Staff	500.00
Paid		
VENDOR TOTAL:		492.20

GL NUMBER	DESCRIPTION	AMOUNT
MISC 90047535	PATRICIA MASON 522 E. GORDON STREET SAVANNAH GA, 31401	3,515.00
Paid		
VENDOR TOTAL:		3,515.00

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-250-80800	ASSISTANCE W 2 REPLY BRIEFS - SUPREME CT	3,515.00	3,515.00
Paid			
VENDOR TOTAL:		3,515.00	

GL NUMBER	DESCRIPTION	AMOUNT
2&n 90047550	Prein & Newhof 3355 Evergreen Drive NE Grand Rapids MI, 49525	5,978.15
Paid		
VENDOR TOTAL:		5,978.15

GL NUMBER	DESCRIPTION	AMOUNT
101-209-82000	Engineering Fees	522.00
101-249-82000	Engineering Fees	1,218.40
101-805-80100	General	526.80
490-000-82000	Engineering Fees	3,710.95
Paid		5,978.15
VENDOR TOTAL:		5,978.15

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/zip	Disc. Date	Disc. %	Sep CK		Net Amount
		Due Date		1099		
		BANK CODE: GEN				
rise	RI Stafford Excavating	04/14/2016	1763	GEN	grave openings	
90047551	PO Box 754	04/15/2016		N		1,250.00
	Richland MI, 49083	/ /	0.0000	N		0.00
		04/15/2016		Y		1,250.00

GL NUMBER	DESCRIPTION	AMOUNT
101-218-80800	Contracted Grave Openings	1,250.00
	VENDOR TOTAL:	1,250.00

griffin	Richard Griffin	04/14/2016	04062016	GEN	conference expenses	53.86	
90047523		04/15/2016		N		0.00	
		/ /	0.0000	N		53.86	
		04/15/2016		N			
		Paid					
		AMOUNT					
		53.86					
		VENDOR TOTAL:					53.86

MISC	Ron Cooper	04/14/2016	03262016	GEN	rental deposit refund	150.00	
90047516	2090 S 9th Street	04/15/2016		N		0.00	
	Kalamazoo MI, 49009	/ /	0.0000	Y		150.00	
		04/15/2016		N			
		Paid					
		AMOUNT					
		150.00					
		VENDOR TOTAL:					150.00

s&t	S & T Lawn Service	04/14/2016	12933	GEN	COMMUNITY CENTER LANDSCAPE MAINTENANCE	248.00	
90047552	3393 South 6th Street	04/15/2016	000008251	N		0.00	
	Kalamazoo MI, 49009	/ /	0.0000	N		248.00	
		04/15/2016		N			
		Paid					
		AMOUNT					
		248.00					
		VENDOR TOTAL:					248.00

User: DeannaJ
 DB: Oshtemo

EXP CHECK RUN DATES 04/15/2016 - 04/15/2016

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
	City/State/zip	Disc. Date	Disc. %	Sep CK		Net Amount
swt	Scott W Taylor	04/14/2016	3263	GEN	PUBLIC WATER SERVICE CONNECTION	
90047554	PO Box 87	04/15/2016	000008321	N		2,193.89
	Comstock MI, 49041-0087	/ /	0.0000	N		0.00
		04/15/2016		N		2,193.89

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
491-000-96600	5373 HARBORVIEW PASS (INV 3263)	2,193.89	2,193.89

VENDOR TOTAL: 2,193.89

secant	DESCRIPTION	GEN	computer support	AMOUNT
90047555	Secant Technologies	N		2,543.02
	6395 Technology Ave	N		0.00
	Kalamazoo MI, 49009	N		2,543.02

Paid

GL NUMBER	DESCRIPTION	AMOUNT
206-340-80900	Computer Operations	1,421.51
101-201-80500	Computer Support	1,121.51
		<u>2,543.02</u>

VENDOR TOTAL: 2,543.02

sharp	DESCRIPTION	GEN	REPLACEMENT OF 3 RESCUE SAWS	AMOUNT
90047556	Sharp Shop	N		3,990.00
	3638 Lake St	N		0.00
	Kalamazoo MI, 49048	N		3,990.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-76600	REPLACEMENT OF 3 RESCUE SAWS	3,990.00	3,990.00

VENDOR TOTAL: 3,990.00

BANK CODE: GEN
 Vendor name Sherwin Williams
 Address 5601 W Main Street
 City/State/Zip Kalamazoo MI, 49009
 Vendor Code
 Ref # 90047557
 Post Date 04/14/2016
 CK Run Date 04/15/2016
 Disc. Date / /
 Due Date 04/15/2016
 Invoice 0537-5, 0538-3
 PO 000008339
 Disc. % 0.0000
 Bank Hold GEN
 Sep CK 1099
 Invoice Description PAINT SUPPLIES FOR FIRE DEPARTMENT WORK
 Gross Amount 342.95
 Discount 0.00
 Net Amount 342.95

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-93100	PAINT	307.02	307.02
206-340-93100	PAINTING SUPPLIES	35.93	35.93
		<u>342.95</u>	<u>342.95</u>

VENDOR TOTAL: 342.95

SC	DESCRIPTION	GEN	AMOUNT
90047558	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	N	7,066.22
		N	0.00
		N	7,066.22

VENDOR TOTAL: 7,066.22

SC	DESCRIPTION	GEN	AMOUNT
90047559	Siegfried Crandall 246 E Kilgore Rd Kalamazoo MI, 49002-5599	N	700.00
		N	0.00
		N	700.00

VENDOR TOTAL: 7,766.22

GL NUMBER	DESCRIPTION	AMOUNT
101-223-82500	Accounting & Audit Fees	700.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
City/State/Zip	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
signcity	Sign City	04/14/2016	18566	GEN	FIRE DEPARTMENT BADGE DECALS	
90047560	7178 Stadium Drive	04/15/2016	000008332	N		300.00
	Kalamazoo MI, 49009	/ /	0.0000	N		0.00
		04/15/2016		N		300.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
206-340-72800	BADGE DECALS	300.00	300.00

VENDOR TOTAL: 300.00

swmfirst	Southwest Michigan First	886	CHAMBER DUES
90047561	PO Box 50827	000008308	
	Kalamazoo MI, 49005	0.0000	

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-249-95800	CHAMBER DUES	500.00	500.00

VENDOR TOTAL: 500.00

slp	Steensma Lawn & Power	320826/320807	REPAIR TRACTOR PTO
90047562	7561 Stadium Drive	000008322	
	Kalamazoo MI, 49009	0.0000	

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-218-75300	REPAIR PTO INV 320807	17.85	17.85
107-756-75300	REPAIR PTO INV 320807	62.48	62.48
206-340-93100	REPAIR PTO INV 320807	8.92	8.92
101-218-75300	PTO SWITCH INV 320826	3.94	3.94
107-756-75300	PTO SWITCH INV 320826	13.80	13.80
206-340-93100	PTO SWITCH INV 320826	1.97	1.97
		108.96	108.96

VENDOR TOTAL: 108.96

BANK CODE: GEN
 Vendor name: Stephen Salik
 Address: 9206 West H Ave
 City/State/Zip: Kalamazoo MI, 49009
 Vendor Code: MISC
 Ref #: 90047553
 Post Date: 04/14/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 04102016
 PO: 0.0000
 Disc. %: 0.0000
 Bank Hold: GEN
 Sep CK: N
 1099: N

DESCRIPTION: rental deposit refund
 AMOUNT: 175.00
 Rent Deposits: 175.00
 Net Amount: 175.00

term 90047564 Terminix 9406 East K Ave Suite 1 Galesburg MI, 49053
 04/15/2016 353587755 GEN pest control h2 465.60
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 Y 465.60
 Paid

term 90047565 Terminix 9406 East K Ave Suite 1 Galesburg MI, 49053
 04/15/2016 353764909 GEN pest control - 8th street 407.40
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 Y 407.40
 Paid

term 90047566 Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292
 04/15/2016 833754448 GEN MARCH 2016 ON-LINE LIBRARY RESEARCH 462.15
 04/15/2016 000008336 N 0.00
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 N 462.15
 Paid

term 90047566 Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292
 04/15/2016 833754448 GEN MARCH 2016 ON-LINE LIBRARY RESEARCH 462.15
 04/15/2016 000008336 N 0.00
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 N 462.15
 Paid

term 90047566 Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292
 04/15/2016 833754448 GEN MARCH 2016 ON-LINE LIBRARY RESEARCH 462.15
 04/15/2016 000008336 N 0.00
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 N 462.15
 Paid

term 90047566 Thomson West P.O. Box 6292 Carol Stream IL, 60197-6292
 04/15/2016 833754448 GEN MARCH 2016 ON-LINE LIBRARY RESEARCH 462.15
 04/15/2016 000008336 N 0.00
 04/15/2016 0.0000 N 0.00
 04/15/2016 0.0000 N 462.15
 Paid

Vendor name: T-Shirt Printing Plus
 Address: 8608 West Main Street
 City/State/Zip: Kalamazoo MI, 49009
 Vendor Code: 90047563
 Ref #: 90047563
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 55832
 PO: 000008345
 Disc. %: 0.0000
 Invoice Description: SHIRTS

BANK CODE: GEN
 AMOUNT: 71.75
 AMT RELIEVED: 71.75
 GROSS AMOUNT: 71.75
 DISCOUNT: 0.00
 NET AMOUNT: 71.75

Vendor name: Underground Security Company
 Address: 1200 Judd Ave SW
 City/State/Zip: Grand Rapids MI, 49509-1019
 Vendor Code: 101-249-72800
 Ref #: 90047567
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 8779
 PO: 000008300
 Disc. %: 0.0000
 Invoice Description: SECURE RECORDS STORAGE - ANNUAL FEE

BANK CODE: GEN
 AMOUNT: 61.50
 AMT RELIEVED: 61.50
 GROSS AMOUNT: 61.50
 DISCOUNT: 0.00
 NET AMOUNT: 61.50

Vendor name: VFP Fire Systems
 Address: 3725 Cleveland Rd
 City/State/Zip: South Bend IN, 46628
 Vendor Code: 101-218-93100
 Ref #: 90047570
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: Y

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 222083
 PO: 000008303
 Disc. %: 0.0000
 Invoice Description: ANNUAL TESTING OF FIRE SUPPRESSION SYST

BANK CODE: GEN
 AMOUNT: 485.00
 AMT RELIEVED: 485.00
 GROSS AMOUNT: 485.00
 DISCOUNT: 0.00
 NET AMOUNT: 485.00

Vendor name: VFP Fire Systems
 Address: 3725 Cleveland Rd
 City/State/Zip: South Bend IN, 46628
 Vendor Code: 101-218-93100
 Ref #: 90047569
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: Y

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 222235
 PO: 000008323
 Disc. %: 0.0000
 Invoice Description: REPLACE AIR DEVICE ON FIRE SUPPRESSION

BANK CODE: GEN
 AMOUNT: 953.00
 AMT RELIEVED: 953.00
 GROSS AMOUNT: 953.00
 DISCOUNT: 0.00
 NET AMOUNT: 953.00

Vendor name: VFP Fire Systems
 Address: 3725 Cleveland Rd
 City/State/Zip: South Bend IN, 46628
 Vendor Code: 101-218-93100
 Ref #: 90047569
 Bank: GEN
 Hold: N
 Sep CK: N
 1099: Y

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 222235
 PO: 000008323
 Disc. %: 0.0000
 Invoice Description: REPLACE AIR DEVICE ON FIRE SUPPRESSION

BANK CODE: GEN
 AMOUNT: 953.00
 AMT RELIEVED: 953.00
 GROSS AMOUNT: 953.00
 DISCOUNT: 0.00
 NET AMOUNT: 953.00

Vendor name: Walmart
 Address: PO Box 530932, Atlanta GA, 30353-0932
 City/State/Zip: Atlanta GA, 30353-0932

Vendor Code: 90047571
 Ref #: 206-340-72800

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016

Invoice: 1002
 PO: 000008275
 Disc. %: 0.0000

Bank: GEN
 Hold: N
 Sep CK: N
 1099: N

Vendor Code	Ref #	Vendor name	Address	City/State/Zip	Post Date	CK Run Date	Disc. Date	Due Date	Invoice	PO	Disc. %	Bank	Hold	Sep CK	1099	Invoice Description	Gross Amount	Discount	Net Amount	
90047571	206-340-72800	Walmart	PO Box 530932	Atlanta GA, 30353-0932	04/15/2016	04/15/2016	/ /	04/15/2016	1002	000008275	0.0000	GEN	N	N	N	COFFEE FOR FIRE DEPARTMENT AND TOWNSHIP	55.44	0.00	55.44	
Paid																				
GL NUMBER		DESCRIPTION															AMOUNT	AMT RELIEVED		
101-249-72800		TOWNSHIP OFFICE COFFEE															27.72	27.72		
206-340-72800		FIRE DEPARTMENT COFFEE															27.72	27.72		
															55.44	55.44				
VENDOR TOTAL:																	1,438.00			

Vendor Code	Ref #	Vendor name	Address	City/State/Zip	Post Date	CK Run Date	Disc. Date	Due Date	Invoice	PO	Disc. %	Bank	Hold	Sep CK	1099	Invoice Description	Gross Amount	Discount	Net Amount	
90047572		West Bend Mutual	1900 S 18th Ave	West Bend WI, 53095	04/15/2016	04/15/2016	/ /	04/15/2016	04062016	000008315	0.0000	GEN	N	N	N	NOTARY BOND - DEANNA	55.00	0.00	55.00	
Paid																				
GL NUMBER		DESCRIPTION															AMOUNT	AMT RELIEVED		
101-234-91200		NOTARY BOND - DEANNA JANSSEN															55.00	55.00		
VENDOR TOTAL:																	55.00			

Vendor name: West Shore Fire
 Address: 6620 Lake Michigan Drive
 City/State/zip: PO Box 188 Allendale MI, 49401
 Vendor Code: 90047573
 Ref #: 90047573
 Bank: GEN
 Hold: N
 Sep CK: 1099
 Invoice Description: SCBA MASKS FOR NEW HIRES
 Gross Amount: 1,916.49
 Discount: 0.00
 Net Amount: 1,916.49

Post Date: 04/15/2016
 CK Run Date: 04/15/2016
 Disc. Date: / /
 Due Date: 04/15/2016
 Invoice: 10861
 PO: 000008327
 Disc. %: 0.0000
 BANK CODE: GEN

DESCRIPTION: SCBA MASKS SPARES AND FOR NEW HIRES (S)
 SCBA MASKS SPARES AND FOR NEW HIRES (S)
 SCOTT EPIC 3 VOICE AMPLIFIERS
 SHIPPING AND HANDLING
 AMOUNT: 771.00
 1,137.00
 8.49
 1,916.49
 AMT RELIEVED: 771.00
 1,137.00
 8.49
 1,916.49

GL NUMBER: 206-340-76600
 206-340-76600
 206-340-76600
 206-340-76600
 Description: SCBA MASKS FOR NEW HIRES (LGR)
 SCOTT EPIC3 VOICE AMPLIFIERS
 CHIPPING AND HANDLING
 AMOUNT: 514.00
 758.00
 8.49
 1,280.49
 AMT RELIEVED: 514.00
 758.00
 8.49
 1,280.49

GL NUMBER: 206-340-93300
 Description: FUNCTIONAL TESTING OF 511-A AIR PACK
 AMOUNT: 45.00
 AMT RELIEVED: 45.00

VENDOR TOTAL: 3,241.98
 TOTAL - ALL VENDORS: 122,049.59

OSHTEMO COMMITTEES of the Board and informal representation for other area organizations

Effective April 27th, 2016

A.C.

*Bold Font Indicates Proposed Appointment. Others are Continuing

4C

TITLE	# Mtgs	Members	Dates	Term/End Date
Parks	12	Deb Everett Libby Heiny-Cogswell Cheri Bell (Resident) Paul Sotherland (At Large) Karen High (Staff)	3rd Thursday @ 7:30 a.m.	
Police		Libby Heiny-Cogswell Deb Everett Zak Ford Mark Barnes (Police Contract Coordinator) Jack Shepperly (Resident) Jim Sterenberg (Resident) Malcolm Blair (Resident) Dave Bushouse (Resident) Jim Taylor (Resident) Nick Pollich (MSP-Primary, Resident) Scott Ernstes (MSP-Alternate) Keith Bearup (Resident) Jim Porter (Staff Attorney)	Monthly as needed	
Safety		Mark Barnes (Staff) Kristine Biddle (Staff) Linda Ignasiak (Staff) Marc Elliott Nancy Culp Zak Ford Libby Heiny-Cogswell Richard Burton (Citizen) Kenneth Hudok Jr. (Citizen) Fred Antosz (Citizen) Jon Gibson (IT Consultant) Marc Elliott (Staff) DeAnna Janssen (Staff) Mark Barnes (Staff)	As needed	
Wellhead Protection Team			Quarterly (approximately)	
IT Committee			Monthly Day & Time to be determined by Committee	

4 d.



Memorandum

Date: 22 April 2016
To: Township Board
From: HR Committee
Subject: Employee Handbook Section 6.21

Objective

Township Board consideration of amendments to Non-Tobacco Use Policy

Background

HR Committee recommends adoption of changes to address the “e-cigarettes.”

Information provided

Section 6.21 with proposed changes indicated in red or strikethroughs

6.21 **Non-tobacco and Electronic Delivery Systems Use Policy:**

All Township officials and employees shall abstain from using tobacco products or any electronic delivery system (including, but not limited to, smoking, or chewing, electronic cigarettes, e-pens, e-pipes, e-hookahs, e-cigars or vapor devices of any kind) while on Township property, in Township vehicles, or in uniform or clothing identifying themselves as employees of Oshtemo Charter Township. The purpose of this requirement is to protect the health and welfare of all employees, in compliance with the Michigan Clean Indoor Air Act, as well as maintain a positive image for the Township to the general public. Medical facts have clearly been established showing that the use of tobacco (smoking or chewing) and secondary effects are detrimental to one's health and has been directly linked to respiratory and cardiovascular diseases. This is especially true for the firefighting profession as noted by the United States Fire Administration. Heart attacks were the most frequent cause of firefighter deaths in 2007, with the loss of 52 members. This is up slightly from the 50 deaths in 2006 (according to U.S. Fire Administration, Firefighter Fatalities in the United States in 2007. Report dated June 2008.)

Electronic delivery systems are also banned because they are unregulated by the U.S. Food and Drug Administration (FDA).

Upon the recommendation of the American Lung Association because electronic delivery systems are unregulated, often contain nicotine, formaldehyde, benzene, as well as flavor ingredients not approved for inhalation, and may pose a health risk to the user and those inhaling secondhand emissions, the same are prohibited.

~~All officials and employees who are currently employed with the Township shall be granted a six-month period in which to implement this policy during which the officials and employees may use tobacco in designated areas.~~

New Sec. 6.21 - Effective 9/23/08
Revised Sec. 6.21 - Effective 5/26/09
Revised Sec. 6.21 - Effective _____/16

tree,

Memo



To: Oshtemo Charter Township Board
From: Ben Clark, GIS Specialist
Date: March 31st, 2016
Subject: Spatial Analyst extension for ArcGIS

OBJECTIVE

Township Board approval of a 2016 budget amendment to allow the purchase of the Spatial Analyst extension for ArcGIS which is necessary to produce intensity or "heat" maps.

BACKGROUND

For each service call responded to by both the Oshtemo Township Fire Department and the Kalamazoo County Sheriff's Department, data such as the incident's address or general location is recorded. The collection of this information presents the Township with a valuable opportunity to map each call, which can help Fire Department staff and law enforcement discern incident patterns, allowing responders to better identify trouble spots and even anticipate where the highest future demands for service will likely be. While having this information is useful, the Township is currently limited in how to visually represent it on a map. Restricted to showing each incident as a single dot or other type of shape, when a given location has generated numerous calls, it becomes essentially impossible to distinguish each individual symbol, masking the true magnitude of a location's service call history. The Spatial Analyst extension, by comparison, is able to analyze the number of service calls for a specified area and generate a color gradient based upon how many features—in this case mapped calls—are present. This process yields what is often referred to as a heat map, which can be thought of as being similar to what meteorologists use to display information like storm intensity in television weather reports. While not really suitable for quantified analysis, using heat maps to visualize service call demand as it varies across the Township nevertheless provides a clear and intuitive way to identify incident patterns.

Along with being used to map Fire Department and Sheriff's Department calls, the Spatial Analyst extension can also be adapted for other uses at the Township, including the production of heat maps of other instances such as Ordinance Violations, identifying ideal path routes for non-motorized trails based on factors such as elevation and land cover, and the evaluation of potential building sites for projects based upon their proximity to other types of land uses and facilities.

INFORMATION PROVIDED

Oshtemo Township currently maintains two types of licenses for the ArcGIS software suite: single use, which means that a given license can only be stored on one computer at a time, and concurrent use, which allows multiple computers to share a license, although said license can only be active on one computer at any given time. In order to maximize flexibility and the number of hypothetical users that can benefit from the use of the Spatial Analyst extension, Staff recommends that the Township acquire the concurrent use version. The total cost would be \$2,250.00 for the initial purchase, and \$500 each

year in maintenance fees—this ensures that the Township always has access the most up-to-date version of the extension, which is how the general ArcGIS licenses are also handled.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

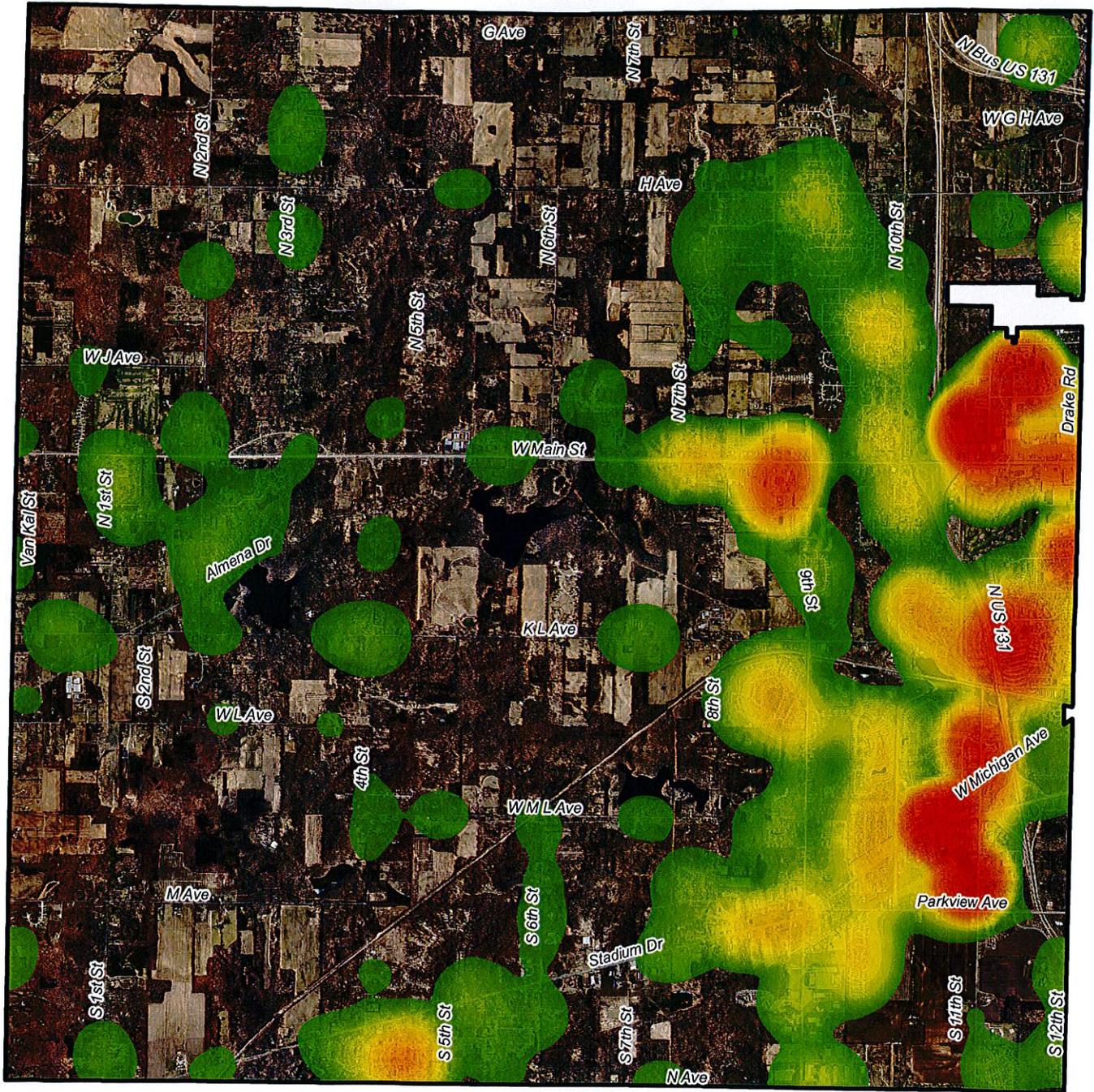
While included in the Oshtemo Township 2016-2021 Capital Improvement Plan as an anticipated expenditure, the purchase of the Spatial Analyst extension is slated for 2017, meaning it is absent from this year's budget. Staff is asking the board to approve an amendment to the 2016 budget so that the extension may be purchased one year early.



7275 West Main Street Kalamazoo, MI
49009 269.375.4260 phone 269.375.7180
fax
www.oshtemo.org

For the Board's consideration, following are examples of a heat map made with a trial version of ArcGIS' Spatial Analyst extension. The first document consists of solely the heat map, while the second includes the mapped Fire Department service calls that were used as the base dataset. Consisting of 2,139 individual points, the map with the overlaid points illustrates how difficult it can be to distinguish incidents when they are closely grouped together.

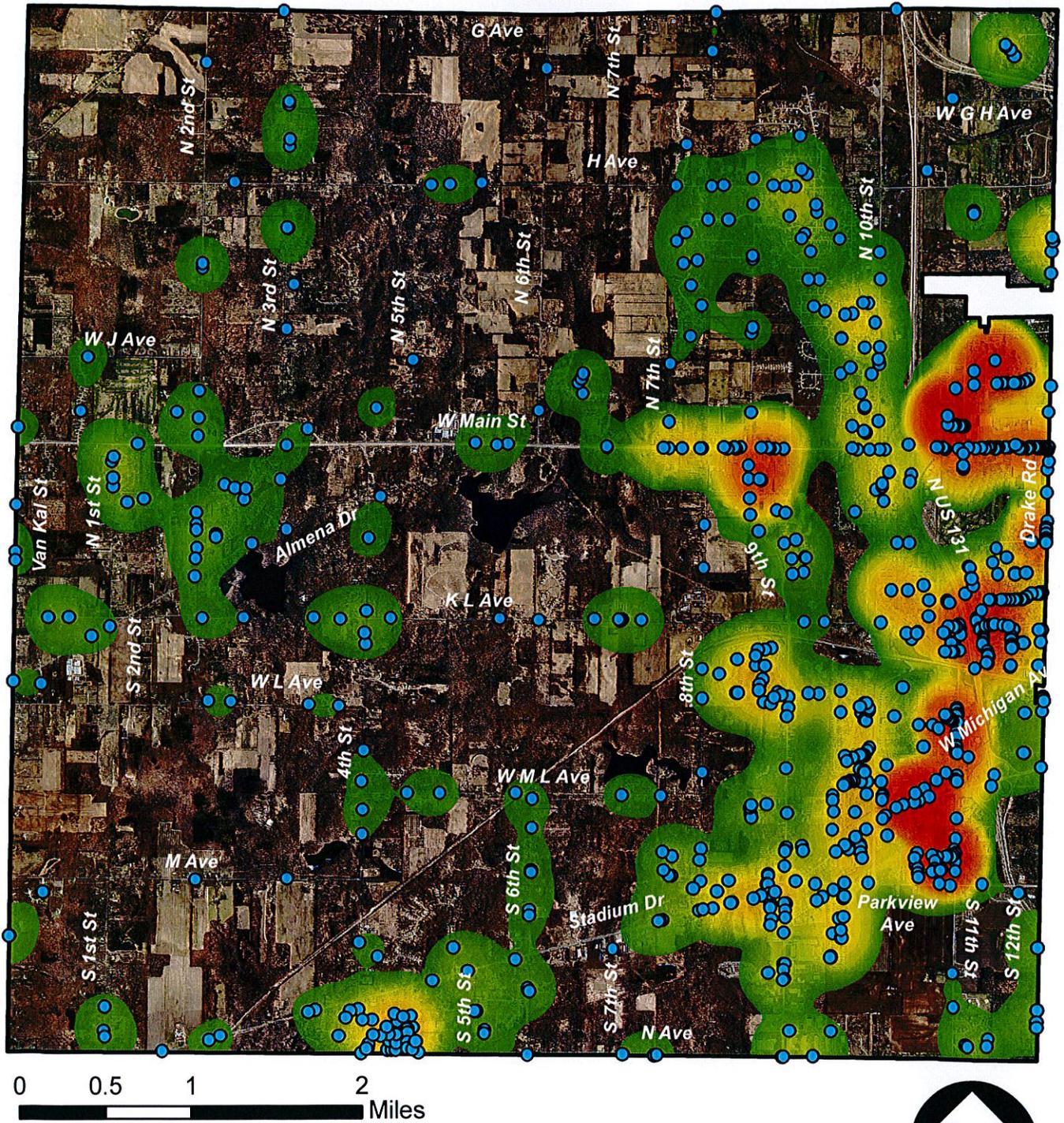
Oshtemo Township Fire Department 2015 Incident Heat Map, All Calls



0 0.5 1 2 Miles



Oshtemo Township Fire Department 2015 Incidents, Heat Map With Points Overlaid



Memo



To: Oshtemo Charter Township Board
From: James W. Porter
Date: April 1, 2016
Subject: Liquor License Ordinance Amendment

OBJECTIVE

To amend the Liquor License Ordinance to distinguish between new and transferred Class C Liquor Licenses.

BACKGROUND

The Township Board used to approve both new Class C Liquor Licenses (Quota Licenses) and all transferred Class C Liquor Licenses prior to them being approved by the Liquor Control Commission. In late 2014, the Liquor Control Commission changed its procedures and no longer allows or requires transferred Liquor Licenses to be approved by the Township.

With the loss of the right to approve or disapprove the transfer of a Liquor License, the Township lost the ability to place restrictions on the further transfer of these Licenses. However, our Liquor License Ordinance does require that all Class C Liquor Licenses show that the sale of beer, wine or spirits is incidental and subordinate to other permitted businesses upon the site, such as food sales, motel operations, and recreational activities. The Township established this standard to prohibit the development of bars within the community.

In order to maintain the integrity of the Township's Ordinance, we need to approve these transfers to be assured that someone is not developing a bar. However, I see no need to hold a public hearing on the transfers if they are being transferred from one owner to another, but the nature of the operation is not changing, and the Township knows that the sale of beer, wine or spirits is incidental or subordinate to the sale of food, such as a restaurant.

INFORMATION PROVIDED

I have attached a copy of a proposed amendment to the Township's Liquor License Ordinance breaking down the issuance of a Class C Liquor License between those that are new (Quota Licenses) and transferred Licenses. For transferred Licenses where there has been an ongoing business which has served alcohol in compliance in the Township Ordinance, it can be approved without a public hearing. If the site is new or it has been out of business over a year, then a public hearing would still be required.

In addition, under either circumstance, any transferee would have to meet all the requirements of Section B. 1. through B. 12. of the Township Ordinance including verification that their sale of beer, wine or spirits is incidental and subordinate to other permitted businesses upon the site.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

Asking that the Board review the proposed text, and, if the Board is in agreement with the proposed amendment to the Liquor License Ordinance, to set the amendment for first reading.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2016

Effective: _____, 2016

OSHTEMO CHARTER TOWNSHIP ORDINANCE

This Ordinance amends Ordinance No. 202, being the Oshtemo Charter Township Liquor License Ordinance, adopted on October 18, 1983, and repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF COMPILED SECTION 121.002. Compiled Section 121.002 Applications for new and transferred license, Section C. is hereby amended to read as follows:

121.002 Applications for new and transferred license.

Sec. II.

C. *Terms of new or transferred license.*

1. *General New license.* Approval of a new license ~~or transferred license~~ shall be for a period of one (1) year subject to annual renewal by the Township Board upon continued compliance with the regulations of this Ordinance. Approval of a new license ~~or transferred license~~ shall be with the understanding that any necessary remodeling or new construction for use of the license shall be commenced within three (3) months of the action of the Township Board. Any unusual delay in the completion of such remodeling or construction may subject the license to revocation. The new license ~~or transfer of a license~~ shall only be approved if the licensee enters into an agreement restricting the transfer of said license outside the jurisdiction of the Township or within the Township less than five (5) years after issuance in a form approved by the Township Board carrying sufficient restrictions calling for the forfeiture of any funds paid by the transferee of such license, or if it is transferred without consideration for a payment of a liquidated damages, which would allow the Township to repurchase a liquor license for use within the Township. Any licensee ceasing business operations within five (5) years of issuance of the license shall surrender said license to the Township.

2. *Transferred license.* Approval of a transferred license for a business location which is or was within the last twelve (12) months serving alcohol in compliance with this Ordinance may be approved by the Township Board without a public hearing. Any transferred license for a business location not currently serving alcohol or which has not served alcohol in the last twelve (12) months shall require a public hearing pursuant to subsection E below. The use and approval of a transferred license is subject to approval by the Township Board and the applicant providing evidence that it will be in compliance with the provisions of Section B. 1. through B. 12. above.

~~2.~~ 3. *Limited license.* In addition to the provisions set forth above, for applicants located within the Downtown Development Authority or the Corridor Improvement Authority areas of Oshtemo Charter Township, the Board may, with consent of the applicant, issue a quota license on a temporary basis for a period not to exceed five (5) years provided:

- a. The building which houses the licensed premises meets or could meet the provisions of Paragraph (6)(a) of Act 270 of 2014.
- b. The total public or private investment within the Downtown Development Authority or Corridor Improvement Authority meets the requirements of Paragraph (6)(b) and/or Paragraph (7) of Act 270 of 2014.
- c. The business meets the criteria of Paragraph (6)(c) of Act 270 of 2014.
- d. The business meets the criteria of Paragraph 9 of Act 270 of 2014.
- e. Any quota license issued on temporary basis shall be non-transferrable, and the license shall be surrendered to the Township on the date and time set by the Board for the term of the temporary license. The temporary license shall only be approved if the licensee enters into an agreement restricting the transfer of said license within or outside the jurisdiction of the Township in a form approved by the Township Board carrying sufficient restrictions calling for the forfeiture of any funds paid by the transferee of such license, or if it is transferred without consideration for a payment of liquidated damages, which would allow the Township to repurchase a liquor license for use within the Township.

DEBORAH L. EVERETT, CLERK
OSHTEMO CHARTER TOWNSHIP

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: April 19, 2016
Mtg. Date: April 26, 2016
Subject: Rezoning Request – 8500 West Main Street (2nd Reading)

OBJECTIVE

Second reading and requested approval of the rezoning of approximately 7.76 acres at 8500 West Main Street from RR: Rural Residential to C: Local Business per the attached Ordinance.

First reading was approved at the Township Board meeting of April 12, 2016. Please see the attached minutes.

BACKGROUND

Subject Property

The two subject parcels total approximately 30 acres. Parcel 05-16-180-047 is roughly 17 acres and is more square in shape, while parcel 05-16-255-014 is almost 13 acres and is a long narrow parcel.

The property has four existing buildings: the main retail showroom that also includes offices, storage, a place for deliveries and service; a building for pre-owned sales; and two storage buildings. There is also outside storage of boats and trailers on the site. The request for the rezoning is to allow the storage buildings to be relocated and for the expansion of the outside boat/trailer storage area. Making these adjustments to the site would allow room for new construction, which may include a warehouse and an expansion of the existing showroom. The requested use of the site, retail sales and indoor and outdoor storage, is not allowed in that portion of the property zoned RR: Rural Residential.

Considerations

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards which must be consider when reviewing a rezoning request. However, there are some generally recognized factors that the Planning Commission reviewed and deliberated before making their recommendation to the Township Board. These considerations are as follows:

1. Master Plan Designation

The Future Land Use Map for this area shows Rural Residential with a Neighborhood Commercial Node where Almena Drive intersects with West Main Street. The Master Plan indicates that these nodes have a medium development density (between regional market and local commercial development). The following language is utilized in the Plan:

As was done on the 1993 Land Use Plan, Neighborhood Commercial nodes have been illustrated on the Future Land Use Map. Rather than indicating specific sites, the Future Land Use Map identifies general locations where neighborhood related business and services may be established. These uses will be compatible with nearby residential development. Approval of specific properties proposed for this land use and/or designation of additional neighborhood commercial areas on the Future Land Use Map will be governed by the Location Standards for Neighborhood Centers.

Based on this information, the large scale rezoning of the subject parcel to C: Local Business does not meet the intent of the Master Plan. Medium density development that would be compatible with nearby residential uses does not generally require large parcels of land to accommodate development. For example, Kazoopy's, located to the south of this site, would be the type of development expected in a Neighborhood Commercial Node. Their property totals 1.22 acres.

The difficulty with this future land use designation is that it does not take into account the existing commercial uses in this area, some of which would be considered regional uses. While the Master Plan is intended to focus on the type of future land use pattern the community would like to see in a particular area, the reality of existing uses must be considered, especially if the expansion of these uses is to be permitted. In addition, the Future Land Use Map does not clearly define the boundaries of the Neighborhood Commercial Node.

Through the Future Land Use Map, the Oshtemo community has designated this area as commercial. The Planning Commission determined that increase of Local Business zoning within the existing commercial node met the intent of the Master Plan.

2. Consistency of the Zoning Classification in the General Area

Immediately west of the subject properties are other commercial business, T-Shirt Printing Plus and Halli's Autocare and Sales, both zoned C: Local Business. To the east of the subject property is a nonresidential use and a single family home, both zoned Local Business. Continuing east is a very large parcel where Hadley's Tree Service is located. This property is not zoned C: Local Business but RR: Rural Residential, which indicates the use has grandfather status on the property. Adjacent to Hadley's Tree Service is another single family home zoned RR: Rural Residential and then D & R Sports, which is C: Local Business.

To the south of the site, west of Almena Drive, is the Marathon Gas Station, a vacant lot and a grouping of buildings that appear to be vacant. All of these properties are zoned C: Local Business. East of Almena Drive is a vacant parcel, Kazoopy's Pizzas and Grinders, and M & M Tire Service also zoned C: Local Business. East of M & M Tire Service, the properties change to RR: Rural Residential.

Finally, to the north of the subject site are relatively larger parcels zoned RR: Rural Residential and AG: Agricultural.

From a review of the Planning Department records, two C: Local Business rezonings have occurred in the immediate area over the past 16 years. In March of 2005, the Planning Commission approved a request by D & R Sports (east of the subject site) to rezone a portion of their property from RR: Rural Residential to C: Local Business. This request was similar to the current application, where only a portion of the subject site was zoned for commercial activity. The front 660 feet of the property was zoned C: Local Business, with the remaining 557 feet zoned Rural Residential. D & R Sports requested 440 feet of this 557 be rezoned to C: Local Business. The residual 117 feet was to remain RR to act as a buffer to the RR District properties to the north. At the time of this rezoning, the Leaders Marine property was considered and a similar buffer was discussed. Please see the attached Planning Commission minutes from this rezoning.

The second rezoning to occur was in 2008 at Halli's Autocare and Sales, located at the northeast corner of West Main and 5th Street and the last commercially zoned property in this commercial node. This parcel also had dual zoning where the first 177 feet of the parcel was zoned C: Local Business and the rear 208 feet was zoned RR: Rural Residential. The Planning Commission approved a rezoning to C: Local Business for the entire parcel, which has a depth from West Main Street significantly less than the adjacent parcels to the east (T-Shirt Printing Plus and Leaders Marine).

3. Consistency and Compatibility with General Land Use Patterns in the Area

The general land use pattern for this area is low density residential. Moving east from the site, patterns of both residential and commercial become more dense. Moving west, the rural pattern of the Township solidifies and low density residential is predominant, with little to no commercial uses. While adjacent to existing commercial uses, an increase of Local Business zoning beyond this commercial node would not be compatible with the general land use patterns in the area. However, expansion within this node could be considered.

4. Utilities and Infrastructure

Utilities and infrastructure are often considered in a request for rezoning to ensure that public facilities can service any possible development that would occur on the site. As this is an area where commercial zoning already exists, the impact to the public systems should be minimal.

Public water is available to the site and the requested expansion of the zoning designation would not impact this system.

With the increase in the commercial district, there is an expectation of increased traffic to the site. However, there should be minimal impact to the capacity of West Main Street where curb cuts already exist.

5. Reasonable Use under Current Zoning Classification

Under the current zoning classifications, the applicant has reasonable use of the land. The zoning classifications provide value to the properties and no conditions have changed in the area to warrant major modifications to either the Future Land Use Map or zoning designations.

However, the requested rezoning is to allow an existing business within the community to expand. Providing opportunities for this to occur at their existing location is a reasonable request.

6. Effects on Surrounding Property

The requested rezoning would alter the boundary of the commercial zoning. This would impact the Rural Residential zoned properties to the north and west of the subject site, where an expectation of a rural environment exists, both because of existing land use patterns and the Future Land Use Map. However, the Zoning Ordinance now requires enhanced setbacks of 85 feet for properties zoned C: Local Business that are adjacent to residentially zoned properties. These enhanced setbacks provide a buffer similar to what was approved when the D & R Sports property was rezoned.

In addition, the applicant reduced the size of the rezoning request from the initial application, which covered the entire parcels. The current request is approximately 520 feet deep by 660 feet wide, adding approximately seven more acres to their current C: Local Business zoning. The revised application, recommended for approval by the Planning Commission, provides a 330 foot buffer for the residential properties to the west, exclusive of the 85 foot buffer required for buildings within the C zoning.

INFORMATION PROVIDED

Rezoning Request Map
Master Plan Map
Planning Commission Minutes
Township Board Minutes
Proposed Ordinance

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

The Planning Commission and staff recommend a motion of approval from the Township Board for the rezoning of the 7.76 acres from RR: Rural Residential District to C: Local Business District, as described in the attached Ordinance.

West Main Properties, LLC Rezoning Request

Planning Commission Recommendation

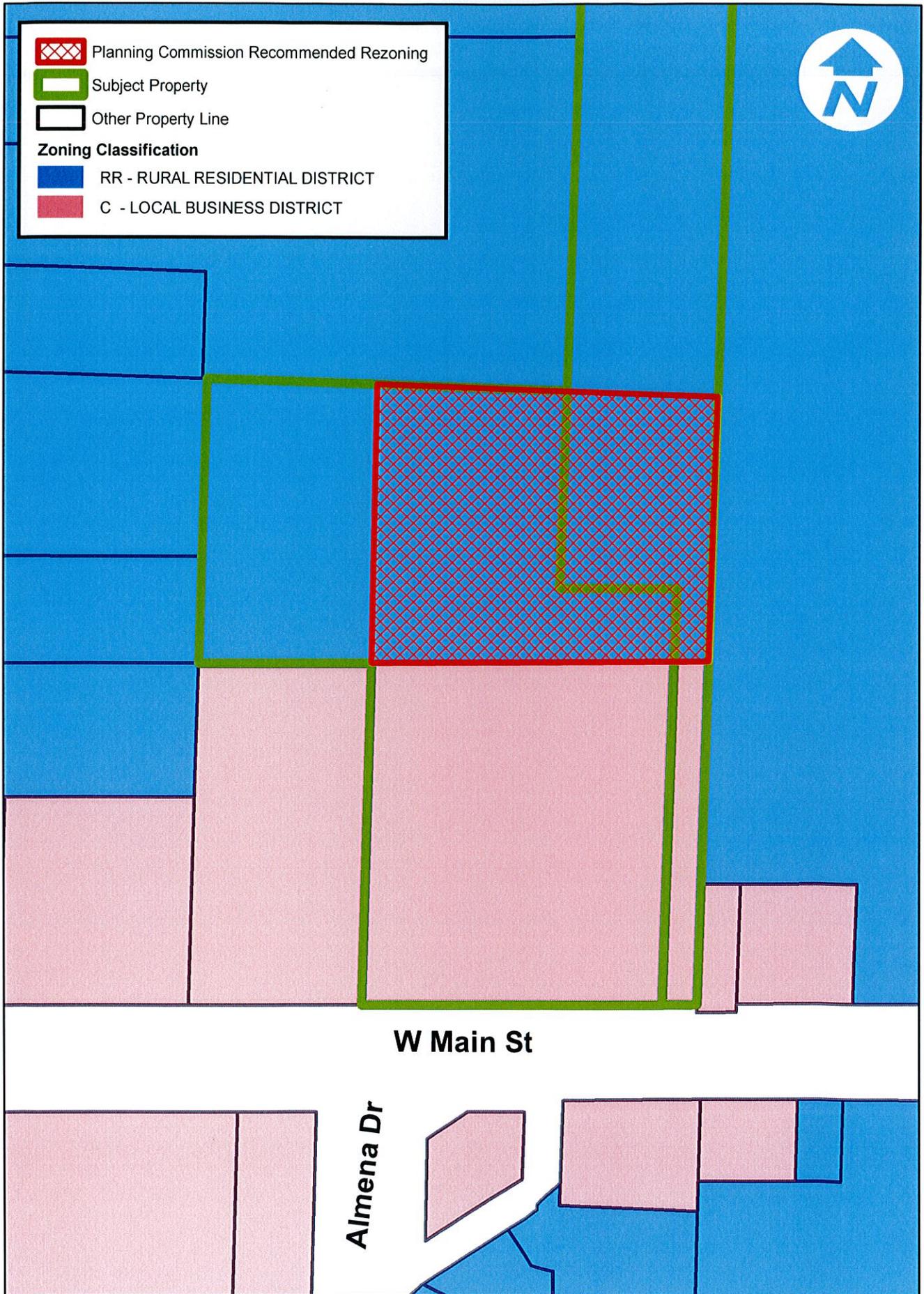
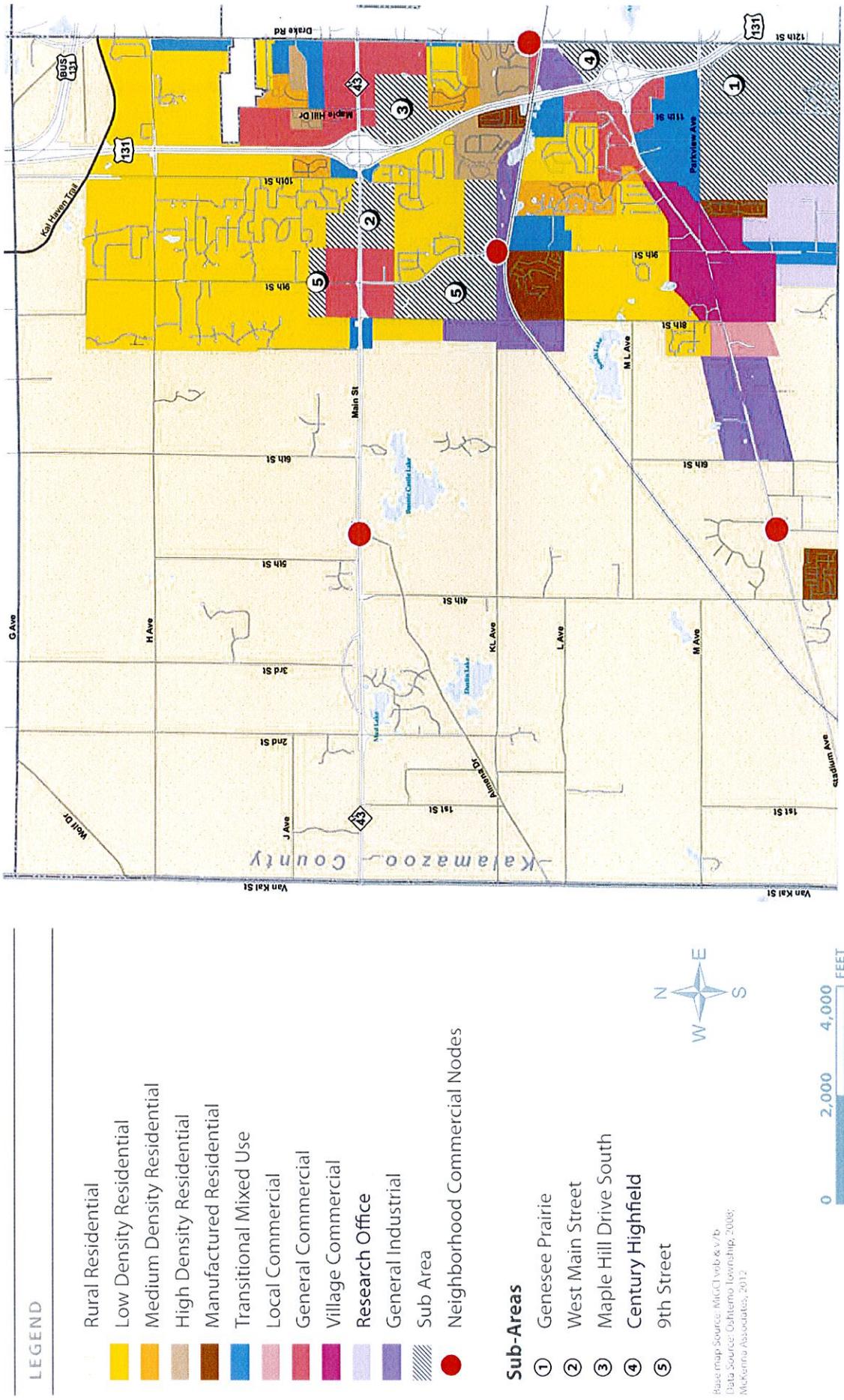


FIGURE 8.1

Future Land Use

Oshtemo Charter Township, Kalamazoo County, Michigan



LEGEND

- Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Manufactured Residential
- Transitional Mixed Use
- Local Commercial
- General Commercial
- Village Commercial
- Research Office
- General Industrial
- Sub Area
- Neighborhood Commercial Nodes

Sub-Areas

- ① Genesee Prairie
- ② West Main Street
- ③ Maple Hill Drive South
- ④ Century Highfield
- ⑤ 9th Street

Base map Source: MicrO v1b & v1b
 Data Source: Oshtemo Township, 2008;
 McKenna Associates, 2012



**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD MARCH 10, 2016

Agenda

PUBLIC HEARING: SPECIAL EXCEPTION USE – CORNER@DRAKE B, LLC
CONSIDERATION OF THE APPLICATION OF CORNER@DRAKE B, LLC FOR A SPECIAL EXCEPTION USE AND SITE PLAN REVIEW TO CONSTRUCT THE CORNER SHOPPES WITH DRIVE-THROUGH LANES, PURSUANT TO SECTION 30.407, AND TO INCLUDE THE CORNER SHOPPES AS PART OF A PLANNED UNIT DEVELOPMENT, PURSUANT TO SECTION 60.420. THE SUBJECT PROPERTY IS VACANT LAND LOCATED ON DRAKE ROAD, NORTH OF CENTURY AVENUE, KALAMAZOO, MI, WITHIN THE C: LOCAL BUSINESS DISTRICT. PARCEL NO. 3905-25-240-009

**PUBLIC HEARING: SPECIAL EXCEPTION USE – CORNER@DRAKE
PLANNED UNIT DEVELOPMENT**

CONSIDERATION OF THE APPLICATION OF GESMUNDO, LLC TO INCLUDE THE FOLLOWING THREE PROPERTIES IN THE CORNER@DRAKE COMMERCIAL PLANNED UNIT DEVELOPMENT:

- CONSUMERS CREDIT UNION, 1900 SOUTH DRAKE ROAD, PARCEL NO. 3905-25-240-008
- KELLOGG COMMUNITY FEDERAL CREDIT UNION, 1700 SOUTH DRAKE ROAD, PARCEL NO. 3905-25-240-008
- FIELD & STREAM, 5215 CENTURY AVENUE, PARCEL NO. 3905-25-240-010.

PUBLIC HEARING: SPECIAL EXCEPTION USE – FIELD & STREAM
CONSIDERATION OF THE APPLICATION FROM FIELD & STREAM FOR A SPECIAL EXCEPTION USE, PURSUANT TO SECTION 30.415 OF THE ZONING ORDINANCE, FOR A GRAND OPENING CELEBRATION ON APRIL 1ST, 2ND, AND 3RD, 2016. THE SUBJECT PROPERTY IS LOCATED AT 5215 CENTURY AVENUE, KALAMAZOO, MI WITHIN THE C: LOCAL BUSINESS DISTRICT. PARCEL NO. 3905-25-240-010

**PUBLIC HEARING: SPECIAL EXCEPTION USE – ADAM GARLAND
CONSTRUCTION**

CONSIDERATION OF THE APPLICATION FROM ADAM GARLAND CONSTRUCTION ON BEHALF OF MOLLY GARLAND FOR A SPECIAL EXCEPTION USE AND SITE PLAN REVIEW FOR AN ADDITION TO AN EXISTING RESIDENTIAL STRUCTURE FOR COMMERCIAL USE IN THE VILLAGE COMMERCIAL DISTRICT AND VILLAGE FORM-BASED CODE OVERLAY DISTRICT, PURSUANT TO SECTION 33.301 OF THE ZONING

ORDINANCE. THE SUBJECT PROPERTY IS LOCATED AT 6825 STADIUM DRIVE, KALAMAZOO, MI, PARCEL NO. 3905-35-115-066.

PUBLIC HEARING: ZONING REQUEST – WEST MAIN PROPERTIES, LLC
CONSIDERATION OF THE REZONING REQUEST FROM WARNER NORCROSS & JUDD, LLP, ON BEHALF OF WEST MAIN PROPERTIES, LLC OF APPROXIMATELY 30 ACRES CONSISTING OF THE NORTHERN PORTIONS OF PARCEL NOS. 3905-16-180-047 AND 3905-16-255-014 FROM RR: RURAL RESIDENTIAL TO C: LOCAL BUSINESS DISTRICT LOCATED AT 8500 WEST MAIN STREET.

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, March 10, 2016, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

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

Also present were Julie Johnston, Planning Director, James Porter, Attorney, and Martha Coash, Meeting Transcriptionist. 10 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, the Chairperson called for a motion to approve the Agenda as presented.

Mr. Antosz made a motion to approve the revised agenda as requested. Mr. Boulding, Sr. supported the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

Chairperson Loy called for public comment on non-agenda items. Hearing none, he moved to the next item on the agenda.

Staff recommended the Planning Commission approve the Special Exception Use request with the following conditions of approval:

1. A temporary drive aisle should be created between the northern drive aisle and the next available drive aisle to the south to avoid vehicular traffic getting trapped at the location of the tents in the northwest corner of the parking lot. Four parking spaces close to the tents between the two drive aisles should be temporarily posted as "No Parking" to allow cars the ability to move to the next drive aisle. Four parking spaces would allow for a 20 foot drive aisle, allowing two-way traffic movements.
2. At least one fire extinguisher rated a minimum of 2A 10 BC must be in each tent.

Ms. Johnston noted there is a preview event planned for March 29 and though not included in the request, suggested approval be extended to that day.

Chairperson Loy determined there were no members of the public wishing to address the Board on this matter and moved to Board Deliberations.

After brief discussion, it was agreed the temporary drive aisle should include six parking spaces to ensure egress for fire department vehicles in case of an emergency.

Mr. Boulding, Sr. made a motion to approve the Special Exception Use for the Field & Stream grand opening celebration on March 29 and April 1 – 3, to include the two staff conditions, with the increase to the "No Parking" temporary drive aisle from four to six parking spaces. Ms. Avery supported the motion. The motion carried unanimously.

Ms. Johnston noted the next item on the agenda, an application from Adam Garland Construction for a Special Exception Use, required some changes based on the Zoning Ordinance regulations. Since neither a revised site plan nor elevation drawings were received prior to the meeting, this agenda item needed to be postponed until such time that the applicant provides the revised documents.

Ms. Farmer made a motion to postpone the hearing on the Special Exception Use from Adam Garland Construction until its meeting scheduled for April 14. Ms. Smith supported the motion. The motion carried unanimously.

**PUBLIC HEARING: ZONING REQUEST – WEST MAIN PROPERTIES, LLC
CONSIDERATION OF THE REZONING REQUEST FROM WARNER NORCROSS &
JUDD, LLP, ON BEHALF OF WEST MAIN PROPERTIES, LLC OF
APPROXIMATELY 30 ACRES CONSISTING OF THE NORTHERN PORTIONS OF
PARCEL NOS. 3905-16-180-047 AND 3905-16-255-014 FROM RR: RURAL
RESIDENTIAL TO C: LOCAL BUSINESS DISTRICT LOCATED AT 8500 WEST
MAIN STREET.**

Chairperson Loy asked Ms. Johnston to review the application for the Board.

Ms. Johnston said the applicant, West Main Properties, LLC, requested rezoning of the RR: Rural Residential portion of their property to C: Local Business District to allow for Leaders Marine expansion located at 8500 West Main Street. The parcels are currently zoned C: Local Business from West Main Street north 660 feet and then RR: Rural Residential for the remainder of the property, which is approximately 500 feet for parcel 05-16-180-047 and 1,875 feet for parcel 05-16-255-014.

She said the two subject parcels total approximately 30 acres. Parcel 05-16-180-047 is roughly 17 acres and is squarer in shape, while parcel 05-16-255-014 is almost 13 acres and is a long narrow parcel. The property has four existing buildings: the main retail showroom that also includes offices, storage, a place for deliveries and service; a building for pre-owned sales; and two storage buildings. There is also outside storage of boats and trailers on the site. The request for the rezoning is to allow the storage buildings to be relocated and for the expansion of the outside boat/trailer storage area. Making these adjustments to the site would allow room for new construction, which may include a warehouse and an expansion of the existing showroom. The requested use of the site, retail sales and indoor and outdoor storage, is not allowed in that portion of the property zoned RR: Rural Residential.

Ms. Johnston explained the Future Land Use Plan indicates a neighborhood commercial node should be located in close proximity to and designated to primarily serve nearby residential neighborhoods and also be compatible with adjacent land uses in building site scale.

She spoke about general land use patterns, saying land uses in the area are predominantly low density residential and that commercial uses are found in the immediate vicinity of the property. Some large scale uses, Handley Tree Service and D & R Sports, are located just east of the property. She noted recent rezonings include D & R Sports, who received an additional 440 feet of C: Local Business zoning for a total of 1,100 feet from the right-of-way in 2005, and Halli's Auto, who received additional C: Local Business zoning for the entire parcel.

Ms. Johnston said the Planning Commission had three possible options when considering this request:

1. Recommend approval to the Township Board.
2. Recommend a portion of the site be rezoned.
3. Deny the request.

Ms. Johnston said based on the considerations noted above, Staff's recommendation was that the Planning Commission consider rezoning a section of the subject site to allow for some flexibility to the existing use. A portion of the property

could be rezoned to commercial that would allow for the expansion of the existing business but would provide protection for the adjacent property owners and be supported by the rezoning approved for the D & R property.

She said their original recommendation was to allow the C: Local Business District to extend to the north an additional 440 feet for a total of 1,100 feet and to the west a total of 876 feet from the eastern property line. This proposal would provide a border of RR: Rural Residential property to north and west, providing a buffer to the adjacent residential uses from the encroachment of commercial development.

However, she said, the applicant had suggested an alternative approach: to approve the rezoning of 8500 West Main Street from RR:Rural Residential to C: Local Business to the rear property line of parcel no. 05-16-180-047 and measured along this same line (approximately 514 feet to the north from the existing C zoning) for parcel no. 05-16-255-014.)

Ms. Johnston said this approach would allow commercial zoning to go to the north property line of the smaller of the two parcels in length to allow a squaring off. This would be a little more than what was approved for D & R and provides a better buffer for the property to the west. With enhanced setbacks for RR, the benefit of an 85 foot setback will be achieved, close to the Staff recommendation. She felt this approach improved on the original Staff plan and recommended moving forward with this revision.

Chairperson Loy asked if Board Members had questions for Ms. Johnston.

In answer to a question from Mr. Antosz, Mr. Johnston said the D & R property goes back 1100 linear feet from West Main to the north property line. The revised approach for this rezoning would include 1250 linear feet from West Main to the north property line.

There were no further questions. Chairperson Loy asked if there were any comments from the applicant.

Mr. Tom Emmon, 111 Lyon Street, Grand Rapids, spoke on behalf of the applicant, saying after reviewing the Staff recommendation they submitted the alternative recommendation and are comfortable with it. They will eventually submit an application for the site plan. He noted the awkwardly shaped parcel, the large power lines on the property, the heavily wooded area that abuts Handley's, and that there is substantial elevation change on the property.

Chairperson Loy thanked Mr. Emmon and asked if there was anyone from the public who wished to comment.

Mr. Ron Whitmire, 110 North 5th Street, said the property being considered for rezoning is directly east of his property and heavily wooded. He was concerned about the possible negative effect on wildlife, future property value, and diminished quality of life if boats and storage facilities are visible from his picture window.

Mr. Jim Fry, 1260 N. 5th Street, said he owns the t-shaped parcel the rezoned property would back up to and would prefer that the zoning for D & R be duplicated to gain additional buffering. He said there are not many instances of zoning businesses from the street along the West Main corridor.

Mr. David Handley, 8342 West Main Street, and owner of Handley's Tree Service, said he had no objection to the rezoning and noted no one would want to build by the big power lines on the affected property; he felt this was the best use for it.

Mr. Whitmire asked if the revised recommendation would provide more of a buffer for his property than the original plan.

Attorney Porter confirmed the revised plan would provide a 330 foot buffer from his property line.

Hearing no further public comment, Chairperson Loy moved to Board Deliberations.

Ms. Farmer and Mr. Loy felt this was a good example of Planning Department Staff working with an applicant to come to agreement while complying with the Land Use Plan to achieve a better result than what was originally recommended.

In answer to a question from Ms. Smith about tree cutting within the 330 foot buffer zone, Attorney Porter indicated this would be an Ordinance compliance issue.

Mr. Antosz said he appreciated having been supplied with the D & R minutes that set precedent for this request; he was satisfied with the 85 feet and enhanced buffer.

Mr. Antosz made a motion to approve the rezoning according to the revised plan. Ms. Jackson supported the motion. The motion carried unanimously.

Old Business

Ms. Johnston noted there would be recommendations for three Ordinance changes at the March 24 meeting.

Mr. Boulding, Sr. and Ms. Jackson both reminded the Board they would be absent from the meeting of the 24th.

Any Other Business

There was no other business..

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. _____

Adopted: _____, 2016

Effective: _____, 2016

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance, by the rezoning of parcels of land located in Land Section 16 from the "RR" Rural Residential District zoning classification to the "C" Local Business District zoning classification. The Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF LAND SECTION 16. The Oshtemo Charter

Township Zoning Ordinance is hereby amended to rezone approximately 7.76 acres in Section 16 located in the northern portions of Parcel Nos. 3905-16-180-047 and 3905-16-255-014 from the "RR" Rural Residential District to the "C" Local Business District, described as follows:

The portion of Parcel No. 3905-16-180-047 described as follows:

Sec 16-2-12 Beg at Inter of N & S 1/4 Li & Nly of Hwy M-43 th Wly on Sd Nly Li to Pt 938.3 Ft E of W 1/8 Li th N Par Sd 1/8 Li 1192.24 Ft th Ely Thereon 356.14 Ft to N & S 1/4 Li th Sly on Sd 1/4 Li 413.43 Ft to Ely Par to E & W 1/4 Li 224.14 Ft th Sly Ar to N & S 1/4 Li 780.05 Ft to Nly Li Hwy M-43 th Wly Thereon to Beg.

**7-97 1997 Combination of 16-180-046 & 16-255-012

AND

The portion of Parcel No. 3905-16-255-014 described as follows:

A Parcel of land located in the Northeast 1/4 of Section 16, Town 2 South, Range 12 West, Oshtemo Township, Kalamazoo County, Michigan, and being more particularly described as follows: Commencing at the center 1/4 post of Section 16, Town 2 South, Range 12 West; thence North 1 degree 06 minutes 22 seconds East along the North and South 1/4 line 910.00 feet to the point of beginning; thence continuing North 1 degree 06 minutes 22 seconds East along the North and South 1/4 line 413.43 feet to the North; thence North 89 degrees 08 minutes 30 seconds East parallel to the North line of said Section 16,

290.17 feet; thence South 1 degree 06 minutes 22 seconds West parallel with the North and South ¼ line 1193.48 feet to the Northerly right-of-way line of State Highway M-43, as recorded in Liber 869 of Deeds, Page 595, Kalamazoo County Register of Deeds; thence Westerly 66.04 feet along said right-of-way line, being the arc of a curve to the left with a Delta angle of 00 degrees 03 minutes 57 seconds, a radius of 57395.78 feet (recorded as 57395.70) and a chord bearing South 89 degrees 07 minutes 19 seconds West, a distance of 66.04 feet; thence North 1 degree 06 minutes 22 seconds East parallel with the North and South ¼ line 780.05 feet; thence South 89 degrees 05 minutes 02 seconds West parallel with the East and West ¼ line 224.14 feet to the point of beginning.

**5-95 1995 Split from 16-255-011

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this amendment are hereby repealed. This Ordinance shall take effect in accordance with state law.

DEBORAH L. EVERETT, Clerk
OSHTEMO CHARTER TOWNSHIP

Memo



To: Oshtemo Charter Township Board
From: Julie Johnston, AICP
Date: April 20, 2016
Mtg. Date: April 26, 2016
Subject: Zoning Ordinance Amendments (2nd Reading)

OBJECTIVE

The Planning Commission and Township staff recommend amendments to the Township Zoning Ordinance, specifically Sections 54.000: Historical Overlay Zone and 82.00: Site Plan Review, for the Township Boards consideration second reading and final approval.

The Township Board approved first reading at the April 12, 2016 meeting.

BACKGROUND

Section 54.000: Historical Overlay Zone

This section of the Zoning Ordinance was brought to the attention of staff and the Planning Commission because of the uses planned at the Drake Farmstead, in particular the request to allow commercial farming on the site. Commercial farming is defined as the production of crops and farm animals for sale. The Master Plan for Drake Farmstead details an area of the site for "community partnered agriculture," which indicates the following:

"Develop a Community Partnered Agriculture operation with a partner who will convert this area into productive agricultural land. Ideally, the production will generate revenue sufficient to allow payment of fees providing a net positive revenue stream to the Township."

Unfortunately, the underlying zoning of the site is C: Local Business and R-4: Residence District, neither of which allow commercial farming. In order to allow this type of use as outlined in the Drake Farmstead Master Plan, *Section 54.200: Permitted Uses* of the Historical Overlay Zone is being recommended for an amendment. Currently, the language of this section only states the following:

Any uses permitted in the underlying zoning.

Since the majority of the underlying zoning of the Drake Farmstead is Local Business, the master planned uses of an event space with possible commercial kitchen would be permitted. However,

the commercial farming use would not. In order to resolve this issue, the following language is proposed to be added to *Section 54.200: Permitted Uses*:

Any use significant to the historical purpose or characteristics of the property.

This added language provides opportunities for all of the sites zoned with the Historical Overlay Zone to be used in a manner that is historically significant to the property. Ultimately, this is the reason these properties were included in the Historical Overlay Zone; the use or structure has some significance to the growth and development of the Township or is a cultural resource important to preserve.

Site Plan Review

In order to more clearly define the site plan review process, staff developed and the Planning Commission recommended approval of the proposed amendments to *Section 82.000: Site Plan Review*. The changes are more specific with regards to the types of development that require site plan review and the process under which the plans will be reviewed. In addition, the application procedures are more clearly defined and the overall organization of the section was modified to generally follow the steps of the site plan review process.

The intent of the proposed changes are to make the Site Plan Review ordinance clearer in its application and easier to use by those outside of Township staff. The Planning Commission forwarded a recommendation of approval of these amendments at their March 24, 2016 meeting.

INFORMATION PROVIDED

Planning Commission Minutes
Proposed Ordinance

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

The Planning Commission and staff recommend a motion of approval from the Township Board for the amendments requested to Section 54.200: Historical Overlay Zone and Section 82.000: Site Plan Review, as presented in the attached Ordinance.

DRAFT

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

MINUTES OF A MEETING HELD MARCH 24, 2016

Agenda

PUBLIC HEARING: SITE PLAN REVIEW ORDINANCE
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO
CHAPTER 82 OF THE TOWNSHIP ZONING ORDINANCE REGARDING SITE
PLAN REVIEW

PUBLIC HEARING: AREA REQUIREMENTS
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO
CHAPTER 66 OF THE TOWNSHIP ZONING ORDINANCE REGARDING AREA
REQUIREMENTS, DWELLING STANDARDS AND RESIDENTIAL
OCCUPANCY, SPECIFICALLY SECTION 66.200: DIMENSIONAL
REQUIREMENTS FOR PARCELS, LOTS AND BUILDING SITES IN THE RR:
RURAL RESIDENTIAL DISTRICT.

PUBLIC HEARING: HISTORIC OVERLAY ZONE
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO
CHAPTER 54 OF THE TOWNSHIP ZONING ORDINANCE REGARDING THE
HISTORIC OVERLAY ZONE, SPECIFICALLY SECTION 54.200: PERMITTED
USES.

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, March 24, 2016, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Millard Loy, Chair
Fred Antosz
Kimberly Avery
Dusty Farmer
Mary Smith

MEMBERS ABSENT: Wiley Boulding Sr.
Pam Jackson

Also present were Julie Johnston, Planning Director, James Porter, Attorney, 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.

Ms. Johnston indicated she would ask that item #7 be tabled due to an error in the notice to the public that referenced 1.5 dwelling units per acre rather than one dwelling unit per acre. She recommended correction and re-publishing of the public notice.

Chairperson Loy acknowledged the needed change and called for a motion to approve the Agenda as presented.

Mr. Antosz made a motion to approve the revised agenda as requested. Ms. Avery supported the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

Chairperson Loy noted no members of the public were present and moved to the next item on the agenda.

Approval of the Minutes of March 10, 2016

The Chairperson asked if there were any additions, deletions or corrections to the minutes of March 10, 2016.

Hearing none, Chairperson Loy asked for a motion to approve the minutes as presented.

Mr. Antosz made a motion to approve the minutes of March 10, 2016. Ms. Smith supported the motion. The motion was approved unanimously.

**PUBLIC HEARING: SITE PLAN REVIEW ORDINANCE
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO CHAPTER
82 OF THE TOWNSHIP ZONING ORDINANCE REGARDING SITE PLAN REVIEW**

Chairperson Loy asked Ms. Johnston to walk through the proposed amendments for the Board.

Ms. Johnston noted nothing changed from the last iteration the Board reviewed. She explained the amendments result in reorganization of the Ordinance in a more logical manner. It details when site plan review and approval is required, what happens with single-family and two-family buildings, what happens after a site plan is approved, better defines how to use it, details the process to follow for approval and clearly spells out the kinds of information needed on the plan. In addition, site plans will now be required to be complete before they come before either the Planning Commission or the Zoning Board. It states that plans are valid for one year, but provides the opportunity for extensions, and allows some ability for the Planning Director to make minor changes to already approved site plans.

Chairperson Loy asked if there were questions for Ms. Johnston from Board Members.

In answer to a question from Ms. Farmer, Ms. Johnston explained one-family or two-family (duplex) homes that are part of a site condominium or sub-division require site plan approval by the PC or ZBA. The Kalamazoo Area Building Authority (KABA) is responsible for approval through a building permit for single and two-family homes.

Chairperson Loy noted there were no public comments since no members of the public were in attendance, and moved to Board Deliberations.

Mr. Antosz commented the amendments were well done, easy to follow and provided the verbiage to allow Staff to work with applicants, a move in the right direction.

Chairperson Loy asked if there was a motion on the proposed amendments...

Mr. Antosz made a motion to recommend the proposed amendments to Chapter 82 of the Township Zoning Ordinance Regarding Site Plan Review to the Township Board for approval. Ms. Smith supported the motion. The motion was approved unanimously.

**PUBLIC HEARING: AREA REQUIREMENTS
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO CHAPTER
66 OF THE TOWNSHIP ZONING ORDINANCE REGARDING AREA
REQUIREMENTS, DWELLING STANDARDS AND RESIDENTIAL OCCUPANCY,
SPECIFICALLY SECTION 66.200: DIMENSIONAL REQUIREMENTS FOR PARCELS,
LOTS AND BUILDING SITES IN THE RR: RURAL RESIDENTIAL DISTRICT.**

Chairperson Loy moved to the next item on the agenda and asked for a motion to table the proposed amendments to Chapter 66 of the Township Zoning Ordinance regarding Area Requirements, Dwelling Standards and Residential Occupancy, specifically Section 66.200: Dimensional Requirements for parcels, lots and building sites in the RR: Rural Residential District. This will allow time to re-publish notice to correct the error referencing 1.5 dwelling units rather than one dwelling unit per acre.

Ms. Smith made a motion to table review of the proposed amendments to Chapter 82 of the Township Zoning Ordinance Regarding Site Plan Review until the Planning Commission Meeting of April 28, 2016. Ms. Avery supported the motion. The motion was approved unanimously.

PUBLIC HEARING: HISTORIC OVERLAY ZONE
PLANNING COMMISSION TO REVIEW PROPOSED AMENDMENTS TO CHAPTER
54 OF THE TOWNSHIP ZONING ORDINANCE REGARDING THE HISTORIC
OVERLAY ZONE, SPECIFICALLY SECTION 54.200: PERMITTED USES.

Chairperson Loy moved to the next item on the agenda, a review of proposed amendments to Chapter 54 of the Township Zoning Ordinance regarding the Historic Overlay Zone, specifically Section 54.200: Permitted Uses.

Ms. Johnston said the requested change to Section 54.200, within Chapter 54, regarding permitted uses within the Historic Overlay Zone, was previously discussed by the PC at the February 25, 2016 meeting.

She said the requested amendment to the Permitted Uses for the Overlay Zone was to add "Any use significant to the historical purpose or characteristics of the property." This change would allow commercial farming at the Drake Farmstead which is not currently allowed under the C: Commercial and R-3 Residential zoning or the Overlay Zone, which says underlying uses are what is permitted. Although a simple change, it will be significant regarding use of the Drake Farmstead and will allow commercial farming to be done.

Ms. Johnston added the Overlay Zone doesn't cover all of the Farmstead, so the Township will be bringing to the Planning Commission a request to re-zone the Farmstead with a full Overlay, so that any changes that are made to the Overlay Zone will cover all of the property owned as part of the Drake Farmstead.

In answer to questions from Commissioners, Ms. Johnston said there is no difference between commercial farming and historic commercial farming, OHS and the Parks Department will work with the farmer to be sure no fertilizer will be used that might get into the sewer system, that three properties in the Township have the Overlay Zoning, not significant to the overall uses of the Township, and that there are no future historic areas discussed in the Master Plan.

Attorney Porter commented that if a similar house with similar commercial zoning was going to be considered for historical purposes, it might be appropriate to take away the commercial purposes and re-zone the property.

Ms. Johnston noted the use of Historic Overlay is to place protections on properties with historical significance – it says we appreciate historical use and want to allow it.

Chairperson Loy noted no one was in attendance to provide public comment and to Board Deliberations.

Hearing no Board comments, he asked for a motion on the proposed amendment.

Mr. Antosz made a motion to recommend approval to the Township Board of the proposed amendment to Chapter 54 of the Township Zoning Ordinance regarding the Historic Overlay Zone, specifically Section 54.200: Permitted Uses. Ms. Avery supported the motion. The motion carried unanimously.

Chairperson Loy moved to the next item on the agenda.

Old Business

Since there was no old business to consider, Chairperson Loy moved to the next agenda item.

Any Other Business

Ms. Johnston said there are a number of minor Zoning Ordinance amendments that the Planning Department would like to review with the Planning Commission as the language is developed. The Planning Department has been keeping a list of ordinance concerns that have arisen when completing site plan review, discussing possible development options with property owners, or difficulties the Zoning Administrator encounters when administering the Code. She would like to bring smaller changes to the second meeting of the month as they are developed. Once approval has been given to re-do the whole Ordinance, she would like to bring bigger sections to the Planning Commission for consideration as they are developed in concert with the Master Plan.

She said today there were three items needing attention that have come up as Staff worked with the public and encountered issues.

a. Village Form-Based Code Overlay Zone – Section 34.670: Signs

Ms. Johnston said as presented to the Planning Commission at the February 11, 2016 meeting, the signage requirements included in the Architectural Standards of the Village Form-Based Code Overlay District do not allow for internally lit plastic letter or plastic box signs, but many of these types of signs exist in the District. The Township

often receives requests to allow a panel change to these box signs when there is a tenant change in a building. Technically, the Overlay District would require the replacement of a new sign that is in compliance with the Architectural Standards.

She recommended language within *Section 34.670: Signage* that would allow the continuation of otherwise prohibited signs on nonconforming buildings in accordance with *Section 76.000* until such time as the structure comes into compliance with the Architectural Standards of the Overlay District. Essentially, signs on existing structures that currently do not conform to the Architectural Standards would be allowed to continue, including changing out panels for internally lit box signs, until such time that the building is renovated and comes into compliance with all of the architectural requirements of the Overlay District. If at least 51% of the value of a building would be spent to remodel, the owner would be required to bring the entire building into compliance with the Ordinance.

There was extensive discussion regarding the desire for compliance with the sign requirements, but acknowledging the significant differences between the village core and the east corridor, south corridor and village fringe, and that perhaps it would be better to focus on compliance with the new language only within the village core historical area (pink on map) now, then start trying to work out from there rather than to put conformance issues on the fringe areas.

It was agreed Ms. Johnston would return to the meeting on April 28 with language reflective of the Board's discussion, and will share the outcome from that meeting with the DDA Board at their meeting in May for their input.

b. Nonconforming Uses, Structures and Parcels/Lots

Ms. Johnston said currently, *Section 62: Nonconforming Uses* does not address parcels or lots that were lawfully recorded but no longer meet our Zoning Ordinance requirements. Instead, these nonconforming lots are regulated by *Section 66.200: Dimensional requirements for parcels, lots and building sites found in Section 66.000: Area Requirements*

She said often these parcels or lots do not meet the width requirements for frontage on a public right-of-way, making them nonconforming and unbuildable. Many communities provide language within their zoning ordinance to address these types of parcels or lots. In some instances, denying the use of a lawfully recorded property could be considered a "taking."

Ms. Johnston said Staff recommends language be added to this Section to distinguish between land and structures and nonconforming structures to reach a balance. In addition, the Section has been reorganized to address more clearly all of the different types of nonconformity: land, uses and structures.

The group was in consensus that they were comfortable with the recommended language and that it could be moved to a public hearing.

c. Off-Street Parking – Section 68.300: Requirements for Parking Spaces and Lots

Ms. Johnston told the Board the current Off-Street Parking Ordinance does not address the number of stacking spaces a drive through window should provide. Because of the number of facilities the Township has recently reviewed requesting drive through facilities, planning staff feels that some regulatory control over drive through lanes should be considered. The suggested amendment requires five stacking spaces for each drive through window, each space measuring 10 feet by 20 feet, designed and located so as not to block or impede pedestrian and/or vehicle circulation on the site or on any adjacent sidewalk or street. Stacking spaces will not be considered parking spaces.

She said the stacking spaces would begin from the drive-through window and extend back five spaces; it is likely six to seven cars could be stacked in that space. Parking lot requirements would be followed.

Board Members suggested that the amendment language include speakers, that the five spaces begin at each serving drive-through window back five spaces, and that drive-through lanes for restaurants are delineated from other types of businesses.

Ms. Johnston will rework the language to include the suggestions and bring it back to the Board for consideration.

PLANNING COMMISSIONER COMMENTS

Chairperson Loy encouraged everyone to attend the Drake House Open House on Sunday April 17 between 2:00 and 4:00 p.m.

He noted the Capital campaign for the Drake House received \$150,000 from the Township Board for 2016-2017; the official campaign kick-off begins April 7.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Loy adjourned the Planning Commission meeting at approximately 8:17 p.m.

Minutes prepared:
March 26, 2016

Minutes approved:
_____, 2016

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD JANUARY 28, 2016

Agenda

Old Business:

SITE PLAN ORDINANCE AMENDMENTS

Other Business:

RR: RURAL RESIDENTIAL DISTRICT AMENDMENTS

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, January 28, 2016, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

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

Also present were Julie Johnston, Planning Director, James Porter, Attorney, and Martha Coash, Meeting Transcriptionist. One other person was 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 no changes, he called for a motion to accept the Agenda as presented.

Mr. Antosz 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 called for public comment on non-agenda items.

Ms. Ann Basac, 2411 N. 5th Street, had questions regarding any plans for future subsidized housing in the Township.

Attorney Porter explained the Township no longer participates in this program. The Ordinance was changed in 2004 or 2005 to prohibit participation because the cost of providing services is much more than income realized. There are currently three subsidized housing developments in the Township that pre-date the Ordinance change.

He also confirmed there are no current development plans for the property on the south side of Stadium Drive owned by the WMU Foundation or on West Main Street east of Meijer.

Hearing no further comments, the Chairperson proceeded to the next agenda item.

Approval of the Minutes of January 14, 2016

Chairperson Loy asked if there were any additions, deletions or corrections to the minutes of January 14, 2016. Hearing none, he asked for motion to approve the minutes.

Mr. Boulding, Sr. made a motion to approve the minutes of January 14, 2016 as presented. Ms. Farmer seconded the motion. The motion was approved unanimously.

Old Business

Site Plan Ordinance Review

Chairperson Loy asked Ms. Johnston to address the Board regarding review of the Site Plan Ordinance.

Mr. Johnston said in order to more clearly define the site plan review process, staff developed proposed amendments for the Board's review. The intent is to be more specific regarding they types of development that require site plan review and the process under which the plans will be reviewed. The Board saw the initial draft of amendments at their December 10 meeting. Concerns with the proposed language expressed at that meeting were considered and the draft was revised to incorporate their comments and concerns. Ms. Johnston walked through the revised draft with the group.

After Board discussion, it was agreed Ms. Johnston would address a few additional points raised, then move ahead with providing a new copy of the revised Site

Plan Ordinance at the next study meeting in February for final review. If approved, the next step would be to present the amendments at a public hearing in March.

Any Other Business

RR: Rural Residential District Amendments

Ms. Johnston said the development and approval of the RR: Rural Residential District took place in late 2001 and early 2002. It was developed in response to a Master Plan update that understood the decline of agricultural needs in the Township while still wanting to maintain the "rural" character. The RR District encouraged open space community provisions. However, the majority of subdivisions and site condominiums within the RR District are not developed under the open space provisions. Of 13 plats and/or site condominiums approved within the RR District since inception of the Open Space Community Ordinance in 1995, only four were developed as open space projects.

In order to encourage more open space development, she felt the Rural Residential District Density Calculations needed to be revised. She explained that the Master Land Use Plan clearly indicates that while public utilities, specifically public water, have been provided in portions of the RR area (down West Main Street), it was not done to spur development but to resolve a specific environmental problem. However, the Township Zoning Ordinance is contradictory to this statement because density in the RR District depends on whether a site has public water.

The recommended changes would allow subdivisions and site condominiums to develop with a requirement that each lot be at least 1.5 acres unless the project develops under the Open Space Community Special Exception Use.

Additionally, she recommended residential density be based on net acreage rather than gross acreage. This allows density to be determined by acreage left after streets, sidewalks and retention pond acreage has been subtracted from the total first. She noted in a standard subdivision, infrastructure takes up about 25 to 30 percent of the development. She said net density is recommended as a way to reduce the total number of lots developed on a site and hopefully allow for more of the natural environment to be preserved. Ms. Johnston noted the requested changes were reviewed with the Township Attorney, who indicated support of the changes.

Chairperson Loy said he agreed with the whole concept. He felt this was the intent of the original approval of the RR District but that it did not trickle down to Ordinance language.

Ms. Farmer said this language was a better reflection of the Master Plan and is a thoughtful plan that will provide for a give and take relationship between the Township and developers.

Attorney Porter called the proposed amendments nothing short of pure genius that will create a balance and the opportunity to preserve more open space within developments.

Mr. Antosz said he felt this was a great way to move forward.

Ms. Johnston said if authorized by the Board to move forward, a public hearing could be set for these amendments in March at the same time the hearing is held for the Site Plan Review Amendments.

Chairperson Loy asked for a motion.

Ms. Farmer made a motion to move the Amendments as presented forward to a public hearing on March 10 or 24. Mr. Antosz seconded the motion. The motion was approved unanimously.

PLANNING COMMISSIONER COMMENTS

The Chairperson said there would be an open house at the Drake House on March 20 from 2 – 4 p.m. Bids will be going out for work to recreate the original driveway – expect major changes this spring.

Ms. Johnston told the Board the Michigan Association of Planning will be holding sessions on Site Plan Review and Planning and Zoning Essentials on March 9 and indicated the Township would fund registration for interested Commissioners.

Chairperson Loy said he may be absent from the March 28 meeting.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Loy asked for a motion to adjourn.

Mr. Antosz made a motion to adjourn the meeting. Ms. Smith seconded the motion. The motion was approved unanimously.

The Planning Commission meeting was adjourned at approximately 8:00 p.m.

Minutes prepared:
January 30, 2016

Minutes approved:
February 11, 2016

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. ____

Adopted: _____, 2016

Effective: _____, 2016

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the amendment of Section 54.000 Historical Overlay Zone, Subsection 54.200 Permitted Uses, and the amendment of Section 82.000 Site Plan Review. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN
ORDAINS:

SECTION I. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 54.000 HISTORICAL OVERLAY ZONE, SUBSECTION 54.200 PERMITTED USES. Section 54.000 Historical Overlay Zone, Subsection 54.200 Permitted Uses is amended to read as follows:

54.000 HISTORICAL OVERLAY ZONE

54.200 Permitted uses.

Any permitted use in the underlying zoning.

Any use significant to the historical purpose or characteristics of the property.

SECTION II. AMENDMENT OF ZONING ORDINANCE COMPILED SECTION 82.000 SITE PLAN REVIEW. Section 82.000 Site Plan Review is hereby amended to read as follows:

82.000 SITE PLAN REVIEW

82.100 Purpose.

The purpose of this article is to require the review of those documents or drawings as specified herein to ensure that a proposed land use or development activity is in compliance with this ordinance, other local ordinances, and state and federal statutes. ~~The intent of this Section~~ **Furthermore, its purpose** is to provide for consultation and cooperation between the land developer and the Township ~~Zoning Board of Appeals~~ in order that the developer may accomplish ~~his~~ **their** objective in the utilization of ~~his~~ **their** land within the regulations of this Zoning Ordinance, **and** with minimum adverse effect on the use of adjacent streets and highways and on existing and future uses in the immediate area and vicinity.

82.200

Applicability. Scope

- (a) **Prior to the establishment of a use, addition to an existing use, or the erection of any building, a site plan shall be submitted to and approved by the Township in accordance with the procedures of this section, and the development requirements of this and other applicable ordinances.**
- (b) **The Township shall not approve the issuance of a building permit until a site plan, where required, has been approved and is in effect. Obtaining site plan approval does not guarantee issuance of a building permit.**
- (c) **No grading, removal of trees or other vegetation, landfilling, installation of utilities, or other construction improvements shall commence for any development which requires site plan approval until a site plan is approved and is in effect, except as permitted by this ordinance or by Section 78.610.**
- (d) **Site plan review shall be required for the activities or uses listed in the table below. The Planning Commission, Zoning Board of Appeals, or Planning Department through Administrative Approval shall have the authority to review and to approve, approve with conditions, or deny site plan applications as provided in this section, in accordance with the table below. If all site plan application requirements are met, the site plan shall be approved, approved with conditions, or denied within 60 days of receipt of the completed application.**
- (e) **The Planning Director shall have the discretion to forward any site plan submitted for administrative approval to the Zoning Board of Appeals for final determination.**
- (f) **If administrative approval is denied, the applicant may appeal the decision to the Zoning Board of Appeals.**
- (g) **Single-family and two-family dwellings are exempt from these requirements.**

Activity/Use	Administrative Review	Zoning Board of Appeals	Planning Commission	Township Board
NEW CONSTRUCTION				
Open Space Developments			Approve	
Planned Unit Developments (PUD)			Approve	
Multi-Family Developments/Buildings		Approve in R-4 District	Approve in R-3 District	
Mobile Home Community			Recommend	Approve
Any Nonresidential Building, Structure or Use (unless Special Exception Use)		Approve		
Special Exception Uses			Approve	
EXPANSION/MODIFICATION TO EXISTING BUILDINGS				
Alteration or expansion involving less than one-fourth of the floor area of an existing structure or is no greater than 2,000 sq. ft. whichever is less	Approve			
Alteration or expansion involving more than one-fourth of the floor area of an existing structure or is greater than 2,000 sq. ft.		Approve		
Expansion/Intensification of a Special Exception Use			Approve	
CHANGE IN USE				
Reuse of an existing building where no building expansion is proposed, if the Planning Director determines the new use is similar or less intense in terms of parking, traffic generation, drainage, utility needs, noise, aesthetics and other external effects	Approve			
Change of land or building to a more intensive use, as determined by the Planning Director, that may involve substantial change in parking, traffic flow, hours of operation, public services, effluent discharge, or substantial alteration of the physical character of the site		Approve		
Change to a Special Exception Use			Approve	
Temporary uses, buildings and structures	Approve			

Activity/Use	Administrative Review	Zoning Board of Appeals	Planning Commission	Township Board
Change of use/occupancy of an individual suite within a Commercial Center	Approve			
ACCESSORY STRUCTURES AND SITE IMPROVEMENTS				
Accessory structures/buildings that are one-fourth the size of the principal building or less and does not affect other Zoning requirements	Approve			
Accessory structures/buildings that are more than one-fourth the size of the principal building and/or affect other Zoning requirements		Approve		
Outdoor storage, sales and display for more than one day			Approve	
Modification or expansion of existing off-street parking, stacking spaces or loading and unloading areas	Approve			
Construction, relocation or erection of signs, screening walls, fences, waste receptacles, sidewalks, lights, and poles	Approve			
Modifications to comply with accessibility requirements	Approve			

Except as hereinafter set forth, the Building Official shall not issue a building permit for construction or remodeling of any building, structures or uses and shall not issue any occupancy permits where a change in use of premises is involved until a Site Plan, submitted in accordance with the Township Zoning Ordinance, shall have been reviewed and approved by the Zoning Board of Appeals or where specified hereunder by the Planning Commission.

The following buildings, structures, or uses shall be exempt from the aforesaid Site Plan Review and procedure:

- (a) Single or two family dwellings under separate ownership and each on a separate lot, parcel or building site.
- (b) Accessory and subordinate buildings requiring no new or additional means of access thereto from adjoining public roads or highways not higher or larger than existing buildings on the site and complying with all Zoning Ordinance requirements subject to the option of the Building and Zoning Department to require Site Plan Review set forth under Section 82.400 following.

(e) ~~Projects involving the expansion, remodeling or enlargement of existing buildings which comply with all Zoning Ordinance requirements, involve no new or additional means of access thereto from adjoining public roads or highways, do not involve a change in the use of the premises and do not involve increasing the height of existing buildings nor an increase in the area thereof by more than one-fourth, subject to the option of the Building and Zoning Department to require Site Plan Review set forth under Section 82.400 following.~~

(d) ~~Mobile home parks.~~

(e) ~~Mobile homes or single or two-family dwellings in a mobile home subdivision.~~

Condominium projects are not exempt from the Site Plan Review procedure.

(f) ~~Essential services with or without buildings, subject to the option of the Planning Director or his/her designee to require Site Plan Review set forth under Section 82.400 following.~~

82.201 ~~There shall be no change in occupancy of an individual suite within a Commercial Center until the change has received administrative review and approval by the Township.~~

82.300 ~~Review by Township Planning Commission.~~

~~Special exception uses, condominium projects, planned unit developments, and/or uses, buildings, or structures which require prior approval by the Township Planning Commission shall be submitted to the Planning Commission for Site Plan Review in lieu of submission of the Site Plan to the Zoning Board of Appeals which review by the Planning Commission shall be subject to the same standards as those governing review by the Zoning Board of Appeals.~~

82.310 Subdivision/**Site Condominiums under Open Space or Planned Unit Development Regulations** ~~Review by Township Board and electronic copies of plans.~~

~~Condominium projects, **Open space** and planned unit developments involving **site condominiums units or subdivisions** shall require final approval by the Township Board following site **preliminary/conceptual** plan review and approval of **by** the Planning Commission. **Open space and planned unit developments involving site condominiums or subdivisions shall follow both the requirements of their respective Zoning Ordinance regulations, as well as the requirements of Part 290 of the General Ordinances, including the plan development requirements. The site plan review requirements of section 82.600 herein shall not govern the review process for open space or planned unit developments that include site condominiums or subdivisions.**~~

~~Following final approval by the Township Board and before a Certificate of Occupancy may be issued, the applicant shall furnish the Township~~

hard copies on both paper and Mylar and a digital copy of the final approved site plan and as-built drawings of public water and sewer mains, prepared to scale. Digital copies shall be provided in AutoCAD (.dwg) or (.dxf) format. Digital copies may be submitted on 3 1/2" disk or CD.

Each digital file shall include a minimum of two ties to Government Section Corners. Additionally, the following should be included and provided as their own unique layers in the electronic file: lot/unit numbers; dimensions; lot lines; boundaries; rights-of-way; street names; easements; section lines and section corners; utility lines; adjacent plat corners; and, other information deemed appropriate to the subject project.

82.400 Building and Zoning Official referral. **Reserved for future use.**

The Building Official and Zoning Official shall have the right to deny a building permit or an occupancy permit to an applicant until Site Plan approval has been received from the Zoning Board of Appeals or Planning Commission, as the case may be, under Sections 82.200 (b) and (c) set forth where said official has any questions concerning the compliance of the proposed development with the Township Zoning Ordinance or its compatibility as proposed with existing developments or zoning classifications in the area.

82.500 Optional Sketch Plan Review.

Preliminary sketches of proposed site and development plans may be submitted for review to the Zoning Board of Appeals **approval body** prior to **the process for** final approval. The purpose of this procedure is to allow discussion between a developer and the Zoning Board of Appeals **approval body as to the acceptability of the** the developer of the acceptability of his proposed plans prior to incurring extensive engineering and other costs which might be necessary for final Site Plan approval. Such sketch plans shall include, as a minimum, the following:

- (a) The name and address of the applicant or developer, including the names and addresses of all officers of a corporation or partners of a partnership.
- (b) A legal description of the property.
- (c) Sketch drawings showing tentative site and development plans.

The Zoning Board of Appeals **approval body** shall not be bound by any **discussion which occurred during the optional sketch plan review or any** tentative approval given at this time.

82.600 Application Procedure.

Requests for Site Plan Review shall be made by filing with the Township Planning Department. The following information shall be required:

- (a) **Application:**
 - (1) **A review fee as determined by resolution of the Township Board based upon the cost of processing the review and as shall be on file with the Township Clerk for public information.**

- (2) **One copy of the completed application form for Site Plan Review which shall contain, as a minimum, the following:**
 - A. **The name and address of the applicant.**
 - B. **The legal description of the subject lot, parcel or building site.**
 - C. **The area of the lot, parcel or building site in acres or, if less than one acre, in square feet.**
 - D. **The present zoning of the subject lot, parcel or building site.**
 - E. **A general description of the proposed development.**
 - F. **The environmental permits checklist.**
 - G. **The hazardous substance reporting form for site plan review.**
 - (3) **Copies of the proposed site plan, the number of which to be determined by the Township Planning Department.**
- (b) **Process: Upon receipt of a site plan application and supporting data, the Planning Department shall:**
- (1) **Review the site plan application for completeness.**
 - (2) **Forward the site plan application and all supporting data to the Fire Department, Parks Department, Township Engineer and Township Legal Counsel who shall review the materials and return written comments to the Planning Department.**
 - (3) **Notify the applicant in writing of the comments received or if the site plan is incomplete. Incomplete applications and site plans may not be submitted to the Zoning Board of Appeals or Planning Commission.**
 - (4) **If revised plans are required, the applicant shall submit within the time frame provided by the Planning Department. Planning staff will determine which Township departments require a second review. Any final comments will be provided to the applicant prior to Zoning Board of Appeals or Planning Commission meeting.**
 - (5) **The Planning Director shall schedule the final application and plan on the next available Planning Commission or Zoning Board of Appeals meeting. Members of the reviewing body shall be delivered copies of the same prior to the hearing for their preliminary information and study. The hearing shall be scheduled within not more than 60 days following the date of the receipt of the plans and application by the Planning Department.**
 - (6) **The applicant shall be notified of the date, time and place of the hearing not less than one week prior to such date.**

(c) **Site Plan:** A site plan shall consist of an overall plan for the entire development drawn on 24" by 36" paper and drawn to a scale of no less than 1" = 50'. The Planning Department may request copies of all plans and drawings at a reduced size format. The site plan shall contain all of the materials and information listed below to be considered complete to begin the review process for submission to the Zoning Board of Appeals or Planning Commission, unless deemed unnecessary by the Planning Department:

(1) **General Requirements:**

- A. The date, name and address of the preparer;
- B. Project title;
- C. Location map with the north point indicated;
- D. Seal of the architect, engineer, surveyor or landscape architect for those sections of the plan set in which they are responsible;
- E. Zoning classification of the proposed parcel and all adjacent parcels;
- F. Percentage of land covered by buildings and that reserved for open spaces;
- G. All interior and exterior areas to be used for the storage, use, loading/unloading, recycling or disposal of hazardous substances.

(2) **Access and Circulation.** Site plans must include dimensioned drawings of all existing a proposed:

- A. Public and private easements contiguous to and within the proposed development which are planned to be continued, created, relocated or abandoned;
- B. Acceleration, deceleration, passing lanes and approaches; dedicated road or service drive locations; proposed locations of driveways, access drives, street intersections; driveway locations on opposite frontage; dimensioned fire lanes, including curve radii; and surfacing materials.
- C. Parking spaces, circulation aisles, off-street loading/unloading area, stacking spaces, and surfacing materials;
- D. Location and width of sidewalks.

(3) **Buildings and Structures:**

- A. Location, height, and outside dimensions of all existing and proposed buildings or structures on the site, with setbacks and yard dimensions;
- B. Front, side and rear building elevations with all windows, lights, doors, and exterior materials, including color, indicated;
- C. Dwelling unit density where pertinent;
- D. Rubbish disposal facilities with elevation details of the enclosures;

- E. Location of signs, if determined;
 - F. All existing or proposed underground and above-ground storage tanks;
- (4) Utilities, soil erosion, sedimentation control, and drainage:
- A. Grading plan showing existing contours at a maximum interval of two foot;
 - B. Location, size and design of existing and proposed service facilities above and below ground, including:
 - i. Water supply facilities including fire hydrants, water lines and mains.
 - ii. Sanitary sewer facilities;
 - iii. Natural and engineered drainage by location type (e.g. natural drainage courses, storm sewers, and other utility mains and facilities) including location of interior and exterior drains, dry wells, catch-basins, retention/detention areas, sumps and other facilities designed to collect, store and transport storm water;
 - iv. The point of discharge for all drains and pipes;
 - v. Easements;
 - C. Drainage management plan with design calculations showing drainage courses and proper management to direct runoff of impervious surfaces and roof drains.
- (5) Landscaping Plan. Location and description of all:
- A. Lines demarcating the limits of land clearing on a site. Land clearing shall be limited to that needed for the construction of buildings, structures, parking lots, street right(s)-of-way, drainage and utility areas, other site improvements, and any grading necessary to accommodate such construction;
 - B. Natural features including the location of woodlots, wetlands, marshland, streams, lakes, drain basins, water courses, flood plains and similar features; location and species of trees >12" in diameter as measured at four feet above the ground within the proposed development area of the site;
 - C. Soil characteristics of the site at least to the detail provided by the U.S. Soil Conservation Service;
 - D. Pedestrian walks, malls and recreation areas;
 - E. Proposed landscaping, including berms, buffers, screens and greenbelts, lawns, shrubs, and other live plant materials;

F. Screening walls and fences, including dimensions, materials and details;

G. Method of irrigation, if applicable.

(6) **Lighting Plan**

A. Location and detail of on-site illumination;

B. Elevation details of proposed light fixtures, including height;

C. Photometric plan.

(7) **Any additional material information necessary to consider the impact of the project upon adjacent properties, the general public, and the environment, as may be demanded by the Planning Department, Planning Commission or the Zoning Board of Appeals.**

82.700 Action on Application and Plans.

82.710 Upon receipt of the Application and Revised Plans, the Township Clerk shall record the date and transmit seven copies to the Chairman of the reviewing body, two copies to the Township Planning Department, one copy to the Township Fire Department, and one copy to the Township Engineer.

82.715 A hearing shall be scheduled by the Chairman of the reviewing body for a review of the Application and Plans as well as the recommendations of the Township Engineer, the Township Fire Department, and the Township Planning Department. Members of the reviewing body shall be delivered copies of the same prior to the hearing for their preliminary information and study. The hearing shall be scheduled within not more than 45 days following the date of the receipt of the Plans and Application by the Township Clerk.

82.720 The applicant shall be notified of the date, time and place of the hearing on his application not less than three days prior to such date.

- (a) ~~82.725~~ Following the hearing, the **Planning Commission or Zoning Board of Appeals** shall have the authority to approve, disapprove, or modify the proposed plans in accordance with the purpose of the Site Plan Review provisions of the Township Zoning Ordinance and criteria therein contained. Any required modification shall be stated in writing, together with the reason therefor, and delivered to the applicant. The **Planning Commission or Zoning Board of Appeals** may either approve the plans contingent upon the required modifications, if any, or may require a further review after the same have been included in the proposed plans of the applicant. **If further review is required**, the decision of the **Planning Commission or Zoning Board of Appeals** shall be made by said Board within ~~100~~ **120** days of the receipt of the Application by the Township Clerk **Planning Department**.

- (b) ~~82.730~~ Two copies of the approved final Site Plan with any required modifications thereon shall be maintained as part of the Township records for future review and enforcement. One copy shall be returned to the applicant. Each copy shall be signed and dated with the date of approval by the ~~Chairman of the~~ **Planning Commission or** Zoning Board of Appeals for identification of the final approved plans. If any variances from the Zoning Ordinance have been obtained from the **Zoning** Board of Appeals, the minutes concerning the variance, duly signed, shall also be filed with the Township records as a part of the Site Plan and delivered to the applicant for his information and direction.

82.800

Criteria for Review.

In reviewing the application and site plan and approving, disapproving or modifying the same, the **Planning Commission or** Zoning Board of Appeals shall be governed by the following standards:

- (a) There is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to ensure the safety and convenience of pedestrian and vehicular traffic. Access for all sites located on an "arterial" or "collector" (as those terms are defined in the Access Management Plan) shall comply with the provisions of Section 67.000, the Access Management Guidelines, and be designed in consideration of the provisions of the Access Management Plan.
- (b) That the buildings, structures, and entryways thereto proposed to be located upon the premises are so situated and designed as to minimize adverse effects therefrom upon owners and occupants of adjacent properties and the neighborhood.
- (c) **That pedestrian access is considered on the site and within the site for ease of access to the development and that Township Standard Specifications for Sidewalks are met.**
- (d) That as many features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters. Judicious effort shall be demonstrated to preserve the integrity of the land, existing topography, natural features (i.e., slopes, woodlands, etc.) and natural drainage patterns to the greatest extent feasible.
- (e) That any adverse effects of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing or landscaping.
- (f) That all provisions of the Township Zoning Ordinance **and General Ordinances, as required**, are complied with unless an appropriate variance therefrom has been granted by the Zoning Board of Appeals.
- (g) That the height and location of all portions of buildings and structures are accessible to available emergency vehicles and equipment.
- (h) That the plan will not result in any additional run off of surface waters onto adjoining property.

- (i) That the plan as approved is consistent with the intent and purpose of zoning to promote public health, safety, morals and general welfare; to encourage the use of lands in accordance with their character and adaptability; to avoid the overcrowding of population; to lessen congestion on the public roads and streets; to reduce hazards to life and property; to facilitate adequate provision for a system of transportation, sewage disposal, safe and adequate water supply, education, recreation and other public requirements; and to conserve the expenditure of funds for public improvements and services to conform with the most advantageous uses of land, resources and properties; to conserve property values and natural resources; and to give reasonable consideration to the character of a particular area, its peculiar suitability for uses and the general and appropriate trend and character of land, building and population development.
- (j) That the plan as approved is consistent with the Ground-water Protection Standards in Section 69 of the Ordinance.

82.900 Conformity to approved Site Plan.

- (a) Approval of the Site Plan shall be valid for a period of one year after the date of approval. If a building permit has not been obtained and on-site development actually commenced within said one year, the Site Plan approval shall become void and new approval obtained before any construction or earth change is commenced upon the site. **Extensions may be granted by the approving body if requested prior to the expiration of the one year validity period.**
- (b) Property which is the subject of Site Plan approval must be developed in strict compliance with the approved Site Plan and any approved amendments thereto or modifications thereof pursuant to Section 82.925. If any site is not developed in compliance with said Site Plan, the approval shall be revoked. Notice of such revocation shall be made by written notice by the Township to the developer at the last known address. Upon revocation of Site Plan approval, no further construction activities may be commenced upon the site other than for the purpose of correcting any violations.
- (c) The Township may, upon proper application by the developer and in accordance with the procedure established in this ordinance, approve a modification to the Site Plan to coincide with the developer's construction, provided such construction satisfies the criteria placed upon the previously granted Site Plan approval and the Zoning Ordinance.
- (d) At least one complete set of record construction drawings signed by a licensed architect, engineer, landscape architect, or contractor shall be submitted to the Township **or its designee** at the time of application for a Certificate of Occupancy or, in the case of residential developments before a Building Permit may be issued.

These drawings shall indicate any changes **approved by the Township** to the original site plan. Additionally, the correct location, size, etc. of any preexisting utilities or facilities shall be specified.

Once Site Plan approval has been granted by the appropriate reviewing body, significant changes to the approved Site Plan shall require a resubmission in the same manner as the original application except as provided herein.

Minor changes to an approved Site Plan, at the discretion of the Planning Director, may be administratively reviewed and approved provided such modifications comply with the criteria contained in the Site Plan approval and with the spirit, purpose and intent of the Township Zoning Ordinance.

The Planning Director may approve minor changes in a final site plan that has been approved by the Planning Commission or Zoning Board of Appeals, upon the submittal of a revised site plan in accordance with the following:

- (a) **Those items outlined in section 82.200 under Administrative Approval.**
- (b) **Plantings approved in the landscape plan may be replaced by similar types and sizes of landscaping which provide a similar screening effect on an equal or greater basis.**
- (c) **Improvements to site access or circulation, such as deceleration lanes, boulevards, curbing, pedestrian/bicycle paths, but not the addition of new driveways.**
- (d) **Changes of building materials or design, fencing, screening, or site amenities which will result in a higher quality development, as determined by the Planning Department.**
- (e) **Slight modification of sign placement.**
- (f) **Changes required or requested by a county, state or federal agency for safety reasons or for compliance with applicable laws that do not alter the basic design, compliance with the standards of approval, nor any specified conditions of the approved site plan.**
- (g) **Situations the Planning Director deems similar to the above that do not alter the basic design, compliance with the standards of approval, nor any specified conditions of the approved site plan.**

SECTION III.

EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this amendment are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DEBORAH L. EVERETT, CLERK
OSHTEMO CHARTER TOWNSHIP