7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-216-5220 Fax 375-7180
www.oshtemo.org

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION MEETING

OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET

THURSDAY, NOVEMBER 5, 2026
6:00 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes: October 22, 2026 Meeting
5. **Public Hearing: Conceptual Review - Millers Station Planned Unit Development (6719/6731/6745 Stadium Drive)**
   Planning Commission to conduct a public hearing and conceptual plan review of a proposed 52-unit single family residential development planned unit development. (Parcels 35-132-010, 35-132-021,35-132-031)
6. Adopt 2027 Meeting Dates
7. Public Comment
8. Planning Commissioner Comments
9. Adjournment

Broadcast Notice:
This meeting is being streamed live on the Township's Facebook page and on the Public Media Network website and app and recorded for watching on-demand. It is also broadcast on Spectrum and AT&T community access channels.

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

   Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

   All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment Non-Agenda Items may be directed to any issue.

   All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

   Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.–1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees

Supervisor		
Cheri Bell	216-5220	cbell@oshtemo.org
Clerk		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
Treasurer		
Clare Buszka	216-5260	cbuszka@oshtemo.org
Trustees		
Neil Sikora	760-6769	nsikora@oshtemo.org
Kristin Cole	375-4260	kcole@oshtemo.org
Zak Ford	271-5513	zford@oshtemo.org
Michael Chapman	375-4260	mchapman@oshtemo.org

Township Department Information

Assessor:		
Kristine Biddle	216-5225	assessor@oshtemo.org
Fire Chief:		
Greg McComb	375-0487	gmccomb@oshtemo.org
Ordinance Enforcement:		
Alan Miller	216-5230	amiller@oshtemo.org
Parks Director:		
Vanessa Street	216-5233	vstreet@oshtemo.org
Rental Info	216-5224	oshtemo@oshtemo.org
Planning Director:		
Jodi Stefforia	375-4260	jstefforia@oshtemo.org
Public Works Director:		
Anna Horner	216-5228	ahorner@oshtemo.org

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES OF A MEETING HELD OCTOBER 22, 2026

AGENDA

PUBLIC HEARING: REZONING DROBNY (4385 North 2nd Street)

WORK ITEM: ZONING ORDINANCE UPDATE

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, October 22, 2026, commencing at 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT:	Michael Chapman, Township Board Liaison Grace Engels Deb Everett, Vice Chair Scot Jefferies Ron Ver Planck
MEMBERS ABSENT:	Alistair Smith, Chair Jeremiah Smith

Also present were Jodi Stefforia, Planning Director; James Porter, Township Attorney; Colten Hutson, Zoning Administrator; Leeanna Harris, Planning and Zoning Administrator; Jennifer Wood, Recording Secretary; and 3 members of the public.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

At 6:00 p.m., Vice Chair Everett called the meeting to order. Those in attendance joined in reciting the Pledge of Allegiance.

APPROVAL OF AGENDA

Vice Chair Everett asked if there were any additions or modifications to the agenda. There were none.

Vice Chair Everett accepted the agenda as submitted.

APPROVAL OF THE MINUTES FROM THE MEETING OF OCTOBER 8, 2026

Vice Chair Everett asked if there were any additions, deletions, or corrections to the minutes of the October 8, 2026, meeting. There were none.

Trustee Chapman **made a motion** to approve the Minutes of the October 8, 2026, meeting as presented. Commissioner Jefferies **supported the motion**. The **motion passed** unanimously.

PUBLIC HEARING: REZONING DROBNY - (4385 North 2nd Street)

Zoning Administrator Colten Hutson presented Chad and Sally Drobny's request to rezone 5.74 acres of the 80-acre parcel at 4385 North 2nd Street, parcel 3905-06-280-015, from AG: Agricultural District to RR: Rural Residential District. The property is owned by Drobny Brothers, LLC. A building permit was issued in September 2025 for a new single-family home on the area proposed for rezoning. The applicants requested the change so the homesite could be divided from the farm and transferred from the LLC to their individual names.

Mr. Hutson explained that a land division in the Agricultural District requires a minimum of 40 acres, while the Rural Residential District requires 1.5 acres. Staff's preliminary review found that the proposed 5.74 acre division would meet the dimensional requirements of the Rural Residential District and allow the larger parent parcel to retain substantially more agricultural land.

Staff reviewed the generally recognized rezoning considerations. The 2045 Oshtemo Comprehensive Plan identifies the area as Countryside Residential, and Rural Residential zoning is present to the south, west, and east. The request is compatible with the established pattern of large rural parcels and single-family homes on North 2nd Street. Properties in the area rely on private wells and septic systems, and the existing road network is adequate for agricultural and residential uses. Staff did not anticipate adverse effects on surrounding property.

Vice Chair Everett invited the applicant to speak. The applicant stated that the staff report accurately described the request and had no additional presentation. In response to a Commission question, the applicant confirmed that the remaining agricultural land is harvested annually.

Trustee Chapman **made a motion** to recommend that the Oshtemo Township Board approve rezoning 5.74 acres of the 80-acre parcel at 4385 North 2nd Street, parcel 3905-06-280-015, from AG: Agricultural District to RR: Rural Residential District. Commissioner Engels **supported the motion**. The **motion passed** unanimously.

After the vote, Vice Chair Everett realized she had not opened the public hearing for public comment.

Vice Chair Everett reopened the public hearing and invited public comment on the rezoning request. There were none.

Vice Chair Everett closed the public hearing.

When asked whether another motion was needed, Attorney Porter explained that he would have asked the Commission to reopen its discussion if someone had objected or presented a basis for denial.

WORK ITEM: ZONING ORDINANCE UPDATE

Jason Ball with Progressive Companies, continued the Commission's review of the zoning ordinance update. The discussion addressed proposed standards for the Neighborhood Mixed Use District and revisions to the parking, landscaping, and lighting articles.

Mr. Ball returned to building placement along Stadium Drive. He contrasted the Township's existing corridor with a traditional village setting and explained that the ordinance should encourage a more pedestrian-oriented form without placing buildings too close to a high-speed roadway. He recommended a minimum setback of 25 feet from the curb or 15 feet from the right-of-way, and a maximum setback of 40 feet from the curb or 30 feet from the right-of-way. Parking would not be permitted between the building and the right-of-way, although a front drive aisle could be considered through special land use review. Trees and other plantings would provide separation between the roadway, sidewalk, and storefront.

Commissioners generally supported the revised approach and the use of graphics. They discussed whether to retain the existing option for a waiver allowing setbacks of up to 70 feet. Mr. Ball and Ms. Stefforia said flexibility may be appropriate for sites outside the Oshtemo Village area and for uses that do not function well near the street. Planning Commission review would allow the request to be evaluated against the Comprehensive Plan and corridor context, rather than under the narrower variance standards applied by the Zoning Board of Appeals.

The Commission also discussed storefront visibility, appropriate street-tree species, and pickup-window placement. Traditional drive-through uses would not be permitted in the Neighborhood Mixed Use District; standards for lower-intensity pickup windows will be reviewed further.

The Commission considered replacing the current requirement that buildings have the appearance of two stories with a measurable minimum height of approximately 24 feet. Mr. Ball explained that taller buildings would provide a stronger village form, improve the pedestrian environment, and create a greater sense of permanence. The standard would not require an occupied second floor, and buildings could still be constructed up to the proposed maximum of 45 feet, or three stories. Commissioners supported the added clarity and raised concern that the standard should not discourage investment along Stadium Drive.

For off-street parking, the proposed revisions would replace lengthy dimensional language with a table and graphics, reduce the minimum parking-space width from 9.5 feet to 9 feet, and reduce certain aisle widths from 16 feet to 15 feet. Mr. Ball said the reductions would limit impervious surface and encourage slower vehicle movement within parking lots. Commissioners discussed larger vehicles and the customer experience and requested clarification that the listed dimensions are minimums and wider spaces may be provided. They also discussed permeable pavement and pavers. Mr. Ball noted the maintenance and freeze-thaw limitations of some permeable products but said their use could be encouraged where appropriate.

Other parking revisions would allow barrier-free spaces to use the same pavement material as the remainder of a parking lot, update references to the Transportation and Mobility Ordinance, establish separate waiver standards for parking-space maximums and dimensional requirements, and clarify provisions governing storage of vehicles and recreational equipment. The Commission noted that the existing parking maximums, together with smaller minimum dimensions, would reduce unnecessary pavement without changing the number of spaces required for a use.

The landscaping revisions would establish three buffer types. Type A would provide a 20-foot buffer for multi-family and institutional uses next to single- and two-family residential uses. Type B would provide a 30-foot buffer between commercial uses and any residential use, while Type C would provide a 50-foot buffer between industrial or manufacturing uses and any residential use. The draft also specified planting materials and an opaque barrier for each buffer type. Streets and driveways could cross a required buffer, and the Planning Commission could increase or reduce standards when site conditions justified a modification.

Parking-lot landscaping would be required for lots with 10 or more spaces and calculated by space count rather than total pavement area. The draft would require at least one canopy tree and two low-growing shrubs for every 10 parking spaces. Each parking-lot landscape feature would need to be at least 8 feet in one dimension and at least 250 square feet in area. Covered-soil areas designed for tree-root growth, such as tree grates with engineered soil support, would also be permitted. The draft would replace the existing interior-site landscaping calculation with foundation plantings adjacent to building entrances and along at least 25 percent of the street- or parking-lot-facing frontage of nonresidential buildings.

The Commission discussed whether additional measures could discourage premature clear-cutting and better preserve mature trees. Staff noted that the Township's environmental regulations address tree removal and that the zoning ordinance provides credits for retaining existing trees. Discussion included the need for an arborist, protection of the drip line during construction, permits before clearing, performance guarantees for replacement trees, and additional incentives through future low-impact-development standards.

The Commission also discussed using parking-lot islands, rain gardens, and bioswales for stormwater infiltration, while recognizing the maintenance responsibilities associated with those features.

Only minor changes were proposed to the lighting article. Definitions would be repeated in the general definitions section, review procedures would be clarified, and requirements for specific uses, including service stations and outdoor dining, would be moved to the applicable use-condition and special land use sections. Commissioners discussed whether the 50-percent threshold for bringing nonconforming lighting into compliance could be reduced to advance dark-sky objectives. Staff and the consultant explained that 50 percent is a common standard for nonconforming structures and uses and that a lower threshold could present enforcement concerns.

The Commission asked how the ordinance would apply to semi-permanent, app-controlled decorative lights installed under residential rooflines and whether the existing language could unintentionally prohibit them. Mr. Ball agreed to review the distinction between residential decorative lighting and commercial installations.

He also agreed to verify the cross-reference governing flagpole uplighting so the ordinance would not conflict with customary flag illumination.

Mr. Ball stated that the next review was expected to include revised Neighborhood Mixed Use standards, a preliminary zoning map identifying parks and natural or green-space areas, and the Township's overlay districts, planned unit developments, and special land uses. Short-term rental rules and food-truck regulations remained additional items on the Township's zoning update list. The Commission would consider which overlay districts continued to serve a necessary purpose and whether any could be removed or consolidated.

PUBLIC COMMENT
Vice Chair Everett opened the floor for public comment. There were none.

Vice Chair Everett closed public comment.

PLANNING COMMISSIONER COMMENTS
There were no comments.

ADJOURNMENT
There being no further business, Vice Chair Everett adjourned the meeting at 7:09 p.m.

Minutes Prepared: October 24, 2026
Minutes Approved:

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Staff Report

Mtg Date: November 5, 2026

To: Planning Commission

From: Planning Department

Applicant: Michigan Housing Partnership, LLC (Allen Edwin Homes)

Owner: ACD, LLC

Properties: 6745, 6731, and 6719 Stadium Drive

Zoning: VC: Village Commercial and Village Form-Based Code Overlay Zone

Request: Conceptual Plan Approval for a Commercial Planned Unit Development

Section(s): Article 41 – Planned Unit Development

Project Name: Miller's Station

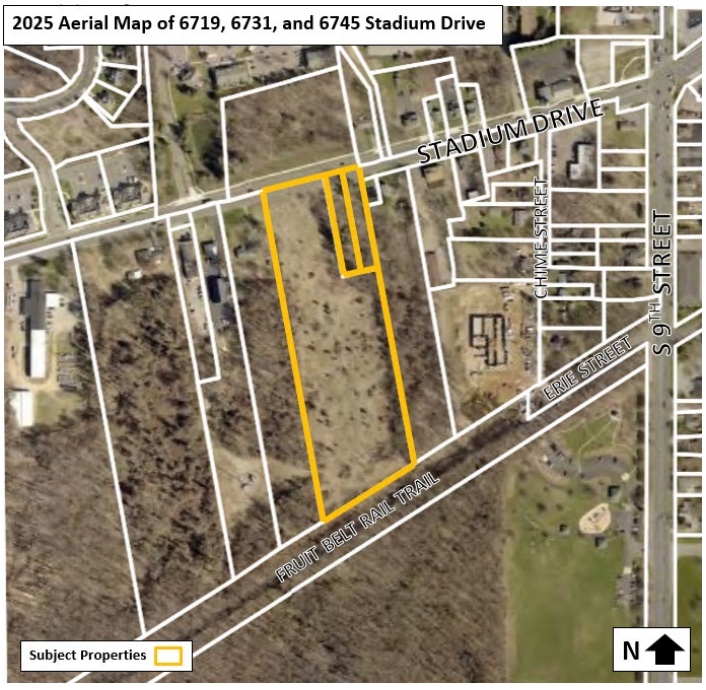
PROJECT OVERVIEW:

The applicant requests the approval of a conceptual plan for a Planned Unit Development (PUD) and traditional condominium on approximately an 8.9-acre parcel.

The properties, shown to the right, are located on the south side of Stadium Drive between Chime Street and South 8th Street. To the south is the Fruit Belt Rail Trail and Flesher Field.

The properties are zoned VC: Village Commercial within the Village Form-Based Code Overlay Zone, which allows for the development of commercial PUDs although no commercial land uses are proposed with this project. The purpose of the PUD ordinance is to encourage a flexible and creative planned unit development that uses land efficiently, preserves natural features, integrates diverse housing choices and

2025 Aerial Map of 6719, 6731, and 6745 Stadium Drive



recreational opportunities, promotes walkability and safe access, and implements Township Comprehensive Plans.

Nearby there are residential, office, commercial, recreational, and institutional uses. The 2045 Oshtemo Comprehensive Plan identifies this area within the *Neighborhood Mixed-Use Place Type*, which is characterized by a diverse mix of uses including housing small-scale commercial, and public gathering spaces designed to foster walkability, a sense of community, and accessibility. The applicant speaks to this in the narrative, suggesting that the proposed Millers Station PUD is consistent with this place type by presenting a highly walkable and pedestrian friendly design with a common open space area for recreation for the residents of the mix of single-family homes in different types and sizes.

Following the optional pre-application review, the next step for a PUD is Planning Commission review of the conceptual plan. It offers the Planning Commission an opportunity to discuss and resolve any potential issues or concerns with the property owner or applicant before the site plan review. The intent is not for review of a detailed site plan, but rather an expression of approval of the overall layout to be used as a guide for the preparation of the site plan.

CONCEPTUAL PLAN:

Engineering details are not required to be developed beyond the level required to determine the feasibility of the proposed layout. Per the requirements of Section 41.100.D of the Zoning Ordinance, a conceptual plan is required to include the following:

1. Street System

   The conceptual plan shows a new private street network from Stadium Drive, with all streets proposed to be 23 feet wide curb-to-curb, which meets the private street standards in the TMO. Exact specifications will be reviewed at time of site plan review.

   Provisions for future street extensions/connections to the adjacent properties to the east and west are shown. An administrative departure from the requirements in Section 5.0.3.B of the Transportation and Mobility Ordinance (TMO) will be necessary, which requires all streets to be extended all the way to the boundary line. From an ordinance perspective, the request looks favorable but will be reviewed during site plan review.

   The Township Engineer reviewed the network and has identified areas for improvement that can be satisfied at time of site plan review; however, the general layout of the network satisfies the conceptual plan requirements.

2. Non-Motorized and Motorized Circulation, Parking

   The applicant has shown a pedestrian circulation system that connects the PUD internally, to the Stadium Drive, and to the Fruit Belt Rail Trail. A pedestrian connection is reflected along Stadium Drive, to be installed as a part of the larger Township project in 2028.

   The applicant notes that sidewalks are provided along the entire Stadium Drive frontage and along all sides of the interior private streets, except for the back sides of the rear-loaded stoop homes

where garages are located. In that area, a sidewalk is provided in the common open space corridor between the stoop/townhomes. An administrative departure from the requirements in Section 8.10.A of the TMO will be necessary, which requires that sidewalks are installed on both sides of the streets. From an ordinance perspective, the request looks favorable.

The Township Engineer reviewed the pedestrian network and has identified areas for improvement, such as the location of crosswalks, that can be satisfied at time of site plan review; however, the general layout of the non-motorized network satisfies the conceptual plan requirements.

Parking for each unit is provided for in a private garage. The project also shows 22 off-street parking spaces for guests.

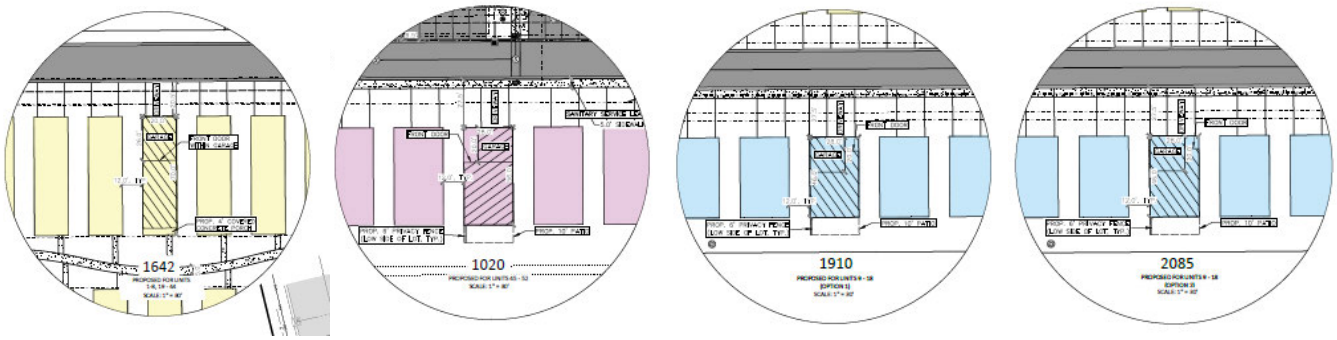
3. Residential Areas

The conceptual plan shows two different housing styles, stoop/townhomes (in yellow below) and front yard houses (in pink and blue below), for a total of 52 single-family units. Dwelling unit density is approximately 5.6 units per acre, under the maximum allowance of 8 units per acre.

The two different housing styles are a mix of stoop/townhomes, ranch, and two-story homes, ranging from about 1,008 square feet to 2,100 square feet. Each home is proposed to have 2-5 bedrooms, 3 bathrooms, and an attached 2-car garage (rear and front-loaded).

Stoop/townhomes are oriented to face the central open space area with the garages facing the private road. The front yard homes face the private road.

Review the sample portfolio of the homes for reference. Keep in mind the units will be condominiumized.



4. Interior Open Space, Reserve Areas, and Parks and Recreation

Open space is shown on the conceptual plan in green. It is proposed as a mowed recreational area/sports field and central green in the center.

Section 41.70.C requires that no less than five percent of the site be dedicated to open space. The applicant has proposed a total of approximately 2.6 acres (about 29% of the overall site) of open space, far more than the minimum required.

The ordinance indicates that "*designated open space shall be set aside as common land and either retained in an essentially undeveloped or unimproved state or improved as a central 'public gathering place' to serve the following purposes:*

1. *conservation of land and its resources,*
2. *ecological protection,*
3. *provide for parkland and passive recreation (which preserve the natural features),*
4. *protect historic and/or scenic features,*
5. *shaping and guiding the planned unit development,*
6. *enhancement of values and safety,*
7. *provides opportunities for social interaction, and/or*
8. *provides active recreational opportunities on a neighborhood scale."*

The applicant has indicated in their narrative that the open space will be owned and maintained by a Homeowners Association.

As a Form Based Code, Article 34.80.A also requires reserve areas at an equation of 250 square feet per unit. This equates to 13,000 square feet for 52 units. The applicant noted that approximately 43,000 square feet (just under an acre) of reserve area were provided in the form of a park around the stormwater basin.

Although the proposed open space and reserve areas exceed ordinance requirements, their exact type and location will be verified during site plan review.

5. Proposed Landscaping

   A landscaping plan was provided with the conceptual plan submission showing the location of open/reserve areas and proposed understory and canopy trees.

   If the Planning Commission reacts favorably to this plan and expresses approval of the overall layout, the landscaping requirements in Article 34 and 54 of the Zoning Ordinance will need to be satisfied during site plan review including within the development, along the private road, and along Stadium Drive.

6. Storm Water Management and Utilities

   A storm water management plan and narrative were provided with this submission. A retention basin was proposed at the south end.

   The Township Engineer reviewed the proposed storm water management system and has determined the overall arrangement is acceptable and satisfies the conceptual plan requirements; however, the basin depth will likely change during site plan review.

   Public water and sewer and underground franchise utilities will be extended into the development. The Township Engineer reviewed the proposed water and sanitary sewer locations and determined they satisfy the conceptual plan requirements. Long-term maintenance considerations associated with shallow sewer mains will be addressed during site plan review.

ZONING ORDINANCE DEPARTURES

The applicant's decision to utilize the PUD tool allows for some flexibility within the Zoning Ordinance and can result in a more cohesive development. If the Planning Commission approves the Miller's Station PUD conceptual plan, the following departures from the Zoning Ordinance will occur:

1. Front setbacks/build-to-lines.

   Table 34.2 establishes a front setback/build-to-line from the street frontage line in the Village Fringe, which is 5 minimum to 15 maximum feet for stoop/townhomes and 15 minimum to 25 maximum feet for front yard homes.

   The applicant has requested relief from the *minimum* setbacks/build-to-lines for a reduced setback for a number of the units. More specifically for:

   - Units 32-44, a zero-foot setback is proposed. **Relief requested – 5 feet each.**
   - Units 45-52, a 14-foot setback is proposed. **Relief requested – 1 foot each.**
   - Unit 9-18, a 14-foot setback is proposed. **Relief requested – 1 foot each.**

   The applicant has also requested relief from the *maximum* setbacks/build-to-lines for an increased setback for a number of the units. These are for:

   - Unit 4 and 5, a 16-foot setback is proposed. **Relief requested – 1 foot each.**
   - Unit 9, a 40-foot setback is proposed. **Relief requested – 1 foot.**
   - Unit 19, a 16-foot setback is proposed. **Relief requested – 1 foot.**
   - Unit 19, a 16-foot setback is proposed. **Relief requested – 1 foot.**
   - Unit 31, a 17-foot setback is proposed. **Relief requested – 2 feet.**

   All homes within the development are proposed to have attached garages and private driveways will be set back at least 20 feet from the edge of the interior private street.

2. Interior side yard separation between homes.

   Per Section 50.60.B.5 of the Zoning Ordinance, a 20-foot separation between buildings located on the same parcel is required.

   A minimum 12-foot side separation between homes is proposed for both the front yard homes and the townhouse/stoop homes. **Relief requested – 8 feet each.**

3. Ground floor elevation for stoop/townhomes (yellow).

   Per Section 34.50.D.4, there is a minimum 3-foot and maximum 4-foot elevation for the ground floor of the stoop/townhome style houses to allow privacy for residents of the building from passing pedestrians, while still providing for an appropriate level of transparency on the building to create a comfortable pedestrian environment on the street.

A ground floor elevation of a minimum of 1-foot and a maximum of 2-foot elevation is proposed for all 34 stoop/townhomes. **Relief requested – 2 feet of elevation each.**

4. Ground floor elevation for front yard homes (blue and pink).

   Per Section 34.50.F.3, there is a minimum 2-foot and maximum 3-foot elevation for the ground floor of the front-yard style houses. This requirement is similar to that for stoop/townhomes with regard to privacy and transparency of the building.

   This same section allows this provision to be waived to allow accessible units. While the homes are not proposed at grade, a slightly less raised ground floor elevation may make the units more accessible.

   A ground floor elevation of a minimum of 1-foot and a maximum of 2-foot elevation is proposed for the 18 front yard homes. **Relief requested – 2 feet of elevation each.**

5. Attached garages for front yard homes (blue and pink).

   Section 34.50.F.6 establishes a minimum of 20-foot setback behind the front wall of the home for attached garages.

   Attached garages for front yard homes (35% of the total units) are proposed to project in front of the front wall of the dwelling unit between 7 to 20 feet. The remaining homes would have attached garages which are located behind the front wall of the dwelling.

   Specifically, for units 9-18, the garage is proposed to project 7-8 feet in front of the front wall of the dwelling unit and for units 45-52, the garage is proposed to project 20 feet in front of the front wall of the dwelling unit. **Relief requested – for units 9-18 – 28 feet each and for units 45-52 – 40 feet each.**

6. Longest side of the dwelling for stoop homes (yellow).

   Section 50.30.C states that at least 50% of the longest side of each dwelling must have a minimum depth of 24 feet.

   All 34 stoop/townhomes are proposed to have a minimum depth of 20 feet (by 70 feet in length). **Relief requested – 4 feet of width each.**

RECOMMENDATION

Township Staff recommend that the Planning Commission review the information provided in this staff report, the application submission, listen to the applicant's presentation, have an open dialogue with the applicant, consider public comment, if any, and then make a finding as to whether the proposed conceptual plan conforms to the standards of the Zoning Ordinance. If favorable, an expression of approval of the overall layout of the PUD should be granted.

If the Planning Commission finds that the conceptual plan is satisfactory, the following conditions are suggested by Township Staff:

1. The following departures from the Zoning Ordinance are allowed:
    a. Relief requested for front setbacks/BTLs.
    b. Relief requested for interior side yard separation between homes.
    c. Relief requested for ground floor elevation for stoop/townhomes.
    d. Relief requested for ground floor elevation for front yard homes.
    e. Relief requested for attached garages for front yard homes.
    f. Relief requested for longest side of the dwelling for stoop/townhomes.

2. Pursuant to the Transportation & Mobility Ordinance, approval from the Public Works and Planning Directors to allow private streets to be provided at time of site plan review.

3. Formal review and approval of the Stadium Drive access point by the Road Authority shall be provided to the Township prior to site plan review.

Attachments: Application
Project Narrative
Conceptual Plans
Sample Portfolio of Homes

Planning Department
7275 W. Main Street
Kalamazoo, MI 49009
Phone: 269.216.5223
planning@oshtemo.org

PLANNING & ZONING APPLICATION

1. Instructions & Fee Information

- Complete this application providing the requested supplemental documentation described herein, including the fee, and submit to the Planning Department for review. Incomplete applications will not be accepted.

2. Applicant Information

Name: Michigan Housing Partnership, LLC (Allen Edwin Homes)		
Mailing Address: 2186 East Centre Avenue	City, State: Portage, Michigan	Zip Code: 49002
Email: [redacted]	Phone: [redacted]	

3. Property Owner Information

Name: ACD, LLC (Douglas Dommert)		
Mailing Address: 7166 West B Avenue	City, State: Kalamazoo, Michigan	Zip Code: 49009
Email:	Phone:	

4. Project Information

Project Name: Millers Station PUD Single Family Residential Community (site condominium subdivision)		
Project Address: 6719, 6731 and 6745 Stadium Drive (9 Acres)	Parcel Number: #05-35-132-031, #05-35-132-021, #05-35-132-010	
Email:		
Property Legal Description (use attachments if necessary):		
Current Zoning: VC, Village Commercial	Current Use: vacant	Area of Property: 9

Type of Request (check all that apply):

- ☐ Site Plan Review (type, if applicable):
  - ☐ Pre-Application
  - ☐ Administrative
- ■ Plat/Site Condo
- ☐ Rezoning
- ☐ Zoning Variance
- ■ Special Exception Use
- ☐ Clear Cutting
- ☐ Text Interpretation
- ☐ Accessory Building/Dwelling Unit
- ■ Other: PUD Concept

Statement of Intent: Briefly describe your request (use attachments, if necessary).

PUD Concept Plan/Special Exception Use/Step 1 Site Condo Review for proposed Miller Station single family site condominium subdivision.
**See attached PUD Concept Plan, project narrative, sample portfolio of homes, traffic study.

5. Required Documents for Site Plan Review

Required Documents for Site Plan Review (complete and attach to this application):

☐ Environmental Permits Checklist

☐ Hazardous Substance Reporting Form

☐ Site Plan, if applicable

☐ Access predetermination form RCKC or MDOT, if applicable

6. Signatures

Names & addresses of all other persons, corporations, or firms having a legal or equitable interest in the property:

ACD, LLC - Douglas Dommert (owner)	7166 West B Avenue, Kalamazoo, MI 49009
Names(s)	Address(es)
Michigan Housing Partnership, LLC (applicant)	2186 East Centre Avenue, Portage, MI 49002
Names(s)	Address(es)

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge, true and accurate.

I (we) acknowledge that we have received the Township's Disclaimer regarding Sewer and Water Infrastructure.

I (we) understand the incomplete applications will not be accepted. If the application is found to be incomplete after submission, formal review and approval may be delayed. Significant revisions to an application or its attachments may result in requiring the submission of additional fees and/or additional escrow.

By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.

	7/30/26	*see letter of authroization (attached)	
Applicant Signature	Date	Property Owner Signature	Date

Docusign Envelope ID: 416C2C3E-6DEA-46DD-9137-20C739EE62E4

February 27, 2026

Jodi Stefforia, Planning Director
Oshtemo Charter Township
7275 West Main Street
Kalamazoo, Michigan 49009

Re: 6719, 6731 and 6745 Stadium Drive, 9 acres (Parcels #05-35-132-031, #05-35-132-021, and #05-35-132-010)

Dear Ms. Stefforia,

I own the approximate 9 acre tract of land addressed as 6719, 6731 and 6745 Stadium Drive (Parcels #05-35-132-031, #05-35-132-021 and #05-35-132-010) in Oshtemo Township, Kalamazoo County, Michigan. I confirm that Michigan Housing Partnership, LLC/Allen Edwin Homes have authorized consent to submit for municipal approvals (i.e., rezoning, special exception use, subdivision plan review, site plan review, land division, construction plans, utility permits, etc.) that may be required for the development of the subject property.

Feel free to contact me with any questions or concerns.

Sincerely,

DocuSigned by:
Douglas Dommert
E6E3543206904CA...

Douglas Dommert
ACD, LLC
7166 W. B Ave.
Kalamazoo, MI 49009
[redacted]

Millers Station Planned Unit Development
Single Family Traditional Condominium
Project Narrative

October 28, 2026 (revised)

Project Overview

Michigan Housing Partnership, LLC/Allen Edwin Homes proposes construction of the "Millers Station" planned unit development (PUD) project on a 9.28-acre tract of land located along the south side of Stadium Drive and addressed as 6719, 6731 and 6745 Stadium Drive (Parcels #05-35-132-031, #05-35-132-021 and #05-35-132-010). The Millers Station PUD proposes a single family detached traditional condominium development with a variety of single family detached homes and common open space areas in a creative and highly walkable site design. Millers Station is proposed pursuant to Chapter 41 Planned Unit Development of the Oshtemo Township Zoning Ordinance. A further discussion of the major project components is provided below.

Residential Components/Building Setbacks-Separations

Millers Station PUD has been designed with a total of 52 single family homes on this 9.28-acre property with a corresponding development density of 5.6 units/per acre. The traditional condominium project will be developed in one development phase with construction anticipated to begin in the Summer/Fall of 2027.

Single family detached homes within Millers Station will include a mix of ranch and 2-story homes ranging from 1,016-2,100 square feet with 2-5 bedrooms, 1-3 bathrooms and an attached 2-car garage (front-loaded or rear-loaded). A sample portfolio of homes for the Millers Station PUD including color renderings, elevations, floor plans and exterior siding/brick-stone options is provided with this application.

The Millers Station PUD will include both front-loaded homes ("Front Yard House" = Units 9-18, 45-52) and rear-loaded homes ("Stoop/Townhome Buildings" = Units 1-8, 19-44). Minimum building setbacks, separations and other dimensional standards proposed with the Millers Station project are identified in the proceeding table. Pursuant to Section 41.50, six zoning ordinance deviations are being requested for the project. These deviations are listed below and further discussed on the proceeding pages:

1) Section 34.40 (Table 34.2 Build-to-Line and Interior Setbacks – Village Fringe)
2) Section 50.60.B.5 (Interior Side Yard Separation – Village Fringe)
3) Section 34.50.D.4 (Building Type Standards, Stoop Dwellings, Ground Floor Elevation)
4) Section 34.50.F.3 (Building Type Standards, Front Yard House, Ground Floor Elevation)
5) Section 34.50.F.6 (Building Types Standards, Front Yard House, Parking/Garages)
6) Section 50.30.C (Residential Dwelling Standards, Stoop Dwellings, Longest Side of Dwelling)

Ordinance Standards	VC Standards (underlying zoning)	Proposed Millers Station PUD Standards (* = requested deviation)
Lot Size/Area (min)	NA	NA (traditional condo)
Lot Width (min)	65 ft	NA (traditional condo)
Front Setback/Build Line (min)	5-15 ft Stoop homes (from frontage line) --- 15-25 ft Front Yard homes (from frontage line)	12 ft (Stadium Drive) 0-26 ft (private street easement) * --- 14-40 ft (private street easement) *
Rear Setback (min)	25 ft (south property line)	>290 ft (Front Yard homes)
Side Setback (min)	10 ft (east-west property lines)	14 ft (Stoop homes) 20 ft (Front Yard homes)
Side Separation (min)	20 ft (building separation)	12 ft (Stoop homes) * 12 ft (Front Yard homes) *
Building Height (max)	35 ft	30 ft (Stoop homes) 30 ft (Front Yard homes)
Building/Lot Coverage (max)	30%	NA (traditional condo)
Ground Floor Elevation (Stoop homes)	3 ft (min) – 4 ft (max) -above street/sidewalk	1-2 ft *
Ground Floor Elevation (Front Yard homes)	2 - 3 ft (min) -above street/sidewalk	1-2 ft *
Attached Garage (Front Yard homes)	20 ft (min) -behind front wall of home	garages proposed to project in front of front wall of home (7-20 ft) *
Longest Side of Building (Stoop homes)	24 ft depth (min)	20 ft *

Front Setback/Build-to-Line. Table 34.2 establishes a Front Setback/Build-to-Line in the Village Fringe of 5-15 feet for Stoop homes and 15-25 feet for Front Yard homes measured from the street frontage line to the leading edge of the home. Given the unique design of the development and orientation of the homes, Front Setback/Build-to-Lines within the project are proposed to vary with Stoop Homes ranging from 0-26 feet from the street frontage line (private street easement) and Front yard homes

ranging from 14-40 feet from the street frontage line (private street easement). For Stoop homes (Units 32-44), deviations less than 5 feet (0-1 feet) are proposed due to the lack of area along the western boundary of the property. For Stoop homes (Units 4, 5, 19, 31 and 44), deviations greater than 15-feet (16-26 feet) are proposed due to these Units having multiple street frontage lines and a desire to provide greater separation between the homes and the entrance drive from Stadium Drive and off-street parking areas. For Front Yard homes (Units 9-18 and 45-52), deviations slightly less than 15-feet (14-feet) and one deviation greater than 25-feet (40-feet, Unit 9) are proposed due to the configuration of the overall parcel, street/site layout and the desire to have deeper backyards and/or greater separation from the off-street parking area. Importantly, all Stoop and Front Yard homes will have attached garages and private driveways which will be setback between 20-27 feet from the edge of the interior private street to provide sufficient room for cars to park in the driveways without interfering with vehicular traffic within the private roadway. The zoning ordinance allows for modifications to the Build-to-Line standards where "unique site conditions or other factors" are present.

Interior Side Yard Separation between homes. Section 50.60.B.5 establishes a minimum 20-foot side separation between homes in the Village Fringe. A minimum 12-foot side separation between homes is proposed for both the Front Yard homes and Stoop homes. The zoning ordinance indicates that the Planning Commission "may approve a zero-foot side yard setback for buildings subject to Building Code requirements". The proposed 12-foot side separation between homes meet all applicable Building Code requirements.

Ground Floor Elevation for Stoop homes. Section 34.50.D.4 establishes a 3-foot (minimum) – 4-foot (maximum) above the elevation of the sidewalk along the front street of the stoop. A ground floor elevation of 1-2 feet above the elevation of the sidewalk/street is proposed for the Stoop homes. The zoning ordinance indicates that the raised ground floor base of the building "allows some privacy for the residents of the building from passing pedestrians, while at the same time providing an appropriate level of transparency on the building to create a comfortable pedestrian environment on the street". The intent of this standard appears to be more directed toward attached townhome style buildings in areas that have high pedestrian traffic along the street, while the Millers Station project involves single family detached homes with lower anticipated pedestrian traffic along the internal private streets.

Ground Floor Elevation for Front Yard homes. Section 34.50.F.3 establishes a minimum of 2-3 feet above the elevation of the sidewalk along the front street. A ground floor elevation of 1-2 feet above the sidewalk/street is proposed for the Front Yard homes. The intent of this standard appears to be similar to that of Stoop homes discussed above and the zoning ordinance does state that this requirement "may be waived in order to provide accessible units within the development". While full waiver of this standard is not being requested, a slightly less raised ground floor elevation for the Front Yard homes in the Millers Station PUD will make the units more accessible for residents with mobility challenges.

Attached Garages for Front Yard homes. Section 34.50.F.6 establishes a minimum of 20-foot setback behind the front wall of the home for attached garages. Attached garages associated with the Front Yard homes (Units 9-18, 45-52) are proposed to project in front of the front wall of the home between 7-20 feet. More specifically and as shown in the Sample Portfolio of Homes, Units 9-18 will include Integrity 1910 or Integrity 2085 homes (two-story) which have attached garages that project between 7-8 feet in front of the front wall of the home. Units 45-52 will include Integrity 1020 homes (ranch) which have garages that project 20-feet in front of the front wall of the home. This front projection of the attached garages for the Front Yard homes involves 18 of the 52 total homes (35%) and is due primarily to the narrow width of the homes (28-feet) and the location along the southern and eastern perimeters of the project. The remaining 34 Stoop homes (65%) will have attached garages which are located behind the front wall of the home. A mix of approximately 2/3 rear-loaded garage Stoop homes and 1/3 front-loaded garage Front Yard homes will create diversity within the project and provide a variety of housing choices for residents of the Millers Station PUD.

Longest Side of the Dwelling for Stoop homes. Section 50.30.C states that at least 50% of the longest side of each dwelling unit shall have a minimum depth of 24 feet. Stoop homes are proposed to have a minimum depth/width of 20 feet. The intent of this standard appears to be more directed toward mobile homes and manufactured homes which typically do not have attached garages. The Stoop homes within the Millers Station project are narrow (20 feet wide) with an attached two-car garage in the rear for a total length/depth of 70 feet (home = 20 feet wide by 40 feet deep with 4-foot covered porch, plus attached garage = 20 feet wide by 26 feet deep).

Open Space/Amenities/Walkability

As shown on the PUD Plan, a common open space area approximately 2.6 acres in size (28% of overall property) will be provided along the southern portion of the property. A large mowed recreational/sports field, along with a looped walking path and benches around the perimeter of the field, will be established in this open space area. Existing trees located along the east and west sides of the recreational field will also be preserved. This open space area will provide both passive and active recreational opportunities, along with a community gathering area, for residents of the Millers Station community.

As depicted on the PUD plan, concrete sidewalks will be provided along the Stadium Drive frontage and within the interior private street network so as to provide a sidewalk in front of every home. This sidewalk network will also connect to the walking path located within the common open space area and to the Fruitport Trail located immediately to the south.

Section 8.10.A (Non-Motorized Facilities) of the Transportation and Mobility Ordinance states that "sidewalks are required on all streets…on both sides of the streets". As shown on the PUD Concept Plan, sidewalks are provided along the entire Stadium Drive frontage and along all sides of the interior private streets with the exception of the back sides of the rear-loaded Stoop homes, where the garages are present. In lieu of providing sidewalk along the back side of the rear-loaded Stoop homes

where garages are located, a sidewalk is being provided within the common open space corridor located between the front sides of the Stoop homes. This alternative sidewalk arrangement is unique to this particular site design and ensures that there is a sidewalk in front of every home which still provides an interconnected sidewalk network throughout the interior of development with additional pedestrian access and linkages to Stadium Drive and the Fruit Belt Rail Trail. In addition, sidewalks are not proposed along the back side of the rear-loaded stoop homes where garages are located to ensure there is enough room for cars to park in the driveways while minimizing sidewalk obstructions. If sidewalks were provided in these areas, there would only be 15 feet from the garage to the edge of the sidewalk and would most certainly result in persistent sidewalk obstructions. Since the intent of this standard will be preserved with this proposal, an Administrative Departure pursuant to Section 9.07 is requested.

Access/Utilities/Storm Water Management

The Millers Station PUD will be accessed through a private street connection to Stadium Drive and an internal network of private streets. All private streets within this traditional condominium project are proposed to be 23 feet wide. Provisions for future street extensions/connections to the adjacent properties to the east and west have also been incorporated into the site design.

Section 5.0.3.B (Blocks) of the Transportation and Mobility Ordinance states that "Where adjoining areas are not subdivided, the arrangement of streets shall be required to be extended to the boundary line of the project to make provision for the future projection of streets into adjoining areas". As shown on the PUD Concept Plan, interior streets have been designed to extend and interconnect to the adjacent properties to the east and west, however, not all streets have been fully extended "to the boundary line of the project" due to grade transition challenges. The southeast street stub is extended to the boundary line. The northeast street stub extends to within 5 feet of the boundary line but cannot be extended further without impacting the property to the east with offsite grading improvements. The northwest and southwest streets maintain the expected curvature and the closest back of curb measurement to the boundary line is approximately 7.3 feet. Neither of these streets can be stubbed to the property line without impacting the property to the west with offsite grading improvements. To ensure that future developments to the east and west will be allowed to connect to the interior private streets within the Millers Station project, appropriate language will be inserted into the Master Deed and/or a separate agreement will be prepared subject to Township Attorney review/approval. Since the intent of this standard will be preserved with this proposal, an Administrative Departure pursuant to Section 9.07 is requested.

The Millers Station PUD will be served by municipal water and sanitary sewer, along with underground franchise utilities. Storm water from the project will be collected and conveyed to a storm water infiltration basin located in the southern portion of the site. All public/private infrastructure including private streets, municipal water, sanitary sewer and storm sewer will be designed and constructed to Oshtemo Township standards and specifications.

Traditional Condominium Governing Documents

The Millers Station PUD project will be developed as a traditional condominium and a Homeowner's Association (HOA) will be established and operated by the developer until a level of occupancy has been achieved to transition the operations over to the residents. A Master Deed and Bylaws will be created and recorded to provide the legal framework for the operations of the condominium project including deed restrictions, covenants and any other project requirements. The HOA will have a scope of authority that includes architectural review, enforcement of restrictions, private streets and common open space maintenance, and financial management. Each homeowner will pay a modest annual fee for the operation and management of the condominium.

Consistency with Comprehensive Plan

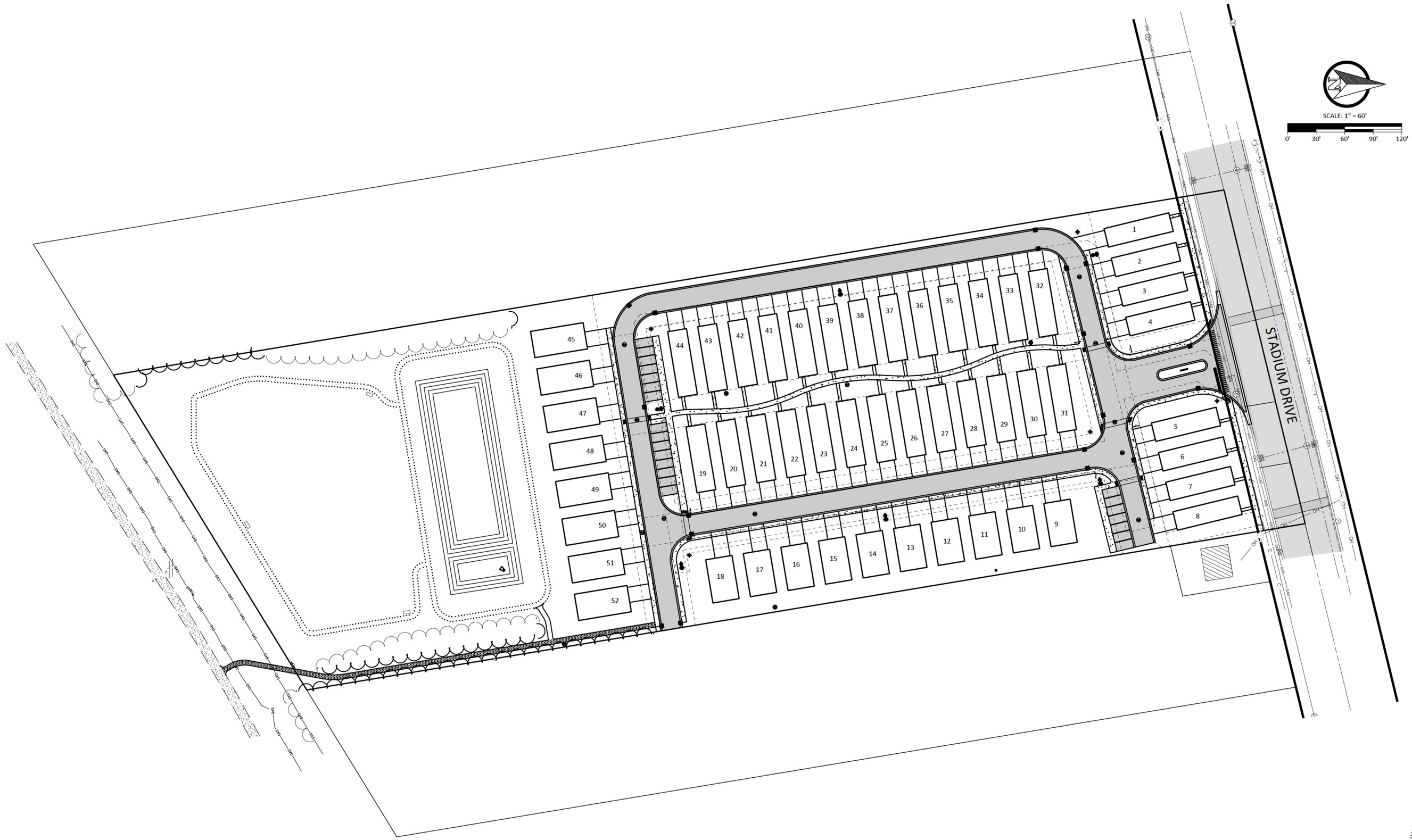
The 2045 Oshtemo Township Comprehensive Plan designates the subject property and surrounding properties along Stadium Drive as a "Neighborhood Mixed-Use" Future Place Type which includes a diverse mix of land uses including housing, small-scale commercial and public gathering spaces designed to foster walkability, a sense of community and accessibility. In regards housing, this Future Place Type envisions "missing middle" housing options, building façade and primary door entries that address the street, highly walkable site designs and a human-scale environment that enhances quality of life by integrating local amenities and residential communities.

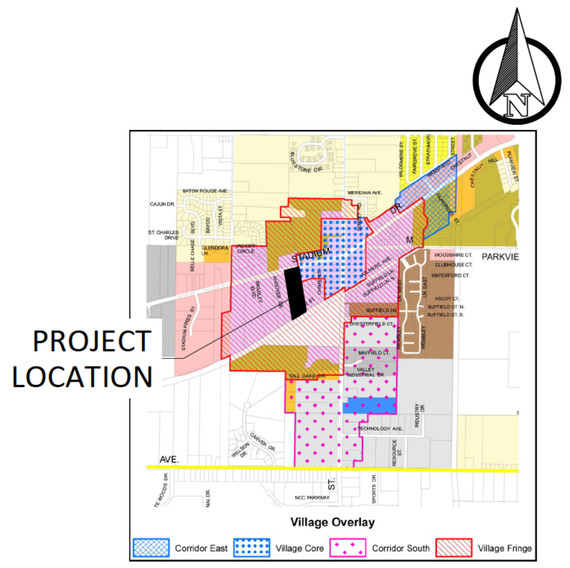
The proposed Millers Station PUD is consistent with this Neighborhood Mixed-Use Future Place Type and has incorporated many of the above referenced site elements including a highly walkable, pedestrian-friendly design with sidewalks, walking paths and a connection to the Fruit Belt Rail Trail; a common open space area for resident gathering and passive/active recreation, and a mix of single family homes ranging from 1,016-2,100 square feet with the front façade/primary entry door of the homes located along the northern portion of the site oriented toward Stadium Drive. Subject to Township Board review/approval, a Brownfield TIF is also planned for this project with a percentage of the homes designated as "workforce housing" for individuals and families with household incomes between 80-120% area median income (AMI).

Finally, the Millers Station PUD also addresses many of the housing related goals and objectives contained in the 2045 Comprehensive Plan including Goal 2 = Prioritize Housing for All (Develop a well-rounded, robust housing stock to meet the wide-ranging housing needs of community residents); Objective 2.1 (Expand housing options by encouraging a variety of housing types in locations that align with the character of their surroundings, addressing the diverse needs of the community); and Objective 2.3 (Increase the number of attainable homes by implementing policies and incentives to expand housing options in coordination with committed developers).

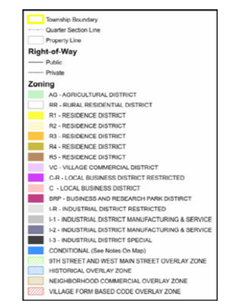
OSHTEMO TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN

MILLERS STATION





OSHTEMO TOWNSHIP, KALAMAZOO COUNTY MICHIGAN
VICINITY & ZONING MAP
NOT TO SCALE



SHEET LIST TABLE	
SHEET NUMBER	SHEET TITLE
C000	COVER
C100	EXISTING CONDITIONS
C300	SITE & UTILITY PLAN
C301	LANDSCAPING PLAN
C400	GRADING PLAN
C600	SIGHT DISTANCE
C600	DETAILS

OWNER
MICHIGAN HOUSING PARTNERSHIP, LLC
2186 E CENTRE STREET
PORTAGE, MI 49002
JOHN LOVELY
[redacted]

DESIGN ENGINEER
VK CIVIL
4664 CAMPUS DR., STE 111
KALAMAZOO, MI 49008
DAN LEWIS, P.E.
[redacted]

STATE OF MICHIGAN
DANIEL LEWIS
ENGINEER
NO. 6201052573
LICENSED PROFESSIONAL ENGINEER

811
Know what's **below.**
Call before you dig.

NOTE
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	DATE	REVISION	BY
1	08/03/2026	STEP 1 TOWNSHIP SUBMITTAL	NEF
2	10/02/2026	STEP 1 TOWNSHIP RESUBMITTAL	NEF

OSHTEMO TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN

MILLERS STATION
COVER

VK CIVIL
Vriesman & Korhorn
www.VKcivil.com

Byron Center, MI
(616) 277-2185
Kalamazoo, MI
(269) 697-7120

FILE NO. 1610
CHECKED GAB
Sheet No. C000

SYMBOL LEGEND

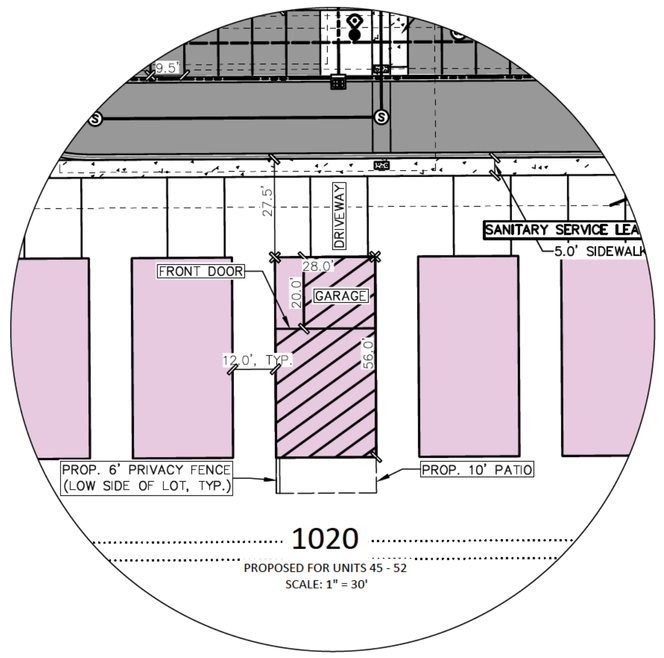
- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- 20' LIGHT POLE (CONSUMERS ENERGY TYPICAL)
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING
- ADA PLATE

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- PROPOSED ELECTRIC
- EXISTING GAS
- PROPOSED GAS
- EXISTING COMMUNICATIONS
- PROPOSED COMMUNICATIONS
- EXISTING FENCE
- PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING FORCEMAIN
- PROPOSED FORCEMAIN
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

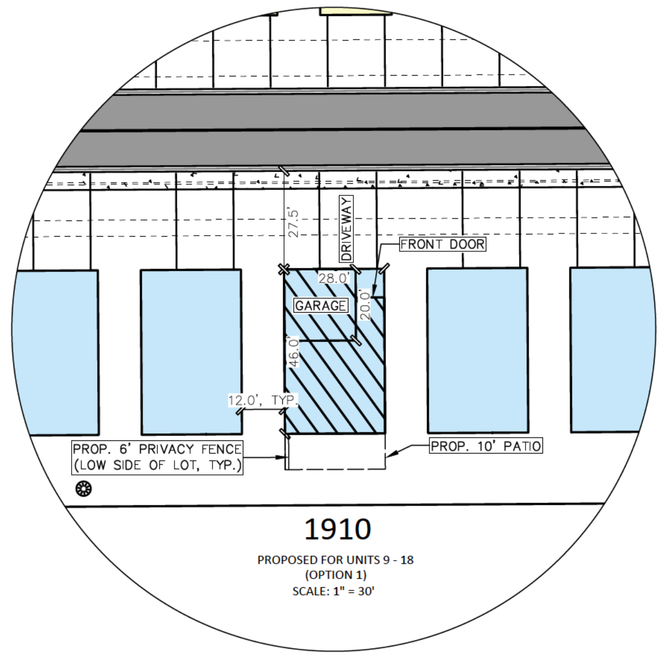
HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- OPEN SPACE
- PROPOSED CRUSHED LIMESTONE
- PROPOSED 5' MOWED PATH



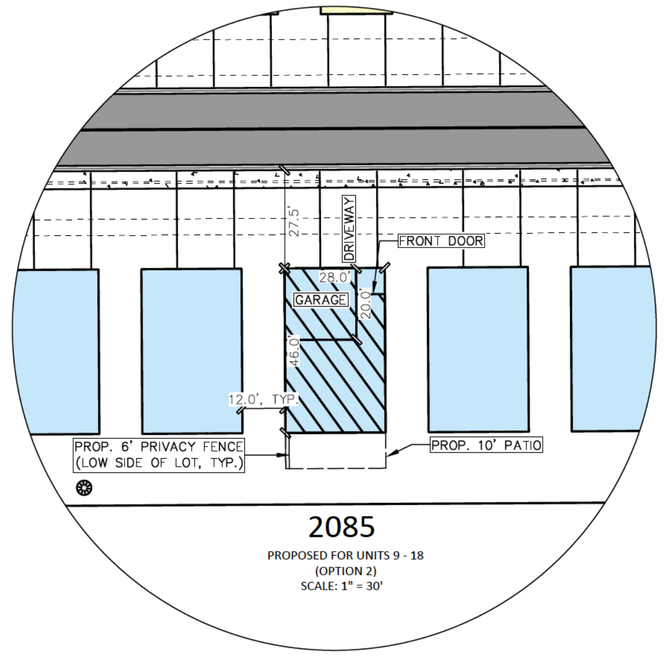
1020

PROPOSED FOR UNITS 45 - 52
SCALE: 1" = 30'



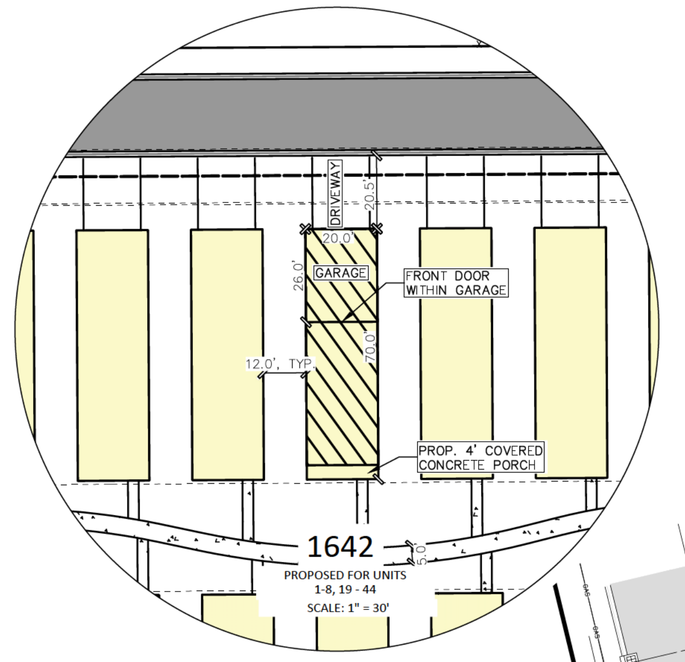
1910

PROPOSED FOR UNITS 9 - 18
(OPTION 1)
SCALE: 1" = 30'



2085

PROPOSED FOR UNITS 9 - 18
(OPTION 2)
SCALE: 1" = 30'

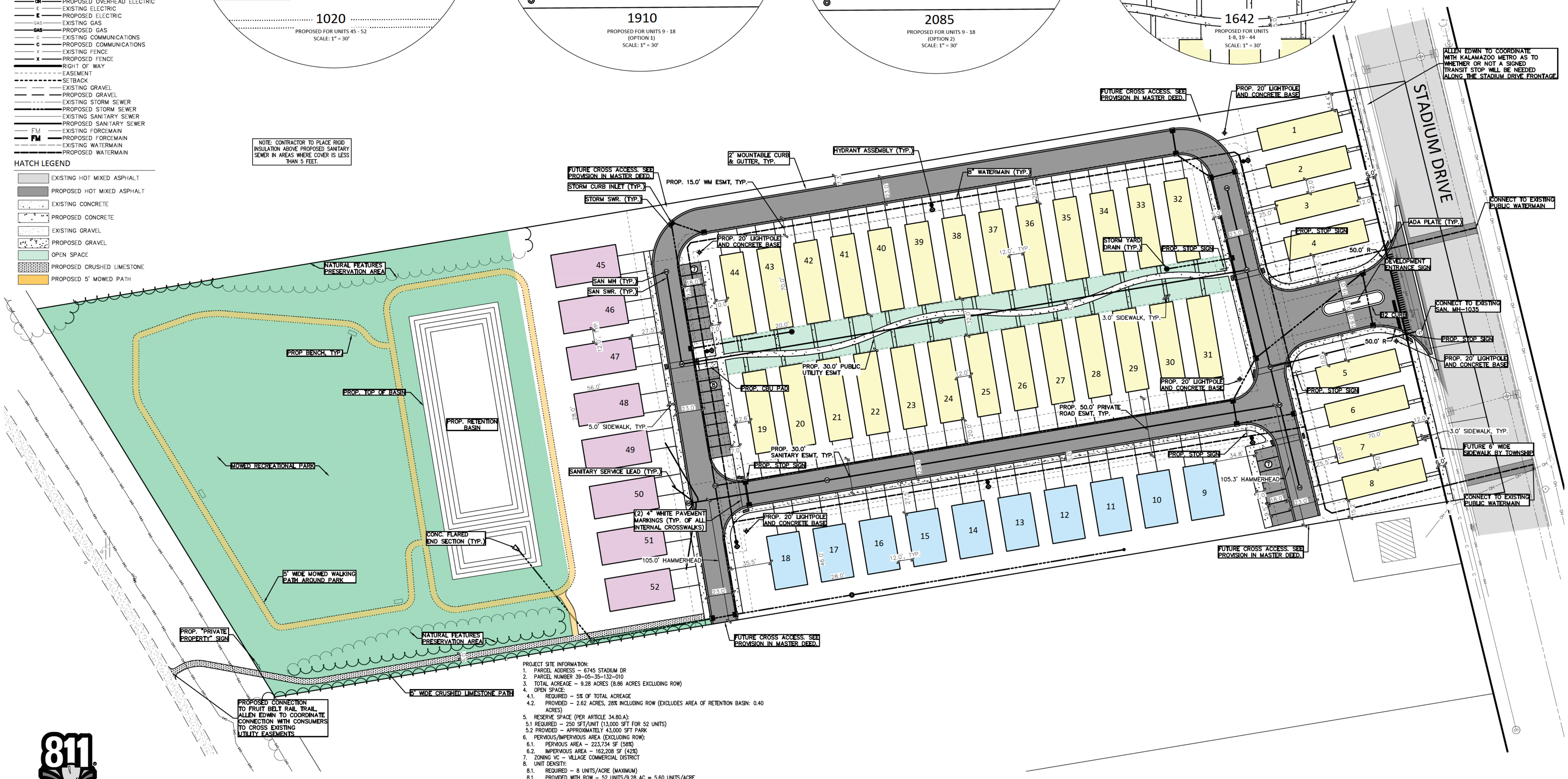


1642

PROPOSED FOR UNITS
1-8, 19 - 44
SCALE: 1" = 30'

SCALE: 1" = 40'
0' 20' 40' 60' 80'

NOTE: CONTRACTOR TO PLACE RIGID INSULATION ABOVE PROPOSED SANITARY SEWER IN AREAS WHERE COVER IS LESS THAN 5 FEET.



811 Know what's below. Call before you dig.

NOTE
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

PROJECT SITE INFORMATION:
1. PARCEL ADDRESS – 6745 STADIUM DR
2. PARCEL NUMBER 39-05-35-132-010
3. TOTAL ACREAGE – 9.28 ACRES (8.86 ACRES EXCLUDING ROW)
4. OPEN SPACE:
   4.1. REQUIRED – 5% OF TOTAL ACREAGE
   4.2. PROVIDED – 2.62 ACRES, 28% INCLUDING ROW (EXCLUDES AREA OF RETENTION BASIN: 0.40 ACRES)
5. RESERVE SPACE (PER ARTICLE 34.80.A):
   5.1 REQUIRED – 250 SFT/UNIT (13,000 SFT FOR 52 UNITS)
   5.2 PROVIDED – APPROXIMATELY 43,000 SFT PARK
6. PERVIOUS/IMPERVIOUS AREA (EXCLUDING ROW):
   6.1. PERVIOUS AREA – 223,734 SF (58%)
   6.2. IMPERVIOUS AREA – 162,208 SF (42%)
7. ZONING VC – VILLAGE COMMERCIAL DISTRICT
8. UNIT DENSITY:
   8.1. REQUIRED – 8 UNITS/ACRE (MAXIMUM)
   8.1. PROVIDED WITH ROW – 52 UNITS/9.28 AC = 5.60 UNITS/ACRE
   8.2. PROVIDED WITHOUT ROW – 52 UNITS/8.86 AC = 5.87 UNITS/ACRE
9. FLOODPLAIN – THIS PROJECT IS NOT IN THE 100 YEAR FLOOD PLAIN, BASED ON FEMA NATIONAL FLOOD MAPS.
10. ADJACENT ZONING – NORTH VC, EAST VC, SOUTH C, WEST VC
11. SITE SOILS IS SANDY LOAM PER USGC WEB SOIL SURVEY.
12. PARKING COUNT:
   12.1. REQUIRED – NOT APPLICABLE
   12.2. PROVIDED – 22 SPACES
13. POSTED SPEED LIMIT – 20 MPH

NO.	DATE	REVISION	BY
1	08/03/2026	STEP 1 TOWNSHIP SUBMITTAL	NEF
2	10/02/2026	STEP 1 TOWNSHIP RESUBMITTAL	NEF

OSHTEMO TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN

MILLERS STATION
SITE & UTILITY PLAN

VK CIVIL
Vriesman & Korhorn
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

FILE NO. 1610
CHECKED GAB
Sheet No. C300

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- PROPOSED OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- PROPOSED ELECTRIC
- EXISTING GAS
- PROPOSED GAS
- EXISTING COMMUNICATIONS
- PROPOSED COMMUNICATIONS
- EXISTING FENCE
- PROPOSED FENCE
- RIGHT OF WAY
- EASEMENT
- SETBACK
- EXISTING GRAVEL
- PROPOSED GRAVEL
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING FORCEMAIN
- PROPOSED FORCEMAIN
- EXISTING WATERMAIN
- PROPOSED WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- PROPOSED HOT MIXED ASPHALT
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED GRAVEL
- OPEN SPACE
- PROPOSED CRUSHED LIMESTONE
- PROPOSED GRASSED AREA

INTERIOR SITE LANDSCAPE REQUIREMENTS (PER ARTICLE 53.70)

REQUIRED AREA TO BE LANDSCAPED:
10% OF DEVELOPED AREA – 0.10 * 9.28 AC = 40,424 SFT

REQUIRED:
ONE CANOPY TREE FOR EVERY 1,500 SFT
40,424 SFT / 1500 SFT = 27 CANOPY TREES
PROVIDED: 27 CANOPY TREES

REQUIRED:
ONE UNDERSTORY TREE FOR EVERY 2,500 SFT
40,424 SFT / 2,500 SFT = 16 UNDERSTORY TREES
PROVIDED: 17 UNDERSTORY TREES

LANDSCAPING ALONG STADIUM DRIVE RIGHT-OF WAY REQUIREMENTS (PER ARTICLE 34.70.D.5):

REQUIRED:
ONE STREET TREE LOCATED EVERY 50' ON CENTER IN VILLAGE FRINGE

PROVIDED: 6 TOTAL STREET TREES LOCATED EVERY 50' ON CENTER ALONG STADIUM DRIVE

GREEN INFRASTRUCTURE (PER SECTION 295.008.09):

REQUIRED:
AT LEAST ONE (1) SMALL TREE SHALL BE PLANTED FOR EACH TWENTY-FIVE (25) FEET OF LOT FRONTAGE OR ANY FRACTION OVER TWENTY-FIVE (25) FEET. AS AN ALTERNATIVE, ONE (1) MEDIUM OR LARGE TREE MAY BE PLANTED FOR EACH THIRTY-FIVE (35) FEET OF LOT FRONTAGE OR FOR ANY FRACTION OF FORTY (40) FEET.

PROVIDED: ONE LARGE STREET TREE (CANOPY TREE) LOCATED EVERY 40' ALONG THE LOT FRONTAGE. 26 TOTAL CANOPY TREES ALONG LOT FRONTAGE.

LANDSCAPE LEGEND

CANOPY TREES

SUGAR MAPLE
HEIGHT AT PLANTING: 4' TO FIRST BRANCH
MATURE HEIGHT: 60'–75'
MINIMUM CALIPER AT PLANTING: 3"
TOTAL PROPOSED: 33

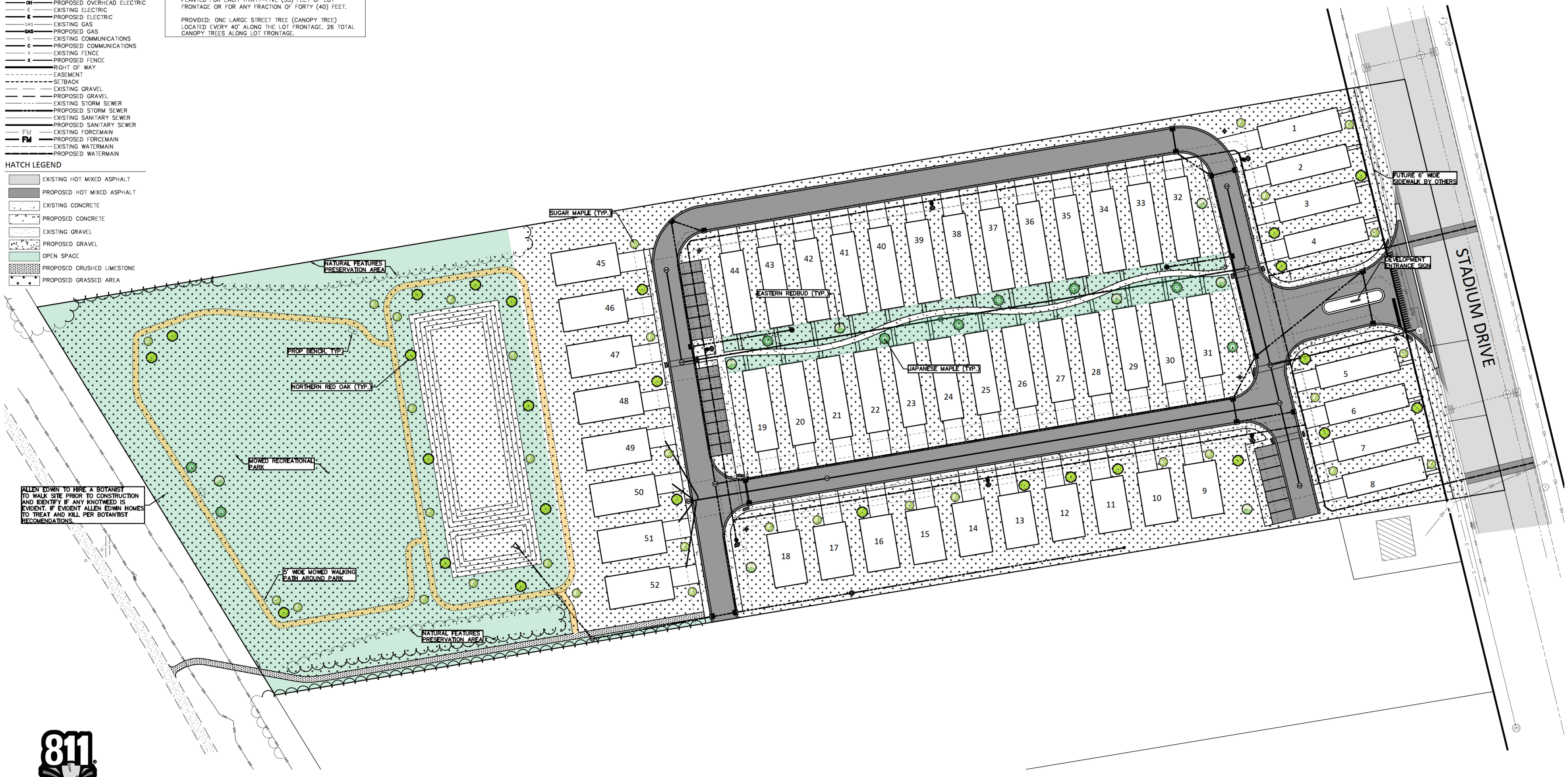
NORTHERN RED OAK
HEIGHT AT PLANTING: 4' TO FIRST BRANCH
MATURE HEIGHT: 60'–75'
MINIMUM CALIPER AT PLANTING: 3"
TOTAL PROPOSED: 26

UNDERSTORY TREES

JAPANESE MAPLE
HEIGHT AT PLANTING: 4'
MATURE HEIGHT: 5'–10'
MINIMUM CALIPER AT PLANTING: 1"
TOTAL PROPOSED: 9

EASTERN REDBUD
HEIGHT AT PLANTING: 4'
MATURE HEIGHT: 10'–20'
MINIMUM CALIPER AT PLANTING: 1"
TOTAL PROPOSED: 8

SCALE: 1" = 40'
0' 20' 40' 60' 80'



Know what's **below.**
Call before you dig.

NOTE
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

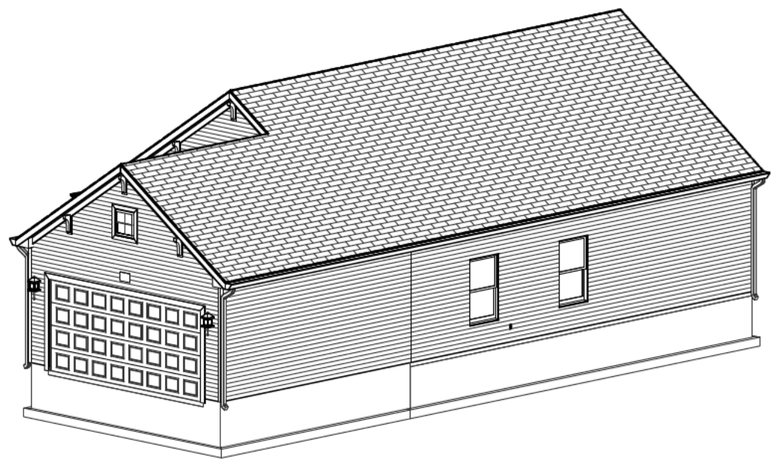
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2	10/02/2026	STEP 1 TOWNSHIP RESUBMITTAL	NEF

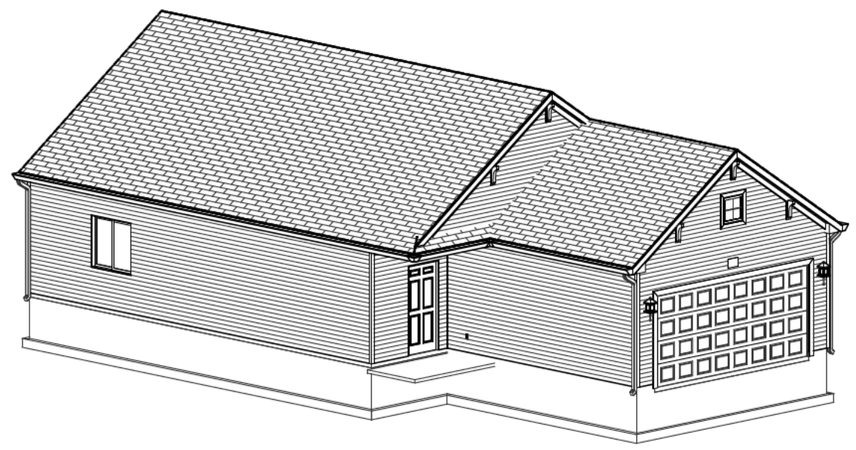
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KALAMAZOO COUNTY, MICHIGAN

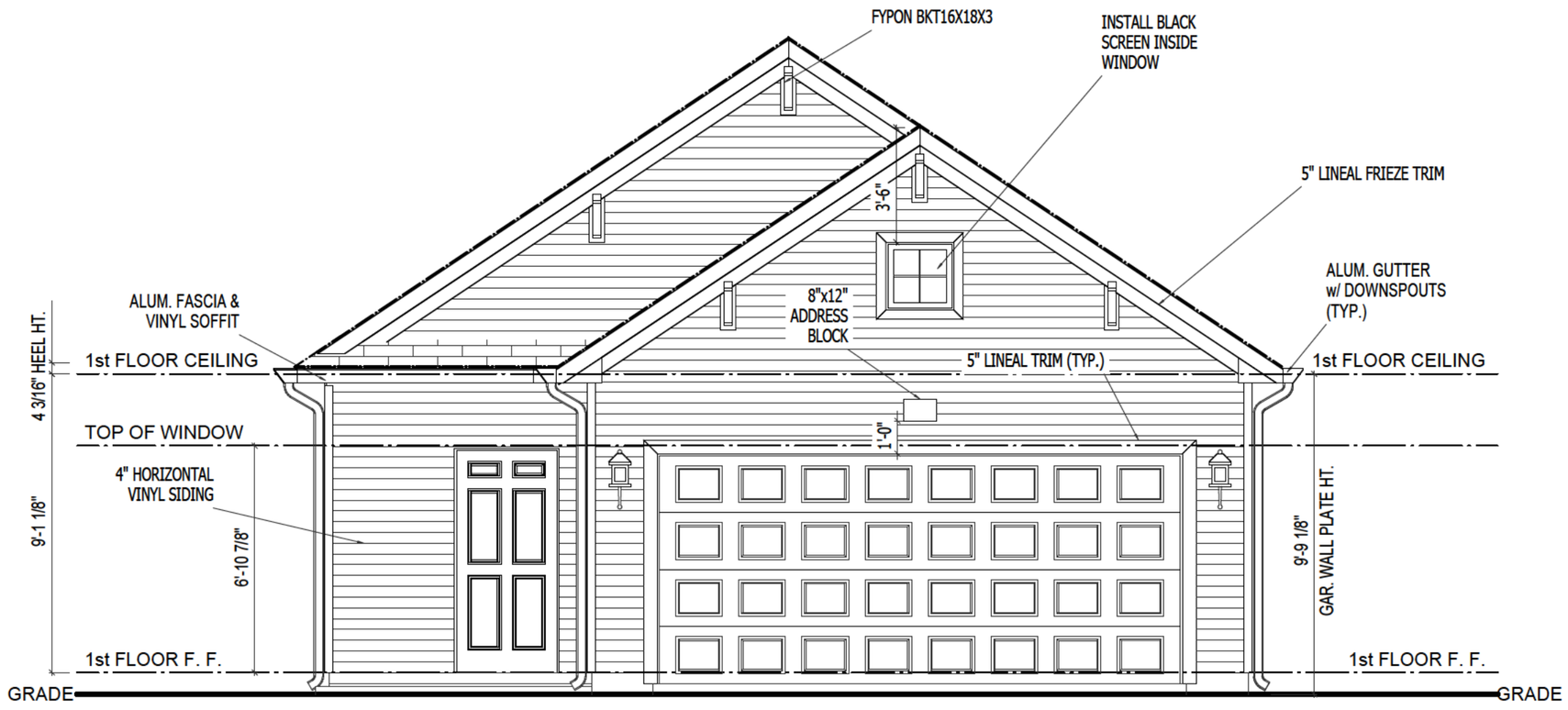
MILLERS STATION
LANDSCAPE PLAN

Vriesman & Korhorn CIVIL
www.VKcivil.com
Byron Center, MI (616) 277-2185
Kalamazoo, MI (269) 697-7120

FILE NO. 1610
CHECKED GAB
Sheet No. C301







FRONT ELEVATION

SCALE: 1/4"=1'-0"

(shown in pink on conceptual plan)

View_Sheets/A-01.vxp

REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION 9.0

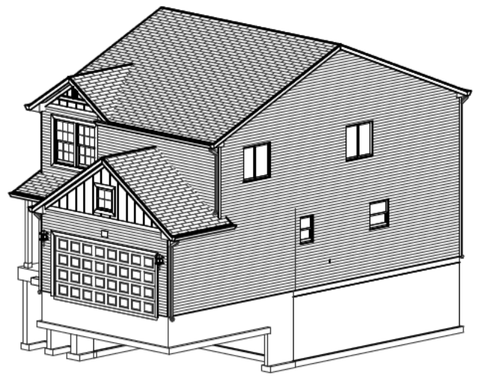
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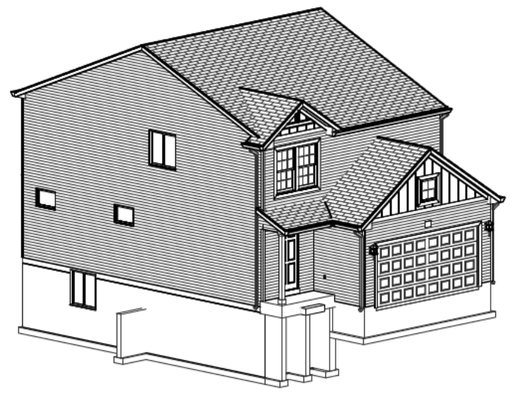
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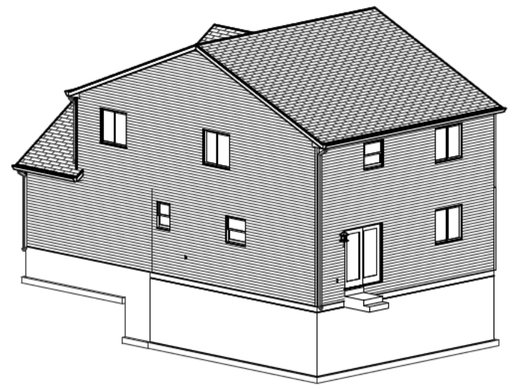
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FOR: Allen Edwin Homes
LOT #:
LOCATION:

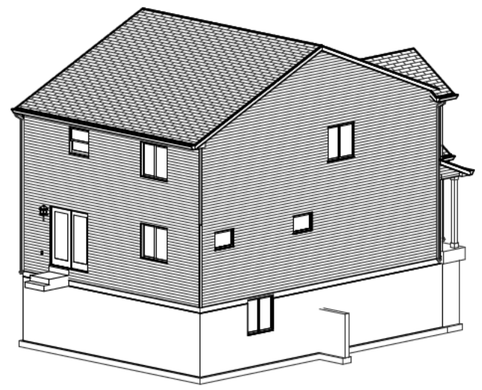
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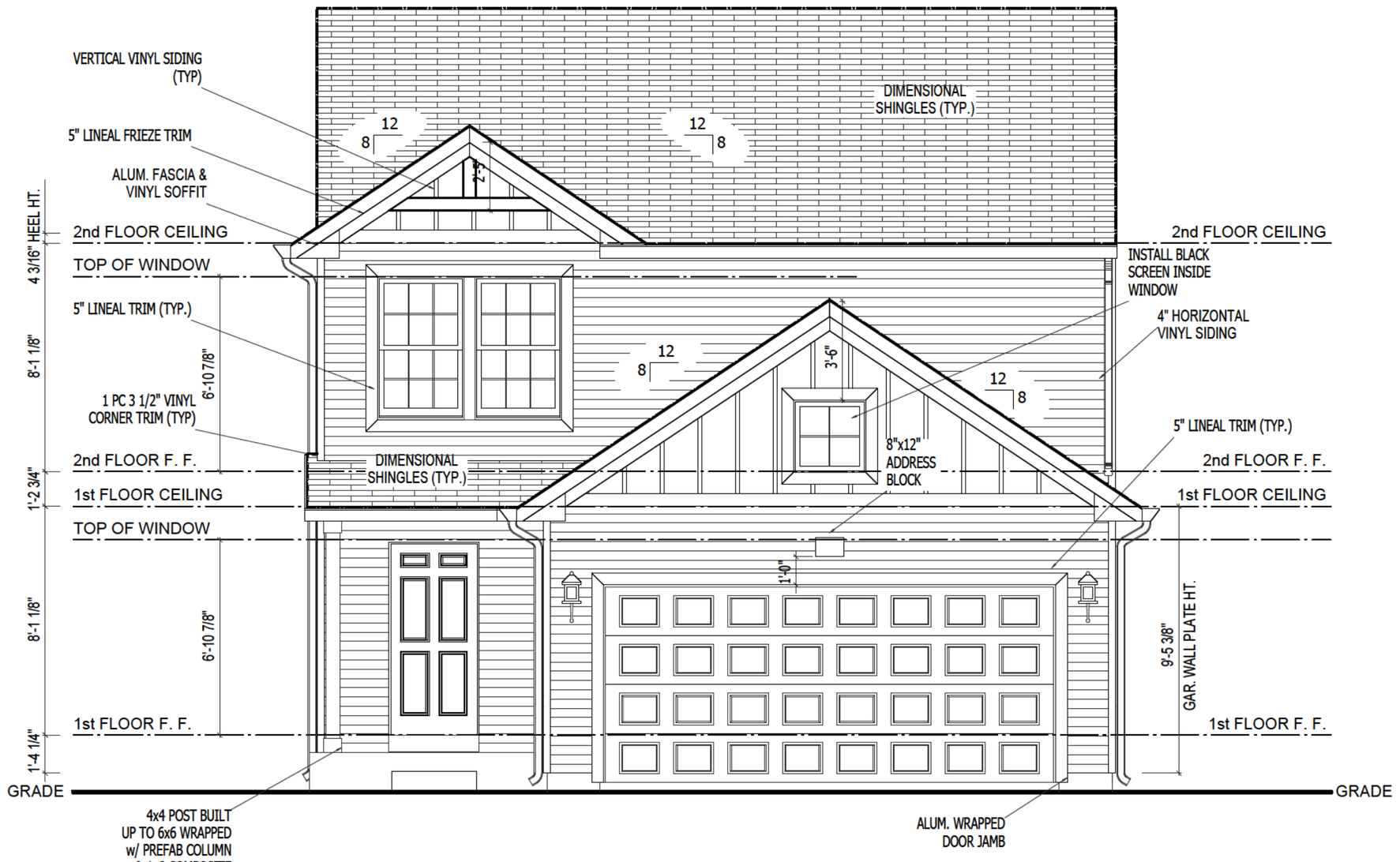
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FRONT ELEVATION A2

SCALE: 1/4"=1'-0"

(shown in blue on conceptual plan)

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REMARKS	DATE	REV. NO.	ELEVATION A1
			GARAGE RIGHT
			REVISION V9.0

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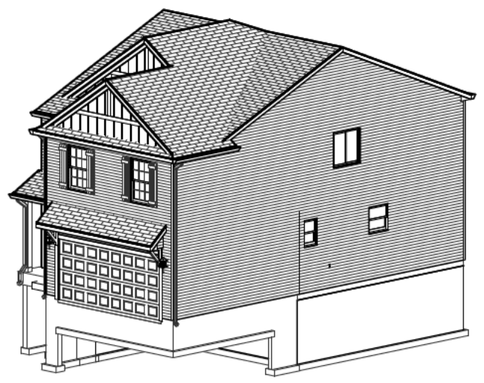
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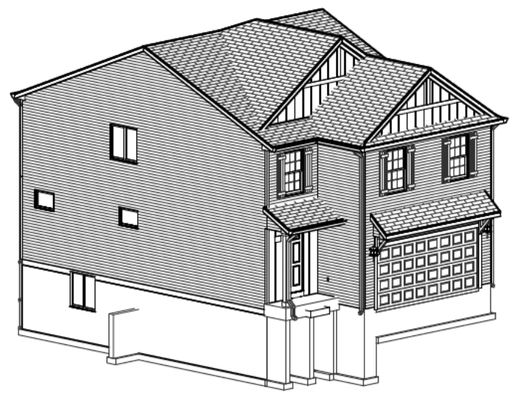
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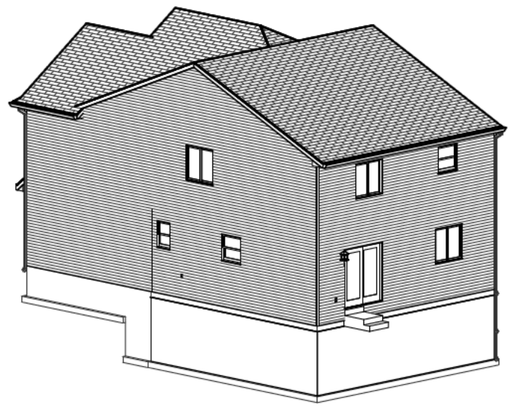
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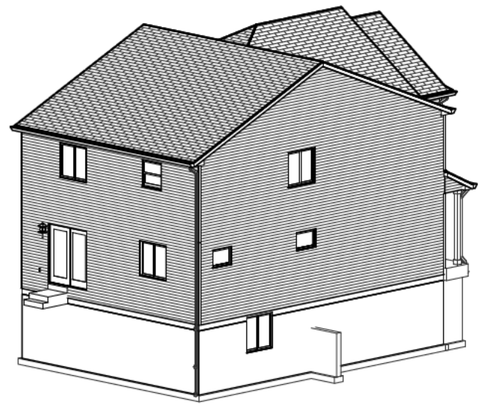
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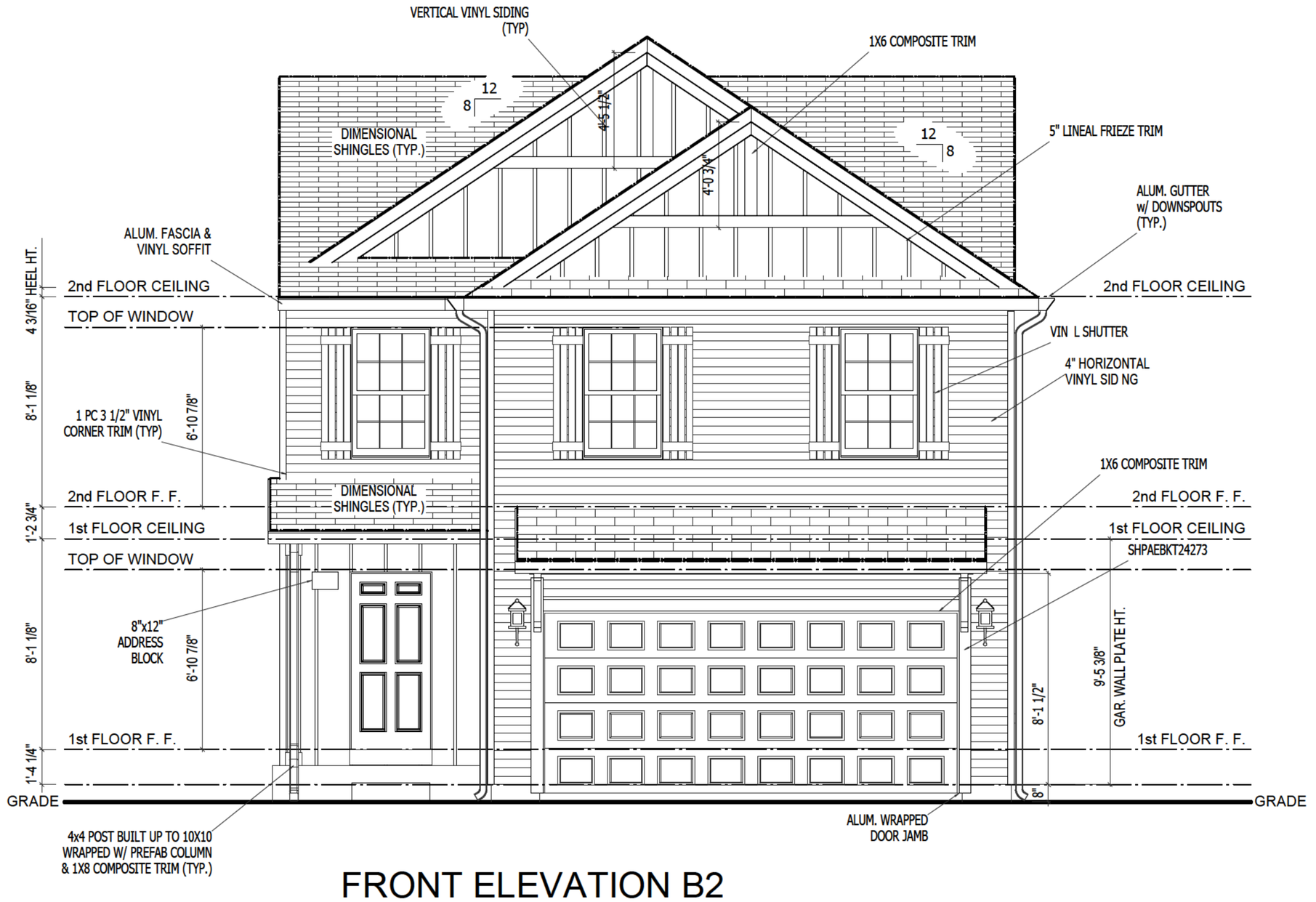
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FRONT ELEVATION B2

SCALE: 1/4"=1'-0"

(shown in blue on conceptual plan)

ELEVATION A1
GARAGE RIGHT

REVISION	REV. NO.	DATE	REMARKS

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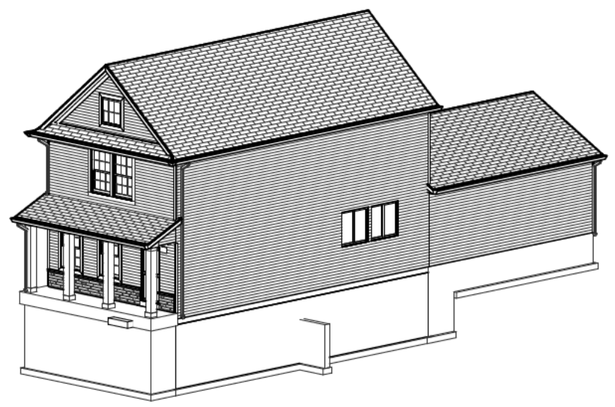
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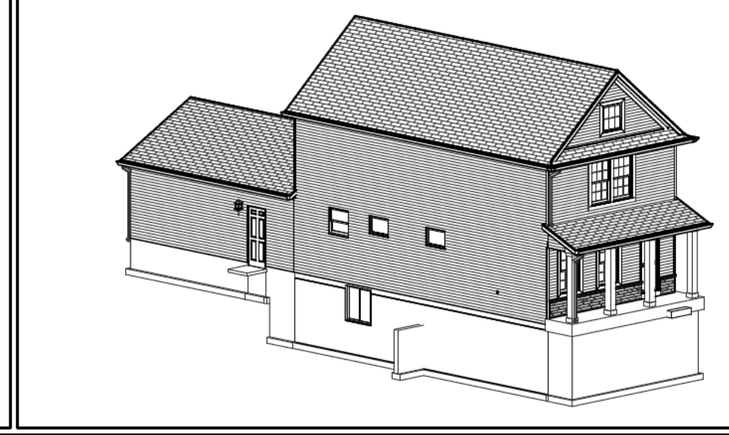
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FOR: Allen Edwin Homes
LOT #:
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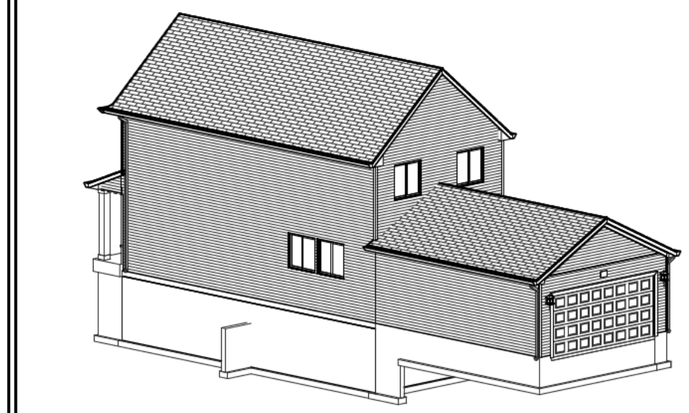
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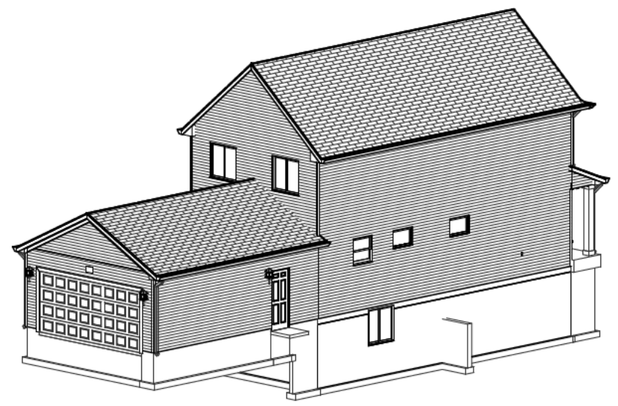
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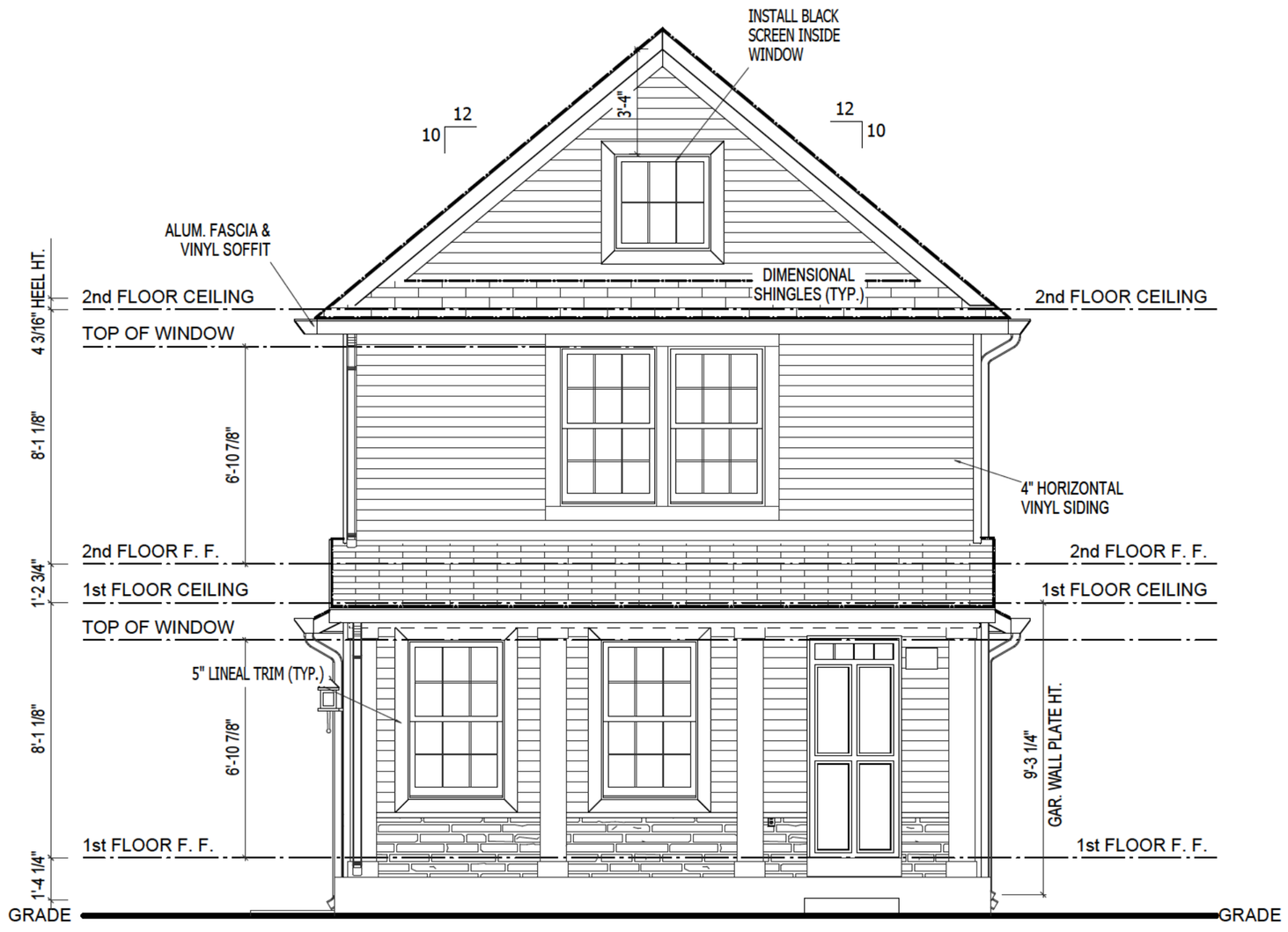
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FRONT ELEVATION A3

SCALE: 1/4"=1'-0"

(shown in yellow on conceptual plan)

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REMARKS	DATE	REV. NO.

ELEVATION A1
GARAGE RIGHT
REVISION 9.0

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i1642
FOR: Allen Edwin Homes
LOT #:
LOCATION:

SHEET NUMBER
A-01.02

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Memorandum

Date: **November 5, 2026**

To: **Planning Commission**

From: **Jodi Stefforia, Planning Director**

Subject: **Energy Systems Ordinance – Appendix B: Fire Response Plan for ESS**

A draft of Appendix B – Fire Response Plan for an energy storage system is attached. The Appendix content was authored by the subject matter expert that helped inform the first draft of the energy system ordinance.

Please bring any comments or questions you may have to the meeting. I will reach out to the consultant and/or Fire Chief, as necessary, to address them at a subsequent meeting.

Attachment: Appendix B – Fire Response Plan (draft)

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Appendix B

Fire Response Plan

1.0 Applicability

The Fire Response Plan (FRP) shall apply to all operational phases of the ESS, including commissioning, normal operation, maintenance, and decommissioning.

2.0 Preparation and Collaboration

The FRP shall be prepared by or under the direction of a qualified person with knowledge of the ESS installation, its associated hazards, and applicable fire codes. The FRP shall be developed in consultation with the Oshtemo Township Fire Department to ensure alignment with the department's operating procedures, equipment, and capabilities. The owner or operator shall document all outreach efforts to include the fire department in FRP development. If the Oshtemo Township Fire Department is unable or unwilling to participate in development, the owner or operator shall not be penalized, provided documented outreach efforts are submitted to the Township Clerk.

3.0 Submission and Approval *Source: NFPA 855 (2023) § 4.3.2.1; ACP Model Ordinance (2026) § 4.1*

The FRP shall be submitted as part of the Building Permit application for the ESS installation. No certificate of occupancy or operating permit shall be issued until Oshtemo Township Fire Department has reviewed and approved the FRP; such review and approval shall not be unreasonably withheld. The FRP shall be reviewed and re-submitted to the Oshtemo Township Fire Department upon any of the following:

a. Material change to the ESS installation, including augmentation;
b. Change in ownership or operator of the ESS facility;
c. Change in Oshtemo Township Fire Department contact information or emergency protocols;
d. Following any ESS incident requiring a fire department response;
e. On a schedule not exceeding every three (3) years from the date of last approval.

4.0 Availability and Access *Source: NY State Fire Safety Working Group, July 2024; NFPA 855 (2023) Appendix G.11.2*

A current copy of the approved FRP shall be:

a. Maintained on-site in a weather-resistant enclosure outside the perimeter security fence, accessible to emergency responders without requiring entry to the secured facility;
b. Provided to the Oshtemo Fire Department and updated whenever the FRP is revised; and
c. Made available to the Oshtemo Township Fire Department upon request within twenty-four (24) hours.

The FRP shall not be stored exclusively in digital or password-protected formats that would impede first responder access during an emergency.

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5.0 Required Contents of the Fire Response Plan

The FRP Shall include, at a minimum, all of the following components:

a. Facility and System Description *Source: NFPA 855 (2023) § 4.3.2.1; IFC 2024 § 1207.4*
   1. The name, address, and parcel identification number of the ESS facility;
   2. The name, mailing address, and 24-hour emergency contact information for the owner and operator of the ESS;
   3. The make, model, rated energy capacity (kWh), rated power output (kW), and battery chemistry of each ESS unit or enclosure;
   4. The total aggregate energy capacity of the installation;
   5. The UL 9540 listing number and UL 9540A test report reference for the installed system; and
   6. A description of all major system components, including inverters, battery management systems, thermal management systems, fire detection systems, explosion control systems, and communication equipment.

b. Site Plans and Maps *Source: IFC 2024 § 1207.4.8; NY State Fire Safety Working Group, July 2024*
   1. Property boundaries and all lot lines;
   2. Location of each ESS enclosure, container, or unit, with dimensions and identification labels;
   3. All access points, gates, and entry pathways into the secured facility;
   4. Location of utility disconnects, emergency shutoff controls, and isolation points;
   5. Fire detection, alarm, and suppression equipment locations;
   6. Explosion control panel locations;
   7. Drainage patterns and any secondary containment structures;
   8. Location of water supply access points and fire hydrants within 1,000 feet of the site; and
   9. Recommended isolation zone perimeter and standoff distances for first responders, consistent with Section 5.e.1 of this Appendix.

c. Contact Lists *Source: NFPA 855 (2023) § 4.3.2.1; NY State Fire Safety Working Group, July 2024; IFC 2024 § 1207.4.8*
   The FRP shall include a 24-hour emergency contact list that identifies:
   1. The ESS owner and on-site responsible party;
   2. The Fire Mitigation Personnel / Hazard Support Personnel designated under Section 9.0;
   3. The battery or equipment manufacturer's emergency technical support line;
   4. The operator's Network Operations Center (NOC), if applicable;
   5. Local fire department, emergency medical services, and law enforcement dispatch;
   6. Local emergency management coordinator; and
   7. Utility company emergency contact for grid interconnection.

d. Hazard Identification *Source: NFPA 855 (2023) § 4.3.2.1; U.S. EPA BESS Guidance (2025); IFC 2024 § 1207*
   The FRP shall include a hazard identification section that describes:

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1. The specific fire, explosion, and toxic gas hazards associated with the installed battery chemistry, including gases potentially released during thermal runaway events (e.g., hydrogen, carbon monoxide, hydrogen fluoride, hydrogen cyanide, hydrogen chloride);
2. Safety Data Sheets (SDS) for all battery chemistries installed on-site, maintained current and accessible in the FRP;
3. A summary of the Hazard Mitigation Analysis (HMA) findings submitted to the Oshtemo Township Fire Department under Section 3.E.6.d; and
4. Reference to the UL 9540A large-scale fire test results, including any site-specific limitations identified in the registered design professional's review.

e. First Responder Guidance *Source: U.S. EPA BESS Guidance (2025); ACP First Responders Guide to BESS Incidents (2023); NFPA 855 (2023) Appendix G.11.2*

The FRP shall include a first responder operations section that provides:

1. An initial isolation distance of not less than 330 feet shall be identified for planning purposes unless the approved HMA, UL 9540A analysis, plume modeling, or fire code official establishes a different distance. The incident commander may increase or decrease operational control zones based on observed conditions, monitoring data, wind, topography, system involvement, and technical guidance
2. Instructions to position responders upwind and uphill from the incident;
3. The FRP shall provide system-specific tactical considerations based upon the installed chemistry, manufacturer's emergency response guidance, UL 9540A test results, and approved HMA. Nothing in the FRP shall restrict the authority or tactical discretion of the incident commander.;
4. Recommended personal protective equipment (PPE), including self-contained breathing apparatus (SCBA), for all personnel operating within the isolation zone;
5. Air monitoring guidance: initial monitoring for hydrogen, carbon monoxide, hydrogen fluoride, hydrogen cyanide, and hydrogen chloride; extended monitoring for metals and combustion byproducts. Monitoring equipment shall be purchased and replaced every 3 years by the applicant/owner with said equipment held by the Oshtemo Township Fire Department;
6. Guidance on evaluating the need for community shelter-in-place or evacuation based on incident scope and air quality conditions;
7. Procedures for minimizing, containing, and redirecting runoff from water application, consistent with applicable environmental regulations;
8. Procedures for extracting water applied in an emergency consistent with applicable environmental regulations; and
9. Post-incident procedures for packaging, transport, and disposal of damaged batteries consistent with U.S. DOT and U.S. EPA requirements.

f. Emergency Shutdown and Isolation Procedures *Source: NFPA 855 (2023) § 4.3.2.1; IFC 2024 § 1207.3.4*

The FRP shall include step-by-step procedures for:

1. Normal and emergency shutdown of the ESS, including remote shutdown via the Battery Management System (BMS) or Energy Storage Management System (ESMS);

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2. Manual isolation of the ESS from the electrical grid, including location and operation of all disconnects and isolation points;
3. Procedures to be followed during a thermal runaway event prior to fire department arrival;
4. Procedures for the safe removal and disposal of damaged ESS equipment following an incident; and
5. A description of any automatic shutdown or isolation features built into the ESS.

g. Evacuation and Shelter-in Place Procedures
The FRP shall include site-specific evacuation and shelter-in-place procedures that address:
1. Designated assembly areas outside the isolation zone;
2. Roles and responsibilities of site personnel during an emergency;
3. Criteria for determining when community shelter-in-place or evacuation may be warranted; and
4. Coordination procedures with Kalamazoo County Emergency Management for community notification. If facility is within 1 mile of the county line, Van Buren County Emergency Management shall also be notified.

6.0 Pre-Incident Planning and Fire Department Coordination

a. Pre-Incident Planning *Source: NFPA 855 (2023) Appendix G.11.2; NY State Fire Safety Working Group, July 2024*
Prior to commencement of commercial operation, the ESS owner or operator shall coordinate with the local fire department to conduct a pre-incident site walkthrough. The walkthrough shall familiarize first responders with the site layout, ESS equipment, access points, isolation controls, hazards, and the procedures contained in the FRP.
Documentation of the pre-incident walkthrough, including the date, participating fire department personnel, and topics covered, shall be submitted to the AHJ and retained on-site for the life of the ESS.

b. Central Station Monitoring *Source: IFC 2024 § 1207.5.4; NY State Fire Safety Working Group, July 2024; NFPA 72*
Fire detection system alarms from the ESS installation shall be monitored by a central station service alarm system UL listed in accordance with NFPA 72, Standard for the Installation of Fire Alarm and Signaling Systems. The central station shall provide immediate notification to the local fire department upon receipt of an alarm signal.

The central station and the Network Operations Center (NOC) serve complementary and non-redundant functions. The NOC shall assist in determining which BMS alarms are critical enough to warrant a fire department response and shall communicate that determination to the central station as applicable.

7.0 Training Requirements

a. Annual Training Offer *Source: NY State Fire Safety Working Group, July 2024; NFPA 855 (2023) § 4.3.2.1*

The ESS owner or operator shall offer site-specific training to the Oshtemo Township Fire Department annually, beginning prior to the commencement of commercial operation. Training shall be designed to familiarize fire department personnel with:

1. The ESS technology, battery chemistry, and associated hazards;
2. The site layout, access points, and equipment locations as depicted in the FRP site plan;
3. Emergency shutdown and isolation procedures;
4. First responder guidance and recommended tactics for ESS incidents, including thermal runaway and fire events;
5. Use of personal protective equipment (PPE) appropriate for ESS hazards; and
6. Updated procedures or changes to the FRP since the most recent training.

b. Training Records. *Source: NY State Fire Safety Working Group, July 2024*

The owner or operator shall maintain a log of all training sessions offered and conducted, including the date, agenda, names and titles of attendees, and documentation of the training offer where attendance was declined. Training logs shall be:

1. Retained on-site for a minimum of five (5) years;
2. Submitted to the Township Clerk upon request; and
3. Provided to any successor owner or operator upon change of ownership.

c. Fire Mitigation Personnel Training *Source: NY State Fire Safety Working Group, July 2024; IFC 2024 § 1207.1.8.1; FEMA IS-100, IS-200, IS-700B*

All Fire Mitigation Personnel / Hazard Support Personnel designated in the FRP shall, at a minimum, have successfully completed the following FEMA Emergency Management Institute courses:

1. ICS-100: Introduction to the Incident Command System;
2. ICS-200: Basic Incident Command System for Initial Response; and
3. IS-700B: An Introduction to the National Incident Management System (NIMS).

Documentation of training completion shall be maintained on-site and submitted to the Township Clerk upon request.

8.0 Continuous Monitoring Requirements *Source: IFC 2024 § 1207.3.4; NY State Fire Safety Working Group, July 2024; NFPA 855 (2023) A.4.3.2.1.4(3)*

a. Battery Management System (BMS) Monitoring

All ESS installations subject to this Section shall be equipped with a Battery Management System (BMS) or Energy Storage Management System (ESMS) capable of monitoring, at a minimum, the following parameters for each cell or series-connected cell group:

1. Cell voltage;
2. State of charge; and
3. Temperature.

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The BMS or ESMS shall be capable of generating automated alarm notifications indicative of thermal runaway or other battery failure conditions and transmitting those notifications immediately to designated personnel.

b. 24/7 Network Operations Center (NOC) *Source: NY State Fire Safety Working Group, July 2024; NFPA 855 (2023) A.4.3.2.1.4(3); 3 RCNY § 608-01(g)(2)*

BMS or ESMS data from all ESS installations subject to this Section shall be monitored continuously, twenty-four hours per day, seven days per week, by a Network Operations Center (NOC) staffed by trained personnel with working knowledge of the ESS systems under their oversight. The NOC shall:

1. Immediately relay alarm notifications indicative of thermal runaway or other critical battery failure events to the system owner, operator, and designated emergency contacts;
2. Assist in determining, in coordination with the central station, which alarms constitute critical incidents warranting fire department notification; and
3. Be available, upon request from on-scene incident command, to relay relevant BMS data to local emergency responders to guide emergency response.

c. Video Surveillance *Source: NY State Fire Safety Working Group, July 2024*

ESS installations subject to this Section shall be equipped with a video surveillance system providing continuous coverage of the ESS facility. Video surveillance shall be used as both a continuous monitoring tool and a post-event analysis resource. Requirements include:

1. Real-time monitoring of video feeds by the NOC, or made available to first responders during an incident, where required by the Township;
2. Retention of recorded video for not less than seventy-two (72) hours under normal conditions; in the event of a fire or incident requiring fire department response, video records shall be preserved and made available to the Township for post-incident investigation; and
3. Video surveillance system access credentials and procedures shall be documented in the FRP.

9.0 Fire Mitigation Personnel

a. Designation Requirement. *Source: IFC 2024 § 1207.1.8.1; NY State Fire Safety Working Group, July 2024*

All ESS installations subject to this Section shall designate Fire Mitigation Personnel / Hazard Support Personnel who shall be available at all times during the operational life of the ESS facility.

b. Dispatch and Arrival Requirements *Source: IFC 2024 § 1207.1.8.1; NY State Fire Safety Working Group, July 2024*

In the event of an ESS incident, the designated Fire Mitigation Personnel shall be given:

1. notification of the incident; and
2. notification to provide expert guidance and support to local emergency responders.

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3. Dispatched within fifteen (15) minutes of notification of the incident; and
4. On-scene within four (4) hours of notification to provide expert guidance and support to local emergency responders.

c. Qualifications *Source: IFC 2024 § 1207.1.8.1; NY State Fire Safety Working Group, July 2024*
Fire Mitigation Personnel shall have working knowledge of the ESS installation, associated hazards, and emergency procedures. All designated Fire Mitigation Personnel shall have completed the FEMA training courses specified in Section 7.c of this Appendix. A qualified person with knowledge of the project and associated hazards shall be immediately available by telephone at all times, even if on-site arrival would take longer than four (4) hours.

10.0 Signage Requirements

a. General Signage *Source: IFC 2024 § 1207.4.8; NFPA 70*

ESS installations shall comply with the signage requirements of IFC 2024 § 1207.4.8, NFPA 70 and NFPA 855 or any applicable successor codes in place at the time of commencement of construction including information on the system type and technology, special hazards, fire suppression system and 24-hour emergency contact information, including reach-back phone number. A clearly visible warning sign concerning voltage shall be placed at the base of all pad-mounted transformers and substations. Signs shall be legible, weather-resistant, and maintained in good condition for the operational life of the facility.

b. Perimeter and Fence Signage *Source: NY State Fire Safety Working Group, July 2024; IFC 2024 § 1207.4.8*
In addition to the signage on ESS enclosures, signage shall be posted on all perimeter security fences and barriers at intervals not exceeding two hundred feet (200 ft). Perimeter signage shall be accessible from outside the fence line and shall include:
1. The name and 24-hour emergency contact information for the owner or operator;
2. A site map identifying the locations of ESS enclosures, access points, utility disconnects, and isolation controls;
3. Identification of relevant hazard warnings, including battery chemistry type and associated risks;
4. The isolation zone distance that response personnel should maintain from the ESS during a fire or explosion risk event; and
5. The date the signage was last verified to be accurate, updated annually.

c. Explosion Control Panel Identification *Source: IFC 2024 § 911.4; NFPA 68; NY State Fire Safety Working Group, July 2024*

Where explosion control systems (deflagration venting panels or explosion prevention systems) are installed, all panels, venting devices, and associated equipment shall be clearly and permanently labeled to enable first responders to identify and stay clear of hazard zones associated with potential overpressure events.

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11.0 Record Keeping and Periodic Review

a. FRP Review Schedule

The FRP shall be reviewed and updated not less frequently than every three (3) years from the date of last Oshtemo Township Fire Department approval, and additionally upon any of the triggering events specified in Section 8.b of this Appendix.

b. Post-Incident Review *Source: NY State Fire Safety Working Group, July 2024; NFPA 855 (2023) § 4.3.2.1*

Following any ESS incident requiring a fire department response, the owner or operator shall conduct a review of the FRP within sixty (60) days of the incident. The review shall assess the adequacy of the FRP's procedures, contacts, and site information in light of the incident. A revised FRP incorporating any identified improvements shall be submitted to the Township Clerk within ninety (90) days of the incident.

c. Recordkeeping *Source: NFPA 855 (2023) § 4.3.2.1; ACP Model Ordinance (2026) § 4.1*

The owner or operator shall maintain the following records on-site and provide them to the Township Clerk upon request:

1. Current approved FRP and all prior versions for a minimum of five (5) years;
2. Training logs as specified in Section 7.b of this Appendix;
3. Documentation of pre-incident site walkthroughs;
4. Central station monitoring service agreement and contact information;
5. NOC contact information and staffing documentation; and
6. All current Safety Data Sheets (SDS) for installed battery chemistries.

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Oshtemo
CHARTER TOWNSHIP
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Planning Commission

2027 Meeting Schedule

Regular meeting dates for the 2027 calendar cycle

Meeting Dates	
January 14, 2027	June 24, 2027
January 28, 2027	July 8, 2027
February 11, 2027	July 22, 2027
February 25, 2027	August 12, 2027
March 11, 2027	August 26, 2027
March 25, 2027	September 9, 2027
April 8, 2027	September 23, 2027
April 22, 2027	October 14, 2027
May 13, 2027	October 28, 2027
May 27, 2027	November 18, 2027 (3rd Thursday)
June 10, 2027	December 9, 2027

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From: Rachel Walker
To: Jodi Stefforia
Cc: James Porter; Cheri Bell; Michael Chapman
Subject: Update on project timeline
Date: Wednesday, October 21, 2026 3:50:23 PM
Attachments: image.png

CAUTION: External Email

Hello Jodi,

I wanted to provide you an update on our timeline. Given the project schedule constraints dictated by MISO transmission queue schedules, we do not anticipate being able to come to the township until third quarter (Sept/Oct) 2027 for initial meeting with a potential permit application in first quarter 2028.

Let me know you received this message.

Kind Regards,

NEWEDGE Renewable Power

Rachel Walker
Director of Permitting

612-991-9108 | www.newedgepower.com

1200 Riverplace Blvd, Suite 105
Jacksonville, FL 32207