

**OSHTEMO CHARTER TOWNSHIP BOARD**  
**7275 West Main Street**  
**Kalamazoo, MI 49009**  
**269.375.4260**

**June 12, 2018**  
**BOARD WORK SESSION**  
**6:00 p.m.**  
**AGENDA**

- A. Call to Order
- B. Public Comment
- C. Update from Kalamazoo County
- D. Annual Audit Presentation
- E. Discussion of Handbook Amendments – Education, Professional Development (Continued)
- F. Discussion on Proposed Ordinances Amendments: Area Requirements and Drive Aisle Widths
- G. Other Updates & Business

**REGULAR MEETING**  
**7:15 p.m.**  
**AGENDA**

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Public Comment on Non-Agenda Items
- 4. Consent Agenda
  - a. Approve Minutes – May 15 (Regular) and May 22<sup>nd</sup>, 2018 (Special) Meetings
  - b. Receipts & Disbursements Report
  - c. Revenue/Expenditure Report
  - d. Handbook Amendments – Gratuities
  - e. Consideration of Zoning Ordinance Addition Section 61 Residential Condominium Standards – 2<sup>nd</sup> Reading
  - f. Update on 2018 MTA Conference Education Sessions
  - g. Public Works Budget Amendments
    - i. Restoration Carryover
    - ii. Developer Utility Extension Agreement
- 5. Update on WMU BTR 2.0
- 6. Discussion on Sidewalks with Sewers Projects
- 7. Consideration of AV North Conference Room
- 8. Consideration of Kalamazoo Hotel Group, LLC/Holiday Inn/Delta Marriott Liquor License
- 9. Other Township Business
- 10. Public Comment
- 11. Board Member Comments
- 12. Adjournment

**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 to respond at a later date.
- 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.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

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 or Citizen Comment on 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 is in contravention of any of the principles and procedures set forth herein.

(adopted 5/9/2000)  
(revised 5/14/2013)

**Policy for Public Comment**  
**6:00 p.m. "Public Comment"/Portion of Township Board Meetings**

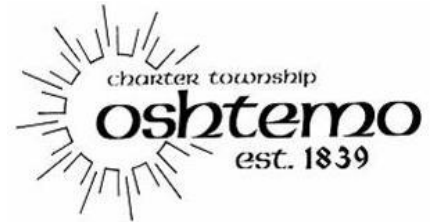
At the commencement of the meeting, the Supervisor shall poll the members of the public who are present to determine how many persons wish to make comments. The Supervisor shall allocate maximum comment time among persons so identified based upon the total number of persons indicating their wish to make public comments, but no longer than ten (10) minutes per person. Special permission to extend the maximum comment time may be granted in advance by the Supervisor based upon the topic of discussion.

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 to respond at a later date.

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; it is not required unless the speaker wishes to have their comment recorded in the minutes.

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor shall terminate any public comment which is in contravention of any of the principles and procedures set forth herein.

(adopted 2/27/2001)  
(revised 5/14/2013)



# Memorandum

**Date:** June 6, 2018  
**To:** Township Board Members  
**From:** HR Committee  
**Subject:** Gratuity Policy

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## **Objective**

Request Board approval of amended Township Policy for Receipt of Gifts or Gratuities.

## **Summary**

The HR Committee reviewed Section 6.2.1 of the Employee Handbook and recommend changes to include creating a log and restate the intent of the policy. This item was brought to the Board at the May 15, 2018 work session; there were no changes requested by the Board.

## **Information included**

Employee Handbook Section 6.2.1 red lined indicating proposed changes.

## **Core Values Recognized**

Professionalism, Integrity

### 6.2.1 Receipt of Gifts or Gratuities:

Township Officers and employees must be beyond suspicion and reproach in rendering service to the public. Therefore, no Officers, Trustees or employees may accept any gift or gratuity which in any manner is related to the provision of public services or the award of any public contracts or could be interpreted to relate to the provision of such services or the award of such contracts.

~~Any gift in excess of \$50 in value should be reported to the Personnel Director and returned immediately. All other gifts should~~ shall be logged in the Gratuities Log on the T drive, Employee Information & Forms folder. Generally, all gifts received by Township employees shall be shared in the office. ~~reported to the Personnel Director, and~~ If an Officer or employee has any questions regarding the propriety of any gift or gratuity, discuss the matter with the Personnel Director for review and advice.

The overall goal is to maintain appropriate professional objectivity and impartiality.

### 6.2.1 **Receipt of Gifts or Gratuities:**

Township Officers and employees must be beyond suspicion and reproach in rendering service to the public. Therefore, no Officers, Trustees or employees may accept any gift or gratuity which in any manner is related to the provision of public services or the award of any public contracts or could be interpreted to relate to the provision of such services or the award of such contracts.

All gifts shall be logged in the Gratuities Log on the T drive, Employee Information & Forms folder. Generally, all gifts received by Township employees shall be shared in the office. If an Officer or employee has any question regarding the propriety of any gift of gratuity, discuss the matter with the Personnel Director for review and advice.

The overall goal is to maintain appropriate professional objectivity and impartiality.

# Memo



To: Oshtemo Charter Township Board  
From: Julie Johnston, AICP  
Date: June 4, 2018  
Mtg. Date: June 12, 2018  
Subject: Residential Condominium Development Standards Ordinance – 2<sup>nd</sup> Reading

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## **OBJECTIVE**

Second reading of a new Zoning Ordinance designated the Residential Condominium Development Standards, which is intended to regulate the development of attached condominium projects.

## **BACKGROUND**

First reading of the Ordinance occurred on May 15, 2018. The Board approved first reading of the ordinance and moved for second reading with a 6-0 vote, with one absence.

The Planning Commission recommended the development of this Ordinance for two reasons:

1. To allow for attached two-family projects outside of a Planned Unit Development (PUD) or platted subdivision.
2. To better regulation the development of attached condominium projects.

Currently, there are no standards for the development of an attached product outside of the PUD ordinance in the R-2 District and limited regulatory oversight within the R-3 and R-4 District, as follows:

**23.401** *Three or four-family dwellings of not more than two stories in height subject to the following conditions and limitations:*

- a. *Dwelling unit density shall be limited to a maximum unit density of four units per acre.*
- b. *Public sanitary sewer facilities shall be provided as part of the site development.*

Staff does not believe it was the intent of the Zoning Ordinance to preclude this type of development outside of a PUD or platted subdivision or site condominium. This is especially true since the R-2 District allows two-family dwellings by right and the R-3 District allows three

and four-family units as a special exception use. In addition, the Condominium Act, Public Act 59 of 1978 establishes this type of development as a legitimate option for both developers and homeowners.

Utilizing language from the existing development standards for apartments and site condominiums, the draft Residential Condominium Development Standards Ordinance was created. The Planning Commission reviewed the draft Ordinance in January and February and then held their public hearing on March 22, 2018. The highlights of the Ordinance, which were presented to the Township Board at their April 10<sup>th</sup> work session, are as follows:

1. Requires Special Exception Use review and approval by the Planning Commission.
2. Density was not changed from what is currently permitted in each zoning district.
3. No property size limitation outside of minimum lot or parcel requirements for each zoning district. Conversely, the planned unit development ordinance requires at least 20 acres.
4. Roads may be public or private. Public must meet all requirements of the Road Commission of Kalamazoo County. Private must also be built to Road Commission standards except the width of the road may be reduced to 24 feet.
5. Sidewalks are required on both sides of the road and connections to planned nonmotorized facilities are required.
6. At least 10 percent of the total development must be retained as dedicated open space.
7. Developments must connect to water and sewer.
8. Master deed and by-laws must provide provisions for the Township to assess property owners and complete maintenance when common elements are not being maintained.

### **INFORMATION PROVIDED**

Proposed Ordinance

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING  
CONDUCTED MARCH 22, 2018.

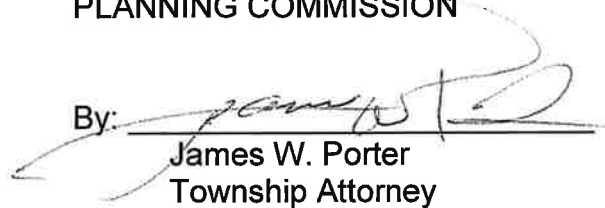
The Oshtemo Charter Township Planning Commission hereby recommends  
APPROVAL of the addition of Section 61 to the Zoning Ordinance.

See Attachment

OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION

Date: March 22, 2018

By:



James W. Porter  
Township Attorney

Final Action by Oshtemo Charter Township Board

\_\_\_\_\_ APPROVED \_\_\_\_\_

\_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_ REFERRED BACK TO PLANNING COMMISSION



OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. \_\_\_\_\_

Adopted: \_\_\_\_\_, 2018

Effective: \_\_\_\_\_, 2018

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the adoption of Section 61.000 Residential Condominium Development Standards to offer an alternative to traditional subdivisions through the use of the Condominium Act, Public Act 59 of 1978. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN  
ORDAINS:

SECTION I. ADDITION OF SECTION 61.000. Section 61.000 Residential Condominium Development Standards is hereby added to the Township Zoning Ordinance to read as follows:

**61.000 Residential Condominium Development Standards**

**61.100 Purpose.**

The purpose of this Ordinance is to offer an alternative to traditional subdivisions through the use of the Condominium Act, Public Act 59 of 1978.

**61.200 Zoning Districts.**

Attached condominiums are permitted as a special exception use in the R-2, R-3, and R-4 Residence Districts.

**61.300 Development Requirements.**

1. Density. The overall density of a condominium development shall be as follows:
  - a. R-2 District – 4 dwelling units per acre
  - b. R-3 District – 4 dwelling units per acre
  - c. R-4 District – 6 dwelling units per acre

In the event the development lies in more than one zoning classification, the number of dwelling units shall be computed for each zoning classification separately.

2. Units per Building. A two-unit building shall be permitted in the R-2 District. Up to a four-unit building shall be permitted in the R-3 and R-4 Districts.
3. Height. No unit shall be taller than two stories or 25 feet in height.
4. Interior Transportation Network.
  - a. The condominium development and all associated units shall be serviced by an interior transportation network, which can consist of public roads, private streets or private drives. No use within the condominium shall front or gain direct access from an off-site road network.
  - b. Public roads must meet all of the requirements of the Road Commission of Kalamazoo County.
  - c. If the interior transportation network is private streets, they shall be built in conformance to the standards and requirements of Section 60.800 of the Zoning Ordinance.
  - d. Private drives must be two-way with a minimum surface width of 24 feet exclusive of any area used for parking. All drives shall be paved with asphalt or other hard surface material.
  - e. For condominium developments with 50 or more units, at least two primary points of ingress or egress must be provided.
  - f. When an interior drive would service as a connecting link between different land ownerships or different public roads, either currently or within the foreseeable future, it shall, regardless of whether it is a public or private road, be constructed in accordance with the public road specifications of the Road Commission of Kalamazoo County and be located upon a reserved right-of-way of not less than 66 feet in width.
  - g. A 50-foot half-width shall be required for all primary street rights-of-way abutting a condominium project.
5. Nonmotorized Transportation.
  - a. Sidewalks. Sidewalks shall be provided on both sides of any transportation network within the condominium development.
  - b. Nonmotorized facilities. If the Township has planned a nonmotorized trail/path through an approved nonmotorized plan, the condominium development must include their portion of the trail/path within the development.
6. Open Space.
  - a. At least 10 percent of the total condominium project must be dedicated as common open space.
  - b. Dedicated common open space shall be easily accessible to residents of the condominium, including both visual accessibility from the residential units as well as pedestrian linkages through sidewalks and/or trails.

- c. Any structures which are accessory to the community open space may be provided in accordance with the approved site plan. These accessory structures, such as gazebos, pool house, play equipment, etc., shall not exceed, in the aggregate, one percent of the dedicated common open space.
  - d. Dedicated common open space shall be under common ownership or control, through the homeowner's association of the condominium. Sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions shall be provided to the Township.
  - e. Dedicated common open space shall be set aside through an irrevocable conveyance, approved by the Planning Commission, that assures protection from development, except as outlined in the approved site plan. Such conveyance may be a recorded deed restriction, covenants, or conservation easement and shall provide for maintenance to be undertaken by the Township in the event that the dedicated open space is inadequately maintained, or is determined by the Township to be a public nuisance, with the assessment of costs upon the open space ownership.
- 7. Utilities. Public water and sanitary sewer shall be provided as part of the development. All private utilities shall be placed underground.
  - 8. Master Deeds and Bylaws. Language shall be included in the master deed and bylaws indicating that common elements are to be properly and adequately maintained and that failure to do so will permit the Township to intervene, make the necessary improvements and ensure adequate maintenance, through an assessment to the property owners.

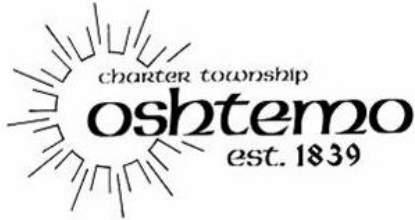
**61.400 Approval Process.**

- 1. Special exception use. An application for a condominium project shall be made in accordance to the procedures for a Special Exception Use set for in Section 60.200 and the requirements outlined herein.
- 2. Optional pre-application review. An informational pre-application review is encouraged and may be scheduled with the Planning Department. The pre-application review may either be with Township staff or the Planning Commission per the applicant's request.
- 3. Site plan review. A site plan, per the requirements of Section 82.000 shall be submitted for Planning Commission review.
- 4. The following information shall also be provided as part of the special exception use application:
  - a. The legal documents for any easement, deed restrictions, reservations, etc. proposed within the project.
  - b. The master deed and by-laws for the condominium project.

5. Approval of the site plan and condominium documents by the Planning Commission shall be required as a condition to the right to construct, expand or convert a condominium project. No permits for erosion control, building construction, grading, or installation of public water or sanitary sewer facilities shall be issued for property in a condominium development until a final site plan has been approved by the Township Planning Commission and is in effect.

SECTION II. EFFECTIVE DATE AND REPEAL. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed. This Ordinance shall take effect upon publication after adoption in accordance with State law.

DUSTY FARMER, CLERK  
OSHTEMO CHARTER TOWNSHIP



# Memorandum

**Date:** 6 June 2018  
**To:** Township Board  
**From:** Trustee Dave Bushouse  
Treasurer Nancy Culp  
Supervisor Libby Heiny-Cogswell  
**Subject:** Michigan Townships Association Annual Education Conference Update

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## **REQUESTED MTA EDUCATION CONFERENCE UPDATE:**

The MTA Annual Education Conference was held April 23-26. Three Township Board Members attended (listed above). The education sessions attended by the Board members follow:

- Listening Makes Better Leaders
- Around the Capital
- Tax Collecting Paper Trail
- Cemetery Challenges
- Bringing Broadband to your Community
- Hostile Work Environment
- Collecting Delinquent Personal Property Tax
- Leadership is an Invitation
- Water Trails: Michigan Emerging Trail Trend
- What's your Investment IQ
- Invasive Species: Japanese Knotweed
- General Session: Leadership is an Invitation (Brett Culp speaker)
- Ins and Outs of Collective Bargaining
- Water, Water Everywhere: Can we regulate its use?
- Networking with other Township Elected Officials (Daily)
- Traverse City: Historic Barns Park Tour (Self-Guided)

Overall the conference was very good and informative.

# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works  
Date: June 5, 2018  
Subject: Departmental Budget Amendment Request – Restoration Carryover

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## **OBJECTIVE**

A total \$13,000 budget amendment for sanitary sewer construction is requested for two 2017 projects with restoration issues that have been discovered and will be addressed this season. While both budget amendments are necessary for proper accounting control for 2018 expenditures, please know that these expenditures remain within the Board's originally approved total expenditure amount for each respective project.

## **BACKGROUND**

Following major public works constructions, a walk-over is completed to review site restoration. This includes soil stabilization, lawn and vegetative cover reestablishment, landscaping and drainage performance. For the two subject sanitary sewer projects this inspection also revealed roadway-related storm water drainage deficiencies which require structural corrections as additional items of work. In each case, these drainage deficiencies were unknown or not anticipated at the time the work was contracted. Other restoration items remain the obligation of the Contractor to repair at his expense. The requested budget amendment includes on-going project management and engineering oversight. The notable corrective work includes:

- a new spill curb, erosion controls and associated ditch drain adjustments to correct standing water found intruding onto a private lawn area (new item of work)
- a new check dam with inlet control to manage a roadway crossing drain tube (new item of work)
- reconstruct a portion of KL Avenue (correct a settlement problem - at contractors expense)
- reconstruct a portion of 8<sup>th</sup> St (correct pavement that was laid out of spec - at contractors expense)
- general restoration (correct other noted deficiencies - at contractors expense)

## **INFORMATION PROVIDED**

Budget Amendment Request – Public Works, Sanitary Sewer Construction Costs

# BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 06/04/2018

Department Head Name: MEE/Public Works

Fund Name:

			Amount
Additional Funds Request for: (description and GL number)	<u>Capital Construction, Sanitary</u>	<u>490-00-96300.N10STS</u>	<u>\$ 6,500.00</u>
	<u>Capital Construction, Sanitary</u>	<u>490-00-96300.WWKLAV</u>	<u>\$ 6,500.00</u>
			<u>\$ 13,000.00</u>
Funds requested from: (description and GL number)	<u>Carryover (Sewer Fund)</u>	<u>490-000-40100</u>	<u>\$ 13,000.00</u>
			<u>\$ 13,000.00</u>

Explanation of request:

The two sewer projects from 2017 (N 10th St and KL Ave) have had post-construction discovery of drainage system retrofit needs. Project engineering oversight is also extended due to roadway settlement that must be corrected at contractor's expense.

Supervisor Review:

(pending or date reviewed)

Board Authorization:

(pending or date authorized)

# Memo



To: Oshtemo Charter Township Board  
From: Marc Elliott, P.E., Director of Public Works  
Date: June 5, 2018  
Subject: Departmental Budget Amendment Request – Developer Utility Extension Agreement

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## **OBJECTIVE**

A budget amendment is requested to provide an expense line for anticipated reimbursement payments to a developer in accordance with a 2016 public sewer extension agreement. This reimbursement was not anticipated (overlooked) when developing the 2018 budget.

## **BACKGROUND**

In accordance with Oshtemo Township General Ordinance Part 232, Wastewater Service, a developer may enter into an agreement with the Township wherein the Township consents to refund the developer a portion of the Township's received sewer utility connection fees. Reimbursement is made in recognition of the developer's cost to build and extend public sewers. Reimbursement is limited to a 10-year period and are dependent upon the Township's actual receipt of fees during that period, from those properties that directly benefit from the new sewer.

A 2016 sanitary sewer reimbursement agreement was entered into with the Developer of Skyking Meadows 3. This agreement facilitated the construction of a dry intercepting sewer, the building of a sewer designed to receive and accommodate future sewer flows from upland, adjacent parcels, and to upgrade an existing public sanitary sewer pump station.

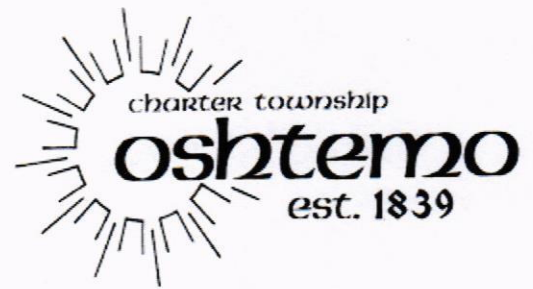
It now appears rapid home building within the project area may cause a large portion of this obligation to become due this year. As the build-out of individual homes progresses, payments are received for the sewer service connections. This revenue stream is the funding source for the reimbursement. By design, the received sewer connection fees will fully cover the reimbursement payments.

## **INFORMATION PROVIDED**

Budget Amendment Request – Public Works, Developer Reimbursements – Sanitary Sewer







# Memo

**To:** Oshtemo Charter Township Board

**From:** Marc Elliott, P.E., Director of Public Works  
Jamie Baker, Public Works Technical Specialist

**Date:** June 5, 2018

**Subject:** Sidewalks with Sewers

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## OBJECTIVE

Update the Board on the Township's initiative to consider building sidewalks in conjunction with the USDA financed neighborhood sewer project.

## BACKGROUND

In 2019, Oshtemo Township will commence Phase I of the U.S. Department of Agriculture (USDA) loan sewer extension project. The Public Works Department identified the sewer project as an opportunity to build sidewalks in the associated (six) neighborhoods for the following reasons:

- The sidewalks will be an estimated 30-40% cheaper to build with the sewers than as a separate construction project because the construction equipment will already be mobilized in the neighborhood for the sewers. Additionally, economies of scale by building approximately six miles of sidewalk would result in lower per unit costs.
- The Township adopted a Complete Streets policy on December 9, 2014. Consistent with Complete Street policies at the federal, state, and county levels of government, the Oshtemo Complete Streets policy (Attachment 1) promotes safe and convenient access for all legal users of the roadway. The benefits of Complete Streets include:
  - A balanced transportation system can bolster economic growth and stability by providing accessible and efficient connections between residences, schools, parks, public transportation, offices, and retail destinations.
  - Improve safety by reducing crashes.
  - Encourage more walking and bicycling resulting in a healthier population.
  - Ease traffic woes by giving people other alternatives to commute.
  - Provide a safe area for children to walk, approach school bus stops, play, and ride bicycles.
  - Improve air quality by reducing the number of vehicle trips.
- The Oshtemo Township Citizen Engagement and Priority Survey, completed in August 2017, provided the following insights (Attachment 2):
  - On page 6, the "Accommodation for bike/foot traffic" is one of the lowest satisfaction areas for the Township's residents (5.7 out of 10). Satisfaction is really low for the 18-34 year old demographic (4.3 out of 10) - a demographic most likely to need sidewalks/bike paths for transportation, and least likely to effectively advocate their needs.
  - On page 25, 40% of the residents selected "Add bike/walk paths" as a top budget priority. For perspective, it is the fifth highest priority behind road maintenance, law enforcement, fire response, and emergency medical response.
  - Page 31 provided the hypothetical situation where the Township did not have sufficient revenues and the residents could decide where to cut services. While 33% said that adding bike/walking paths should be reduced, 62% said that additional revenue should be raised by increasing taxes, raising user fees, or special assessment in order to maintain the service

- level. This supports the conclusion that the residents want more bike/walking paths in Oshtemo Township.
- Considering the survey demographics are skewed to the older population (65% of survey respondents were 55 years or older, only 15% were 18-34 years) the desire for additional bike/walking paths is likely higher than reported in the survey.
- Developers are required to build sidewalks in new developments. It may be hypocritical and discriminatory not to proactively address this deficiency in the older neighborhoods when other infrastructure improvements are being made.

On April 10, 2018, the Public Works Department presented conceptual designs for sidewalks in the six neighborhoods to get sewers in Phase I of the sewer extension project. The Township Board asked the Public Works Department to conduct meetings with the affected neighborhoods to get their input.

### **NEIGHBORHOOD MEETING RESULTS:**

The results of the neighborhood meetings and revised conceptual sidewalk plans are provided in Attachment 3. The cost estimate for the revised conceptual sidewalk plans are provided in Attachment 4. Please note, the attached cost estimates are based on doing the sidewalks as separate projects from the sewer project. There will be savings from economies of scale and due to the construction equipment already being mobilized for the sewer project. A rough estimate is 40% savings; however, the engineering consultant will not be able to refine the estimate until the Board decides how much of the sidewalks will be built.

### **ANALYSIS AND RECOMMENDATIONS:**

1. Feedback from residents indicates the invitation sent to residents for the meetings did not clearly indicate that sidewalks were being explored versus forthcoming. The purpose being we wanted input from all residents, both positive and negative. One resident from the Fairlane neighborhood and one resident from the Leisure Time Condos reported that they each knew people in their neighborhoods that did not attend the meeting because they approved of the proposed sidewalks and thought their input was unnecessary. The Public Works Department is unable to quantify the number of residents in this category; however, the Board should be aware of this issue.
2. The majority of residents that attended the meetings were very passionate about the subject and held very strong opinions. The yes vote from Beech Ave and one of the neutral votes from Whitegate Farms told the Public Works Department (Baker) separately, after the meeting, that they kept quiet during the meeting and did not share their opinions because they did not want to appear to disagree with their neighbors. This may have created a misperception in some neighborhoods amongst the residents that were against the sidewalks that there was more unanimity within the neighborhood than actually exists.
3. Before hosting more meetings about sidewalks with residents, the funding for the sidewalks should be determined. Not knowing how much it will cost the residents for the sidewalks created tremendous anxiety for the residents. That uncertainty caused the residents to default to "I will have to pay for it all" even after being told the Board is not considering special assessments. Also, the average resident has no experience with the costs to build sidewalks so, in the absence of a specific cost to them, they may invent numbers that are significantly higher than reality.
4. A sufficient number of residents from Beech Ave and the Sunset/Meridian neighborhood stated they do not want sidewalks. Also considered was the very low traffic volume, lack of through traffic on these roads, and their short lengths which would result in very small savings from doing the sidewalks concurrently with the sewers. Furthermore, with Sunset/Meridian being adjacent to and partly within the DDA, it's believed these facilities would be best coordinated with the DDA's extension of pedestrian facilities to the nearby commercial properties. Therefore, the Public Works Department recommends that the proposed sidewalks for these two neighborhoods should not be built with the sewer extension project.

5. There was a consensus that the sidewalks should be built on Croyden Ave and Maple Hill Drive. The Public Works Department recommends completing the proposed sidewalks on Croyden Ave and Maple Hill Drive with the Beech Ave sewer project because the cost savings from doing the sidewalks with the sewers will be significant.

6. Even though zero residents showed up for the West Main Street open house, the Public Works Department recommends proceeding with the proposed cycle track. The cycle track will be a green-painted portion of the existing M-43 shoulder to indicate where the non-motorized path continues between 8<sup>th</sup> Street and the Library.

7. It was pointed out by one participant (a Skyridge resident), that if safety of children is a reason for building sidewalks, then it does not make sense for the sidewalks to only be built on one side of the road. In hindsight, the Public Works Department agrees. It does not make sense for the children to have to cross the road to use a sidewalk which will increase the probability of an accident occurring. Mid-block crossings are one of the most likely places for an accident because the drivers are not expecting pedestrians to cross at those locations. That is why the Road Commission of Kalamazoo County essentially prohibits mid-block crossings. Having the sidewalks on one side of the road will require, on average, half the kids to execute mid-block crossings to get to a sidewalk. Therefore, in an unlimited funding scenario, the Public Works Department would recommend sidewalks on both sides of all streets. However, the recommendation herein is to build sidewalks on both sides on only the busiest roads. Because money is limited, this constrained extent of proposed construction along less traveled roads is thought to be fiscally responsible. This phased approach is consistent with other local municipalities (City of Kalamazoo, Kalamazoo Township, and Portage) where sidewalks were added to pre-existing developments.

8. During the meetings with residents, the Public Works Department found there are a lot of misconceptions about sidewalks, specifically involving impact to property values and crime. And many residents were not aware of other benefits such as improved personal health and improved air quality. If the Board decides to proceed with sidewalks with sewers, the Public Works Department recommends an educational campaign to ensure residents are aware of why the Township Board has decided to build sidewalks.

9. The Township's construction standards specify sidewalks shall be constructed of concrete, though elsewhere, Oshtemo's ordinances allow alternative materials to be considered. Residents expressed awareness that newer paving materials are now available as viable substitutes. In conjunction with our consulting professionals, the Public Works Department will investigate alternative sidewalk pavement materials on the basis of durability, suitability in Michigan's climate, and total lifecycle costs.

- Attachments:
- (1) Oshtemo Township Complete Streets Policy
  - (2) Oshtemo Township Citizen Engagement and Priority Survey
  - (3) Results of Neighborhood Meetings and Revised Conceptual Sidewalks Drawings
    - 3.1 Beech Ave, Croyden Ave, and Maple Hill Area
    - 3.2 West Main Street Between 8<sup>th</sup> Street and Library
    - 3.3 Skyridge and Green Meadow
    - 3.4 Fairlane/Fairgrove Area
    - 3.5 Whitegate Farms/Oshtemo Woods
    - 3.6 Sunset/Meridian
  - (4) Proposed Sidewalk Costs

CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**COMPLETE STREETS POLICY RESOLUTION**

**December 9, 2014**

**WHEREAS**, "Complete Streets" are defined as a design framework that enables safe and convenient access for all users, including pedestrians, bicyclists, transit riders, and drivers of all ages and abilities; and

**WHEREAS**, "Complete Streets" are achieved when transportation agencies routinely plan, design, construct, reconstruct, operate, and maintain the transportation network to improve travel conditions for bicyclists, pedestrians, transit, and freight in a manner consistent with, and supportive of, the surrounding community; and

**WHEREAS**, development of pedestrian, bicycle, and transit infrastructure offers long-term cost savings and opportunities to create safe and convenient non-motorized travel; and

**WHEREAS**, streets that support and invite multiple uses, including safe, active, and ample space for pedestrians, bicycles, and transit are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles; and

**WHEREAS**, increasing active transportation (e.g., walking, bicycling, and public transportation) offers the potential for improved public health, economic development, a cleaner environment, reduced transportation costs, enhanced community connections, social equity, and more livable communities; and

**WHEREAS**, Complete Streets allows people with disabilities, low-income residents, older adults, children, and other segments of the population who do not have consistent access to vehicular transportation the ability to travel freely throughout the community; and

**WHEREAS**, the State of Michigan has adopted complete streets legislation with the passing of Public Acts 134 and 135 of 2010 that require the Michigan Department of Transportation to consider all users in transportation related projects and work with locals, townships, cities, and villages to including planning for Complete Streets in their transportation programming; and

**WHEREAS**, PA 135 stipulates that before a city, village, or township approves any project that affects a roadway or transportation facility under the jurisdiction of another agency, it shall consult with that agency and agree on how to address the respective complete streets policies before approving a non-motorized project affecting a transportation facility whether it is under the jurisdiction of the Michigan Department of Transportation (MDOT), or under the jurisdiction of the county or another municipality; and

**WHEREAS**, PA 135 further stipulates that before MDOT submits its multiyear capital plan to the state transportation commission or a county road agency approves its multi-year capital plan, for any project that affects a roadway or transportation facility within or under the jurisdiction of a city, village, or township, the MDOT or county road agency shall consult with the affected city, village, or township and agree on how to address the respective complete streets; and

**WHEREAS**, the Oshtemo Charter Township's Master Plan was last updated in 2012 and addresses multiple forms of transportation including roads, mass transportation, and non-motorized transportation; and

**WHEREAS**, in 2012, the Township adopted a Non-Motorized Facilities Plan providing a vision and strategy for development and implementation of the community's goals for non-motorized facilities; and

**WHEREAS**, both the Kalamazoo Area Transportation Study (KATS) and MDOT have adopted Complete Streets Policies that incorporate consideration of these principles into broader transportation planning and funding decisions; and

**WHEREAS**, the Township seeks to provide a high quality of life for its residents consistent with the vision presented in the Master Plan as well an environment conducive to business development and will continue to communicate and coordinate with its road agencies and local and regional transportation partners to develop a more complete transportation system in concert with this and other similar policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Charter Township of Oshtemo Board of Trustees hereby declares its support of Complete Streets policies and to the extent feasible will incorporate Complete Streets design considerations and practices as a routine part of infrastructure planning and implementation; and

**BE IT FURTHER RESOLVED**, that the Charter Township of Oshtemo will consider Complete Street principles in future long-range planning documents, such as the Master Plan, Zoning Ordinance, Non-Motorized Plan, Recreation Plan, and on-going zoning activities such as site plan review; and

**BE IT FURTHER RESOLVED**, that the Charter Township of Oshtemo will work closely with its local, regional, and State transportation partners in the planning, designing, construction, operation, and maintenance of the transportation network in the Township to achieve compliance with this Policy.

A motion was made by Dusty Farmer, seconded by Lee Larson, to adopt the foregoing Resolution.

Upon a roll call vote, the following voted "Aye":

Elizabeth Heiny-Cogswell, Deborah Everett, Nancy Culp, Dusty Farmer, Lee Larson, Nancy Carr and Grant Taylor

The following voted "Nay":           None

The following "Abstained":       None

The Supervisor declared that the Resolution has been adopted.

*Deborah L. Everett*

DEBORAH L. EVERETT, Clerk  
Oshtemo Charter Township

\*\*\*\*\*

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on December 9, 2014, at which meeting all members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

*Deborah L. Everett*

DEBORAH L. EVERETT, Township Clerk



# Preserving Voice: Looking Into Detail

## Sample:

2017 Oshtemo Twp  
Citizen Survey  
Core Scores (Scale = 1-10)

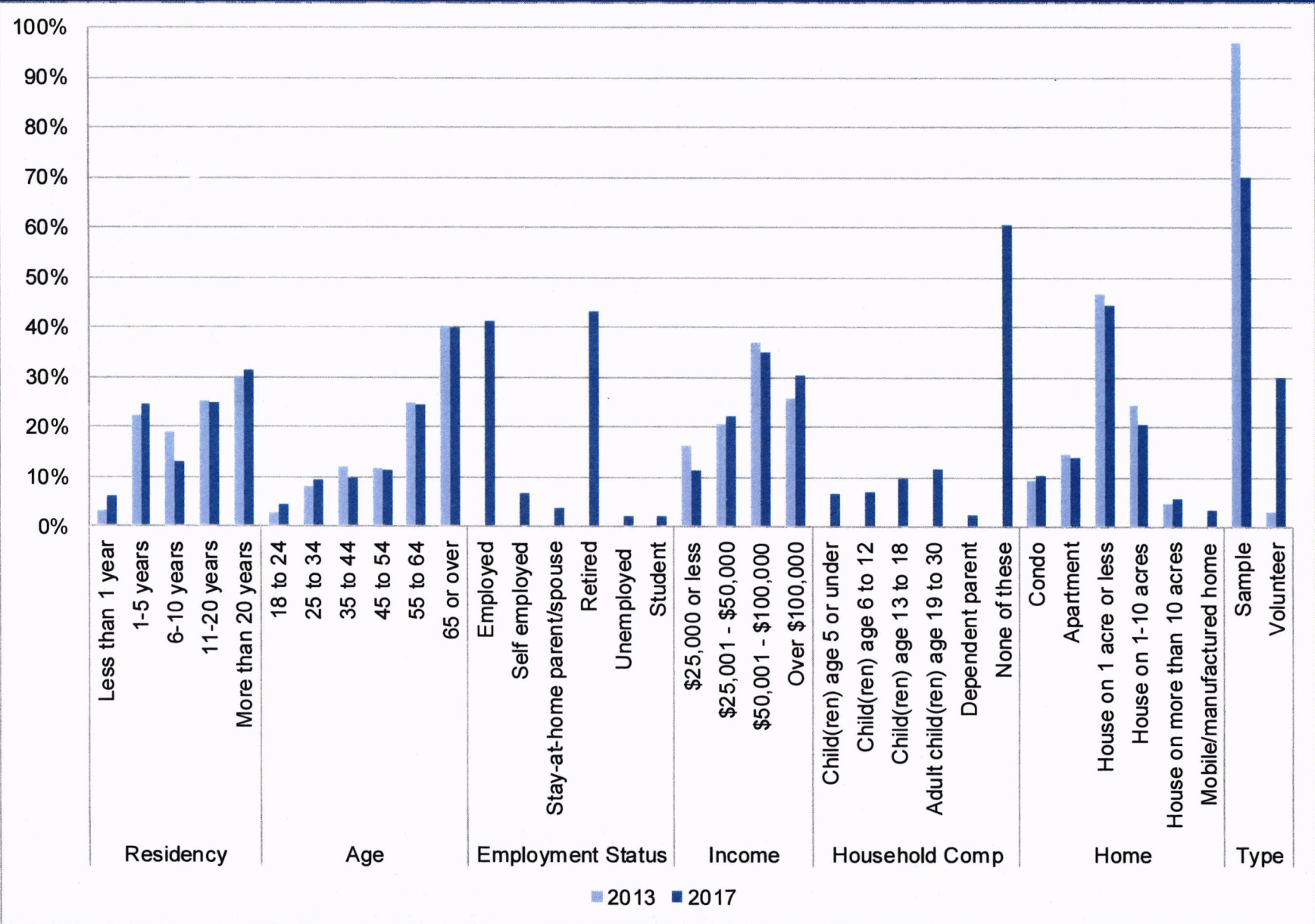
		Fire & EMS			Police Services			Transportation Infrastructure			Property Taxes		Township Government						
		Fire coverage for the community	Response time to fires	Response time to medical emergencies	Respectful treatment of citizens	Fair and equitable enforcement	Response time to police calls for service	Public transportation options	Street maintenance/repair	Accommodation for bicycle and foot traffic	Fairness of Township property appraisals	Amount/quality of services received for taxes paid	Trustworthy leaders	Efficient and organized operation	Well trained employees	Communicates effectively with the community	Spends dollars wisely	Encourages citizen ideas and involvement	Maintains a website that meets your needs
2013 Overall Satisfaction - Sample		8.6	8.9	8.7	8.5	8.1	7.7	6.1	6.0	5.7	6.3	6.0	7.1	7.2	7.4	7.2	6.3	6.9	7.0
2017 Overall Satisfaction - Sample		8.9	9.0	8.9	8.8	8.7	8.2	5.9	5.3	5.7	6.1	6.0	7.0	7.2	7.5	6.9	6.4	6.8	7.5
Residency	Less than 1 year	8.0	8.3	8.0	9.0	8.5	8.0	6.4	6.0	6.3	6.6	6.5	5.8	7.3	8.8	6.1	6.0	5.9	6.0
	1-5 years	8.9	8.9	8.8	8.6	8.3	8.0	6.4	5.1	5.2	6.2	5.8	7.4	7.2	7.4	6.8	7.1	6.8	7.3
	6-10 years	9.4	9.2	9.2	8.7	9.1	8.2	5.2	5.6	5.8	6.9	7.0	7.3	7.6	8.0	7.3	7.2	7.1	8.0
	11-20 years	9.0	9.0	9.1	8.7	8.7	7.9	5.9	5.3	5.8	6.1	6.3	7.7	7.5	7.4	7.5	6.7	7.5	8.1
	More than 20 years	8.8	9.1	8.7	8.8	8.9	8.6	6.0	5.1	5.8	5.9	5.7	6.4	6.8	7.4	6.5	5.8	6.3	7.2
Age	18 to 24	9.3	9.2	8.8	8.3	8.0	8.6	5.6	3.9	4.3	6.2	5.5	8.0	8.6	8.0	6.3	7.2	7.0	6.2
	25 to 34	8.8	8.7	8.8	8.4	8.3	7.9	5.1	4.7	4.3	5.3	5.3	6.9	6.9	6.9	6.2	6.0	6.4	7.3
	35 to 44	8.8	8.5	8.1	9.2	9.0	7.9	5.8	5.7	5.8	7.0	6.6	6.3	6.3	6.5	6.0	6.8	6.0	7.4
	45 to 54	9.2	9.3	8.9	8.6	8.6	7.6	6.0	4.9	5.6	5.3	5.7	7.0	6.8	7.2	7.0	6.2	6.2	7.3
	55 to 64	8.4	8.6	8.5	8.9	8.6	8.1	6.4	5.0	6.2	5.7	5.6	6.6	6.8	7.0	6.7	6.0	6.7	7.6
	65 or over	9.1	9.2	9.1	8.7	8.9	8.5	6.2	5.6	5.8	6.7	6.4	7.4	7.5	8.1	7.4	6.9	7.3	7.8

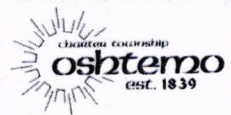
Consistent regardless of demographic

Differences based on demographic



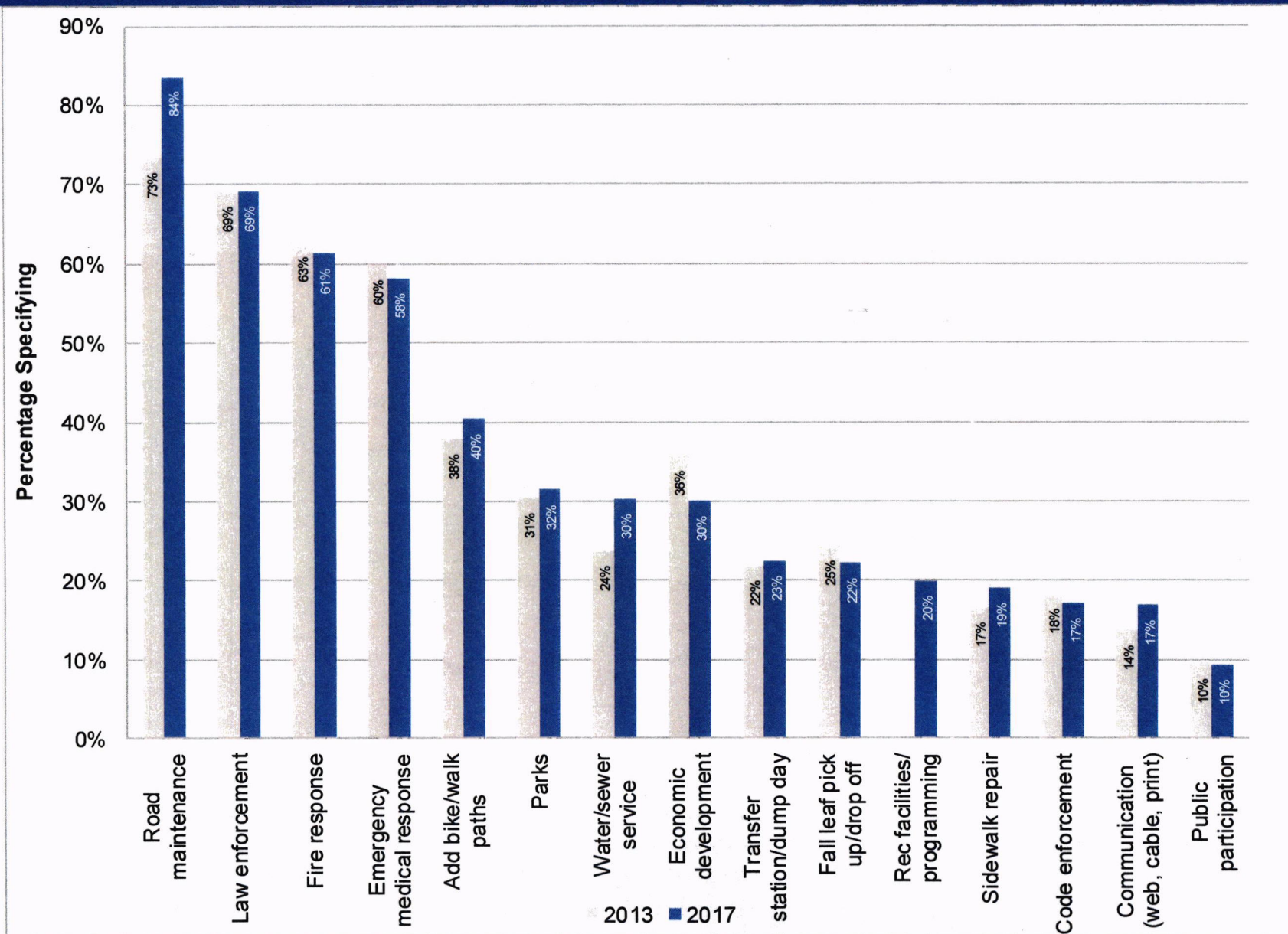
# Respondent Profile





# Budget Prioritization

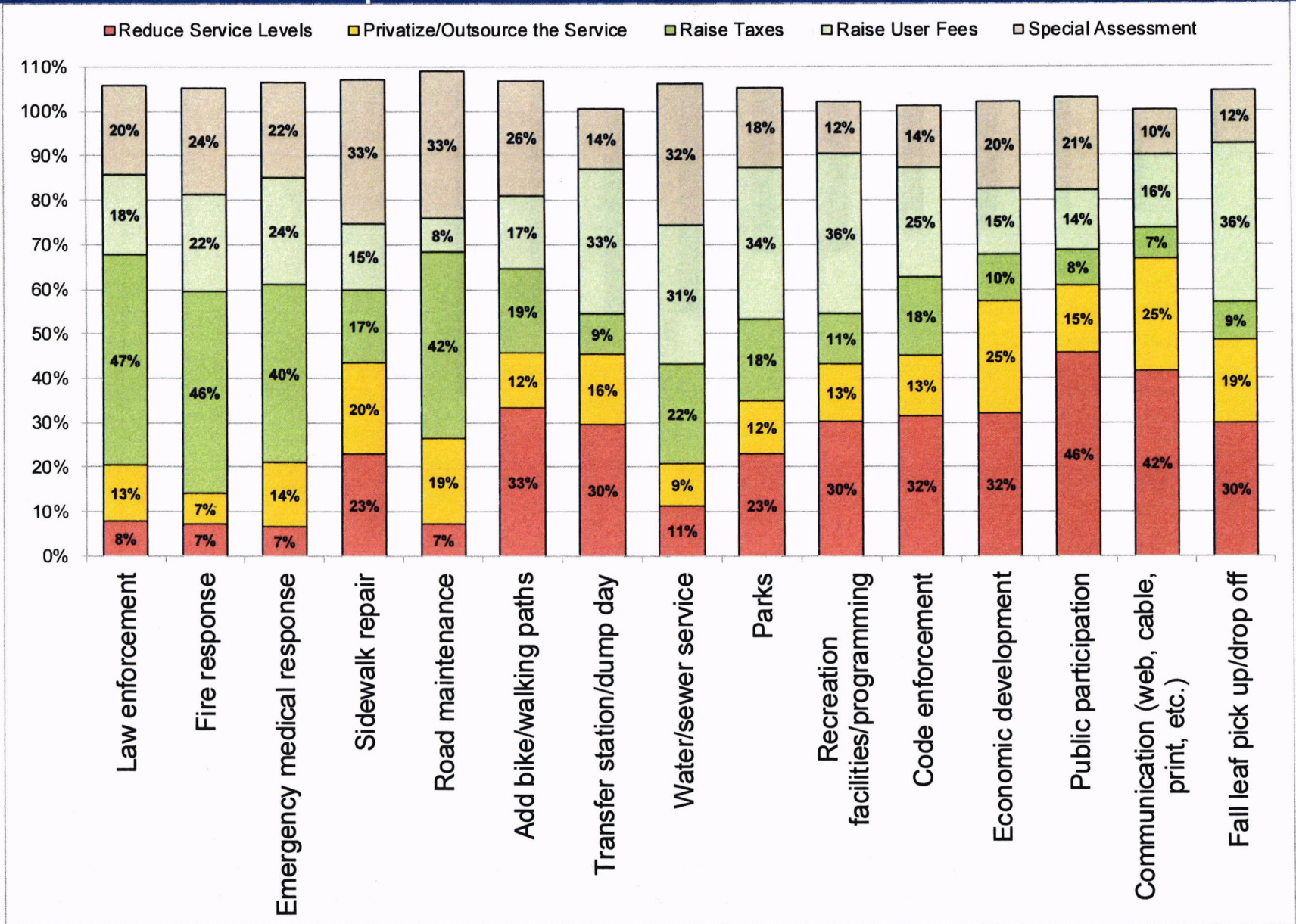
Percent selecting, could select top (7) for prioritization





# Support for Budget Actions if Revenues Not Adequate to Maintain Current Levels:

## Preferred Options for All Services



## Beech Ave, Croyden Ave, and Maple Hill Drive

The Public Works Department held a public meeting with the Beech Ave, Croyden Ave, and Maple Hill Drive area on May 3, 2018 at The Fountains at Bronson Place. The overwhelming consensus of the residents at the meeting is that sidewalks are needed on Maple Hill Drive and Croyden Ave but are not needed on Beech Ave. The Beech Ave homeowners association gathered signatures from the residents stating they do not want sidewalks. Here is a breakdown of the residents attending the meeting or providing input to the homeowners association:

Neighborhood	# of Residents Providing Input	# of Properties Providing Input	# of Properties in Neighborhood	% Properties Represented
Beech Ave	37 (36 no, 1 yes)	24	29	82.8%
Croyden Ave	0	0	5	0.0%
Maple Hill Drive	0	0	5	0.0%

Note: Flyers announcing the meeting were provided to management of Evergreen North, Summer Ridge, and The Wyatt, yet no one from these apartment complexes came to the meeting.

The reasons for not wanting the sidewalks include:

- Don't want to pay for the construction of the sidewalk
- Don't want to shovel the sidewalk in the winter
- Don't want people walking closer to their homes
- There has never been a vehicle with pedestrian/bicyclist accident in the neighborhood
- Don't want people from outside the neighborhood cutting through the neighborhood



## **West Main Street Between 8<sup>th</sup> Street and Library**

The Public Works Department held an open house meeting for the residents that live on the south side of West Main Street between 8<sup>th</sup> Street and the Library. The meeting was on May 8, 2018 at the Township Hall. No residents from the area came to the open house.



## Skyridge and Green Meadow

The Public Works Department held a public meeting with the Skyridge and Green Meadow neighborhoods on May 9, 2018 at the West Kalamazoo Church of Christ. The overwhelming consensus of the residents at the meeting is that sidewalks are not needed in the Skyridge neighborhood. There was interest in sidewalks on Green Meadow Road; however, the uncertainty over how the sidewalks would be funded prevented many people from endorsing the concept. Additionally, the Skyridge homeowners association routed a petition to obtain input from residents unable to make the meeting. The breakdown of the residents attending the meeting or signing the petition is below:

Neighborhood	# of Residents Providing Input	# of Properties Providing Input	# of Properties in Neighborhood	% Properties Represented
Skyridge	108 (102 no, 6 yes)	80	90	88.9%
Green Meadow Rd	4 (3 yes, 1 neutral)	4	143	2.8%

Note: Flyers announcing the meeting were provided to the management of Canterbury Apartments and Nottingham Place Apartments. No one from these apartment complexes came to the meeting.

The reasons for not wanting the sidewalks in the Skyridge neighborhood, based on the petition, were:

1. Snow removal. The residents of ALL ages do not want to be responsible for keeping the sidewalks clean and the shoveling that entails.

2. Constant monitoring of the sidewalks to make sure they are free of ice and snow. Attorneys we contacted all related their experience with legal action taken against the home owner and cases won for falls allegedly (sic) happening because of snow and ice.

3. From our observations we feel that we would be paying for and providing sidewalks that would be used primarily by people who do not live in our plat. We would be creating a thoroughfare mostly for the apartment complex to the west and not members of our neighborhood.

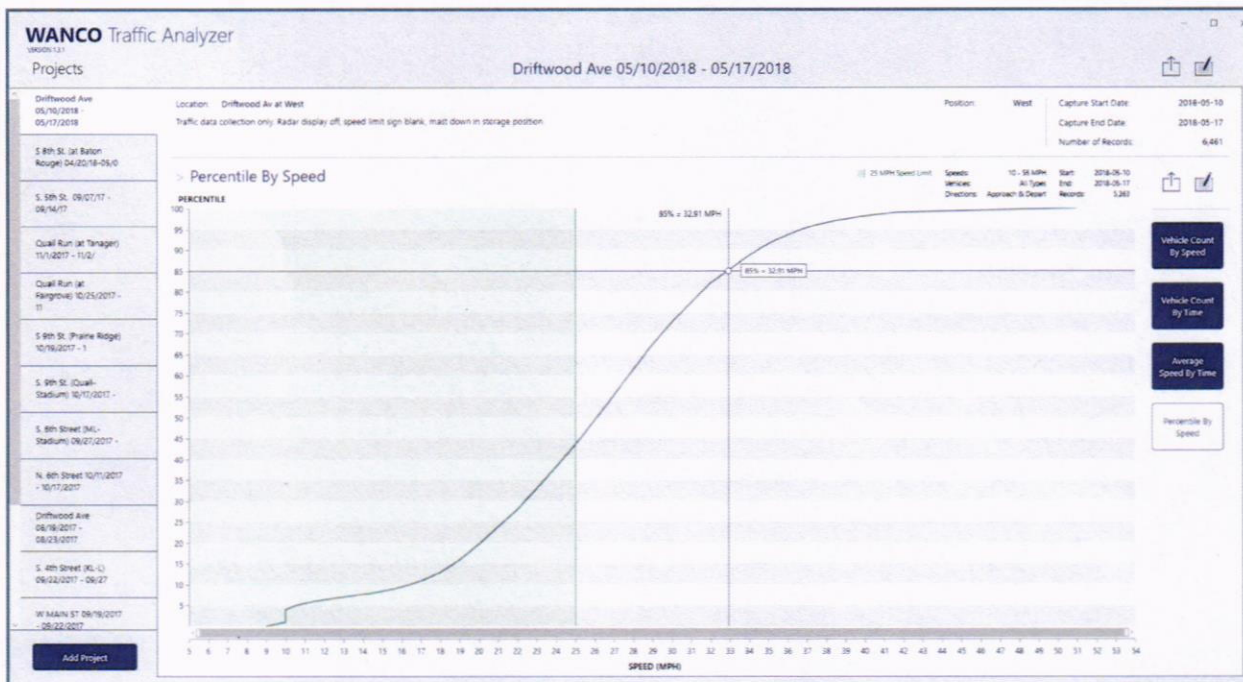
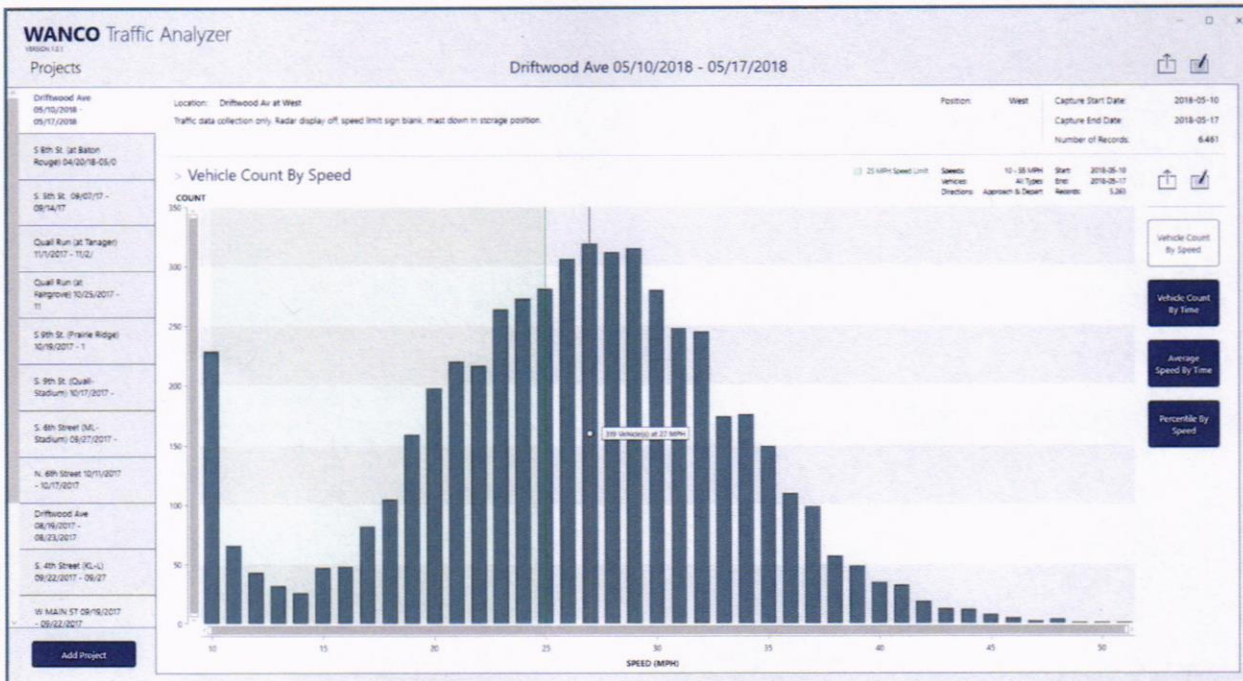
4. We have experienced continual episodes of vandalism, mailbox tampering, rocks being thrown into our homes, stolen bicycles, and auto break-ins. The sidewalks would provide a closer vantage point for people to observe and view our homes that we do not want. We do not want our privacy invaded any more than it already has been.

5. Two of the benefits stated in the Michigan Department of Transportation "Complete Streets" policy are meant to encourage more walking and bicycling. The other is to help children become more physically active. Until the speeding traffic on our streets is curtailed it is not safe for pedestrians to walk or ride either on the edge of the road or on a sidewalk.

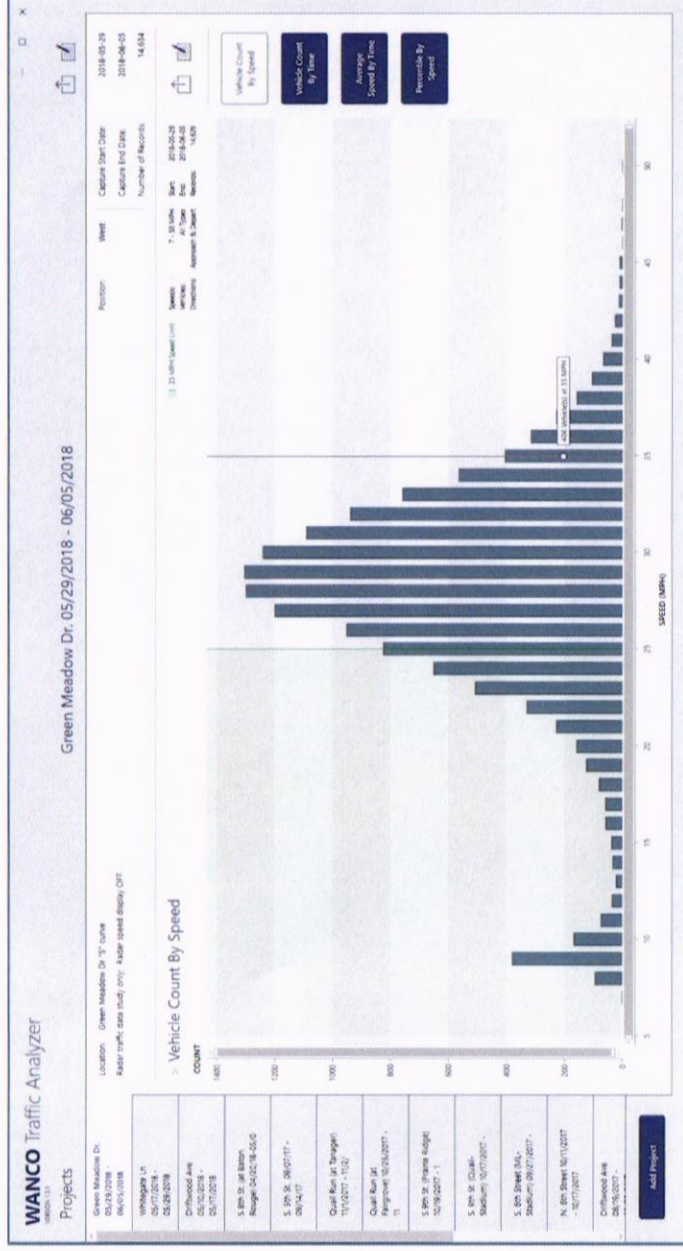
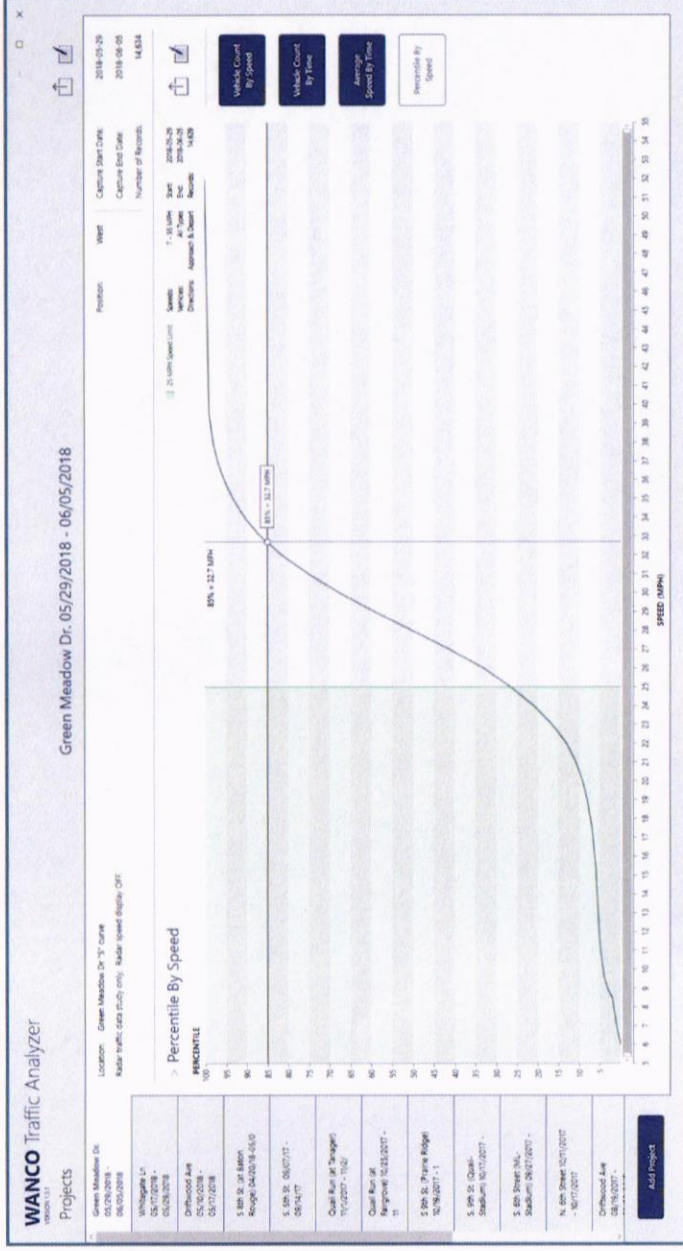
6. Cost. It is yet to be determined who would pay for the sidewalks on our property that we own and pay taxes on.

Additionally, the Public Works Department asked the Enforcement Officer to put the speed trailer on Driftwood Ave to acquire traffic counts and speed data which had not been updated since 2013. For the 7 day period, the average vehicles per day was 752 and the 85<sup>th</sup> percentile speed was 32.9 mph. Due to the high speed, the Enforcement Officer sent a request to the Kalamazoo County Sheriff's Office to prioritize enforcement on Driftwood Ave.





The Public Works Department asked the Enforcement Officer to put the speed trailer on Green Meadow Drive to acquire traffic counts which was not available. For the 8 day period, the average vehicles per day was 1,829 and the 85<sup>th</sup> percentile speed was 32.7 mph. Due to the high speed, the Enforcement Officer sent a request to the Kalamazoo County Sheriff's Office to prioritize enforcement on Green Meadow Drive.





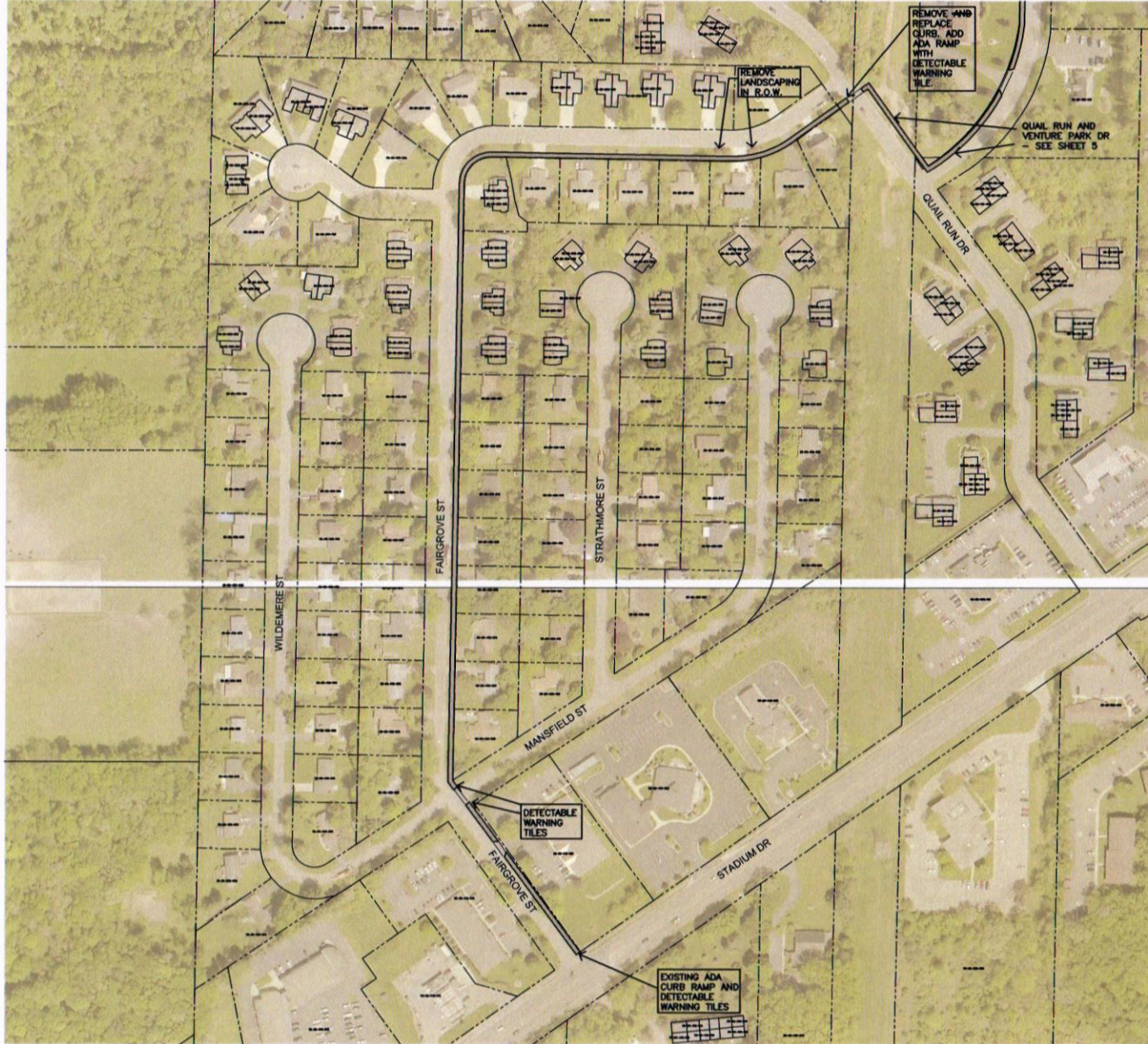
## Fairlane

The Public Works Department held a public meeting with the Fairlane neighborhood on May 1, 2018 at the Oshtemo Community Center. The overwhelming consensus of the residents attending the meeting is that they do not want sidewalks in their neighborhoods. Here is a breakdown of the residents attending the meeting:

Neighborhood	# of Residents Providing Input	# of Properties Providing Input	# of Properties in Neighborhood	% Properties Represented
Fairlane	14 (13 no, 1 yes)	11	136	8.1%

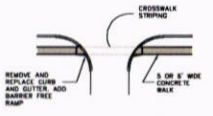
The reasons for not wanting the sidewalks include:

- Don't want to pay for the construction of the sidewalk
- Don't want to shovel the sidewalk in the winter
- Don't want people walking closer to their homes
- There has never been a vehicle with pedestrian/bicyclist accident in the neighborhood
- Don't want people from outside the neighborhood cutting through the neighborhood

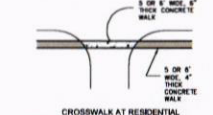


**LEGEND**

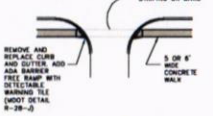
— PROPOSED APPROXIMATE  
SIDEWALK LOCATION  
5' WIDE CONCRETE WALK



CROSSWALK AT COMMERCIAL  
DRIVE - TYPICAL  
NOT TO SCALE



CROSSWALK AT RESIDENTIAL  
DRIVE - TYPICAL  
NOT TO SCALE



CROSSWALK AT PUBLIC  
STREET P.D.W. - TYPICAL  
NOT TO SCALE

NOTE: ALL CONCRETE WALKS TO BE 4' WIDE



4798 Campus Drive  
Kalamazoo, MI 49008  
P: 262.382.9211  
F: 262.382.9275



OSHTEMO TOWNSHIP  
OSHTEMO TOWNSHIP MICHIGAN  
NEIGHBORHOOD SIDEWALK EXTENSION - PHASE 1  
FAIRGROVE AREA

DESIGNED BY  
WDA, INC.  
SCALE: 1/8\"/>

DATE: 06/04/2019  
DRAWING NUMBER: 83309\_SWS\_4  
SHEET NUMBER: 4

NOT FOR  
CONSTRUCTION

JUNE 4, 2019  
P13719

## Whitegate Farms/Oshtemo Woods

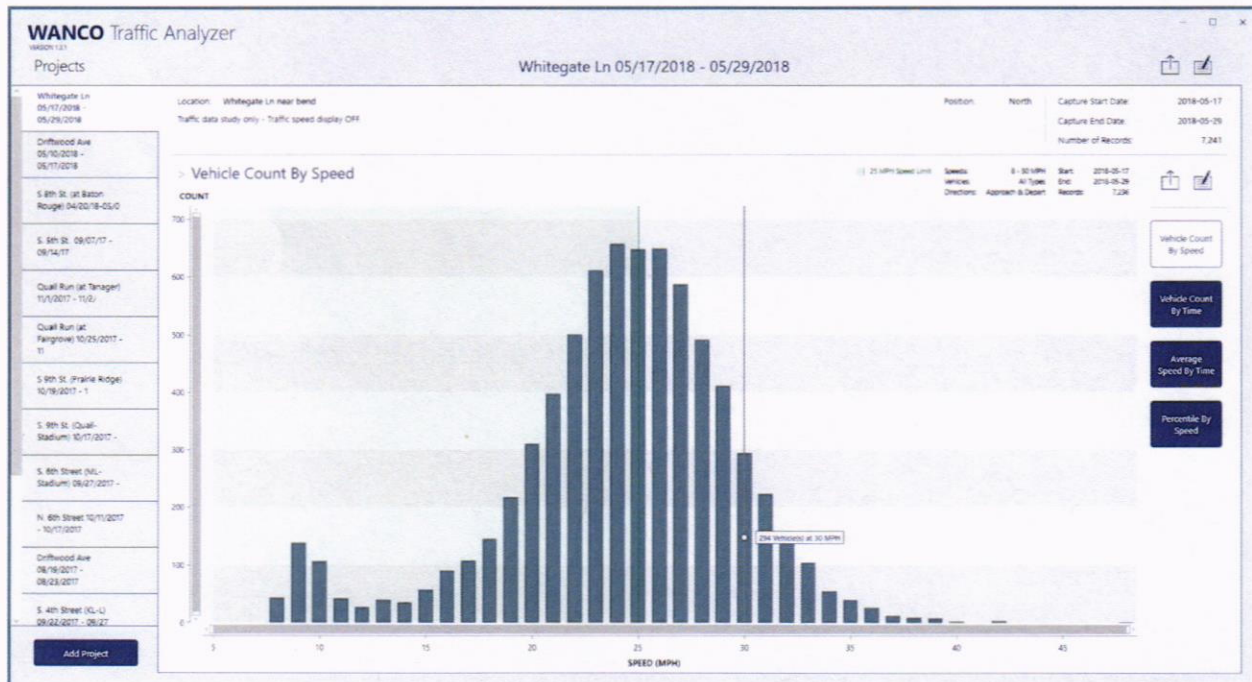
The Public Works Department held a public meeting with the Whitegate Farms/Oshtemo Woods neighborhoods on May 1, 2018 at the Oshtemo Community Center. The overwhelming consensus of the residents attending the meeting is that they do not want sidewalks in their neighborhoods. Here is a breakdown of the residents attending the meeting:

Neighborhood	# of Residents Providing Input	# of Properties Providing Input	# of Properties in Neighborhood	% Properties Represented
Whitegate Farms/Oshtemo Woods	18 (13 no, 1 yes, 4 neutral)	15	84	17.9%

The reasons for not wanting the sidewalks include:

- Don't want to pay for the construction of the sidewalk
- Don't want to shovel the sidewalk in the winter
- Don't want people walking closer to their homes
- There has never been a vehicle with pedestrian/bicyclist accident in the neighborhood
- Don't want people from outside the neighborhood cutting through the neighborhood

Additionally, the Public Works Department asked the Enforcement Officer to put the speed trailer on Whitegate Lane to acquire traffic counts and speed data which was not available for this assessment. For the 12 day period, the average vehicles per day is 603 and the 85<sup>th</sup> percentile speed is 28.6 mph.

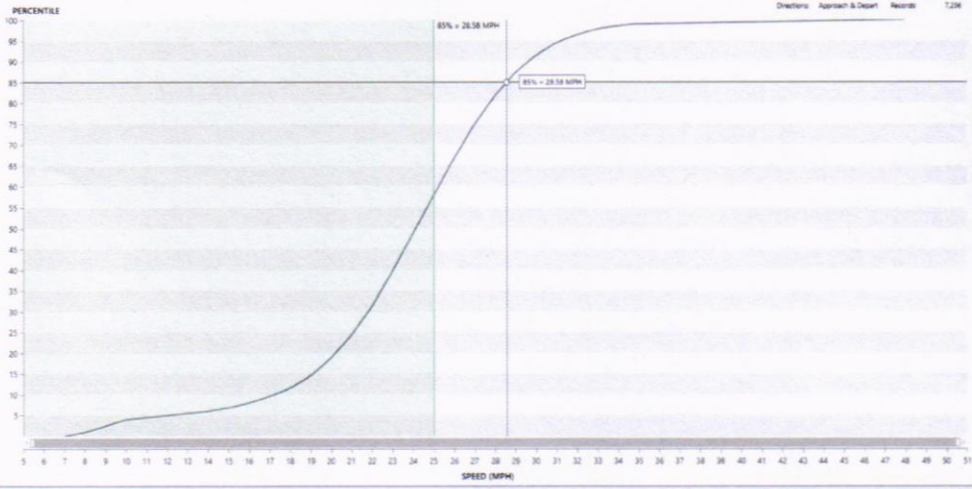


Whitegate Ln 05/17/2018 - 05/29/2018
Driftwood Ave 05/10/2018 - 05/17/2018
S 8th St (at Eaton Rouge) 04/20/18-05/10
S 8th St 09/07/17 - 09/14/17
Quail Run (at Tanagers) 11/14/2017 - 11/22
Quail Run (at Fairgrove) 10/25/2017 - 11
S 9th St (Prairie Ridge) 10/18/2017 - 11
S 9th St (Quail- Stadium) 10/11/2017 - 11
S 8th Street (Mc- Stadium) 09/27/2017 - 11
N 8th Street 10/11/2017 - 10/17/2017
Driftwood Ave 08/18/2017 - 08/23/2017
S 42th Street (K-L) 09/24/2017 - 09/27

Location: Whitegate Ln near bend  
Traffic data study only - Traffic speed display OFF

Position: North  
Capture Start Date: 2018-05-17  
Capture End Date: 2018-05-29  
Number of Records: 7,241

> Percentile By Speed



25 MPH Speed Limit  
Speed: 8-31 MPH  
Vehicle: All Types  
Directions: Approach & Depart  
Start: 2018-05-17  
End: 2018-05-29  
Records: 7,241

- Vehicle Count By Speed
- Vehicle Count By Time
- Average Speed By Time
- Percentile By Speed

Add Project





## Sunset and Meridian

The Public Works Department held a public meeting with the Sunset and Meridian neighborhood on May 1, 2018 at the Oshtemo Community Center. The overwhelming consensus of the residents attending the meeting is that they do not want sidewalks in their neighborhoods. Here is a breakdown of the residents attending the meeting:

Neighborhood	# of Residents Providing Input	# of Properties Providing Input	# of Properties in Neighborhood	% Properties Represented
Sunset/Meridian	13 (12 no, 1 yes)	9	16	56.25%

The reasons for not wanting the sidewalks include:

- Don't want to pay for the construction of the sidewalk
- Don't want to shovel the sidewalk in the winter
- Don't want people walking closer to their homes
- There has never been a vehicle with pedestrian/bicyclist accident in the neighborhood
- Don't want people from outside the neighborhood cutting through the neighborhood



4 June 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 1 : Maple Hill Area</b>				
Tree and Brush Removal	1	LS	\$ 5,000.00	\$ 5,000.00
4" Concrete Walk	36,756	SF	\$ 8.00	\$ 294,048.00
Remove and Replace Curb and Gutter	256	LF	\$ 20.00	\$ 5,120.00
Detectable Warning Tiles	24	SF	\$ 50.00	\$ 1,200.00
Segmental Unit Retaining Wall	700	SF	\$ 40.00	\$ 28,000.00
Pedestrian Crosswalk Striping	900	LF	\$ 3.00	\$ 2,700.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	230	LF	\$ 22.00	\$ 5,060.00
Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00
Soil Erosion Control	1	LS	\$ 2,500.00	\$ 2,500.00
Topsoil and Turf Restoration	6,126	LF	\$ 6.00	\$ 36,756.00
<b>Sheet 1 Subtotal</b>				<b>\$ 385,384.00</b>
Engineering (20%)				\$ 77,076.80
Administration and Legal (5%)				\$ 19,269.20
Contingency (10%)				\$ 38,538.40
<b>Sheet 1 Total</b>				<b>\$ 520,268.40</b>
<b>Sheet 2 : West Main Area</b>				
Remove and Replace Curb and Gutter	32	LF	\$ 20.00	\$ 640.00
MDOT Class II Fill Compacted	40	CY	\$ 18.00	\$ 720.00
Detectable Warning Tiles	40	SF	\$ 50.00	\$ 2,000.00
Asphalt Path (10' wide)	320	SY	\$ 18.00	\$ 5,760.00
Crosswalk and Bike Lane Striping / Markings	1,500	LF	\$ 3.00	\$ 4,500.00
Bike Lane Signs	2	EA	\$ 600.00	\$ 1,200.00
Traffic Control	1	LS	\$ 1,000.00	\$ 1,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	600	LF	\$ 6.00	\$ 3,600.00
<b>Sheet 2 Subtotal</b>				<b>\$ 19,920.00</b>
Engineering (20%)				\$ 3,984.00
Administration and Legal (5%)				\$ 996.00
Contingency (10%)				\$ 1,992.00
<b>Sheet 2 Total</b>				<b>\$ 26,892.00</b>

4 June 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 3 : Skyridge Area</b>				
Tree Removal	1	LS	\$ 10,000.00	\$ 10,000.00
Sawcut and Remove Paving (Residential Driveways)	510	LF	\$ 10.00	\$ 5,100.00
4" Concrete Walk	42,200	SF	\$ 8.00	\$ 337,600.00
6" Concrete Walk	2,550	SF	\$ 10.00	\$ 25,500.00
Remove and Replace Concrete Curb and Gutter	270	LF	\$ 20.00	\$ 5,400.00
New Concrete Curb and Gutter	60	LF	\$ 18.00	\$ 1,080.00
Detectable Warning Tiles	110	SF	\$ 50.00	\$ 5,500.00
Segmental Unit Retaining Wall	1,500	SF	\$ 40.00	\$ 60,000.00
Vinyl Coated Chain Link Fence 4' ht Guardrail	700	LF	\$ 22.00	\$ 15,400.00
Pedestrian Crosswalk Striping	900	LF	\$ 3.00	\$ 2,700.00
Concrete Speed Table	1	LS	\$ 2,500.00	\$ 2,500.00
Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
Soil Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
Topsoil and Turf Restoration	21,000	LF	\$ 6.00	\$ 126,000.00
<b>Sheet 3 Subtotal</b>				<b>\$ 609,780.00</b>
Engineering (20%)				\$ 121,956.00
Administration and Legal (5%)				\$ 30,489.00
Contingency (10%)				\$ 60,978.00
<b>Sheet 3 Total</b>				<b>\$ 823,203.00</b>
<b>Sheet 4 : Fairgrove Area</b>				
Landscape Removals	1	LS	\$ 500.00	\$ 500.00
Sawcut and Remove Paving (Residential Driveways)	450	LF	\$ 10.00	\$ 4,500.00
Remove and Replace Curb and Gutter	16	LF	\$ 20.00	\$ 320.00
4" Concrete Walk	12,400	SF	\$ 8.00	\$ 99,200.00
6" Concrete Walk	2,700	SF	\$ 10.00	\$ 27,000.00
Detectable Warning Tiles	40	SF	\$ 50.00	\$ 2,000.00
Pedestrian Crosswalk Striping	200	LF	\$ 3.00	\$ 600.00
Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00
Soil Erosion Control	1	LS	\$ 500.00	\$ 500.00
Topsoil and Turf Restoration	4,200	LF	\$ 6.00	\$ 25,200.00
<b>Sheet 4 Subtotal</b>				<b>\$ 162,820.00</b>
Engineering (20%)				\$ 32,564.00
Administration and Legal (5%)				\$ 8,141.00
Contingency (10%)				\$ 16,282.00
<b>Sheet 4 Total</b>				<b>\$ 219,807.00</b>

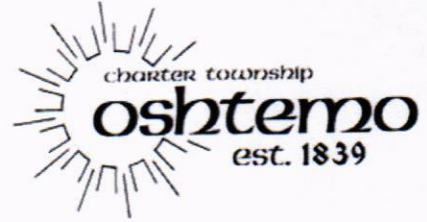
4 June 2018



**Neighborhood Sidewalk Concept Plan**  
Oshtemo Township, Michigan

**Preliminary Opinion of Probable Costs**

Item	Qty.	Unit	Unit Price	Total
<b>Sheet 5 : Whitegate Farms Area</b>				
Landscape Removal and Pruning	1	LS	\$ 1,500.00	\$ 1,500.00
Sawcut and Remove Paving (Residential Driveways)	432	LF	\$ 10.00	\$ 4,320.00
4" Concrete Walk	28,353	SF	\$ 8.00	\$ 226,824.00
6" Concrete Walk	2,160	SF	\$ 10.00	\$ 21,600.00
Remove and Replace Curb and Gutter	170	LF	\$ 20.00	\$ 3,400.00
New Concrete Curb and Gutter	360	LF	\$ 18.00	\$ 6,480.00
Detectable Warning Tiles	228	SF	\$ 50.00	\$ 11,400.00
Pedestrian Crosswalk Striping	840	LF	\$ 3.00	\$ 2,520.00
Traffic Control	1	LS	\$ 10,000.00	\$ 10,000.00
Soil Erosion Control	1	LS	\$ 3,000.00	\$ 3,000.00
Topsoil and Turf Restoration	10,800	LF	\$ 6.00	\$ 64,800.00
<b>Sheet 5 Subtotal</b>				<b>\$ 355,844.00</b>
Engineering (20%)				\$ 71,168.80
Administration and Legal (5%)				\$ 17,792.20
Contingency (10%)				\$ 35,584.40
<b>Sheet 5 Total</b>				<b>\$ 480,389.40</b>
<b>PROJECT SUMMARY</b>				
Sheet 1 : Maple Hill Area				\$ 520,268.40
Sheet 2 : West Main Area				\$ 26,892.00
Sheet 3 : Skyridge Area				\$ 823,203.00
Sheet 4 : Fairgrove Area				\$ 219,807.00
Sheet 5 : Whitegate Farms Area				\$ 480,389.40
<b>PROJECT GRAND TOTAL</b>				<b>\$ 2,070,559.80</b>



# Memorandum

**Date:** Tuesday, May 29, 2018

**To:** Township Board

**From:** Treasurer's Office

**Subject:** A.V. Equipment

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**Objective:** Follow up with the Board regarding A/V equipment in the North Conference Room.


**Summary:** The IT Director recommends the 65" Vizio P Series for \$1,628.98, which includes the wall mount and installation. This recommendation is based on the best pricing available while still maintaining the suggested burn ratio, LED, High Dynamic Range, viewing angles, Chroma 4:4:4, Ultra 4K resolutions and rating specifications. This recommendation is \$700 below similar devices.

**Information included:** Information for Vizio P Series

**Core Values Recognized:** Innovation, Sustainability

# MEMORANDUM

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**TO:** Oshtemo Charter Township Board  
**FROM:** James W. Porter   
**DATE:** June 6, 2018  
**SUBJECT:** Resolution in Support of the Extension of the Hotel/Resort Class B Liquor License for the Kalamazoo Hotel Group, LLC- Holiday Inn/Delta Marriott

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## **OBJECTIVE**

To approve a resolution in support of the extension of the Hotel/Resort Class B Liquor License Application for the Holiday Inn/Delta Marriott convention center.

## **BACKGROUND**

I was contacted by Dan Flannigan, General Manager, of the Holiday Inn on 11<sup>th</sup> Street; soon to be a Delta Marriott. Mr. Flannigan serves as a representative for the Kalamazoo Hotel Group, LLC who is requesting the extension of their Hotel/Resort Class B Liquor License to allow them to also provide service to the hotel convention center on-site. You may recall that the Kalamazoo Hotel Group, LLC went through the Brownfield Redevelopment Authority to rehabilitate the former Holiday Lanes into a hotel convention center to serve their facility on 11<sup>th</sup> Street.

## **INFORMATION PROVIDED**

I have attached hereto a copy of a proposed Resolution in Support of the Extension of Liquor License Application for the hotel convention center. I also have attached a copy of the Local Governmental Approval Resolution required by the State of Michigan. This issue has been noticed for a Public Hearing pursuant to mailed notices to all property owners within 300 feet of the hotel and convention center at 2747 S. 11<sup>th</sup> Street. I have reviewed the Kalamazoo Hotel Group, LLC's application, and believe that the proposed use at the hotel convention center is will be in full conformance with the Township's

Liquor License Ordinance.

**STATEMENT OF ASKING BOARD TO APPROVE**

I would respectfully request that the Board approve the attached Resolution in Support of the Extension of the Hotel/Resort Class B Liquor License for the Kalamazoo Hotel Group, LLC- Holiday Inn/Delta Marriott Convention Center, as well as the State Local Governmental Approval Resolution.



CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION IN SUPPORT OF THE LIQUOR LICENSE APPLICATION**  
**FOR THE KALAMAZOO HOTEL GROUP, LLC'S**  
**HOLIDAY INN/DELTA MARRIOTT CONVENTION CENTER**

June 12, 2018

WHEREAS the Kalamazoo Hotel Group, LLC, now operates the Holiday Inn, soon to be the Delta Marriott, and has a Class B Hotel/Resort Liquor License for on-site services at its facilities located at 2747 S. 11<sup>th</sup> Street, Kalamazoo, MI 49009 Kalamazoo, Michigan 49009, within Oshtemo Charter Township; and

WHEREAS Oshtemo Charter Township previously granted a Class B Hotel/Resort Liquor License for the facilities located at 2747 S. 11<sup>th</sup> Street, Kalamazoo, MI 49009; and

WHEREAS Kalamazoo Hotel Group, LLC, pursuant to the Township's approval, and with the help of the Brownfield Redevelopment Authority completely rehabilitated the former Holiday Lanes into a hotel and convention center to service its facilities on 11<sup>th</sup> Street; and

WHEREAS Kalamazoo Hotel Group, LLC wishes to expand the use of its current Liquor License to service the hotel convention center;

NOW THEREFORE, BE IT HEREBY RESOLVED, that Oshtemo Charter Township confirms that Kalamazoo Hotel Group, LLC meets all of the requirements for Local and State approval, and the Township hereby authorizes the expansion of the use of the Class B Hotel/Resort Liquor License at the hotel and convention center on 11<sup>th</sup> Street.

The motion was made by \_\_\_\_\_, and seconded by \_\_\_\_\_, to adopt the above Resolution.

The following voted "Aye":

The following voted "Nay":

The following "Abstained": (OR The following members were absent:)

The Supervisor declared that the Resolution has been \_\_\_\_\_.

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Dusty Farmer, Clerk  
Oshtemo Charter Township

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### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board, held on \_\_\_\_\_, 20\_\_\_\_, at which meeting \_\_\_\_\_ members were present and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

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Dusty Farmer, Township Clerk



**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Oshtemo Charter Township \_\_\_\_\_ council/board  
(regular or special) (township, city, village)

called to order by \_\_\_\_\_ on June 12, 2018 at \_\_\_\_\_  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Kalamazoo Hotel Group, LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class B Hotel/Resort Liquor License  
(list specific licenses requested)

to be located at: 2747 South 11th Street, Kalamazoo, MI 49009

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: 2747 South 11th Street, Suite 1, Kalamazoo, MI 49009

It is the consensus of this body that it \_\_\_\_\_ recommends \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the \_\_\_\_\_ Township  
council/board at a \_\_\_\_\_ Regular \_\_\_\_\_ meeting held on June 12, 2018 (township, city, village)  
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059