

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD FEBRUARY 13, 2014

Agenda

**REVIEW OF PRELIMINARY DRAFT ZONING ORDINANCE AMENDMENTS
RELATED TO WEST MAIN STREET SUB-AREA IMPLEMENTATION PROJECT**

PLANNING DEPARTMENT ANNUAL REPORT

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, February 13, 2014, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Fred Antosz
Wiley Boulding Sr.
Pam Jackson
Millard Loy
Terry Schley

MEMBERS ABSENT: Dusty Farmer
Richard Skalski

Also present were Greg Milliken, Planning Director; James Porter, Attorney; John Jackson, Consultant with McKenna Associates; and Martha Coash, Meeting Transcriptionist. There were no members of the public present.

Call to Order and Pledge of Allegiance

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

Agenda

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

Approval of the Minutes of January 23, 2014

Chairperson Schley asked if there were any additions, deletions or corrections to the minutes of January 23, 2013. Hearing none, he asked for motion to approve the minutes.

Mr. Loy made a motion to approve the minutes as presented. Mr. Antosz seconded the motion. The motion was approved unanimously.

Review of Preliminary Draft Zoning Ordinance Amendments Related to West Main Street Sub-Area Implementation Project

Chairperson Schley asked Mr. Milliken to review the amendment process to date and noted the format of the meeting for this item would be informal to allow for open discussion.

Mr. Milliken said this project was kicked off at a joint meeting of the various boards and commissions last fall. Since then, staff has worked closely with McKenna Associates to develop language for the proposed sub-area. He indicated interest in feedback, comments and questions. He asked Mr. John Jackson of McKenna Associates to guide the group through the proposed amendments and urged the Board to interject with any thoughts or questions they might have.

Mr. John Jackson took the group through the process followed to develop the draft zoning ordinance amendments and through the amendments themselves, explaining the requirements and how they would be implemented. There were a number of questions and comments.

Pros and cons of an overlay district and PUD were discussed. The recommendation is to utilize an overlay district broken down into four different zones, with the possibility for further flexibility provided through the PUD process. There was some discussion of frontage requirements; types of uses allowed in the commercial zone; consideration of possible increases in demand on transportation; square footage limitations, building height, and orientation within the building requirements section; layout of pedestrian pathways; rural design elements specified and natural features and open space. Also discussed were review criteria, particularly in light of goals and objectives in the Township's Master Plan. Mr. Jackson noted sections where wording was lifted from the existing ordinance and agreed it might be helpful to include some definitions from the ordinance in the draft document. He also pointed out the differences

in requirements for the east and west sides of 9th Street reflected the different characteristics of each side of the road.

The possibility of utilizing special exception uses instead of PUD was discussed, as was the need for the Township to be able to enforce property maintenance by owners.

Several editorial and wording changes were also suggested and noted as the discussion concluded.

Chairperson Schley thanked Mr. Jackson, noting the dialog had been helpful, and asked Mr. Milliken to elaborate on the process to move forward.

Mr. Milliken said there would be subsequent Commission discussions and repeated his request for questions and comments from board members after they have had a chance to consider the document further in light of the discussion. An amended draft will return to the Planning Commission, a public hearing held, and ultimately the document will be recommended for approval by the Planning Commission to the Township Board.

It was agreed to hold a noticed public hearing on March 27 and to invite all affected property owners. It was noted the absent members would need to be brought up to speed, but Chairperson Schley reminded Commissioners they need to make decisions based on materials discussed and deliberation that occurs at an open meeting after the public has had its opportunity to be heard.

Mr. Loy made a motion to hold a public hearing on March 27 regarding proposed Zoning Ordinance Amendments Related to the West Main Street Sub-Area Implementation Project and to invite all property owners within the affected area. Mr. Boulding Sr. seconded the motion. The motion was approved unanimously.

Planning Department Annual Report

Mr. Milliken said in accordance with the requirements of the Michigan Planning Enabling Act, the Planning Department prepared an Annual Report of its 2013 activities in order to ensure the Board is aware of the planning activities in the Township and to accommodate current and future budget requests of the Planning Commission. He noted he was particularly interested in feedback on the items listed in the "Looking Ahead" section that the Township should anticipate in addressing in the near future.

Chairperson Schley asked for any comments from Commissioners.

Mr. Antosz asked whether parking space requirements might be added to the list for consideration.

Mr. Milliken said he would certainly add that item.

There were no further questions or comments regarding the report.

Mr. Schley noted the accomplishments listed in the report and thanked Mr. Milliken and his Staff. He noted that as Chair, it was his feeling that meetings should not be held unless there was business to conduct, and in cases where there was no business to conduct, it was his preference to cancel them. The regularly scheduled meeting for February 27 is a case in point and will be cancelled. Mr. Schley said that with the improving economy and the fact that Oshtemo Township is a favorable place to live, grow and prosper, he hopes Planning Commission meetings will be necessary.

Old Business

In response to a question from Mr. Boulding Sr. about the progress on the Sky King Two development, Mr. Milliken says it has come along well and is a good example of open space development. The areas of trees that have been protected help to isolate the development and serve as a contrast from the first Sky King development, and the back yards will have protected woods behind them. Several building permits have been pulled and additional lots purchased.

Any Other Business

Chairperson Schley wondered about attendance at the upcoming "Planning and Zoning Essentials" workshop. Ms. Jackson indicated she would be attending.

Mr. Milliken reminded the group of the February 18 joint meeting regarding the Corridor Improvement Authority.

Planning Commissioner Comments

The Chairperson asked if Commissioners had comments to share.

Mr. Boulding Sr. said this is a busy time of year for him and that a day off on February 27 was refreshing.

Mr. Loy noted the Stadium Drive/Interchange project is now a two-year project due to a steel shortage.

Adjournment

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Schley adjourned the Planning Commission meeting at approximately 8:32 p.m.

Minutes prepared:
February 17, 2014

Minutes approved:
March 13, 2014