

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD JANUARY 12, 2017

Agenda

PUBLIC HEARING: SPECIAL EXCEPTION USE (HOLIDAY INN AND HOLIDAY INN EXPRESS)

CONSIDERATION OF THE APPLICATION OF KALAMAZOO HOTELS LLC AND OSHTEMO HOTELS LLC FOR A SPECIAL EXCEPTION USE AND SITE PLAN REVIEW OF TWO NEW HOTELS LOCATED NORTH OF WEST MAIN STREET, EAST OF US-131 AND WEST OF MAPLE HILL DRIVE WITHIN THE WESTGATE PLANNED UNIT DEVELOPMENT, PURSUANT TO SECTIONS 60.200 SPECIAL EXCEPTION USE AND 60.450 COMMERCIAL PLANNED UNIT DEVELOPMENT PROVISIONS OF THE TOWNSHIP ZONING ORDINANCE. THE SUBJECT PROPERTY IS LOCATED WITHIN THE C: LOCAL BUSINESS DISTRICT. PARCEL NO. 3905-13-130-021.

ANY OTHER BUSINESS

- a. ELECTION OF OFFICERS – CHAIR, VICE CHAIR AND SECRETARY**
- b. APPOINT PLANNING COMMISSION LIAISON TO ZONING BOARD**
- c. ADDRESSING REQUIREMENTS FOR STRUCTURES**

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, January 12, 2017, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Fred Antosz
Cheri Bell
Wiley Boulding Sr.
Ollie Chambers
Dusty Farmer
Mary Smith
Bruce VanderWeele

MEMBERS ABSENT: None

Also present were James Porter, Attorney, Martha Coash, Meeting Transcriptionist, and three interested persons.

Call to Order and Pledge of Allegiance

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

Agenda

Vice Chair Antosz asked if there were any additions, deletions or corrections to the Agenda. Ms. Farmer suggested moving the "Election of Officers" and "Appointment of Planning Commission Liaison to the Zoning Board of Appeals" ahead on the agenda, immediately following the "Approval of Minutes."

Mr. Antosz asked for a motion on Ms. Farmer's suggestion.

Ms. Farmer made a motion to amend the agenda as described. Mr. Boulding, Sr. seconded the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

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

Approval of the Minutes of December 8, 2016

Vice Chair Antosz asked if there were any additions, deletions or corrections to the minutes of December 8, 2016. Hearing none, he asked for motion to approve the minutes.

Ms. Farmer made a motion to approve the minutes of December 8, 2016 as presented. Mr. Boulding, Sr. seconded the motion. The motion was approved 6 - 1, with Ms. Bell abstaining.

Election of Officers and Zoning Board of Appeals Liaison

Vice Chairperson Antosz solicited nominations for Chair, Vice Chair, Secretary, and Liaison to the Zoning Board Authority for 2017.

Vice Chair Antosz nominated Ms. Bell for Chairperson, citing her experience as Chair of the Zoning Board of Appeals. Ms. Bell declined the nomination, explaining as a new member she felt someone who has served longer on the Board would be more appropriate.

Ms. Farmer nominated Vice Chair Antosz for Chairperson. Mr. Antosz declined due to his heavy schedule.

Ms. Farmer nominated Mr. Boulding Sr., who accepted the nomination. Hearing no other nominations, Vice Chair Antosz asked for a motion.

Ms. Farmer made a motion to elect Mr. Boulding, Sr. as Chair of the Planning Commission for 2017. Ms. Smith supported the motion. The motion passed unanimously.

Mr. Antosz indicated he would be willing to continue as Vice Chair.

Ms. Farmer nominated and made a motion to elect Mr. Antosz as Vice Chairperson of the Planning Commission for 2017. Mr. Boulding, Sr. supported the motion. There were no other nominations. The motion carried unanimously.

Ms. Farmer indicated she was open to continuing as Secretary.

Mr. Antosz nominated and made a motion to elect Ms. Farmer as Secretary of the Planning Commission for 2017. Mr. Boulding, Sr. supported the motion. The motion carried unanimously.

Mr. Boulding, Sr. was willing to serve as liaison to the Zoning Board Authority. Ms. Farmer nominated him to serve in that capacity.

Hearing no other nominations, Mr. Antosz asked for a motion.

Ms. Farmer made a motion to approve Mr. Boulding, Sr. as liaison to the ZBA. Mr. Antosz seconded the motion. The motion passed unanimously.

Mr. Boulding, Sr. assumed the role of Chairperson at this point in the meeting.

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In the absence of Ms. Johnston, Planning Director, Attorney James Porter indicated he was filling in for her and noted the applicant had asked that this item be tabled until February 9th due to an incomplete site plan.

Mr. Antosz made a motion to table this item until the Planning Commission meeting scheduled for February 9 as requested by the applicant. Ms. Farmer seconded the motion. The motion passed unanimously.

Chairperson Boulding, Sr., acknowledged members of the audience who were in attendance on behalf of SummerRidge Apartments, which are adjacent to the property regarding this item, and moved to Public Hearing in order to hear their comments.

Mr. Jack Millar, Property Manager, Ms. Heather Brand, Assistant Manager, and Mr. Mark Koenig, Service Manager, were interested in hearing details regarding how close the proposed development would be to SummerRidge Apartments and how it would affect their property.

Attorney Porter explained the application describes the property in concept, and suggested they contact the Planning Director for more information. He assured them public notice will go out on this application as the process progresses.

Ms. Smith indicated she was not happy that this project would involve taking down the trees in the only 84 acres left east of 131 in Oshtemo Township.

Ms. Farmer reviewed the history of the zoning designation for this area and noted the goal was to try to develop in one area and to keep the area west of 131 non-commercial.

Chairperson Boulding, Sr. suggested further discussion would be appropriate when the issue is addressed on February 9 and moved to the next item on the agenda.

Old Business

There was no old business to discuss.

Any Other Business

Addressing Requirements for Structures

Attorney Porter noted Ms. Johnston had prepared a draft ordinance regarding addressing requirements for structures. She planned to seek Commissioners' input, but in her absence, he asked them to table the issue for discussion at a future meeting.

Chairperson Boulding, Sr. asked for a motion to table.

Ms. Smith made a motion to table this item as requested. Ms. Farmer seconded the motion. The motion passed unanimously.

PLANNING COMMISSIONER COMMENTS

The Chairperson asked if Commissioners had comments to share.

Ms. Smith commented although the 84 acre project meets Ordinance requirements, there should be a requirement in the PUD regulations that requires adjacent property owners to be notified of possible developments. In this case, Bronson Place, Evergreen North and other property owners should have been notified. She and Ms. Farmer agreed this should be addressed and an appropriate change made.

Mr. Antosz encouraged use of the Township's website to take a look at the Rural Residential strategy.

Ms. Smith suggested pamphlets and Facebook sharing.

Ms. Bell felt a mailer and talking to people personally is important as many residents do not routinely use electronic means to access information and it is not a good way to engage people for input. She also noted "snowbirds" should be considered and that there also a level of distrust of which Commissioners should be aware.

Mr. Antosz noted they are at the first step in the Master Plan reorganization.

Attorney Porter said the Planning Department Staff struggles with how to contact and inform people in the Township and Ms. Johnston is disappointed with response generally.

Ms. Farmer reported that as liaison from the Township Board she has shared with the Township Supervisor Planning Commissions' concern about the priority of the project to provide sidewalks in the Maple Hill Drive area. The Supervisor indicated the Capital Improvement Committee will look at that again to see if it can be moved up in priority. She noted Maple Hill Auto has funds in escrow for their portion. Currently the sidewalks are scheduled to be put in several years down the road.

Chairperson Boulding, Sr. welcomed Ms. Bell and Mr. VanderWeele to the Board.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Chairperson Boulding, Sr. asked for a motion to adjourn.

Ms. Farmer made a motion to adjourn the meeting. Ms. Smith supported the motion. The motion passed unanimously.

The Planning Commission meeting was adjourned at approximately 7:28 p.m.

Minutes prepared:
January 14, 2017

Minutes approved:
January 26, 2017