

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

**MINUTES OF A MEETING HELD MAY 19, 2022**

The Oshtemo Charter Township Downtown Development Authority (DDA) Board of Directors held a regular meeting at the Oshtemo Community Center, on Thursday, May 19, 2022. The meeting was called to order at approximately 12:00 p.m.

Members Present: Bill Cekola, Themis Corakis, Stephen Dallas, (arrived at 12:46 p.m.) Libby Heiny-Cogswell, Rich MacDonald (attended virtually), Dick Skalski, and Ryan Winfield.

Member absent: Grant Taylor, Ryan Wieber

Also present: Iris Lubbert, Planning Director, Anna Horner, Public Works Director, Ryan Russell, Prein & Newhof, and Martha Coash, Recording Secretary

**Agenda**

As both the Chair and Vice Chair were absent, Treasurer Corakis chaired the meeting. He asked if there were any corrections or additions to the agenda, and hearing none, asked for a motion.

Mr. Skalski made a motion to approve the agenda as presented. Mr. Cekola seconded the motion. The motion carried unanimously.

**Approval of Minutes: March 31, 2022**

Mr. Cekola asked if there were additions or corrections to the Minutes of March 31, 2022. Hearing none, he asked for a motion.

Mr. Cekola made a motion to approve the Minutes of the Meeting of March 31, 2022 as presented. Mr. Winfield seconded the motion. The motion carried unanimously.

**Public Comment on Non-Agenda Items**

There were no members of the public present.

**Treasurer's Report**

March – April 2022 (unaudited)

Ms. Lubbert presented the March – April Treasurer's Report, explaining \$218,099.81 in tax revenues were reported this cycle; the amount collected was \$18,099.81 more than anticipated. A total of \$961.25 in interest was collected.

Expenditures for the period total \$15,560.24. Payments included general operating expenditures, payments for the zoning amendment project, engineering design work for the Stadium sidewalk project, and final payment for the equipment needed to operate the electric car charging station.

Mr. Winfield made a motion to approve the Treasurer's Report for March – April, 2022 as presented. Mr. Skalski seconded the motion. The motion carried unanimously.

Mr. Corakis wondered if the new car charging station has been used much since it became operational.

Ms. Heiny-Cogswell said it was used at first but not much since. It will be publicized more, including in the newsletter and it will be added to Google Map.

### **Closed Session: Discussion of a Potential Acquisition/Project**

Mr. Winfield made a motion to move to closed session to discuss a potential real estate acquisition. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting moved to closed session at 12:07 p.m.

Ms. Heiny-Cogswell made a motion to return to open session. Mr. Skalski seconded the motion. The motion carried unanimously.

The meeting returned to open session at 12:33 p.m.

Mr. Skalski made a motion to move forward with the land purchase agreement as discussed in Closed Session if the terms are within the parameters established previously by the DDA. If the terms of the final agreement are consistent with the current figures, Chairperson Taylor is authorized to sign the agreement. Mr. Cekola seconded the motion. The motion carried unanimously.

### **Project Updates**

Ms. Lubbert said based on the DDA Board's feedback at the March 31st meeting, direction was needed on how to proceed with the south side Stadium Drive sidewalk project and introduced Ryan Russell, Prein & Newhof, to provide an update on the north and south side of the project.

#### **A. Stadium Drive Sidewalks**

##### **i. North Side**

Mr. Ryan Russell, Prein and Newhof, said the north side sidewalk project is progressing well; work is being done every day. It is expected that another three weeks will be needed for completion. The work yet to be done will be covered within the DDA's

allocated budget. Anything over that will be covered by liquidated damages. No further costs will be charged to the DDA, including Prein and Newhof's time. He noted compacting has been done over the last couple of days and that it passed the compaction test.

Mr. Corakis was concerned that only a bulldozer was used for compaction.

Mr. Russell said a roll proof test can be done. Between the winter and rain, the surface is pretty tight. The estimate is the grade will still be 1 on 4. Topsoil, seeding, and straw will be completed soon.

Mr. Corakis said there is a low spot by Harmon Glass near Ted & Marie's that holds water. Also the Ted & Marie's driveway does not meet ADA code. The asphalt there is breaking up. He said he was told all driveways along the sidewalk would be paved with concrete, but their driveway has not been. Instead it has been deemed as a major intersection by the RCKC. Ted & Marie's will not maintain it and again requested that concrete be installed.

Mr. Russell said concrete had never been part of the plan for that drive.

Ms. Lubbert said she will help coordinate a separate meeting to consider this issue and will return to the DDA with a recommendation.

ii. South Side

It was the consensus of the group that the south side project should be postponed, which will likely allow for a better price if bids are sought later this year and will also provide better timing for possible grant funds.

Mr. Skalski made a motion to postpone a request for bid on the south side sidewalk until the November/December 2022 time period for construction in 2023. Mr. Winfield seconded the motion. The motion carried unanimously.

B. VC and Village Form Based Code Amendment

Ms. Lubbert provided a memo outlining the highlights being worked on in the Zoning Ordinance Amendments prepared by Wade Trim per contract with the DDA, and based on the Master Plan for the area. The subcommittee plans to meet on Friday, May 20th to review a final draft. The next step will be approval by the DDA to forward the proposed amendments to the Oshtemo Planning Commission.

The memo, consisting of 10 bullet points, attached to these minutes, was discussed by the group and it was agreed the subcommittee should consider the draft document for finalization. Following finalization, Ms. Lubbert will send the final draft to DDA members for review.

Mr. Dallas made a motion to authorize the subcommittee to approve a final draft of the Zoning Ordinance Amendments and to forward it to the Oshtemo Planning Commission for consideration and approval. Mr. Skalski seconded the motion. The motion carried unanimously.

### **Other Items**

Mr. MacDonald suggested at some point there should be discussion regarding how to approach the land the Township owns within the DDA at Millard's Way.

It was agreed this should be done, but to hold off for now.

Mr. Corakis said more street lighting is needed along 9<sup>th</sup> St., noting it is an entrance to the DDA.

Mr. Skalski said there is talk of additions as part of the conversion to LED lighting.

Ms. Heiny-Cogswell thought lights might be added in 2024 in conjunction with the 2024 sidewalk installation.

### **Announcements and Adjournment**

Ms. Heiny-Cogswell announced Oshtemo was able to get a TAP grant for a sidewalk on the west side of 9<sup>th</sup> St. from Stadium to Quail Run. They are working to extend it to KL on the school side in 2024. She also announced a groundbreaking ceremony on Wednesday, June 8 at 10:00 a.m. for the Fruitbelt Rail Corridor project which will include a charging station. She noted improved trails will help with economic development.

With no further business to consider, Mr. Corakis asked for a motion to adjourn.

Mr. Skalski made a motion to adjourn the meeting. Mr. Cekola seconded the motion. The motion carried unanimously.

Mr. Corakis adjourned the meeting at approximately 1:21 p.m.

Oshtemo Charter Township  
Downtown Development Authority

Minutes Prepared: May 20, 2022

Minutes Approved: July 21, 2022



## Memorandum

To: Oshtemo Township Downtown Development Authority (DDA)

From: Adam Young, AICP

Date: May 19, 2022

Subject: Zoning Ordinance Amendments

As you know, we have been working with a subcommittee of the DDA, with guidance from the Township Planning/Zoning Department, to prepare amendments to the Oshtemo Township Zoning Ordinance, in particular amendments to Article 34, Village Form-Based Code Overlay Zoning. These amendments are intended to implement the recommendations outlined in the 2019 Village Theme Development Plan Update – a plan guiding future growth and development of the DDA District surrounding Stadium Drive and 9<sup>th</sup> Street.

The subcommittee is nearing completion of the zoning amendments and will be soon delivering a draft package of amendments to the full DDA for review. In advance of this, we are providing a “big picture” summary of the amendments that you will see in the package:

1. New and/or revised definitions for the various building types allowed (storefront mixed-use building, townhouse building, etc.) have been prepared to provide clarity. A new building type – single-use building – has been defined and specific design requirements for single-use buildings have been established.
2. The current Regulating Plan Map in Article 34 will be replaced by the updated Regulating Plan Map from the 2019 Village Theme Development Plan.
3. Added flexibility is provided to the Planning Commission to allow for “modifications” to certain development requirements without the need to secure a variance from the Zoning Board of Appeals.
4. New build-to-line standards are proposed, including the potential for the Planning Commission to allow front yard parking (one row only). Criteria for the Planning Commission to use when considering whether to allow front yard parking has been established.
5. The proposed amendments would allow limited residential use within the ground floor of mixed-use buildings.

6. A new density bonus scheme has been established giving the Planning Commission the authority to grant density bonuses for projects that achieve certain public benefits.
7. Greater flexibility has been established with regard to street walls, including an allowance for natural materials as a substitute for street walls in certain circumstances.
8. Amendments are proposed to largely eliminate the existing street type standards, given that the Township does not have jurisdiction for design of public streets within the DDA. The street type standards would only apply to private street design.
9. Amendments are proposed to allow drive-through windows within the side yard. For corner lots, amendments are proposed to allow drive-through windows within the side yard fronting a collector or local street.
10. Amendments to Article 19, VC Village Commercial District. This is the “underlying” zoning district for the Stadium Drive and 9<sup>th</sup> Street business district. Because development requirements within the underlying zoning are superseded by those found in the Village Form-Based Code Overlay, amendments to Article 19 are proposed to eliminate redundant and/or conflicting development requirements. All that is proposed to remain in Article 19 are the use allowances (permitted and special uses).

We look forward to delivering the proposed amendments package soon and receiving your feedback.