

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION  
MINUTES OF A MEETING HELD AUGUST 25, 2022**

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**Agenda**

**WORK SESSION:**

- a. Amendments to Article 69 Zoning Board of Appeals**
  - b. Amendments to Article 55 Signs and Billboards**
  - c. Amendments to Article 2 Construction of Language and Definitions**
  - d. Implementation of the 2019 Village Theme Development Plan –  
Amendments to Article 19 and Article 34 (continued)**
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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 25, 2022, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**MEMBERS PRESENT:** Bruce VanderWeele, Chair  
Micki Maxwell, Vice Chair  
Deb Everett  
Alistair Smith

**MEMBERS ABSENT:** Kizzy Bradford  
Anna Versalle  
Chetan Vyas

Also present were Iris Lubbert, Planning Director, James Porter, Township Attorney, Martha Coash, Recording Secretary, and a representative from Public Media Network.

**Call to Order and Pledge of Allegiance**

Chairperson VanderWeele called the meeting to order at approximately 6:00 p.m. Those in attendance joined in reciting the Pledge of Allegiance.

**Approval of Agenda**

The Chair determined there were no changes to the agenda and let it stand as published.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

The Chair determined there were no public comments and moved to the next agenda item.

## **Approval of the Minutes of the Meeting of August 11, 2022**

Chairperson VanderWeele asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 11, 2022. Hearing none, he asked for a motion.

Ms. Maxwell **made a motion** to approve the Minutes of the Meeting of August 11, 2022 as presented. Ms. Everett **seconded the motion**. The **motion was approved unanimously**.

The Chair moved to work session at 6:04 p.m.

### **WORK SESSION:**

#### **a. Amendments to Article 69 Zoning Board of Appeals**

Ms. Lubbert reported that in the process of researching substantial justice cases when a sign variance was submitted to the Township recently, staff found a sign variance was previously approved for the site in question over a decade ago. The ordinance does not currently state when and if an approved variance expires. For this reason, the request was approved as it fell within the parameters of the previous variance approval. To ensure this situation does not recur, and to provide clarity, staff drafted an amendment to Article 69 that outlines the duration of a variance. As the section was being updated, it was felt prudent to review the entirety of Article 69 and consider suggested additional amendments to provide clarification.

She walked through the amendment with Commissioners, discussed the proposed variance expiration language, other proposed changes. The group provided feedback and was satisfied with the draft after suggesting a few changes. It was the consensus that when the document was finalized as agreed upon, it would be ready to be taken to a public hearing.

#### **b. Amendments to Article 55 Signs and Billboards and Amendments to Article 2 Construction of Language and Definitions**

Ms. Lubbert said updating the regulations within Article 55, Signs and Billboards, to be fully compliant with Federal and State regulations/protections has been on the ordinance update list for several years. Oshtemo's Legal Department, with collaboration from the Planning Director, drafted amendments to Article 55 that address this need. As the article was being updated, staff found it prudent to review it in its entirety; additional amendments that provide clarification were included for consideration.

To ensure that Article 55 is user friendly and fully enforceable, a number of updates to Article 2, Construction of Language and Definitions, were also proposed. A few additional proposed changes clarifying 'problematic' definitions were included; this includes updating the definition for a corner lot.

The group reviewed the document, with Ms. Lubbert who indicated a “Contents” section should be added, and that many changes were made to simplify for clarification, remove redundancies, and capitalize terms. There was extended discussion of a number of items and some items were deleted, moved, or rewording suggested. Some minor typos were corrected. Discussion ended for the evening after completing 55.60. (Required Sign Setbacks for all Zoning Districts) Review of the amendments is expected to resume at the September 8 meeting.

**c. Amendments to Article 2 Construction of Language and Definitions**

Discussion of this item was deferred to a future meeting.

**d. Implementation of the 2019 Village Theme Development Plan – Amendments to Article 19 and Article 34 (continued)**

The group postponed this discussion to a future meeting.

**Other Updates and Comments**

There were no updates or comments.

**ADJOURNMENT**

With no further business to consider, Chairperson VanderWeele adjourned the meeting at approximately 8:10 p.m.

Minutes prepared:  
August 26, 2022

Minutes approved:  
September 8, 2022