



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, MAY 28, 2026  
6:00 P.M.**

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes: May 14, 2026 Meeting ([Pg 3](#))
5. Public Comment on Non-Agenda Items
6. **Public Hearing: Michigan Housing Partnership (6000 block of Parkview Avenue, parcel 05-35-230-016)**  
Planning Commission to conduct a public hearing on a request for rezoning of approximately 38.5 acres from R-5:Residence District and C: Local Business District to R-4: Residence District. ([Pg 9](#))
7. Public Comment
8. Planning Commissioner Comments
9. Other Updates and Business
10. Adjournment

**Broadcast Notice:**

*This meeting is being streamed live 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](mailto: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](http://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](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Michael Chapman	375-4260	<a href="mailto:mchapman@oshtemo.org">mchapman@oshtemo.org</a>

Township Department Information			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Alan Miller	216-5230	<a href="mailto:amiller@oshtemo.org">amiller@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Jodi Stefforia	375-4260	<a href="mailto:jstefforia@oshtemo.org">jstefforia@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION  
MINUTES OF A MEETING HELD MAY 14, 2026**

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**AGENDA**

**WORKSHOP: ZONING REFORM TOOLKIT, ZONING AUDIT**

**PUBLIC HEARING: MASTER STREETS PLAN and OSHTEMO 2045 COMPREHENSIVE PLAN**

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, May 14, 2026, commencing at 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

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

MEMBERS ABSENT: Grace Engels  
Jeremiah Smith

Also present were Jodi Stefforia, Planning Director; James Porter, Township Attorney; Leeanna Harris, Planning and Zoning Administrator; Colten Hutson, Zoning Administrator; Jennifer Wood, Recording Secretary; and approximately 20 members of the public.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

Chair A. Smith introduced the agenda and asked if there were any additions or modifications. There were none.

Commissioner Jefferies made **a motion** to approve the agenda as presented. Trustee Chapman **supported the motion**. The **motion passed** unanimously.

**APPROVAL OF THE MINUTES FROM THE MEETING OF APRIL 23, 2026**

Chair A. Smith asked if there were any additions, deletions, or corrections to the minutes of the April 23, 2026, meeting. There were none.

Trustee Chapman made **a motion** to approve the Minutes of the April 23, 2026, meeting as presented. Commissioner Ver Planck **supported the motion**. The **motion passed** unanimously.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Chair A. Smith opened the floor for public comments on non-agenda items, reminding speakers of the four-minute time limit. Six individuals spoke. The majority expressed opposition to a Battery Energy Storage System (BESS) specifically evacuation and notification concerns, environmental and farmland impacts, and the addition of a social impact study to the draft ordinance.

Chair A. Smith closed public comments.

### **WORKSHOP: ZONING REFORM TOOLKIT, ZONING AUDIT**

A memo dated May 6, 2026, from Jason Ball, AICP, and Sara Moring-Hilt with Progressive Companies regarding the Zoning Ordinance Assessment is incorporated herein. The assessment reviews Oshtemo Charter Township's Zoning Ordinance in relation to the Michigan Association of Planning's Zoning Reform Toolkit best practices. Oshtemo Charter Township is in the process of adopting a new comprehensive plan and has consistently updated its zoning ordinance. This zoning ordinance update will build upon the objectives of the Oshtemo 2045 Comprehensive Plan and recent amendments to the zoning ordinance.

The purpose of this assessment is twofold: First, it evaluates the existing zoning ordinance relative to the Zoning Reform Toolkit to identify opportunities to expand housing choice in Oshtemo Township. Second, it considers whether the recommendations from the Zoning Reform Toolkit are supported by the 2045 Comprehensive Plan.

Suzanne Schultz of Progressive AE introduced the workshop item, explaining that the session was educational in nature and intended to help the Planning Commission begin considering how the Township's zoning ordinance can better align with the long-term vision established in the Comprehensive Plan. She noted that the Comprehensive Plan is a 20-year vision focused on managing growth, encouraging development where infrastructure already exists, preserving rural areas, and using proactive planning tools to prepare for future change. She also explained that the zoning reform toolkit was intended as a starting point for discussion, not a decision-making item.

Leah DuMouchel, AICP, Director of Programs and Communications with the Michigan Association of Planning, presented an overview of the Zoning Reform Toolkit and its connection to housing supply, choice, and affordability in Michigan. She discussed the statewide housing shortage, the mismatch between existing housing types and current household needs, and the ways zoning regulations can affect housing costs through lot size, dwelling size, parking, setbacks, review processes, and other requirements. The presentation outlined several zoning reform tools, including simplifying zoning districts, allowing residential uses in commercial areas, expanding housing types such as accessory dwelling units and missing middle housing, reducing minimum parking and dwelling size requirements, expanding administrative review, using pre-approved plans, and addressing nonconformities. Ms. DuMouchel emphasized that

zoning reform alone will not solve the housing shortage, but it is an important local tool for improving housing flexibility, affordability, and predictability while supporting the community's long-term planning goals.

Jason Ball, Senior Planner with Progressive Companies, continued the workshop discussion regarding the zoning ordinance update. He explained that he and Sara Moring-Hilt had prepared a May 6 memo comparing the Township's existing zoning ordinance and proposed Comprehensive Plan with the 15 tools outlined in the Zoning Reform Toolkit. He emphasized that the purpose of the discussion was not to decide which tools should be adopted immediately, but to identify which tools may warrant further consideration as the Township begins updating its zoning ordinance to align with the Comprehensive Plan. He also noted that the Comprehensive Plan is a 20-year document and that not every tool identified in the plan or toolkit would necessarily need to be implemented at this time.

Mr. Ball and staff then led the Planning Commission through an interactive discussion using a survey to gather general feedback on the zoning reform tools. The first category reviewed was zoning district tools, including consolidating zoning districts, allowing mixed-use and multifamily development in commercial districts, expanding allowable uses within zoning categories, and using performance standards for uses. Commissioners were asked whether these tools seemed appropriate for Oshtemo Township or whether any raised immediate concerns. Mr. Ball clarified that the discussion was intended to identify initial reactions and potential concerns, not to make final decisions. He also explained that any future consideration of consolidating zoning districts would need to be evaluated together with the zoning map and the Township's future place type map.

The Commission next discussed form and context tools, including minimum dwelling size, lot size, missing middle housing, accessory dwelling units, cottage courts, density and height bonuses, parking standards, and design-related standards. Mr. Ball noted that Oshtemo already has some of these tools in place, including flexible parking standards, some missing middle housing options, and form standards in certain overlay districts. He explained that the Township currently requires a 1,000-square-foot minimum for single-family homes, which has been a common suburban township standard, but that communities are now reconsidering whether such standards may limit starter homes or smaller housing options.

During this discussion, a commissioner asked for a definition of a starter home. Another Commissioner raised concern about the possibility of very small apartments, such as 400-square-foot units, and questioned whether reducing minimum dwelling sizes could lead to long-term issues or undesirable housing conditions. Mr. Ball responded that the goal was not to suggest that all housing should be that small, but to consider whether greater flexibility could be appropriate in certain areas or for certain stages of life. He noted that many zoning standards, such as a 1,000-square-foot minimum, can be somewhat arbitrary and that the discussion should focus on whether standards can be tied more closely to building quality, context, and housing need.

Another Commissioner expressed support for smaller and more flexible housing options, particularly for seniors, empty nesters, and residents seeking affordable, accessible, or lower-maintenance housing. The Commissioner noted that cottage courts or similar housing types

could allow older residents to age-in-place while maintaining independence and community connection. Mr. Ball agreed that aging-in-place is an important consideration and noted that organizations such as AARP have supported accessory dwelling units and similar housing options for those reasons.

The final category reviewed was process-related tools, including reducing elected body approvals, expanding administrative review, considering pre-approved plans, allowing greater flexibility for nonconforming uses, and using police power ordinances to regulate nuisances. Ms. Stefforia explained that Oshtemo already allows some administrative approvals, including certain permitted uses, single-family homes, duplexes in the R-2 district, some cell tower reviews depending on location, and minor building changes in the Village Commercial District among others. Commissioners and staff discussed whether additional uses or site plan matters could be reviewed administratively when standards are clear and little discretion is required. Mr. Ball noted that the Township already has a strong foundation in this area, but that there may still be opportunities to improve predictability and streamline review processes as part of the zoning ordinance update.

Mr. Ball concluded by noting that staff and consultants would continue working through the zoning ordinance update with the Planning Commission over the coming months, reviewing the ordinance, zoning map, use table, and related standards in stages.

#### **PUBLIC HEARING: OSHTEMO 2045 COMPREHENSIVE PLAN AND THE OSHTEMO MASTER STREETS PLAN**

Ms. Stefforia presented her staff memo dated May 14, 2026, regarding the Oshtemo 2045 Comprehensive Plan and Master Streets Plan, which is incorporated herein. She explained that Township staff, including the Supervisor's Office and Public Works Department, completed a final review of both documents prior to adoption and identified several items needing correction or clarification.

The recommended revisions included consistency edits, such as capitalization of "Township," updated references to special studies that had been moved to the appendix, and the addition of information regarding the Harris family, identified as the Township's first African American family, to the history section. Ms. Stefforia explained that because the changes were considered more than minor edits, the Township's legal counsel advised that the documents should be returned to the Planning Commission and noticed for another public hearing.

Ms. Stefforia further explained that the Township Board had scheduled a special meeting for the following Tuesday, assuming the Planning Commission forwarded the documents that evening. She noted that timing was important because the Township was pursuing a Safe Streets for All grant, with an application deadline of May 26, and the application was tied to the Master Streets Plan. She also noted that the Master Streets Plan and Comprehensive Plan are interrelated and reference one another.

Chair A. Smith opened public comment on the public hearing and reminded speakers of the four-minute time limit. Three members of the public came forward to speak. Most comments were unrelated to the agenda item and expressed opposition to BESS, a proposed cell tower, farmland preservation, noise concerns, and Township status.

Chair A. Smith closed public comment.

Commissioner Ver Planck **made a motion** to adopt the Resolution dated May 14, 2026, recommending final approval of the Oshtemo Master Streets Plan and Oshtemo 2045 Comprehensive Plan, which is incorporated herein. Vice Chair Everett **seconded the motion**. A roll call vote was taken.

Commissioner Ver Planck - Aye  
Trustee Chapman - Aye  
Commissioner Jefferies - Aye  
Vice Chair Everett - Aye  
Chair A. Smith - Aye

The **motion passed** unanimously with Engels and J. Smith absent.

#### **OTHER UPDATES AND BUSINESS**

Chair A. Smith asked for an update on when the proposed energy system ordinance would come before the Planning Commission. Ms. Stefforia stated that the draft had been sent to an expert for the addition of best-practice and science-based language, with a two-week review period requested. She noted that staff continues to incorporate public input and that the draft is currently approximately 29 pages. Ms. Stefforia stated that the target is to have a hard copy available in June.

#### **PUBLIC COMMENT**

Chair A. Smith opened public comments, reminding speakers of the four-minute time limit for public comment. Five members of the public came forward to speak. Topics included BESS, local control, transparency, administrative review, and housing needs.

Chair A. Smith closed public comments.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:13 p.m.

Minutes Prepared: May 18, 2026  
Minutes Approved:

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May 20, 2026

**Mtg Date:** May 28, 2026

**To:** Oshtemo Township Planning Commission

**From:** Planning Department

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

**Owner:** Lewis and Cheryl Buell

**Property:** 6000 block of Parkview Avenue, Parcel Number 05-35-230-016

**Zoning:** C: Local Business District and R-5: Residence District

**Request:** Rezone to R-4: Residence District

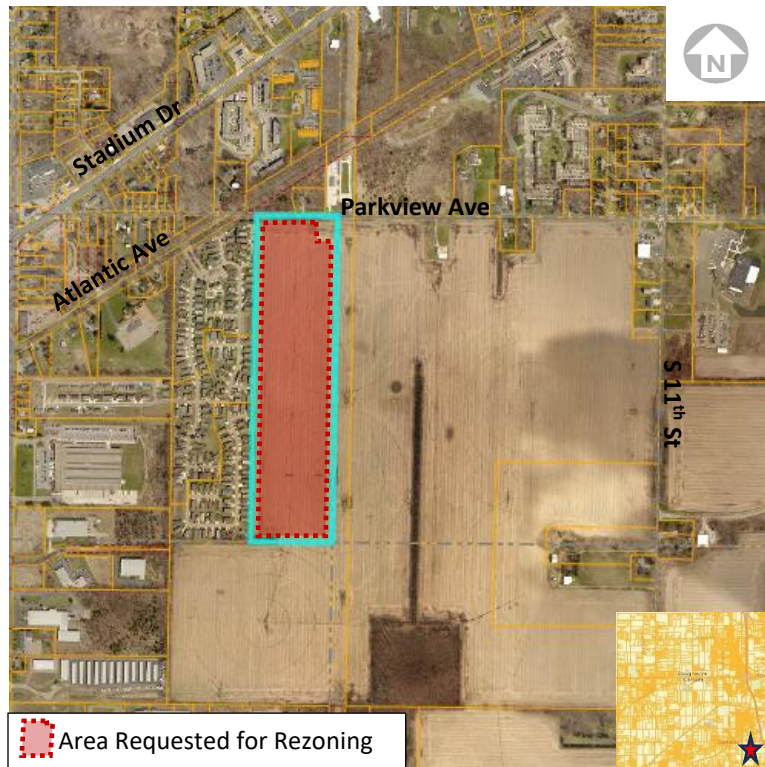
**Section(s):** Section 9 – R-4: Residence District  
 Section 10 – R-5: Residence District  
 Section 18 – C: Local Business District

**PROPOSAL:**

Michigan Housing Partnership, LLC, on behalf of the property owners, Lewis and Cheryl Buell, is requesting to rezone 38.53 acres of land in the 6000 block of Parkview Avenue from C: Local Business District and R-5: Residence District to R-4: Residence District. The property in question is outlined in blue on the map to the right, with the portion of land proposed to be rezoned outlined in red.

**OVERVIEW:**

The property under consideration for rezoning is in the southeast quadrant of the Township, located between Atlantic Avenue and South 11<sup>th</sup> Street on the south side of Parkview Avenue. The property is 39.77 acres in size. Currently dual zoned, the parcel encompasses 3.5 acres of Commercial zoning along Parkview Avenue with the balance (36 acres) zoned R-5: Residence District. The applicant, at the request of the property owners, has excluded 1.24 acres of land in the property’s northeast corner from the rezoning application in order



to retain its Commercial zoning. There is an irrigation well located in that area. The rezoning request, if approved, would result in the remaining 38.53 acres of land being rezoned to R-4: Residence District.

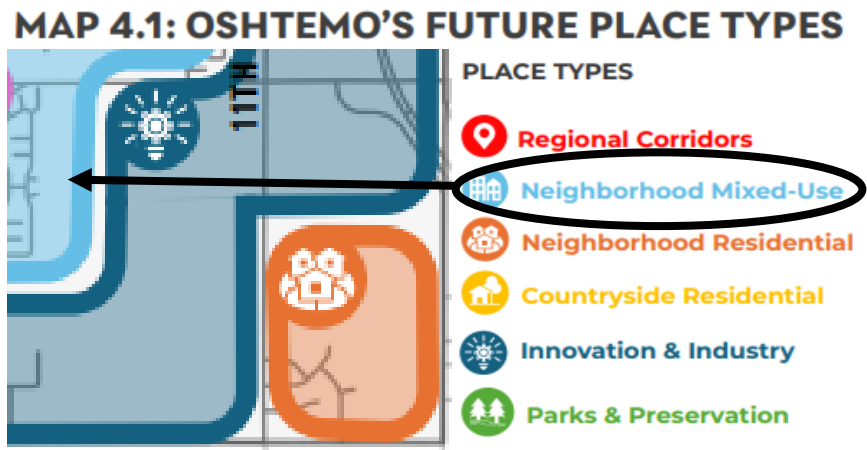
The Zoning Ordinance language detailed in the R-5: Residence District was tailored specifically for manufactured housing communities. Manufactured housing communities are not permitted in any other zoning district within the Township. Permissible uses in the R-5: Residence District other than manufactured housing communities are very limited. The R-4: Residence District allows for an array of uses including, but not limited to, multi-family homes, funeral homes, senior citizen and nursing homes, Planned Unit Developments, and permitted uses within the R-1: Residence District and R-2: Residence District.

**CONSIDERATIONS:**

The Zoning Enabling Act, which allows Townships to zone property, does not provide any required standards that a Planning Commission must consider when reviewing a rezoning request. However, there are some generally recognized factors that should be deliberated before a rezoning decision is made. These considerations are as follows:

1. *Master Plan Designation*

The Future Place Types Map detailed in the 2045 Oshtemo Comprehensive Plan identifies this area of Parkview Avenue as *Neighborhood Mixed-Use*, which is comprised of areas 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.'



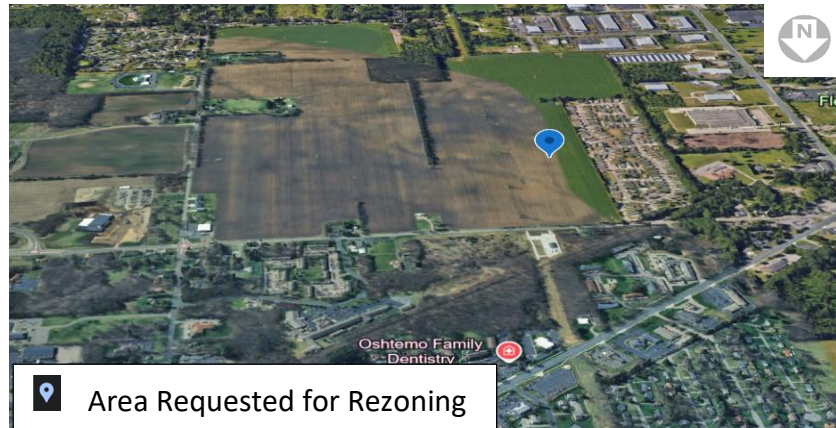
The proposed rezoning would be consistent with the current use of adjacent sites, the 2045 Future Place Types Map, and the Township's Zoning Ordinance. Should approval for the rezoning be granted, it would follow the Township's vision in terms of land use for this area.

2. *Consistency of the Zoning Classification in the General Area*

Rezoning 38.53 acres of property from R-5: Residence District and C: Local Business District to R-4: Residence District would be consistent with current zoning of nearby parcels. The subject area is adjacent to several properties presently zoned to accommodate medium to high density residential land uses. Properties with a R-4: Residence District zoning designation are adjacent to the north and northeast. R-4: Residence District and RR: Rural Residential District are adjacent to the east. R-5: Residence District abuts to the west. I-R: Industrial District (rezoned from I-1: Industrial in 1987) abuts to the south.

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

A number of medium to high density land uses already exist on Parkview Avenue. The Huntington Run Manufactured Housing Community is located immediately to the west. Several multi-family developments of various scales exist along the north side of Parkview Avenue and south side of Stadium Drive. Senior citizen and nursing homes are in proximity to the subject property. The rezoning request is consistent and compatible with land use patterns in the area with the *possible* exception of the agricultural land uses, however, the owners of that acreage are parties to this rezoning request.



4. *Utilities and Infrastructure*

Municipal water is presently available; however, sanitary sewer will have to be extended to the property. Parkview Avenue between Atlantic Avenue and South 11<sup>th</sup> Street adequately accommodates the existing land uses in the area. The Road Commission of Kalamazoo County classifies Parkview Avenue and South 11<sup>th</sup> Street as primary roads while Atlantic Avenue is a collector road. Traffic counts on Parkview taken in 2023 reflect only 3,128 cars a day; recent counts on Atlantic Avenue are not available. Development under the R-4: Residence District will not negatively affect area infrastructure.

5. *Reasonable Use under Current Zoning Classification*

The property is presently farmed by the property owner. Reasonable use of property will be maintained if the rezoning request were to be denied as agriculture may continue or the property could be developed as a manufactured housing community with a commercial use fronting Parkview Avenue.

However, the land has been dual zoned with both C: Local Business District and R-5: Residence District zoning since at least 1987. Rezoning to the R-4: Residence District allows for greater flexibility and additional housing opportunities development wise. The zoning would be consistent with the area if the subject property was successfully rezoned.

6. *Effects on Surrounding Property*

No negative impacts to surrounding properties are anticipated if the respective portion of the subject parcel is rezoned to R-4: Residence District. Medium to high density land uses have been established for some time on neighboring properties. Many parcels adjacent to the proposed rezoning site consist of the same, if not, a lower (i.e., more intense) zoning classification. A rezoning to the R-4: Residence District would allow for development that is less dense than permitted by the current zoning. Given the existing pattern in the area, the rezoning would complement adjacent zoning and present land uses.

NEXT STEPS:

The Planning Commission must review the information provided in this report, the application and supplemental attachments, 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 rezoning request conforms to the standards and recommendations of the 2045 Oshtemo Comprehensive Plan and meets the generally recognized factors considered for a rezoning.

Subsequent to the public hearing and deliberation, the Planning Commission may forward a recommendation of approval, approval with conditions, or denial of the rezoning request to the Township Board. The Planning Commission may also table the request.

Attachments: Application, Letter of Authorization, and Maps



## 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: Lewis & Cheryl Buell		
Mailing Address: 4010 South 11th Street	City, State: Kalamazoo, Michigan	Zip Code: 49009
Email:	Phone:	

### 4. Project Information

Project Name: Fruitport Village Residential Development		
Project Address: Parkview Avenue	Parcel Number: Parcel #05-35-230-016 (38.53 acres of 39.77 acre parcel)	
Email:		
Property Legal Description (use attachments if necessary):  see rezoning exhibit/legal description (attached)		
Current Zoning: C, Local Business/R-5 Residence	Current Use: vacant/farmland	Area of Property: 39.77 acres (total parcel)
Type of Request (check all that apply):		
<input type="checkbox"/> Site Plan Review (type, if applicable): <input type="checkbox"/> Pre-Application <input type="checkbox"/> Administrative <input type="checkbox"/> Plat/Site Condo	<input checked="" type="checkbox"/> Rezoning <input type="checkbox"/> Zoning Variance <input type="checkbox"/> Special Exception Use <input type="checkbox"/> Clear Cutting	<input type="checkbox"/> Text Interpretation <input type="checkbox"/> Accessory Building/Dwelling Unit <input type="checkbox"/> Other: _____
Statement of Intent: Briefly describe your request (use attachments, if necessary). Rezoning Request from C, Local Business/R-5, Residence to R-4, Residence to facilitate a proposed residential development (Fruitport Village) on approximately 38.53 acres of subject parcel (Parcel #05-35-230-016). Rezoning request excludes northeast corner of parcel (1.24 acres).		

## 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:**

\*see letter of authorization (attached)

Names(s)	Address(es)


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.

 4/6/26  
Applicant Signature                      Date

\*see letter of authorization (attached)

\_\_\_\_\_  
Property Owner Signature                      Date

February 27, 2026

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

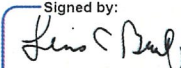
Re: Parkview Avenue, 39 acres (Parcel #05-35-230-016)

Dear Ms. Stefforia,

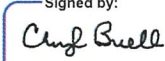
We own the approximate 39 acre tract of land located along the south side of Parkview Avenue (#05-35-230-016) in Oshtemo Township, Kalamazoo County, Michigan. We confirm that Michigan Housing Partnership, LLC/Allen Edwin Homes have authorized consent to submit for municipal approvals (i.e., rezoning, 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 us with any questions or concerns.

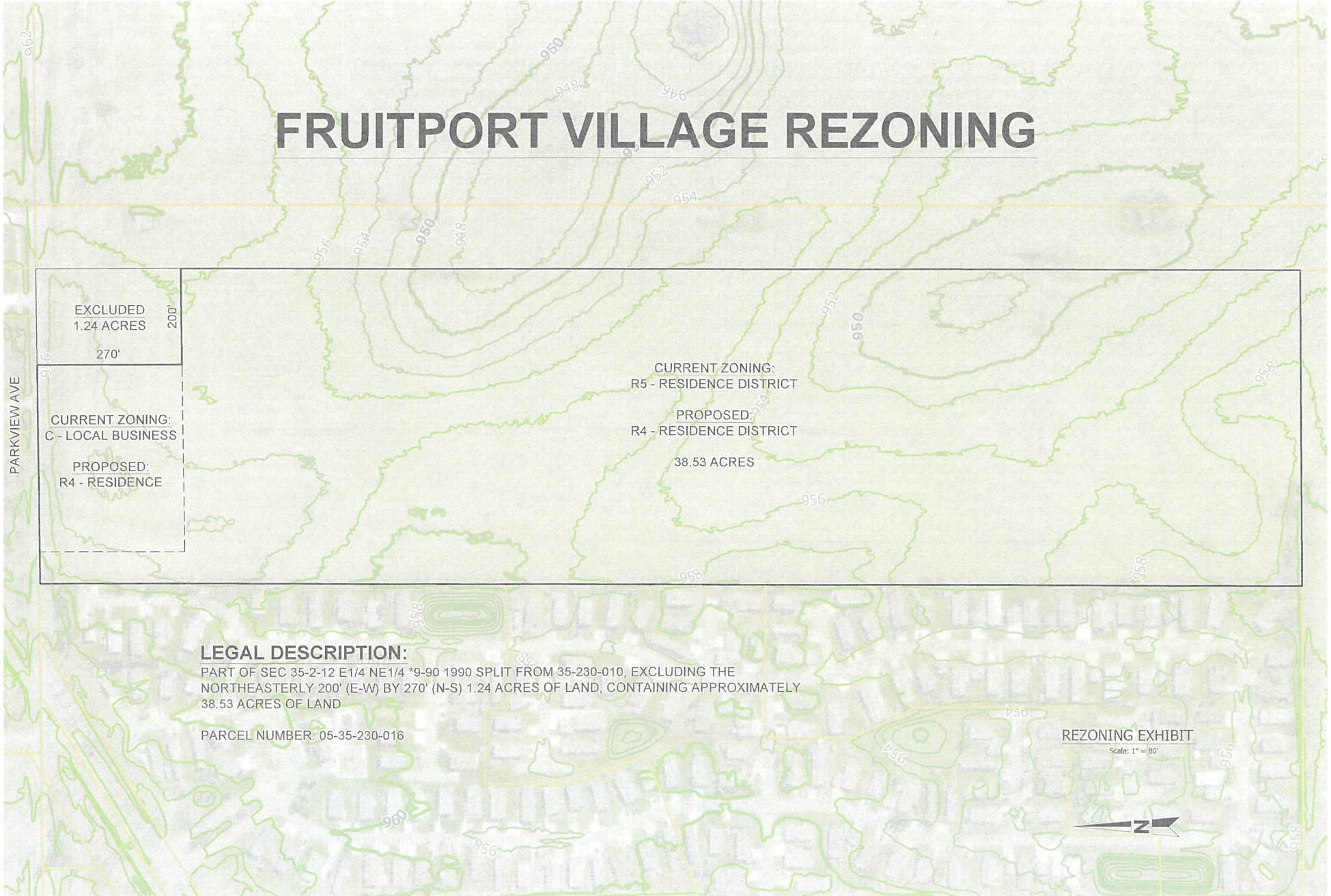
Sincerely,

Signed by:  
  
5986287C933749F...

Lewis & Cheryl Buell  
4010 South 11th Street  
Kalamazoo, MI 49009

Signed by:  
  
B16323AD326F4E9...

# FRUITPORT VILLAGE REZONING



EXCLUDED  
1.24 ACRES  
200'  
270'

CURRENT ZONING:  
C - LOCAL BUSINESS

PROPOSED:  
R4 - RESIDENCE

CURRENT ZONING:  
R5 - RESIDENCE DISTRICT

PROPOSED:  
R4 - RESIDENCE DISTRICT  
38.53 ACRES

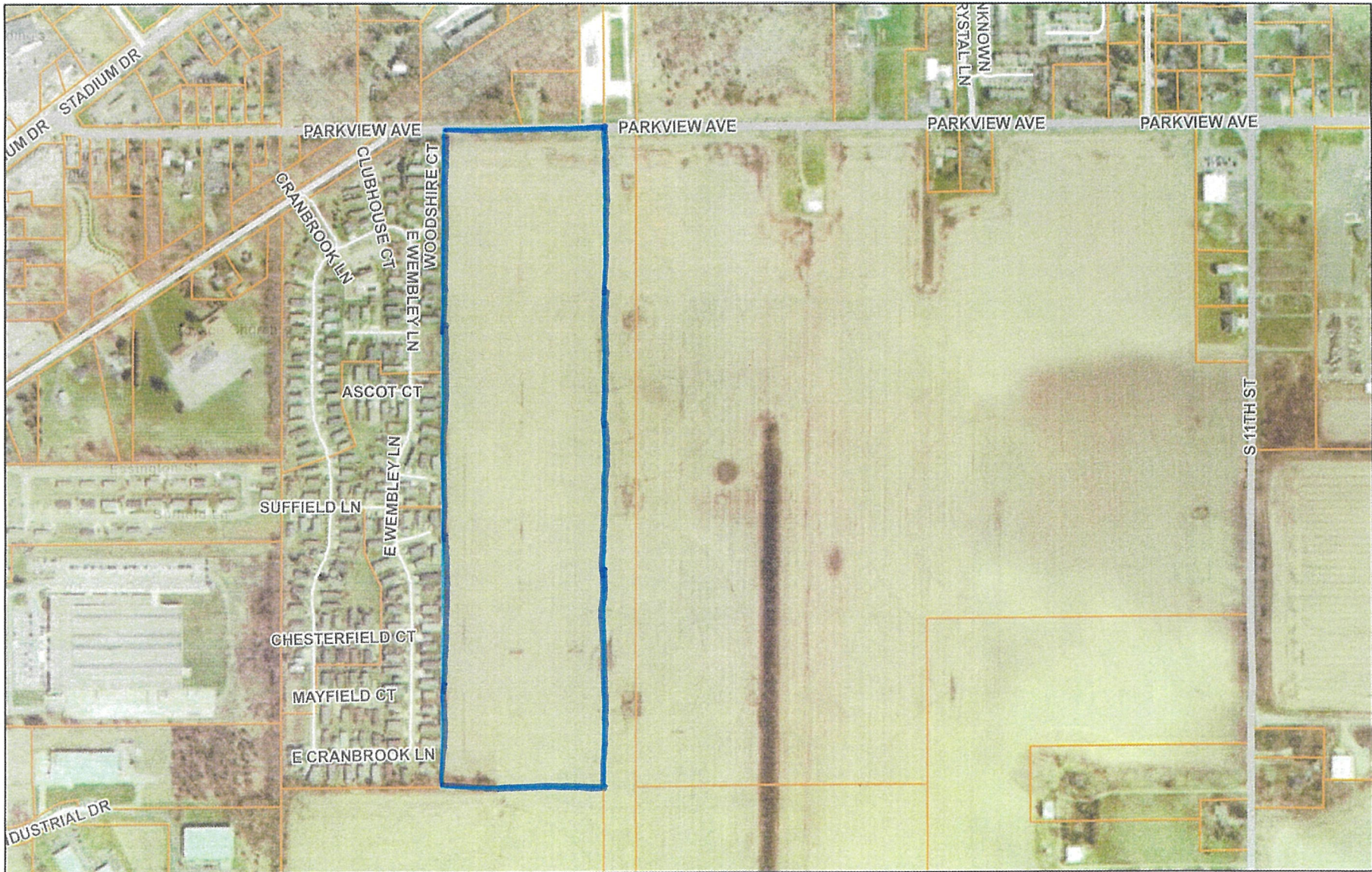
**LEGAL DESCRIPTION:**  
PART OF SEC 35-2-12 E1/4 NE1/4 \*9-90 1990 SPLIT FROM 35-230-010, EXCLUDING THE  
NORTHEASTERLY 200' (E-W) BY 270' (N-S) 1.24 ACRES OF LAND, CONTAINING APPROXIMATELY  
38.53 ACRES OF LAND

PARCEL NUMBER: 05-35-230-016

REZONING EXHIBIT  
Scale: 1" = 80'



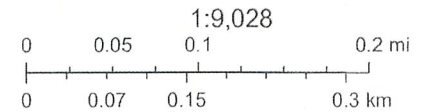
# Kalamazoo County GIS



2/26/2026, 10:26:23 AM

Government Units  
 Street Centerlines

County Local Road - Tertiary  
 Parcels 2025  
 Private/Non-Certified Road



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS. (c) OpenStreetMap contributors, and the GIS User Community



PARKVIEW AVE  
KALAMAZOO, MI 49009

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Parcel Number: 05-35-230-016  
Government Unit: OSHTEMO TWP  
Property Class: 102 - AGRICULTURAL - VACANT  
School District: 39010 KALAMAZOO CITY SCHOOL DIST

Owner Info:  
BUELL LEWIS C & CHERYL Q

4010 S 11TH ST  
KALAMAZOO, MI 49009

Assessed Acreage:	40.000000	GIS Acres:	39.77
2025 SEV:	\$107500	2024 SEV:	\$94,000
2025 Tax Value:	\$93346	2024 Tax Value:	\$90,540
PRE:	100.000000%		

Legal Description:  
SEC 35-2-12 E1/4 NE1/4 \* \*\*9-90 1990 SPLIT FROM 35-230-010

View info on [Kalamazoo County Equalization](#)  
or [BS&A](#) websites.

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

## MEMO

**TO: Planning Commission & Zoning Board of Appeals**  
**FROM: Jodi Stefforia, Planning Director**  
**DATE: May 21, 2026**  
**RE: Site Plan Review Process**

At a recent Planning Commission meeting, staff was asked about the site plan review process for various uses – permitted and special land uses – and what type of site plans are reviewed at an administrative level. The attached site plan review document is an excerpt from the *Guide to Development* being prepared as part of the Michigan Economic Development Corporation's Redevelopment Ready Community certification program in which the Township is engaged.

When finalized, the *Guide to Development* will be published on the website with a target audience ranging from residents to developers. It will be comprehensive and also address the variance process, rezonings, temporary events, etc.

Attachment



## Site Plan Review

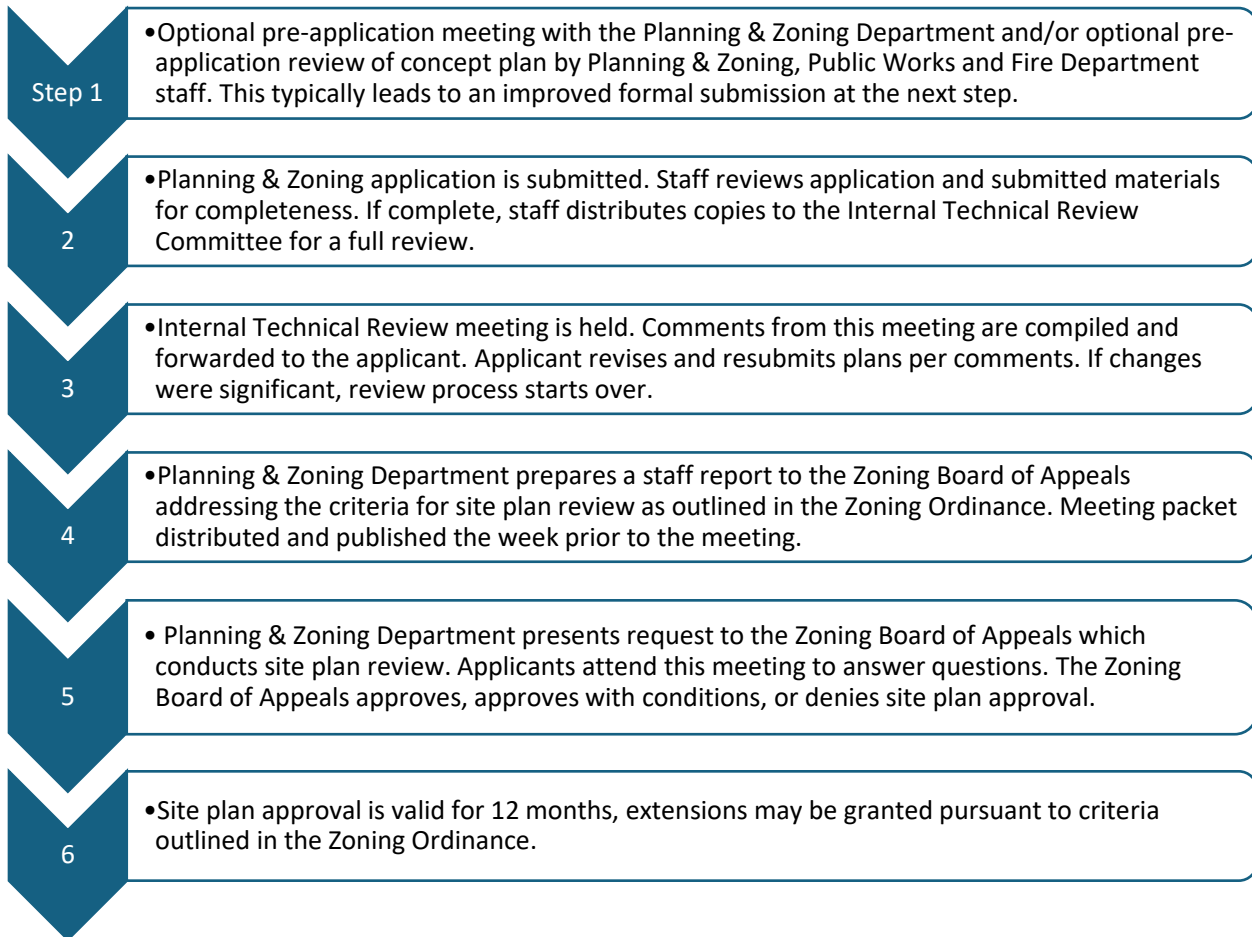
Site plans are essential to the development process to ensure harmonious relationships between buildings, uses and site improvements with the Zoning Ordinance. Following application for site plan approval, all development proposals must formally undergo site plan review and approval by the Planning & Zoning Department (administrative site plan review), the Zoning Board of Appeals (permitted uses) or the Planning Commission (special land uses).

When received, plans are distributed to the **Internal Technical Review Committee**, which consists of the Oshtemo Planning & Zoning, Public Works, Fire, and Legal Departments, as well as the Michigan Department of Transportation, the Road Commission of Kalamazoo County, Kalamazoo Metro, Kalamazoo Public Services – Water Resources Division, and the Kalamazoo County Environmental Health Department. This committee meets once a month per a published development review schedule for applications available on the [website](#). Additionally, most applications that do not involve a site plan – such as variances and rezonings – are reviewed by the committee. Unique to Oshtemo Township is that the Zoning Board of Appeals conducts site plan review for permitted uses.

The pre-application and internal review work, collaboration amongst agencies and often significant dialogue with applicants results in *complete* site plan submissions that *satisfy* ordinance requirements for Reviewing Body consideration, particularly for permitted uses. Special land uses are unique with the subjective criteria that must be considered by the Planning Commission.

FYI

## What are the steps in the site plan review process for a PERMITTED USE?



FYI

## What is a SPECIAL LAND USE and what are the review steps?

Special land uses are those uses in a zoning district that may have elements or features that make them unsuitable for every location with the district. These elements may include increased traffic, odor, noise or other nuisance impacts. Special land use requests may involve site plan review. The Planning Commission considers special land use requests against criteria established in the Zoning Ordinance, by law.



**FYI**

## What is eligible and what are the review steps for an ADMINISTRATIVE SITE PLAN REVIEW?

Limited types of requests are eligible for administrative approval and/or site plan review. Some uses have specific conditions called out in the Zoning Ordinance. The Zoning Ordinance states that the Planning Director has the discretion to refer any site plan to the Zoning Board of Appeals or, in the case of a MUD, the Planning Commission.

Examples of administrative review items include the following:

- Accessory dwelling units.
- Licensed Childcare up to 12 children; Licensed Adult Foster Care Family Home (up to 6 adults).
- Building alterations or expansions of less than 25% of existing floor or 2,000 square feet, whichever is less.
- Reuse of an existing building when new use is similar or less intense in terms of parking, traffic, utilities, etc.
- Change in occupancy of an existing suite in a commercial center.
- Temporary uses, buildings or structures.
- Category 1 Agritourism.
- Communication towers satisfying certain requirements.
- Accessory structures/buildings that do not impact other zoning requirements.
- Modification or expansion of a parking lot, loading and unloading areas.
- Modifications to comply with ADA requirements.
- Buildings and site improvements within an adopted Mixed Use District (MUD).
- 

