



7275 W. MAIN STREET, KALAMAZOO, MI 49009  
269-216-5220 Fax 375-7180 TDD 375-7198  
[www.oshtemo.org](http://www.oshtemo.org)

**DOWNTOWN DEVELOPMENT AUTHORITY  
Board of Directors - SPECIAL Meeting**

**Oshtemo Community Center  
6407 Parkview Avenue**

June 9, 2016  
12:00 p.m.

**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 17, 2016
4. Treasurer's Report:
  - a. March - April, 2016 (unaudited)
  - b. Nominations for Treasurer
5. Streetscape Update:
  - a. Car Wash Property
  - b. Stadium Drive Sidewalk MDOT Grant
6. Catalyst Project: Presentation
7. Village Form-Based Code Overlay Zone:
  - a. Signs
  - b. Architectural Requirements
8. Any Other Business
9. Announcements and Adjournment

**Next Meeting Thursday, July 21, 2016**

**OSHTEMO CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING HELD MARCH 17, 2016**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting on Thursday, March 17, 2016. The meeting was called to order at approximately 12:00 p.m. at the Oshtemo Community Center, 6407 Parkview Avenue.

Members present: Grant Taylor, Chair, Bruce Betzler, Jay Brown, Shelly Cerekis, Libby Heiny-Cogswell, Maria Dacoba, Rich MacDonald, Terry Schley, Glenn Steeg and Jack Siegel.

Members absent: Stephen Dallas, Chip Everett, Mike Lutke, and Dick Skalski

Also present: Julie Johnston, Oshtemo Township Planning Director, and Martha Coash, Meeting Transcriptionist,

**Approve of Agenda**

Mr. Schley moved to approve the agenda as presented. Mr. MacDonald supported the motion. The motion passed unanimously.

**Approval of Minutes**

Chairperson Taylor asked if there were any additions or corrections to the three sets of minutes before the Board for the meetings of November 19, 2015, December 17, 2015 and January 21, 2016.

Mr. Schley asked that paragraph two on page five in the Minutes for the Special Meeting of December 17 be corrected to reflect Rotary's commitment to provide "the clock" rather than "the face of the clock." He also asked that page five, paragraph four in the Minutes of January 21 be corrected to say that Mr. Schley will not join the Grant and Loan Program Development Sub-Committee.

Hearing no further additions or corrections, the Chair asked for a motion to approve the three sets of minutes.

Mr. Schley moved to approve the Minutes of the Regular Meeting of November 19, 2015, the Minutes of the Special Meeting of December 17, 2015 and the Regular Meeting of January 21, 2016 with the proposed corrections. Mr. Betzler supported the motion. The motion carried unanimously.

## **Treasurer's Report**

Chairperson Taylor said he had spoken with newly appointed Board Member Dick Skalski, who indicated he might be willing to be Treasurer for 2016, but since he was not present at the meeting, action would need to be deferred until he was in attendance.

The Chair noted the Treasurer's Report for January and February, 2016 reflected a net positive balance of about \$36,000 for 2015. He highlighted regulatory regular fixed costs, and also the budget for capital outlay/obligated projects for 2016.

Ms. Johnston added that after the Board approved \$750 in support of the summer concert series in the park at the last DDA meeting, she added a Community Events line item to reflect that expenditure, but did not feel a budget increase was needed since there will likely be funds left over at the end of the year to cover that commitment. She also included the smaller individual projects that were approved and budgeted under Capital Outlay/Obligated Projects.

Mr. Taylor asked for a motion to approve the Treasurer's Report.

Mr. Schley moved to approve the Treasurer's Report as presented. Ms. Dacoba supported the motion. The motion passed unanimously.

## **Approval of Proposal from S & T Lawn Service for Landscape Maintenance**

Chairperson Grant told the Board S & T Lawn Service provided a proposal for the upcoming season for maintenance of the Community Center property at a cost of \$248 a month. It was agreed last year that additional proposals from DDA businesses be solicited. At his request, Ms. Johnston contacted other local service providers to investigate costs for this continued maintenance.

Ms. Johnston reported she met with Naylor Landscape Management and DeVissor Landscape Services and received a proposal from Naylor, but had not received a proposal from DeVissor. The Naylor proposal for comparable work to what S & T has been providing was \$325 higher than the S & T proposal.

After Board discussion of what maintenance is provided, it was the consensus that S & T has done a good job maintaining and keeping the grounds attractive, had provided the lower proposal, and there was no need to change providers at this time. It was noted the Township does the mowing at the Community Center.

Chairperson Grant asked for a motion to approve the contract with S & T.

Mr. MacDonald moved to approve the contract with S & T for landscape maintenance service for 2016 at a cost of \$248 per month. Mr. Siegel supported the motion. The motion passed, with nine in favor and one dissenting (Mr. Brown).

Mr. Brown explained he voted no because when the DDA was started it was agreed the Township would take care of landscape maintenance with volunteers, but that DDA has taken care of it ever since and the Township is not holding up its end of the bargain.

Ms. Heiny-Cogswell said any agreement made regarding grounds maintenance was before her time and she could not speak to it.

Mr. Schley said with the DDA's Streetscaping emphasis, the grounds need to be well maintained and attractive and the DDA has to take an active role in that at some point.

Chairperson Grant said he felt one of the ways for the DDA to give back to the community is to make sure the grounds are attractive.

Although he agreed with others that the grounds of the Community Center are attractive and something for Oshtemo to be proud of, Mr. Brown felt that was not the point; a line needs to be drawn to avoid setting precedent by taking over the expense for projects the Township would like to see.

Mr. Schley noted there should be a record in the minutes of any agreement regarding grounds maintenance. He will search for them in his files; Township personnel will do the same.

### **Sign Art Banner Installation and Storage**

Ms. Johnston reported the purchase order established for Sign Art for 2015 is complete. The remaining funds were utilized through the holiday season to change out banners. Staff contacted Sign Art for a proposal for 2016.

The proposal from Sign Art includes storing, maintaining and swapping out banners four times a year on the various utility poles in the Village district at a cost of \$380 each time for a total annual cost of \$1,520, reflecting no change in work or cost from the 2015 agreement.

Mr. Betzler moved to extend the contract from Sign Art through 2016 at an annual cost of \$ 1,520. Mr. Schley supported the motion. The motion passed unanimously.

Ms. Johnston will ask Sign Art to notify her when banners need replacement.

### **Facade Grant Program**

#### **a. Hite House Application**

Ms. Johnston reported the owners of the Hite House business are renting and renovating the old post office building with the approval of the owners of the building, and are applying for a grant through the Façade Grant Program. They have funds to pay for the \$10,000+ project if

\$5,000 is approved from the Façade Grant Program. They would like to move forward with the work as soon as the contractor is ready.

Chairperson Grant explained the quotes for the work are not all in but were guaranteed to be provided to the DDA next week. In order to proceed with the project they cannot wait until the May DDA meeting to know whether the Board will approve their request. They are unable to provide a definite project cost until the quotes are submitted. He explained the Sub-Committee recommendation is to approve funding through a contingency plan, up to \$5,000, based on the final quotes. They don't foresee her spending less than \$10,000, but since the quotes are not available didn't feel comfortable guaranteeing her the whole \$5,000.

In answer to questions, Ms. Johnson said lighting plans are in compliance with the Form Based Code. Signs will not be back-lit, but will be required to go through the sign permit process. The addition of the planned parapet will actually put the building closer to compliance with the FBC regarding building height. Materials proposed (tile) meet the FBC and will be new. The business is branching out from downtown Kalamazoo rather than moving, but down-sizing the mall store. Everything proposed moves the building closer to the Village Overlay FBC.

Ms. Johnston said the Sub-Committee suggested since the actual amount needed is not known the Board might approve up to \$5,000 and have the Sub-Committee review the quotes when received for final approval.

Ms. Dacoba thought since they have already gone ahead with windows they should not qualify for grant funds for that purpose.

Mr. MacDonald moved to allow the Sub-Committee to approve the request for funds up to \$5000, subject to the determination that the final plans are generally consistent with the proposal, that all conditions in the application have been met and are compliant with codes and ordinances, and funds will be released based upon proof of actual invoice payment. Ms. Heiny-Cogswell supported the motion. The motion passed unanimously.

Mr. Schley said it would be nice if the Façade Grant Program funds were progressively proportional so funds would be available for other projects throughout the year. He noted this is a new program and the process is a little awkward but procedures will improve over time.

Ms. Heiny-Cogswell commented if the process is successful the Township Board could consider a budget amendment.

Ms. Johnston noted there is one other legitimate request that may be coming requesting Façade Grant Funds.

b. Use of Grant for Architectural Fees

Ms. Johnston explained that recently a couple of property owners within the Village Form-Based Code Overlay District and DDA District have approached the Township about completing updates to their parcels. Due to the requirements of the Overlay District, most of

these possible applicants will need to retain an architect to assist them with their projects. This is an additional cost that might not be required for properties outside of the Overlay District. She wondered if the Board would be open to such assistance.

Ms. Dacoba said it is typical to have a separate fund for architectural fees.

Mr. Schley said since this is the first year of executing the grant program, maybe it should be looked at after the first year is completed.

Chairperson Grant agreed, saying the program could possibly be expanded to include in an architectural support program in 2017.

Ms. Johnston said if the Board want to consider expansion for 2017 they would need to consider it during the budget process at the July 2016 meeting.

It was agreed to consider an expansion at that time.

### **9<sup>th</sup> Street Rear Access Drive Update**

#### a. Bid Opening

Ms. Johnston told the Board a competitive, sealed bid package for the Commercial Rear Access Drive was prepared as part of a larger bid process for sewer and road projects in the Township. The bid opening occurred on March 3<sup>rd</sup> and four contractors submitted proposals. The Township Board awarded the bid to Balkema Construction at its March 15 meeting. The cost for the Commercial Access Drive was higher than expected but the Township Board has not asked for an increase in funding from DDA. The Township Supervisor has submitted a request to the Township Board for additional funding.

She said the \$70,000 approved for this project is not included in the actual 2016 DDA budget as part of the capital outlay so to move forward to expend that money, the Board will need to move \$70,000 from the fund balance to the capital outlay budget for 9<sup>th</sup> Street Commercial Access Drive.

Mr. Schley moved moving \$70,000 from the fund balance to the Capital Outlay/Obligated Projects budget for the 9<sup>th</sup> Street Rear Access Drive project. Ms. Dacoba supported the motion. The motion passed unanimously.

### **Streetscape Update**

#### a. Meeting with MDOT Grant Coordinator

Ms. Johnston reported the Streetscape Beautification Subcommittee met with Matt Wiitala, MDOT Grant Coordinator for the Kalamazoo area, on March 7<sup>th</sup>. Mr. Wiitala informed

the Subcommittee that while the streetscape project is eligible for Transportation Alternative funds, it is not competitive. He indicated the problems that reduce the projects' competitiveness are that the Village is not really a "downtown" and that the historic character that the Township is trying to resurrect has not been realized and is not currently "re-development ready," though Ms. Johnston pointed out that is a Township initiative. Once there is more "place" they would be interested in the momentum and would consider spending some grant dollars in our area.

She said Mr. Wiitala provided alternatives for the DDA to consider. He indicated MDOT is interested in larger connectivity projects that link communities to each other and suggested considering submission for some type of connection on Stadium Drive from the Village core to the City of Kalamazoo's pedestrian system. While not a grant to complete aesthetic components of the streetscape plan, it would help with pedestrian access to the Village.

Ms. Johnston said Mr. Wiitala also recommended working with the Chime School or Prairie Ridge Elementary on the Safe Routes to School program. This is a grant that would assist with pedestrian connections within a two mile radius of the school and would require a champion from the school as the organizer for the application. Some planning work is required before an application can be submitted, which must come from the school and not the DDA.

Chairperson Grant said we would have to look at the budget for items that would qualify for limited grant funding and those that would not, to determine what should be done. Mr. Wiitala said we might just want to figure out a way to pay for the projects ourselves.

Mr. McDonald mentioned the possibility of the Planning Department working with MDOT in an organized approach, which can be a criterion for certain grants.

Ms. Johnston said if the Board decides to move forward with the Transportation Alternative grant application for a connection on Stadium Drive, a 20% match would be required. The DDA and the Township would need to work together to determine funding sources for the match portion of the grant because part of that would be outside the DDA, so the Township would have to be on board to provide their portion of the 20%. There would be an expectation that the connection would be all the way to the City of Kalamazoo to 11<sup>th</sup> Street.

Ms. Heiny-Cogswell said there would be another 20% for things that are not eligible for grant funds, such as design and aesthetic elements, so the total match ends up being about 40%.

Ms. Johnston said we could submit our full Streetscape plan for grant funding but Mr. Wiitala did not believe it was competitive. The pedestrian connection was competitive with a much greater chance of being funded. If pursued, the Township Board would need to provide approval, then most of the work would be done at the Planning Commission level.

b. Discussion with MEDC Grand Coordinator

Ms. Johnston said she talked with Emily Petz, Michigan Economic Development Corporation (MEDC) Community Assistant Team Specialist for the Kalamazoo area, to discuss if any of their programs would support the development of the streetscape. Ms. Petz didn't

believe the Village area qualified under their programs. Her comments were similar to Mr. Wiitala's in that Village is not yet a "place." She did indicate that the Public Spaces, Community Spaces program has a component that helps local communities do crowd source funding. The program includes assistance from the MEDC Videography to produce a pitch video and placement of the project on the Patronicity website to help with crowd source funding. Ms. Johnston felt that with the current capital parks campaign, another funding initiative might mean the Township would be competing with itself.

In summary, Ms. Johnston felt the most competitive project for grant funds would be the pedestrian connection.

It was the consensus of the Board to move forward with a grant submission for the Stadium and 9<sup>th</sup> Street pedestrian connection.

### **Car Wash**

Chairperson Grant asked Ms. Johnston for an update on the car wash.

Ms. Johnston said she had contacted the Kalamazoo County Land Bank regarding possible funding for demolition, but they are not interested in spending their grant funds on properties that will not be owned by the Land Bank.

Chairperson Grant asked what if any commitment the DDA has from the church regarding the car wash property in return for demolition of the car wash. He noted the church accepted the blighted property and has a public responsibility to remove the blight. Voters ask often about removing the eyesore and he feels pressure to get that done. Although it is not Township or DDA property it would be a win for everyone to remove the building.

There was extended discussion of what might have been discussed with the church in the past and possible ways to move forward. Also discussed was the possibility of contacting demolition contractors to get an idea of the costs that would be involved to demolish the car wash, what the liability and costs of environmental studies and other requirements might be, and the possibility of loaning the church the money for demolition.

After discussion it was agreed the Streetscape/Beautification Sub-Committee would schedule a meeting with church representatives to discuss whether they are still interested in working together to achieve demolition of the car wash and an agreement that would be acceptable to both parties regarding ownership and use of the property.

Mr. Schley said he would find the record of prior negotiations with the church to provide history to share at the meeting.

### **Any Other Business**

Mr. Schley noted the difficulty to enforce snow removal with no uniform mechanism to assess property owners in the policy.

Ms. Heiny-Cogswell reported the suit regarding underground power lines is still in the Michigan Supreme Court.

Mr. Schley commented the wires are being strung over the street anyway.

**Announcements and Adjournment**

There being no further business, the Chair adjourned the meeting at 1:26 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: March 23, 2016  
Minutes Approved:



May 10, 2016

**To: DDA Board**

**From: Julie Johnston**

**Date: March 17, 2016**

**Re: Treasurer's Report**

Attached you will find the Treasurer's Report through April 30, 2016, unaudited.

Property tax revenues increased this year, with a total accrual of \$119,768. This has increased the fund balance to \$639,662. With the Commercial Rear Access Drive capital project budget of \$70,000, the fund balance will decrease to \$569,662.

On the expense side, two invoices were paid to OCBA for the final work to the Streetscape Concept Plans. This will close out that contract with OCBA. In addition, one invoice was paid to Siegfried Crandall, one to S & T Landscaping, and the quarterly staffing fee was paid.

Attachment: Treasurer's Report March - April, 2016  
Invoices

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Treasurer's Report March - April 2016**  
**unaudited**

REVENUES	2016 Budget	Previous Activity	Activity this Period	Available Balance	Percent of Budget
Carryover	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Current Real Property Tax	\$78,000.00	\$0.00	\$119,768.68	\$119,768.68	153.55%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Interest Earned	\$400.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL REVENUES</b>	<b>\$78,400.00</b>	<b>\$0.00</b>	<b>\$119,768.68</b>	<b>\$119,768.68</b>	<b>152.77%</b>

EXPENDITURES	2016 Budget	Previous Activity	Activity this Period	Total Activity	Available Balance per Original Budget	Percent Used
Staff	\$2,000.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	50.00%
Supplies	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Postage	\$500.00	\$18.46	\$21.32	\$39.78	\$460.22	7.96%
Community Events	\$0.00	\$750.00	\$750.00	\$750.00	<b>-\$750.00</b>	-100.00%
Consultants	\$30,000.00	\$217.29	\$1,314.83	\$1,532.12	\$28,467.88	5.11%
Accounting & Auditing Fees	\$2,000.00	\$200.00	\$100.00	\$300.00	\$1,700.00	15.00%
Legal Fees	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Legal Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Repairs & Maintenance	\$5,000.00	\$760.00	\$248.00	\$1,008.00	\$3,992.00	20.16%
<i>Banner rotation/storage/maintenance</i>	<i>\$2,000.00</i>	<i>\$760.00</i>	<i>\$0.00</i>	<i>\$760.00</i>	<i>\$1,240.00</i>	<i>38.00%</i>
<i>Lawn care and maintenance</i>	<i>\$3,000.00</i>	<i>\$0.00</i>	<i>\$248.00</i>	<i>\$248.00</i>	<i>\$2,752.00</i>	<i>8.27%</i>
Capital Outlay/Obligated Projects	\$34,900.00	\$0.00	\$0.00	\$0.00	\$34,900.00	0.00%
<i>Façade Grant Program</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
<i>Corner Site Improvements</i>	<i>\$10,000.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$10,000.00</i>	<i>0.00%</i>
<i>Streetscape Elements at Intersection</i>	<i>\$14,900.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$14,900.00</i>	<i>0.00%</i>
<b>TOTAL EXPENDITURES</b>	<b>\$78,400.00</b>	<b>\$2,445.75</b>	<b>\$2,934.15</b>	<b>\$4,629.90</b>	<b>\$73,770.10</b>	<b>5.91%</b>

<b>REVENUES 2016</b>	<b>\$119,768.68</b>
<b>EXPENDITURES 2016</b>	<b>\$4,629.90</b>
<b>NET BALANCE 2016</b>	<b>\$115,138.78</b>

**FUND BALANCE (4/30/2016):** \$639,662.00  
**Commercial Rear Access Drive** \$70,000.00  
**TOTAL FUND BALANCE:** \$569,662.00

# SiegfriedCrandallPC

Certified Public Accountants & Advisors

246 E. Kilgore Road  
Kalamazoo, MI 49002-5599  
www.siegfriedcrandall.com

Telephone 269-381-4970  
800-876-0979  
Fax 269-349-1344

CHARTER TOWNSHIP OF OSHTEMO  
7275 WEST MAIN STREET  
KALAMAZOO, MI 49009

Invoice Number: 87831  
Client ID: 6870

Date: 02/29/2016  
Payable upon receipt

Professional services during the month of February 2016, which included the following:

Ann's accounting assistance (4 hours @ \$125)	500.00
Joel - December cash assistance (5.75 hours @ \$140)	805.00
Steve - Capital Plan - Parks (.75 hours @ \$195)	146.25
Less: discount	(151.25)

Breakdown by fund:

101 - \$ 455  
 107 - 145  
 206 - 100  
 207 - 100  
 211 - 100  
 249 - 100  
 490 - 100  
 491 - 100  
 900 - 100  
 \$1,300

Vendor # SC  
 Acct # ←  
 Net Amt 1300- Due Date 3/18/16  
 Invoice # 87831 Inv Date 2/29/16  
 Comment accting support

New Charges:	\$1,300.00
Plus Prior Balance:	\$0.00
New Balance:	<u>\$1,300.00</u>

<u>02/29/2016</u>	<u>01/31/2016</u>	<u>12/31/2015</u>	<u>11/30/2015</u>	<u>10/31/2015+</u>
1,300.00	0.00	0.00	0.00	0.00

Unpaid balances after 60 days subject to interest at 1% per month, minimum of \$1.00

P.O. 7396



31 October 2015

Mr. Terry E. Schley, Chairperson  
Downtown Development of Oshtemo Township  
c/o 7275 West Main Street  
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Terry Schley at tschley@schley-aia.com  
copied to: Greg Milliken at gmilliken@oshtemo.org

RE: Oshtemo DDA Streetscape

**Invoice #41501 - 7**

**Billing Period: through 10/31/2015**

<b>Conceptual and Schematic Design Fee Not To Exceed</b> (excluding expenses)	<b>\$ 32,500.00</b>
<b>Total Billed to Date</b>	<b>\$ 31,793.76</b>
<b>Percentage Billed to Date</b>	<b>98%</b>
<u>Principal</u>	
Meetings, Project Management, Review, Letters/Memos 12.50 hours @ \$100.00	\$ 1,250.00
<u>Landscape Designer</u>	
Rendering/Graphics, Report Writing 37.00 hours @ \$60.00	2,220.00
Adjustment-reduce fee below maximum	<u>(3,890.00)</u>
	<b>\$ 0.00</b>
Prein & Newhof Invoice	<b>\$ 775.28</b>
<b>Amount Due this Invoice</b>	<b>\$ 775.28</b>

Thank you,  
Kenneth W. Peregón

<b>Billing Summary</b>	<b>Fee</b>	<b>Consultants</b>	<b>Expenses</b>	<b>Total</b>
Previous Invoices	\$ 28,525.00	\$ 2,493.48	\$ 374.02	\$ 31,392.50
Current Invoice	0.00	775.28	0.00	775.28
<b>Total Billed to Date</b>	<b>\$ 28,525.00</b>	<b>\$ 3,268.76</b>	<b>\$ 374.02</b>	<b>\$ 32,167.78</b>

O'Boyle, Cowell, Blalock and Associates, Inc.  
521 S. Riverview Dr., Kalamazoo, MI 49004  
Ph. 269-381-3357, Fax 269-381-2944

*ok to pay*  
*2/29/2016*  
*Julie Johnston*

P.O. 7396



30 November 2015

Mr. Terry E. Schley, Chairperson  
Downtown Development of Oshtemo Township  
c/o 7275 West Main Street  
Kalamazoo, MI 49009

Sent via e-mail ONLY to: Terry Schley at tschley@schley-aia.com  
copied to: Greg Milliken at gmilliken@oshtemo.org

RE: Oshtemo DDA Streetscape

**Invoice #41501 - 8**  
**Billing Period: through 11/30/2015**

<b>Conceptual and Schematic Design Fee Not To Exceed</b> (excluding expenses)	<b>\$ 32,500.00</b>
<b>Total Billed to Date</b>	<b>\$ 32,295.36</b>
<b>Percentage Billed to Date</b>	<b>99%</b>
<u>Principal</u>	
Meetings, Project Management, Letters/Memos	
11.25 hours @ \$100.00	\$ 1,125.00
<u>Landscape Designer</u>	
Design, Drafting, On-site Reconnaissance, Rendering/Graphics	
26.50 hours @ \$60.00	1,590.00
Adjustment-reduce fee below maximum (2,715.00)	\$ 0.00
Prein & Newhof Invoice	\$ 501.60
<u>Reimbursable Expenses (estimated not to exceed \$500.00)</u>	
Mileage (11/12, 11/13 & 11/19/15 - 66 total mi. @ \$0.575)	\$ 37.95
<b>Amount Due this Invoice</b>	<b>\$ 539.55</b>

  
Thank you,  
Kenneth W. Peregón

<u>Billing Summary</u>	<u>Fee</u>	<u>Consultants</u>	<u>Expenses</u>	<u>Total</u>
Previous Invoices	\$ 28,525.00	\$ 3,268.76	\$ 374.02	\$ 32,167.78
Current Invoice	0.00	501.60	37.95	539.55
<b>Total Billed to Date</b>	<b>\$ 28,525.00</b>	<b>\$ 3,770.36</b>	<b>\$ 411.97</b>	<b>\$ 32,707.33</b>

O'Boyle, Cowell, Blalock and Associates, Inc.  
521 S. Riverview Dr., Kalamazoo, MI 49004  
Ph. 269-381-3357, Fax 269-381-2944

*okay to pay*  
*Julie Opatow*  
*2/27/2016*

Quarterly Billing  
DDA Staff/Attorney Time

Vendor Code	<u>osh</u>	
Acct#	<u>900-728-70300</u>	
Amount	<u>\$500.00</u>	Due Date <u>4/15</u>
Invoice #	<u>1st qtr</u>	Inv Date <u>4/15</u>
Comment	<u>Support Staff</u>	

P.N.C  
log 8278

WESTWOOD  
167 N DRAKE RD  
KALAMAZOO  
MI  
490099998  
2549140004

03/11/2016 (800)275-8777 2:46 PM

Product Description	Sale Qty	Final Price
First-Class Mail Large Envelope (Domestic) (KALAMAZOO, MI 49006) (Weight:0 Lb 3.90 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
First-Class Mail Large Envelope (Domestic) (GOBLES, MI 49055) (Weight:0 Lb 3.90 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
First-Class Mail Large Envelope (Domestic) (OSHTIMO, MI 49077) (Weight:0 Lb 3.90 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
First-Class Mail Large Envelope (Domestic) (KALAMAZOO, MI 49009) (Weight:0 Lb 3.80 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
First-Class Mail Large Envelope (Domestic) (KALAMAZOO, MI 49019) (Weight:0 Lb 3.90 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
First-Class Mail Large Envelope (Domestic) (PORTAGE, MI 49002) (Weight:0 Lb 3.80 Oz) (Expected Delivery Day) (Monday 03/14/2016)	1	\$1.64
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Total \$21.32  
Credit Card Remitd \$21.32  
(Card Name:VISA)  
(Account #:XXXXXXXXXXXX2935)  
(Approval #:011786)  
(Transaction #:163)

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All sales final on stamps and postage  
Refunds for guaranteed services only  
Thank you for your business

# J&T Lawn Service Inc.

3393 South 6th Street  
Kalamazoo, MI 49009  
(269) 375-0334

PO#  
8251  
Blanked

# Invoice

<b>Bill To:</b>
Oshtemo Charter Township 7275 West Main Street Kalamazoo, MI 49009

<b>Date:</b>	3/29/2016
<b>Invoice #:</b>	12933
<b>Terms:</b>	Net 15

<b>Regarding:</b>	Parkview Hall
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Date:	Description:	Quantity:	Rate:	Amount:
3/31/2016	03/31/2016 -- Lawn Service - Monthly Installment	1	248.00	248.00
	INVOICE # <u>12933</u>			
	INVOICE DATE <u>3/29/16</u>			
	PO # <u>8251</u>			
	INVOICE AMOUNT <u>248 -</u>			
	CLOSE PO? YES / <input checked="" type="radio"/> NO			

<b>Total</b>	\$248.00
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Thank you for your business.

May 9, 2016



**Mtg Date:** May 19, 2016  
**To:** Downtown Development Authority  
**From:** Julie Johnston, AICP  
**RE:** Car Wash Demolition – 6532 Stadium Drive

Township staff has been investigating the steps and total costs to demolish the car wash at 6532 Stadium Drive. The demolition is an approved activity through the DDA's Tax Increment Financing and Development Plan, which allows for improvements to private property.

Demolition of the car wash will take the following steps:

1. Phase 1, Baseline Environmental Assessment Report and Due Care Plan – Since the DDA is not intending to purchase the property, this step may not be necessary or the Church may have already completed this process prior to purchasing the property. However, if no environmental assessment was completed, the DDA may want to consider having the Phase 1 Environmental Assessment conducted. Given that Prein&Newhof finalized this work for the Citgo gas station, it might be more cost effective to work with them again as they may have completed some preliminary investigation on the car wash. The Phase 1 for the Citgo site cost approximately \$2,300.
2. Hazardous Materials Inspection Report – This will need to be completed to understand if there are hazardous materials within the building. An estimated cost for this step will be between \$1,000 and \$1,500. Staff would recommend using Fishbeck, Thompson, Carr & Huber for this report as they are the firm who completed the report for the Citgo site, which cost \$1,100.
3. Identify on-site utilities and request their shut-off from the appropriate utility. For example, water, sewer, electricity, etc.
4. Request for Bids or Direct Requests – After the environmental work is completed, the demolition costs can be generated. This can either be done through the DDA releasing a request for bids, or through requesting direct quotes. The DDA can utilize Prein&Newhof to create the bid documents as was done with the Citgo property, or Township staff has example bid documents that can be utilized for this step. Another option would be to have staff contact at least three contractors directly with the list of demolition requirements and request a bid.

The Township Ordinance Enforcement Officer has coordinated prior demolitions in the Township and therefore has contacts with various demolition contractors. He asked an associate to go on-site and give a rough estimate for the demolition costs. The contractor

indicated that as long as there were no hazardous materials or other surprises, demolition would likely be between \$8,500 and \$10,000.

5. DDA Awards Contract – Once all the bids or quotes have been received, the DDA will assign the contract and work will begin.

Staff would recommend commencing the actual demolition in October of 2016. The improvements to 9<sup>th</sup> Street and Stadium Drive are supposed to begin in June and be completed by the end of September. Trying to accomplish the demolition during this time period may prove difficult. An October start date would allow the contractor to avoid the difficulties of working while the County is completing their work. If the DDA is interested in moving forward, we could work towards the following schedule:

- May 19<sup>th</sup> – DDA approves the use of budget to complete the environmental work.
- June – Demolition bid documents or list of requirements to solicit direct bids are developed.
- July 21<sup>st</sup> – DDA approves bid documents or alternative for direct bids.
- August – Bid opening or staff solicit bids. Ranks contractors and provide recommendation to DDA.
- September 15<sup>th</sup> – DDA awards demolition contract.
- October – Demolition begins

Staff is in the process of trying to set a meeting with the Trustees of the Methodist Church. Since total costs for the demolition may be less than \$15,000, staff would recommend moving forward with the project while working towards some mutual beneficial arrangement with the Church.



May 10, 2016

**Mtg Date:** May 19, 2016  
**To:** Downtown Development Authority  
**From:** Julie Johnston, AICP  
**RE:** Stadium Drive Sidewalk Project

At the March 17<sup>th</sup> meeting, the DDA discussed the feedback we received from the Michigan Department of Transportation and the Michigan Economic Development Corporation on the possibility of receiving grants for the Streetscape Project. Both organizations indicated that the project, as presented, was not competitive for their programs. However, MDOT did say that they are interested in spending their Transportation Alternative Program dollars on larger connectivity issues within and between communities. The grant coordinator from MDOT suggested the DDA focus on connecting the Village area with wider pedestrian systems.

With that in mind, the DDA tasked staff to begin the process of preparing a grant application to MDOT for the sidewalks on Stadium Drive. These sidewalks would connect to the new improvements completed between Drake Road and 11<sup>th</sup> Street, which link Oshtemo to the City of Kalamazoo. I am happy to report that the Kalamazoo Area Transportation Study is proposing to utilize Transportation Alternative funds to complete sidewalks from 11<sup>th</sup> Street to Quail Run Drive. The remaining sidewalks, from Quail Run Drive to 8<sup>th</sup> Street, will be included in an application directly to MDOT.

Staff has met with Ken Peregon from OCBA to discuss then MDOT grant application. An additional meeting will take place with Prein & Newhof prior to the May 19<sup>th</sup> DDA meeting. The hope is to have a plan of action to review with the DDA in May and ultimately a scope of work and contract for the DDA to approve at the July 21<sup>st</sup> meeting. This scope of work will include estimate budget costs for the completion of the sidewalk so the DDA can understand their commitment to cover 40 percent of the construction costs required by the grant and the total design fees.



May 9, 2016

**Mtg Date:** May 19, 2016  
**To:** Downtown Development Authority  
**From:** Julie Johnston, AICP  
**RE:** Catalyst Project

The following concerns have been brought to either staff's or the DDA's attention over the past several months that impact the redevelopment of the Village area, as follows:

1. The Michigan Department of Transportation (MDOT) and the Michigan Economic Development Corporation (MEDC) both indicated that grants would not be competitive from the DDA because the Oshtemo Village area lacks a "sense of place."
2. Lack of grant funding requires larger contributions by the DDA to complete any streetscape or beautification projects.
3. Staff has met with a couple of developers that have indicated the form-based codes, which govern development in the DDA area, are too costly to develop under given current market rents.
4. Redevelopment opportunities are available in the area through properties for sale, some for many years, but nothing has occurred.

Only very minor private property improvements have occurred in the Village area in many years. To jump start the possibility of new development and redevelopment, the DDA might need to get more directly involved. Staff would like to suggest the DDA consider sponsoring a catalyst project that may help energize the market and begin developing a sense of place in the Village.

We would suggest a mixed-use development that highlights the benefits of the form-based code. The importance of the project would be to demonstrate that successful development can occur in the Village, which would hopefully spur additional new development. As a tax increment financing authority, the best way for the DDA to increase their revenues is to encourage new development in the Village area. The increase in local property taxes will provide added income for the DDA to complete new and existing projects.

There are a couple of ways that the DDA could assist in a redevelopment project, as defined in the Tax Increment Financing and Development Plan that governs how funding can be spent. These opportunities are as follows:

1. Purchase property within the Village area and offer it to a developer at a reduced rate through a request for proposals process or a development agreement.
2. Reduce development costs by providing or redeveloping the public infrastructure to a site and cover any hook-up fees.

Financing of these activities can happen through the revenue collected from the tax increments or through bonds issued by the DDA. Staff will have more information available at the May 19<sup>th</sup> meeting to help with the discussion of this idea.



May 10, 2016

**Mtg Date:** May 19, 2016  
**To:** Downtown Development Authority  
**From:** Julie Johnston, AICP  
**RE:** Village Form-Based Codes

On February 11, 2016, staff made a request to the Planning Commission to consider changing the signage requirements of the Architectural Standards of the Village Form-Based Code Overlay District. The current ordinance states the following:

*34.670 - Signage.*

*Signs within the Village Overlay District should be clear, informative to the public, and well crafted. Appropriate signage is desirable for identifying the Village area's shops and businesses as well as for decoration. However, signage that is glaring or large creates a distraction, intrudes into and lessens the Village experience, and creates visual pollution.*

*B. Design and Materials.*

- 1. Exterior materials, finishes, and colors should be the same or similar to those used on the principal building.*
- 2. Signs should be professionally constructed using high-quality materials such as metal, stone, hardwood, and brass.*
- 3. The use of exposed neon tubing in conjunction with other types of materials to emphasize the business name, logo, or to indicate if open or closed is permitted; however, neon tubing within a sign cabinet that creates internal illumination or any other use of neon tubing is prohibited.*
- 4. Internally lit plastic letters or plastic box signs are prohibited.*
- 5. To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry.*

The section that was requested to be changed in some way was B.4, which does not allow for internally lit plastic letter or plastic box signs. Currently, 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.

The Planning Commission discussed the matter at the February meeting and requested staff return with some suggested text amendments. Their concern was the expense of requiring new signs that meet the ordinance requirement when the building or site is still out of compliance with the remainder of the Form-Based Code regulations.

On March 24<sup>th</sup>, staff 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 Signs and Billboards* of the Zoning Ordinance 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 requirements of the Overlay District. The requested Ordinance amendment is as follows:

#### **34.670.J – Exempt Signs**

**Signs located on nonconforming structures shall be exempt from these requirements until such time as the nonconforming structure comes into compliance with the Architectural Standards of Section 34.000. Signs located on nonconforming structures within the Village Form-Based Code Overlay Zone shall be regulated by Section 76.000 – Signs and Billboards.**

The Planning Commission discussed the suggested amendment, but also acknowledged the significant differences between the Village Core and Fringe and the east and south corridors as outlined on the Regulating Plan for the Form-Based Code District. There was discussion that compliance to the Architectural Standards of the Form-Based Codes might be better served only in the Core and Fringe areas as the architectural styles, uses and site conditions in these areas are quite different. They concluded the meeting requesting that staff consult with the DDA to garner their input on these concerns.

The Planning Commission would like feedback on the following questions:

1. Should the east corridor of the Village Form-Based Code Overlay District be exempt from the Architectural Standards of the district, similar to the south corridor?
2. Should nonconforming signs be allowed to exist until the entire building is brought into conformance with the Village Form-Based Code Overlay District (per staff's recommended ordinance amendment)?

A copy of the Architectural Standards, Regulating Plan of the Code, and a Zoning Map is provided with this memo to assist with your deliberations.

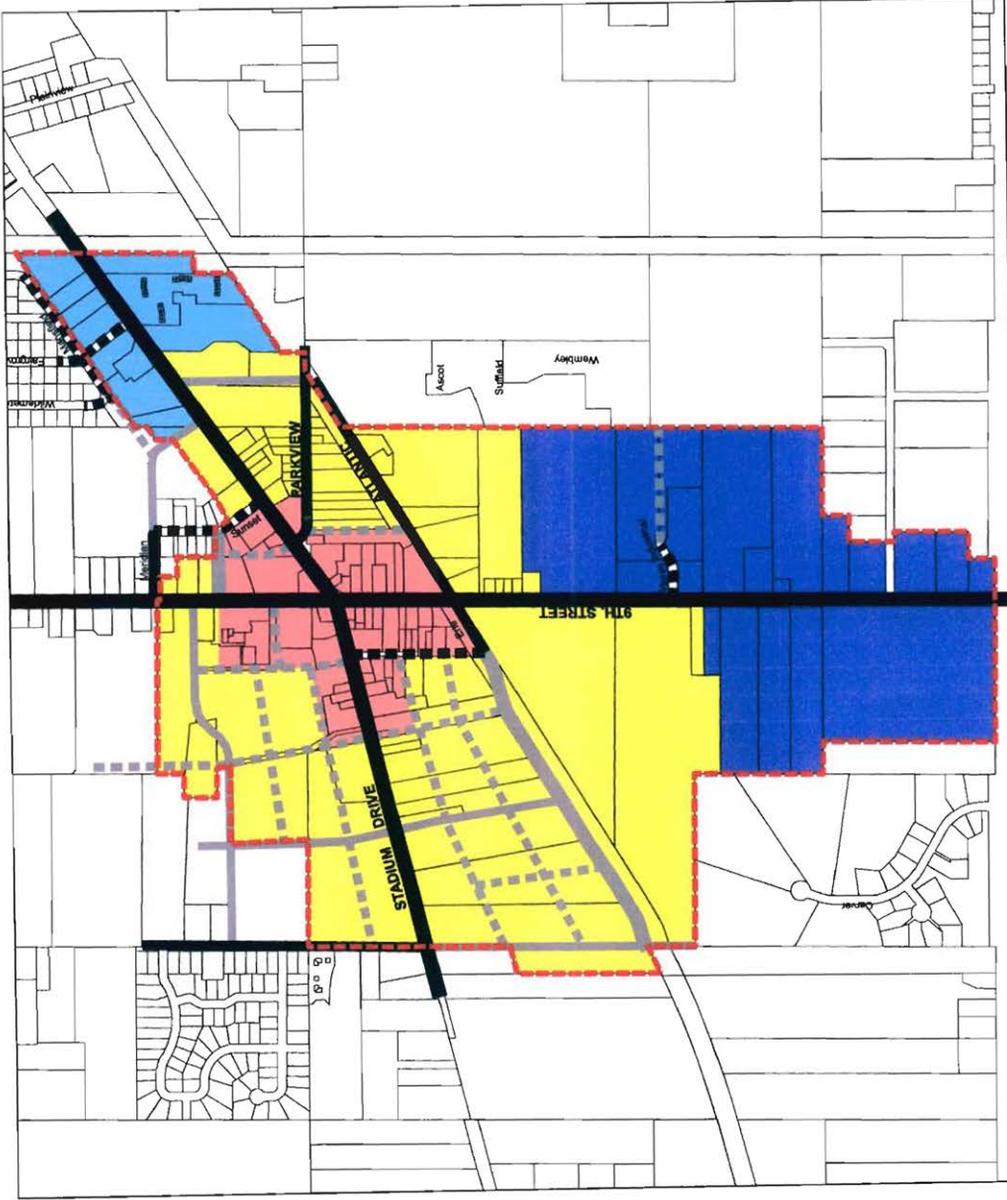
# Regulating Plan

Oshkemo Charter Township,  
Kalamazoo County, Michigan

## Legend

- Village Core
- Village Fringe
- Corridor East
- Corridor South
- Existing Arterial Road
- Existing Collector
- Existing Local Road
- Proposed Arterial Road
- Proposed Collector
- Proposed Local Road
- DDA Boundary

Data Source: Oshkemo Charter Township, 2005



34.600 - Architectural standards.

The goal of the Village Overlay District and these Architectural Standards is to establish and retain the character that will be common throughout the district, and the basic characteristics of all structures (massing, roof pitch, voids, porches, yards, materials, etc.) as well as details (columns, window trim, rails, etc.) that will be durable and consistent with the principles of good planning and design. Architectural Standards within this Section 34.600 may be modified per the modification criteria in Section 34.920.

Unless specifically stated otherwise below, the Corridor South Sub-district shall be exempt from the Architectural Standards of the Village Overlay District. Existing standards of the underlying zoning district shall apply.

Index of Sections in Architectural Standards

34.610	General Principals
34.620	Building Walls (Exterior)
34.630	Roofs and Parapets
34.640	Windows, Doors and Awnings
34.650	Lighting and Mechanical Equipment
34.660	Street Walls
34.670	Signage
34.680	Landscaping

34.610 General Principles.

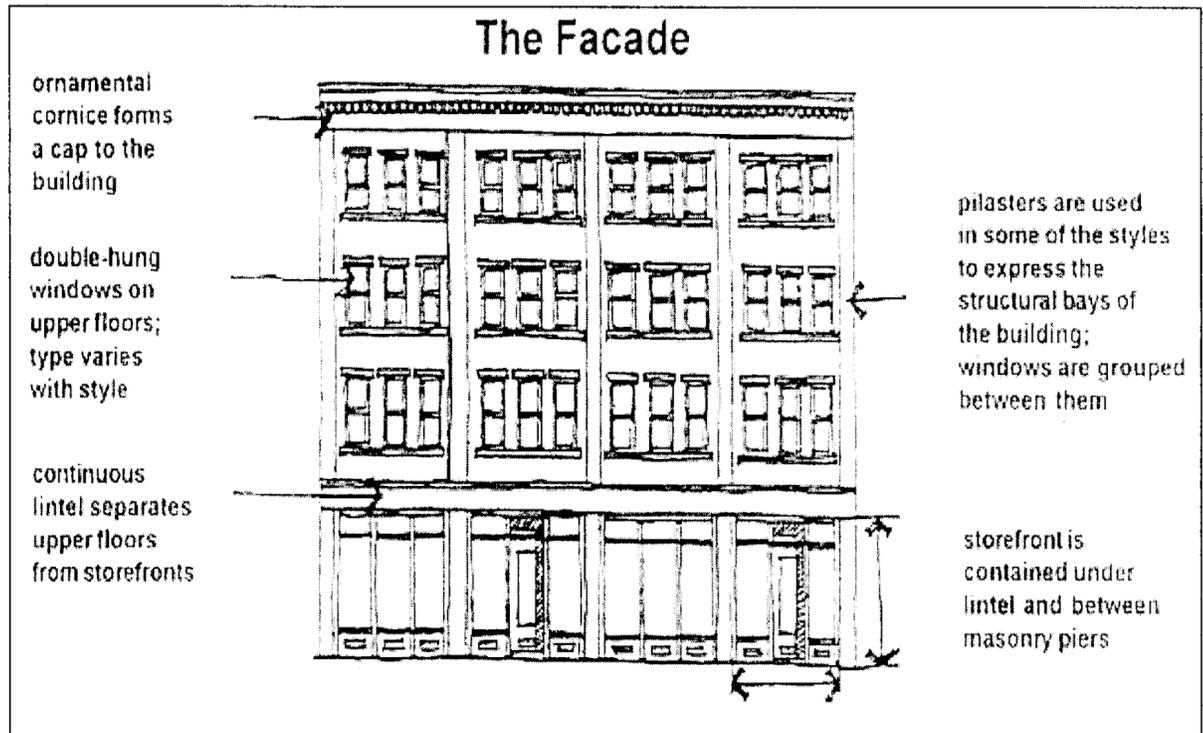
A. *Tradition.*

1. Tradition is an attitude about construction that uses time-tested techniques to address a given design problem. The idea is not to mimic the past, but rather to use discipline when designing new buildings in order to foster a coherent Oshtemo Village aesthetic.
2. Buildings designed to weather the basic elements (gravity, sun, weather, and time) and which incorporate time-tested rules of proportion retain their appeal, while "style" comes and goes. This is the idea behind the Village Overlay District's requirements on items such as column spacing, window proportion, roof pitches and overhangs.
- 3.

The arrangement of different building materials shall appropriately express the specific properties of the materials. For example, heavier more permanent materials (i.e., masonry) support lighter materials (i.e., wood).

B. *Simplicity.*

1. The building mass should be a simple composition of basic building forms following a clear hierarchy: principal structure, porches, attached structures, sheds.
2. Rooflines should be simple: gables, hips, and sheds, or combinations of these three basic roof forms. Flat roofs are limited to specific building types and areas and shall be provided with parapets with strong cornice lines. Roofs should correspond to the major massing of the building; complicated rooflines are to be avoided.



3. Details such as doors, windows, eaves, columns, railings, etc. should be carefully designed and constructed. This will sustain a building's visual interest and value for a long time.

C. *Equivalent or Better.*

1. While certain techniques and product types are prescribed here, Equivalent or Better practices and products are encouraged. Such variations must be submitted to the Planning Commission or Township Planning Department (depending on the stage of development review) for approval.

D. *Where Clearly Visible from the Street.*

1. Many requirements of this Village Overlay District, especially the Architectural Standards, apply *only* where the subject is "clearly visible from the street." Note that the definition of "street" includes reserve space, parking lots and all public space except alleys, as defined herein. The intent here is to restrict control to the public realm where it has significance and limit public interference in the private realm.
- 2.

Where rear facades face parking lots, the character and design of these facades shall be considered as well. While still serving as a face to the community and to the structure, these rear facades do not have the same public exposure as the front facades and often provide service functions as well. Therefore, the Planning Commission may adjust the design requirements for the desired building type in this Section 34.600 as it applies to the rear facade considering the anticipated use of that side of the building, its exposure to the public, and the overall design of the structure.

34.620 Building Walls (Exterior). Building walls should reflect and complement the traditional materials and techniques of southwest Michigan's regional architecture. They should express the construction techniques and structural constraints of traditional, long-lasting, building materials. Simple configurations and solid craftsmanship are favored. The illustrations are advisory only. Refer to the standards below for the specific prescriptions of this section.

Standards for Building Walls (where clearly visible from the street):

A. *Materials:* The following materials are permitted:

1. Brick and tile masonry.
2. Split-faced block (only for piers, foundation walls, and chimneys).
3. Pre-cast masonry (for trim and cornice elements only).
4. Native stone (or synthetic equivalent).
  - a. Brick, block, stone and similar materials must be properly detailed and in appropriate load-bearing configurations.



Use of brick and stone materials are permitted.

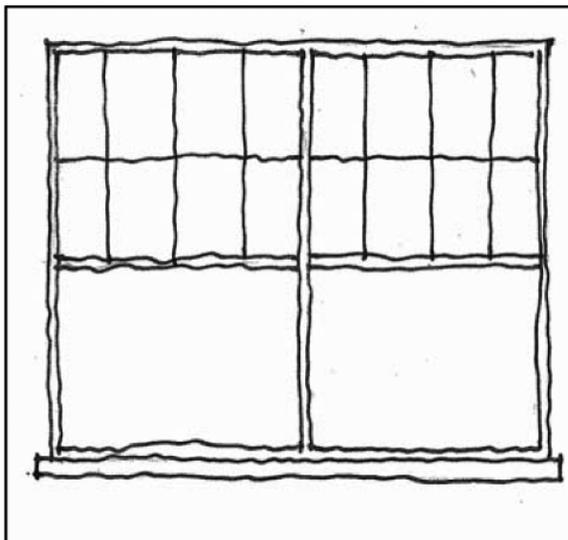


5. Stucco (cement-like finish).
  - a. Smooth or sand only, no rough or "cake icing" finish.
6. Gypsum Fiber Reinforced Concrete (GFRC - for trim elements only).
7. Exterior Insulating and Finish Systems (EIFS - for trim elements only).
8. Metal (for beams, lintels, trim elements and ornamentation only).



Wood lap siding

9. Wood lap siding.
    - a. Smooth finish only (no rough-sawn).
    - b. Must be painted or stained.
  10. Hardie-Plank equivalent or better siding.
  11. Vinyl or aluminum (architectural quality, heavy gauge: .040-.050 for vinyl or .019-.026 for aluminum)
- B. *Configurations and Techniques:* The following configurations and techniques are permitted:



Window and wall openings shall have a vertical orientation. If the opening is wide, they can be divided to appear vertical.

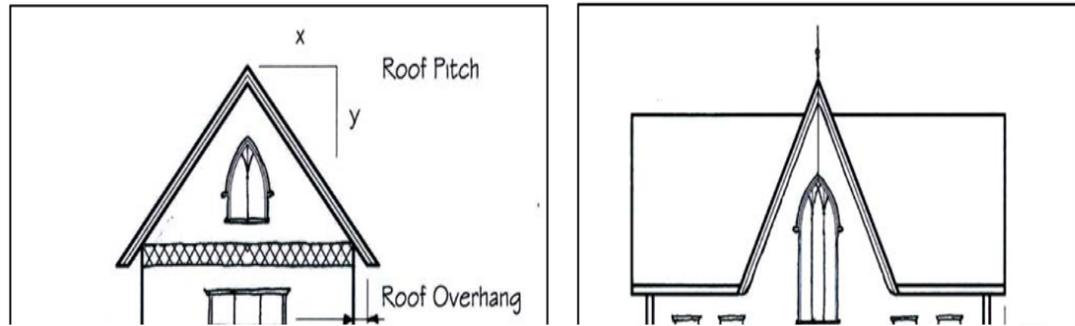
1. Vertical wall openings shall not span more than one story.
2. Wall openings shall be as tall as or taller than they are wide.
3. Material changes shall be made logically - as where an addition (of a different material) is built onto the original building or where a building turns a corner.

34.630 Roofs and Parapets. Roofs should have consistent pitches and designs with generous overhangs in order to provide visual coherence to the Village area. Roofs shall also demonstrate common-sense recognition of the climate by utilizing appropriate pitch, drainage, and materials.

Standards for roofs and parapets (where clearly visible from the street):

A. *Pitched roofs.*

1. Pitch (exclusive of roofs behind parapet walls).
  - a. Simple hip and gable roofs shall be symmetrically pitched between 6:12 and 12:12.
  - b. Shed roofs, attached to the main structure, shall be pitched between 4:12 and 7:12.
2. Overhang.
  - a. Eaves and rakes (gable end) shall overhang between six inches and 24 inches on the primary structure in a manner proportional to the rest of the building design.
  - b. Eaves and rakes on outbuildings, dormers, and other smaller structures must overhang at least six inches.
  - c. Soffits shall contribute as an architectural detail of the roof and structure.



B. *Parapet roofs.*

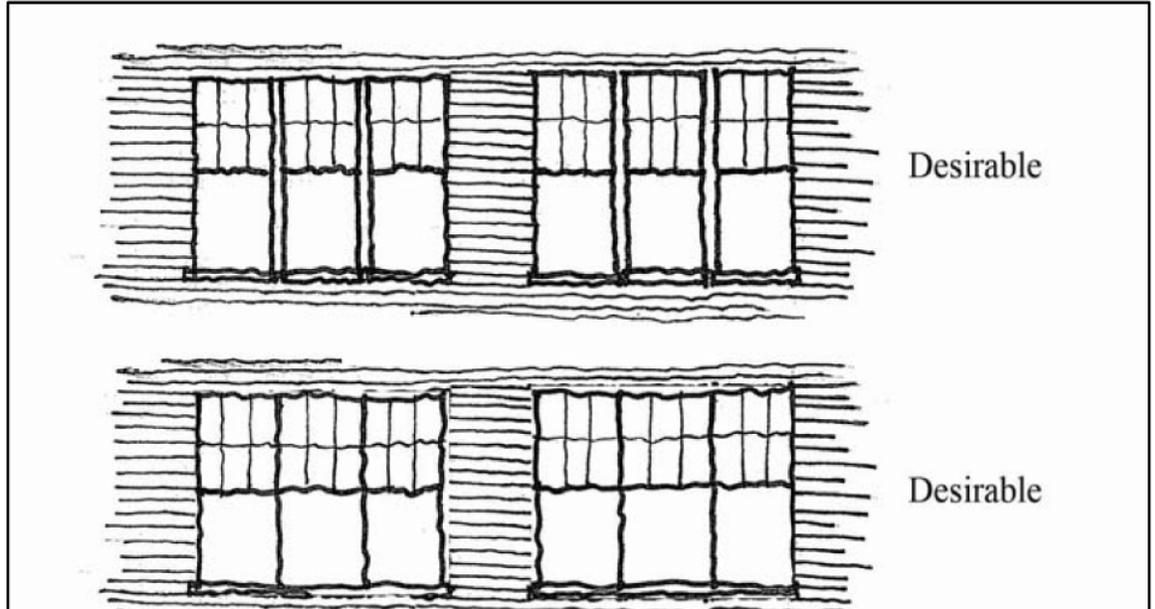
1. Permitted on Courtyard Apartments, Storefront and Workshop Buildings only. May be used to screen roof material from any adjacent street. (Parapet roofs may be required on side walls by Building Codes for fire protection.)
2. Buildings without visible roof surfaces and overhanging eaves shall provide a cornice projecting horizontally to screen rooftop equipment from view when standing across the street.
3. Skylights, roof vents, and rooftop mechanical equipment are permitted only on the roof plane opposite the front street or when shielded from Street view by the parapet wall.
- 4.

Ornamentation which contributes to the character of the building is encouraged. Overly elaborate, "post-modern" designs are discouraged.

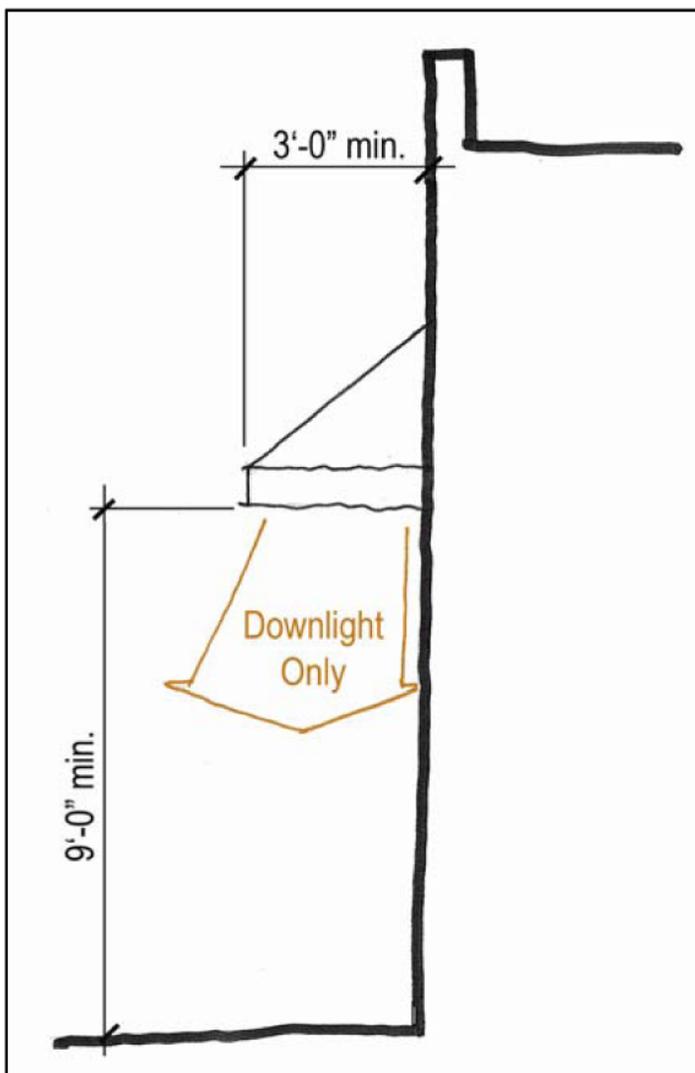
34.640 Windows, Doors and Awnings. Windows and doors should be simple in both design and placement. Larger windows should be divided by mullions into multiple panes of glass. This helps the window "hold" the surface of the facade, rather than appearing like a "hole" in the wall, an effect that is produced by a single sheet of glass.

Standards for Windows and Doors (where clearly visible from the Street):

- A. *Materials*: The following materials are permitted:
  1. Window and door frames shall be made of anodized or painted aluminum, wood, clad wood, vinyl, or steel.
  2. Window glass must be clear, with at least 90 percent light transmission at the ground story and at least 75 percent light transmission for the upper stories (modification as necessary shall be permitted to meet any applicable building code requirements.)
  3. Specialty windows may utilize stained, opalescent, or glass block (one per facade maximum).
  4. Doors shall be of wood, clad wood, fiberglass, glass, aluminum, and/or steel.
- B. *Configurations and Techniques*: The following configurations and techniques are permitted:
  1. Windows, frames, and doors shall coordinate with overall architecture and design.
  2. For all windows:
    - a. Openings for windows, windowpanes, and doors shall be at least as tall as or taller than they are wide. Transom windows are not included in the measurements for this requirement.
    - b. Windows may be ganged horizontally (maximum three per group) if subdivided by a mullion that is at least five inches wide.
    - c. Windows shall be no closer than 36 inches to building corners.
    - d. Exterior shutters, if utilized, shall be sized and mounted appropriately for the window ( $\frac{1}{2}$  the width), even if inoperable.
  3. Upper-story windows:
    - a. Double-Hung, Single-Hung, and Casement Windows shall be required.
    - b. Windows shall have vertical proportions.
  4. Ground floor windows and doors on Storefront building types:
    - a. Windows shall have vertical proportions. Wide ground floor windows shall be divided to give the appearance of separate windows, each having vertical proportions.
    - b. Ground floor windows shall not be made opaque by window treatments (excepting operable sunscreen devices within the conditioned space), and shall allow a minimum 60 percent of surface view into the building (to at least a 20-foot depth).
    - c. Storefronts may extend up to 24 inches beyond the facade with a projecting window or building feature.



- C. *Awnings and Overhangs.* When an awning or overhang is incorporated into a building, the following requirements must be met:



Awnings and overhangs must be a minimum of 9 feet above the sidewalk below and extend a minimum of 3 feet from the building façade. The only illumination permitted is lighting that shines down from the awning.

1. Minimum nine feet clear height above sidewalk, minimum three feet depth out from the building facade.
2. An awning or overhang may not extend into the street without obtaining permission from the appropriate body. Proof of permission shall be submitted prior to site plan review. Along private roads, awnings or overhangs may encroach into the easement but may extend no further than the street trees.
3. Canvas cloth or equivalent (no glossy or reflective materials), metal or glass.
4. No internal illumination of the awning or overhang. Downward lighting is permitted.
5. Lettering on awning limited to five inches tall on vertically hanging fabric at curb side of awning.
6. No one-quarter cylinder configurations.

34.650 Lighting and Mechanical Equipment. Materials and equipment chosen for lighting fixtures should be durable, energy efficient, and weather well. Appropriate lighting is desirable for nighttime visibility, crime deterrence, and decoration. However, lighting that is too bright creates intense glare, hinders night vision, and creates light pollution.

Standards for Lighting and Mechanical Equipment (where clearly visible from the street):

A. *Lighting.*

1. Lighting in the Village Overlay District shall comply with the standards in Section 78.700 to 78.740 of the Zoning Ordinance in addition to those requirements stated below.
2. Pole-mounted lighting in the Overlay District shall be limited to a height of 20 feet and be downward directed.
3. If alleys are constructed, street lighting shall be provided in alleys upon their development.
4. Street lighting shall be consistent with an approved streetscape design plan (when completed) to ensure consistency.

B. *Mechanical Equipment.*

1. The following shall be placed away from the front street or side street frontage lines and be screened from view from the street: air compressors, air conditioners, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans (except those located per the public streetscape program), storage tanks, generators and similar units unless approved as necessary for a permitted essential service.
2. Roof-mounted equipment shall be placed away from the frontage line and be screened from view from the street.
3. New utility lines and utility leads for individual units shall be placed underground. As opportunities arise, existing overhead lines shall be placed underground as well.

34.660 Street Walls. Street walls may be used to establish clear edges where buildings do not. The Village Overlay District standards provide for masonry walls that define outdoor spaces, screen the street from the private realm, and/or provide screening (parking lots, trash cans, gardens, and equipment). Street walls required within the Village Overlay District for these purposes shall be constructed in accordance with these standards. All street wall facades shall be as carefully designed as the building facade. Where the built form does not need to be as clearly defined or in more residential settings, fences can serve similar purposes.

Standards for Street Walls (where clearly visible from the Street):

A. *Materials.* The following materials are permitted:

1. Native or regional stone and equivalent imitation stone.
2. Brick.
3. Stucco on concrete block (or poured) only with brick or stone coping.
4. Metal (wrought iron, welded steel and/or black aluminum), for gates and detailing purposes only.
5. A combination of materials (e.g., stone piers with brick infill panels).

- B. *Configurations and Techniques.* The following configurations and techniques are permitted:



A street wall used to screen the adjacent parking lot.

1. Street walls along any unbuilt required building line shall be built to a height between 36 inches and 72 inches above the adjacent ground depending on the location of the wall and the purpose it is serving.
2. Walls for screening equipment, adjacent higher intensity uses, and similar impacts shall be near the maximum height.
3. Walls in front yards or adjacent to pedestrian areas (used for screening parking areas) shall be limited to 42 inches in height.
4. Stucco street walls shall have a hardy species of climbing vine planted along them. Landscaping along other street walls is encouraged to soften the appearance.
5. The street wall shall be designed so as not to create an imposing presence or fortress-like appearance. The Planning Commission may adjust these standards as necessary to avoid this situation (such as requirements for relief, articulation, materials changes, and/or design elements in the wall plans.)
6. Walls used for parking lot buffers shall also be subject to the criteria of Section 34.680.D.

34.670 Signage. Signs within the Village Overlay District should be clear, informative to the public, and well crafted. Appropriate signage is desirable for identifying the Village area's shops and businesses as well as for decoration. However, signage that is glaring or large creates a distraction, intrudes into and lessens the Village experience, and creates visual pollution.

The following sign regulations are applicable in the Village Overlay District, and shall supersede the sign requirements of Sections 76 and 33.410, except where the provisions of Sections 76 and 33.410 are specifically referenced or are not covered in the text below:

- A.

*Approval.* Signs shall be approved in accordance with the permitting requirements of Section 76. However, all new buildings and/or remodeled facades that will have a signage component shall demonstrate that sufficient space has been provided in the building design for future signage and that signage placed in that location will not conflict with the overall building design.

B. *Design and Materials.*

1. Exterior materials, finishes, and colors should be the same or similar to those used on the principal building.
2. Signs should be professionally constructed using high-quality materials such as metal, stone, hardwood, and brass.
3. The use of exposed neon tubing in conjunction with other types of materials to emphasize the business name, logo, or to indicate if open or closed is permitted; however, neon tubing within a sign cabinet that creates internal illumination or any other use of neon tubing is prohibited.
4. Internally lit plastic letters or plastic box signs are prohibited.
5. To minimize irreversible damage to masonry, all mounting and supports should be inserted into mortar joints and not into the face of the masonry.

C. *Sign Lighting.*

1. *Internal Sign Illumination Prohibited.* Internally illuminated signs are prohibited in the Village Overlay District. The only exceptions are signs with cut-out lettering where the internal light shines through the cut out sign copy but not the opaque sign face.



2. *Externally Illuminated Lighting.* Projecting light fixtures used for externally illuminated signs such as gooseneck fixtures for wall or projecting signs or ground-mounted spotlights for monument signs should be simple and unobtrusive in appearance. Any external sign light source must be designed so that the light source is directed against the sign and away from pedestrian or automobile travel ways.

3. *Back-lit, Halo-lit, or Reverse Channel Letter Illumination.* The use of back-lit, halo-lit, or reverse channel-lit lighting is permitted and encouraged in the Village Overlay District. These types of sign lighting are appropriate for pedestrian and automobile scale sign lighting applications (see illustration at right).
  4. *Prohibited Sign Elements.* Any sign elements incorporating flashing or blinking lights, animated display screens, video monitors, or LCD, LED, or similar readerboards are prohibited in the Village Overlay District.
- D. *Multiple Story Buildings.* The following regulations are applicable to multiple story buildings:
1. Except where the height of the sign is specified in the following provisions, ground floor tenants shall place signs at the storefront level, below the expression line separating the ground floor from upper floors.
  2. Upper story tenants may only display window signs. Such window signs may not exceed 25 percent of the total window area appurtenant to the tenant's floor space.
  3. A small amount of additional signage for upper story tenants may be allowed when integrated into the design of the building and the overall signage program. This will be particularly true in the Village Core.
  4. A directory sign shall be permitted at ground level entrances that provide access to upper story tenants.
- E. *Political Signs.* Political signs shall be subject to the applicable requirements of Section 76.
- F. *Clear Vision Area.* The sign shall comply with the Kalamazoo County Road Commission Clear Vision Area requirements, if applicable, as well as the Oshtemo Charter Township Clear Vision Area standards ([Section] 76.420.A).
- G. *Sign Area.* The determination of how large a sign is shall be made based on the standards provided in Section 76.130, under "Sign Area".
- H. *Cornerstones.* A cornerstone is an imprint of the name of the building or date of construction into a permanent material (such as concrete or stone) for display on the building. The cornerstone should be no larger than three square feet and shall be reviewed as a part of the overall building design, although it will not count towards the signage limits.
- I.

*Permitted Signs.* The following types of signs are permitted in the Village Overlay District. Table 34.7 below summarizes the size and number of signs permitted and a few key notes, particularly concerning signs that cannot be used concurrently. Detailed descriptions and standards for certain sign types follow:

TABLE 34.7 - Sign Summary

	SIZE	NUMBER	NOTES
1. Wall Signs	1 sq. ft./linear foot of building frontage Max 24 sq. feet per sign	Depends on building frontage At least one sign permitted, but partial measurements rounded down	Cannot be used in conjunction with a projecting sign
2. Projecting Signs	8 sq. feet max.	One per ground floor tenant	Cannot be used in conjunction with a wall sign
3. Monument Signs	Max. size depends on setback from street	One per lot, parcel, or development area	Must satisfy clear vision requirements
4. Awning and Canopy Signs	Max. 5" tall letters along vertically hanging surface adjacent to curb	One per awning/canopy	
5. Hanging Signs	4 sq. feet max.	One per canopy or overhang	May not be used in conjunction with a projecting sign
6. Window Signs	25% of window area		Includes both temporary and permanent
7. A-Frame Signs	6 sq. feet max.	One per ground floor business	Must be located close to building
8. Tenant Directory Signs	8 sq. feet max.	One per multi-tenant building	

9. Plaque Signs	2 sq. feet max.	One per use	
10. Restaurant Menu Signs	6 sq. feet max.	One per use	

1. WALL SIGNS	
<p>Definition: A sign that is mounted flush and fixed securely to or painted on a building wall, projecting no more than 12 inches beyond the face of a building wall and not extending sideways beyond the building face or above the highest line of the building to which it is attached.</p>	Regulations:
	<p>i. Wall signs should be located on the upper portion of the storefront, and should not exceed 2/3 the width of the building or tenant frontage.</p>
	<p>ii. Wall signs shall not exceed a ratio of 1 square foot of area per linear foot of building width or tenant space width up to a maximum of 24 square feet per sign.</p>
	<p>iii. One wall sign shall be permitted for each 24 linear feet of building or tenant frontage on the front of the building (partial measurements will be rounded down; minimum of one sign per tenant or building frontage for single user buildings). Wall signs shall be distributed evenly on the building or complement the overall architecture and design, including the arrangement of bays and openings. For buildings and tenants with frontage and/or access on the side or rear, one additional wall sign may be permitted for each additional exposure to be no greater than 20 square feet.</p>
<p>iv. Wall signs shall be placed in a clear signable area, which is an architecturally continuous area uninterrupted by doors, windows, or architectural details such as grillwork, piers, pilasters, or other ornamental features.</p>	

v.	For multiple-tenant uses, the size and number of signs for ground floor tenants shall be based on the standards above.
vi.	A wall sign shall not be used in conjunction with a projecting sign.
vii.	See Section 34.670D for more information regarding wall signs on multiple story buildings.

2. PROJECTING SIGNS

Definition: A sign that is affixed to the face of a building or structure that projects in a perpendicular manner from the wall surface of a building.

Regulations:

i.	Projecting signs, including all brackets and hardware, shall not be mounted above the second floor window sill in multi-story buildings.
ii.	Projecting signs shall be small in scale and provide a minimum vertical clearance of 9 feet between the lowest point of the sign and the sidewalk.
iii.	The entire sign area of the projecting sign shall fit inside an imaginary rectangle with a maximum area of 8 square feet. Neither

		the height nor the width shall exceed 4 feet.
	iv.	Projecting signs may not encroach into the street without obtaining permission from the appropriate body. Proof of such permission shall be submitted prior to approval. Along private roads, projecting signs may encroach into the street easement a maximum of 5 feet.
	v.	Mounting hardware shall be attractive and an integral part of the sign design.
	vi.	Marquee Signs are a form of projecting sign. A marquee sign is only permitted in conjunction with a theatre, cinema, or performing arts facility, and the sign may indicate the facility's name and a changeable copy portion of the sign highlighting current and future attractions. The permitted area of a Marquee Sign shall be determined by the Planning Commission consistent with the design and scale of the building and the surrounding environment.
	vii.	One projecting sign is permitted per ground floor tenant. An additional sign may be granted for a tenant if located on a corner lot with multiple street frontages.
	viii.	A projecting sign shall not be used in conjunction with a wall sign.

3. MONUMENT SIGNS

<p>Definition: A freestanding sign. Monument signs are typically used for a building or series of buildings that are separated from adjacent streets by substantial setbacks. The base of the monument</p>	Regulations:	
	i.	One monument sign per lot, parcel, or development area regardless of the number of commercial establishments on that lot, parcel, or site.
	ii.	Monument sign area and height requirements based on the setback from the road right of way or private road easement:

sign is typically brick or other masonry material and is approximately the same width as the sign face.

	Setback (feet)	Sign Area (sq. ft.)	Height (feet)
	Less than 5	Sign not permitted.	
	5—9	<u>24</u>	5
	<u>10</u> —14	<u>30</u>	5
	15+	40	6
iii.	Height and setback requirements shall be based on the proposed location of the sign.		
iv.	Monument signs shall be oriented towards an arterial street (parallel or perpendicular), or collector if not fronting on an arterial.		
v.	Monument signs shall be constructed out of decorative materials that complement the design of principal buildings within the development. Natural materials such as stone, decorative masonry, wood, or metal are preferred.		

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| vi.  | Low level landscaping shall be provided around the base of the sign, but shall not obscure any part of the sign message. |
| vii. | Monument signs shall be located in compliance with Township and County Clear Vision Area regulations.                    |

**4. AWNING & CANOPY SIGNS**

Definition: A sign that is printed on, painted on, or attached to an awning or canopy above a business door or window. Such signs are generally oriented toward pedestrians on the opposite side of the street.

**Regulations:**

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|------|--|
| i.   | Lettering and graphics up to five inches tall may be placed on the vertically hanging fabric of an awning on the side facing the curb. |
| ii.  | Awnings or canopies with back-lit graphics or other kinds of interior illumination are prohibited.                                     |
| iii. | One sign per awning or canopy.   |

	iv.	An awning or canopy sign maybe used in conjunction with a projecting sign or wall sign.
	v.	Signage, lettering, graphics, and logos are prohibited on the upper, sloped portion of the awning and shall be located on the vertical flap.

5. HANGING SIGNS

<p>Definition: A hanging sign is similar to a projecting sign, except that it is suspended below a marquee, awning or canopy. Hanging signs are smaller than projecting signs due to their lower mounting height.</p>	<p>Regulations:</p>	
	i.	<p>Hanging signs shall fit within an imaginary rectangle with a maximum area of 4 square feet (excluding supporting rods, chains, or similar hangers).</p>
	ii.	<p>Hanging signs shall maintain a minimum vertical clearance of 9 feet between the lowest point of the sign and the sidewalk.</p>

iii.	One sign shall be permitted per canopy or overhang.
iv.	A hanging sign may not be used in conjunction with a projecting sign.

6. WINDOW SIGNS

Definition: A window sign is painted, posted, displayed, or etched on an interior translucent or transparent surface, including windows or doors.

Regulations:

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|----|--|
| i. | Window signs, both temporary and permanent, shall not exceed 25% of the window area so that visibility into and out of the window is not obscured. |
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ii.

Sign copy shall not exceed 8 inches in height.

iii.

Window signs should be applied directly to the interior face of the glazing or hung inside the window to conceal all mounting hardware and equipment.

7. A-FRAME SIGNS

Definition: A-Frame signs are designed to stand on their own either on private or public property. Such signs are portable and are usually placed along public sidewalks to attract pedestrians to adjacent businesses.

Regulations:

i.

A-frame signs may have a maximum area of 6 square feet and a maximum height of 42 inches. The sign area is calculated on one side only.

ii.

A-frame signs may only be located in the frontage or walkway/furnishings areas of the pedestrian area along a street. The sign shall be located near the building to ensure sufficient space (at least 5 feet) is provided for pedestrian passage.

	iii.	A-frame signs may not be permanently affixed to any object, structure, or the ground.
	iv.	A-frame signs shall not be illuminated.
	v.	A-frame signs may only be displayed during business hours, and shall be removed when the business to which they are accessory is closed.
	vi.	Each ground floor business with frontage on a street may have a maximum of one A-frame sign. Businesses without ground floor frontage may not have an A-frame sign. The sign must be located adjacent to the business to which it is accessory.

8. TENANT DIRECTORY SIGNS

<p>Definition: A tenant directory sign is used to identify tenants and businesses in a multi-tenant building, often for tenants that do not</p>	<p>Regulations:</p>	
	i.	<p>Tenant directory signs shall fit into an imaginary rectangle with a maximum area of 8 square feet.</p>

have direct frontage on a public street. Such tenants can be located in second story space, or in portions of the building without a ground floor entry in the front. Tenant directory signs are oriented toward the pedestrian.

ii.

Tenant directory signs shall be mounted flat against a solid wall proximate to a common building entrance serving tenants listed on the directory sign.

iii.

Tenant directory signs may include the following: building or project name, project logo, address, business tenant names, and suite numbers or letters.

iv.	A maximum of one tenant directory sign shall be approved per building unless proven otherwise necessary to the satisfaction of the Planning Commission.
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9. PLAQUE SIGNS

Definition: A plaque sign is a small version of a wall sign that is attached to surfaces adjacent to store entries or tenant entries.

Regulations:

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| i.   | Plaque signs shall fit into an imaginary rectangle with a maximum area of 2 square feet. |
| ii.  | Plaque signs may project a maximum of 3 inches from wall surfaces.                       |
| iii. | Only one plaque sign shall be permitted per use.   |

10. RESTAURANT MENU SIGNS

Definition: A

Regulations:

restaurant menu sign is a sign that incorporates a menu for a restaurant. The purpose of restaurant menu signs is to assist customers in finding a restaurant they would like to patronize.	i.	The maximum area for menu signs is 6 square feet.
	ii.	Menu signs shall be located in a permanently mounted display box on the surface of the building adjacent to the entry.
	iii.	Restaurant menu signs shall be permitted for all restaurants with table service.
	iv.	Only one restaurant menu sign shall be permitted per use.

34.680 Landscaping. The purpose of the landscaping standards is to ensure coherent neighborhood streets, to assist property owners with understanding the relationship between the street and their own front yards, and to achieve creative and distinctive landscape and planting design emphasizing urban form. The preservation and use of native plants is strongly encouraged.

These requirements shall be in addition to the requirements of Section 75. Where there are conflicts, the requirements stated below shall apply. A landscape plan meeting all of the requirements of Section 75.120 shall be submitted for review whenever an activity requiring site plan review is proposed in the Village Overlay District.

A.

*Reserve space.* Reserve Space may be required in accordance with the requirements in Section 34.810. Where Reserve Space is required, the space and the required landscaping within the space shall be clearly demonstrated on the Landscaping Plan.

- B. *Interior parking lot landscaping.* Interior parking lot landscaping shall be provided in accordance with Section 75.140 of the Township Zoning Ordinance. In addition, parking lot islands shall be protected by concrete curbs or similar permanent means.
- C. *Street trees.* Street trees shall be provided along each front and side street frontage as provided in Section 34.740.E.5. of this Ordinance. Street trees shall be canopy deciduous trees, specially selected to survive in this environment, and planted in a consistent row between two and three feet of the curb line.
- D. *Parking lot buffers.* All parking lots shall be separated from the street frontage by a building or a parking lot buffer. A parking lot buffer is required when a parking lot is located within 30 feet of a road right-of-way or road easement. This landscape buffer shall consist of:
  - 1. A minimum five-foot-wide buffer.
  - 2. A decorative masonry wall, street wall, or decorative wrought-iron appearing aluminum fence with a height between 36 and 42 inches from the ground. If a fence is proposed, decorative masonry pillars shall be used to connect fence panels with a minimum of one pillar being provided every 20 to 25 feet.
  - 3. A minimum four-foot-wide planting strip adjacent to the wall including evergreen plantings disposed to form a continuous hedge of small deciduous and evergreen shrubs in between the fence and the street right-of-way or road easement (see figure 34.1).

- E. *Detention pond landscaping.* All detention ponds or similar stormwater management facilities (including bioswales, rain gardens, and similar facilities) shall be designed to incorporate grading contours and plant materials that appear natural in context with the surrounding development and environment. Detention pond landscaping shall comply with the following requirements:
1. Clusters of large shrubs spaced not more than six feet on center shall be provided above the high water or freeboard elevation of the pond. A minimum of one shrub shall be planted for every 20 linear feet measured along the freeboard elevation of the pond.
  2. One ornamental deciduous tree shall be planted for every 40 linear feet measured along the freeboard elevation of the pond.

3. One canopy deciduous tree shall be planted for every 50 linear feet measured along the freeboard elevation of the pond.
  4. Detention ponds shall be planted with native grasses or detention pond seed mix to discourage use by waterfowl. Grass should be allowed to grow to ten to 14 inches tall along the sides and bottom of the basin. Grass species that go dormant in winter are suggested.
  5. Anti-waterfowl devices such as string matrix or string edge are recommended while establishing plantings.
  6. A minimum of 20 percent of the plant materials shall be native plants.
- F. *Plant material standards.* All plant material used to meet the landscaping requirements of the Village Overlay District shall meet the minimum standards provided in Section 75.180.
- G. *Corridor south sub-district.* Landscaping in the Corridor South sub-district shall satisfy the standards for development provided in Section 75.

(Ord. No. 496 eff. July 10, 2008; amend. by: Ord. No. 497 eff. Sept. 25, 2008; Ord. No. 550, § IX, 11-8-2013)