

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

**September 12, 2023**

*Refer to page 3 for Virtual Meeting Information*

**REGULAR MEETING  
5:30 P.M.  
AGENDA**

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)

**WORK SESSION ITEMS**

3. Discussion on 2024 Annual Budget (Ongoing)
4. Other Updates & Business

**BREAK (Time Permitting) – 7:05 P.M.**

**REGULAR SESSION ITEMS – 7:15 P.M.**

5. Pledge of Allegiance
6. Township Mission/Vision/Core Values
7. Public Comment on Non-Regular Session Items
8. Consent Agenda
  - a. Minutes of Regular Meeting August 22, 2023
  - b. Poverty Exemption Guidelines 2023
  - c. Second Reading: Rezoning of 1560 S. 8<sup>th</sup> Street
9. Oshtemo Housing Plan Presentation and Consideration to Distribute by Emily Petz
10. First Reading: Conditional Rezoning of 8447 Stadium Drive
11. First Reading: Small Cell Wireless Communication Facilities Deployment Ordinance
12. First Reading: Wireless Telecommunication Facilities Ordinance
13. Consideration of Consultant for Parks 5-Year Plan Update
14. Meeting Room A/V Upgrade
15. Consideration of Awarding Landscape Restoration Contract for Croyden Avenue
16. Consideration of New Fire Department SAD
17. Budget Amendments
18. Discussion of L-4029 Township Property Taxes
19. Public Comment
20. Board Member Comments
21. 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 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.

<b>Oshtemo Township Board of Trustees</b>		
<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>
Kizzy Bradford	375-4260	<a href="mailto:kbradford@oshtemo.org">kbradford@oshtemo.org</a>

<b>Township Department Information</b>			
<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>			
Rick Suwarsky	216-5227	<a href="mailto:rsuwarsky@oshtemo.org">rsuwarsky@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>			
Iris Lubbert	216-5223	<a href="mailto:ilubbert@oshtemo.org">ilubbert@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## Zoom Instructions for Participants

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 11-digit Meeting ID.

### To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering this **Meeting ID: 886 2537 5277**

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet, or smartphone then you can join via conference call by following instructions below.

### To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **886 2537 5277#**

### Participant controls in the lower-left corner of the Zoom screen:



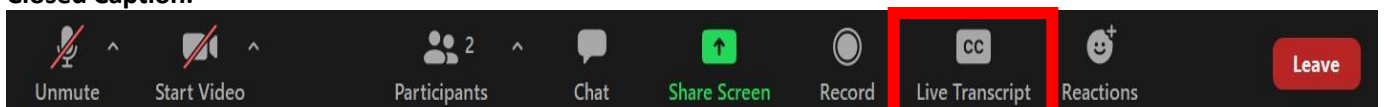
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

If you are attending the meeting by phone, to use the “Raise Hand” feature **press \*9 on your touchtone keypad.**

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.

### Closed Caption:



### Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

1. Click on the “Live Transcription” button.
2. Then select “Show Subtitle”.

## **Mission:**

*To advance the quality of life of all residents through a commitment to responsible growth, and value-driven municipal services that promote the relationships among economic vitality, environmental stewardship, and social equity.*

## **Vision:**

*A sustainable and innovative community built through a legacy of planned, responsible growth and rural preservation.*

## **Core Values:**

### **PUBLIC SERVICE**

- Fair treatment to all people.
  - Each customer is welcomed and that their input is wanted.
    - Difficult questions are not marginalized.
- Allow residents to interact directly with the township staff and officials.
- Decisions are made based on the value to our Township and residents.

### **SUSTAINABILITY**

- Meet the needs of the present without compromising future generations.
  - Consider the environment through practices that reduce impacts.
    - Value conscious decision making.
  - Committing to quality Fire and Police protection.

### **INNOVATION**

- Providing the best value-conscious technology currently available.
- Leverage new technologies and ways of doing business to increase accessibility and improve services.

### **PROFESSIONALISM**

- Hire staff with strong core competencies within their given profession.
  - Commitment to continuous improvement to government operations.
- Dedicated to open communication to improve productivity and effectiveness.

### **INTEGRITY**

- Decisions are made logically through the collection of evidence, facts, and public input.
  - When promises are made, we follow through.
  - We do not obfuscate – we say what we mean and do what we say.
  - Transparent governmental practices are of the highest priority.

### **FISCAL STEWARDSHIP**

- Ensure that taxpayer investments are spent wisely, effectively and efficiently.



# MEMORANDUM

**Date:** September 5, 2023  
**To:** Township Board  
**From:** James Porter - Legal Department  
**Subject:** Poverty Exemptions Guidelines 2023



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## **Objectives**

To adopt revised Property Exemption Guidelines.

**I make a motion:** to adopt the Poverty Exemption Guidelines 2023.

## **Background**

The state reviewed our policy in preparation of our assessing audit. The state objected to Paragraph 11 of the Poverty Exemption Guidelines which stated “The Board of Review shall follow the policy and guidelines of Oshtemo Charter Township as set forth in this resolution in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the applicant.”

## **Information Provided**

Attached you will find the revised Poverty Exemption Guidelines for 2023.

## **Core Values**

Public Service

OSHTEMO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN

**RESOLUTION APPROVING**  
**POVERTY EXEMPTIONS GUIDELINES – 2023**

Meeting of the Township Board on September 12, 2023

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Oshtemo Charter Township, Kalamazoo County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

NOW THEREFORE BE IT RESOLVED, that the following shall constitute the Township Poverty Exemption Guidelines for 2023.

To be eligible, a person shall do all the following on an annual basis:

- (1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- (2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead.
- (3) Produce a valid driver's license or other form of identification if requested.
- (4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- (5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.

(6) The application for an exemption shall be filed after January 1, but at least a week before the start of the March Board of Review, July Board of Review or December Board of Review.

Poverty exemption standards shall be as follows:

The following are the poverty thresholds as of September 12, 2023, for use in setting poverty exemption guidelines for 2023 assessments:

Size of Family Unit	2023 Poverty Guidelines (Federal)	2023 Qualifying Income Level (Per Township Policy)
1	13590	16987
2	18310	22887
3	23030	28787
4	27750	34687
5	32470	40587
6	37190	46487
7	41910	52387
8	46630	58287
For each additional person	4720	5900

1. Applicants must complete an application, except for their signature, and return it in person to the Assessor's Office.
2. Applications must be signed and witnessed by an employee of the Township and filed with the Assessor after January 1 but at least a week before the start of the March Board of Review, July Board of Review or December Board of Review.
3. Applicant must submit the previous year's Federal Income Tax Return and State Income Tax Return.
4. Applications may be reviewed by the Board without applicant being present, however, the Board may request the applicant be physically present to respond to questions; and may be called upon to appear on short notice.
5. Answers to questions regarding the applicant's financial affairs, health or medical expenses, employment status of those residing in the residence may be requested before the meeting of the Board.

6. Applicants will be administered an oath of truth.
7. An asset test considering all assets owned by the applicant other than the applicant's homestead vehicle and normal household goods will be used in determining whether relief should be granted. Homeowners with assets in excess of \$25,000 may not be eligible for tax exemption consideration.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.
12. Those homeowners who meet the income and asset limitations set forth herein may be granted an exemption or partial exemption.

A formal motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Review follow the above-stated policy and federal guidelines in granting or denying an exemption.

The following voted "Aye":

The following voted "Nay":

The following were absent:

The following "Abstained":

The Supervisor declared the Formal Motion had been adopted.

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Cheri Bell, Supervisor  
Oshtemo Charter Township

\*\*\*\*\*

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing Formal Motion was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on September 12, 2023, 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.

\_\_\_\_\_  
Dusty Farmer, Township Clerk

# MEMORANDUM



**Date:** August 29, 2023

**To:** Township Board

**From:** James Porter- Legal Department *JWP*

**Subject:** Second Reading and Adoption of Rezoning for 1560 S 8<sup>th</sup> St

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**Objective:**

To accept for Second Reading and Adoption of the Rezoning of 1560 S 8<sup>th</sup> St from its current zoning designation of R-3, Residence District to I-1, Industrial District.

**Proposed Motion:**

I move to accept the Planning Commission's Recommendation for approval of the Rezoning of the subject property from R-3, Residence District to I-1, Industrial District, Parcel No. 05-22-485-030.

**Background Information:**

Attached is the Proposed Ordinance No. 658 for Rezoning of 1560 S 8<sup>th</sup> St and the Minutes of August 22, 2023.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO. 658

Adopted:

Effective:

OSHTEMO CHARTER TOWNSHIP ORDINANCE

An Ordinance to amend the Oshtemo Charter Township Zoning Ordinance by the rezoning of 1560 S 8<sup>th</sup> St, Parcel No. 05-22-485-030, from R-3, Residence District to I-1, Industrial District, of the Oshtemo Charter Township Zoning Ordinance. This Ordinance repeals all Ordinances or parts of Ordinances in conflict.

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN  
ORDAINS:

- SECTION I. AMENDMENT OF LAND SECTION 24. The Oshtemo Charter Township Zoning Ordinance is hereby amended to rezone the subject property at 1560 S 8<sup>th</sup> St, Parcel No. 05-22-485-030, from R-3, Residence District to I-1, Industrial District.
- 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

THE CHARTER TOWNSHIP OF OSHTEMO  
Regular Board Meeting  
August 22, 2023  
5:30 PM

The Oshtemo Township Public Meeting was held in person at the Township Hall. Residents were able to give public comments during the meeting. Supervisor Bell called the meeting to order at approximately 5:30 PM.

**PRESENT:**

Supervisor Cheri Bell  
Clerk Dusty Farmer  
Treasurer Clare Buszka- remote  
Trustee Zak Ford  
Trustee Neil Sikora  
Trustee Kizzy Bradford- arrived approximately 6:45 PM

**ABSENT:**

Trustee Kristin Cole

Also present were Public Works Director Anna Horner, Attorney James Porter, HR Director Sara Feister, IT Director Jon Gibson, and Planning Director Iris Lubbert.

**Development Inspection Costs**

The Township has not been successful in hiring a Site Inspector this year, and the Planning Director recommends utilizing the funds budgeted for the position to hire a contracted site inspector from one of the companies with which we currently work.

Motion by Farmer, second by Sikora to amend the budget to move the \$50,000 budgeted for Site Inspector to the Planning contract line. Motion carried 4-0, with 3 absent.

**Department Budget Presentations**

Planning  
South Drake Road Corridor Improvement Authority  
Downtown Development Authority  
Legal  
Ordinance Enforcement

**Public Comment**

Supervisor Bell opened public comment. One person spoke.

**Consent Agenda**

- a. Minutes of Regular Meeting August 1, 2023
- b. HARC Policy Update



- c. Board/Committee Appointments (HARC)
- d. Employee Milestone Anniversary Recognition Policy
- e. Planning Director Job Description
- f. Budget Amendments
- g. Purchasing Policy Update

Motion by Ford, second by Farmer to approve the consent agenda with the Supervisor's name removed from the HARC appointment. Motion carried 5-0, with 2 absent.

**Presentation by Patrese Griffin, Continuum of Care Director**

Patrese Griffin, Continuum of Care Director, presented information to the Board regarding the role of Continuum of Care (CoC) within Kalamazoo County. CoC is a Housing and Urban Development (HUD) program designed to promote community-wide commitment to the goal of ending homelessness. CoC partners with municipalities to identify gaps, inequities, and challenges. They measure and analyze data to ensure accountability. They write, maintain, and monitor a 10-year Plan to End Homelessness as mandated by HUD.

**First Reading: Rezoning Request for 1560 S. 8th Street**

Supervisor Bell opened public comment. No public comment.

Motion by Farmer, second by Ford to accept the rezoning request for 1560 S. 8<sup>th</sup> St for first reading and set for second reading on September 12. Motion carried 5-0, with 2 absent.

**Creation of Industrial Development District for Faraday Properties**

Supervisor Bell opened public comment. No public comment.

Motion by Bell, second by Bradford to adopt a resolution creating the Industrial Development District for unit three of the WMU Business Technology Research Park 2.0. Roll call. Bradford-Yes, Ford-No, Sikora-No, Farmer-No, Bell-Yes, Buszka-absent, Cole-absent. Resolution failed.

**Consideration of Resolution to Discontinue Streetlight SAD**

Supervisor Bell opened public comment. No public comment.

Motion by Ford, second by Sikora to adopt a resolution to discontinue the general street lighting district. Roll call. Resolution adopted 5-0, with Buszka and Cole absent.

**Consideration of Media & Communications Contract Award to LKF Marketing**

Supervisor Bell opened public comment. No public comment.

Motion by Farmer, second by Sikora to authorize the Supervisor to complete the negotiations with LKF and to enter contract for communications and marketing services. Motion carried 4-0, with 3 absent.

**Public Comment**

Supervisor Bell opened public comment. One person spoke.

Supervisor Bell adjourned the meeting at approximately 9:30 PM.

Prepared by: Dusty Farmer  
Township Clerk

Attested: Cheri Bell  
Township Supervisor

# Memorandum



**Date:** 7 September 2023  
**To:** Township Board  
**From:** Iris Lubbert, Planning Director  
**Subject:** Oshtemo Housing Plan Presentation and Consideration to Distribute

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## **Objectives**

MOTION: Township Board accepts and authorizes the distribution of the Oshtemo Township Housing Plan 2023 for a 63-day comment period per the Michigan Planning Enabling Act.

## **Background**

In October 2021 Oshtemo Township entered into a contract with W.E. Upjohn Institute for Employment Research to develop a housing plan. The housing plan would investigate existing housing conditions within the community, as well as suggest strategies to improve current conditions and address future housing needs.

A final draft of the Oshtemo Township Housing Plan was presented to the Planning Commission on September 29<sup>th</sup> for review and consideration. With minor edits, the Planning Commission unanimously recommended forwarding the Housing Plan to the Township Board to start the official public review process. If distribution is approved by the Township Board, after the required 63-day comment period, the plan can then move forward to the Planning Commission for a public hearing. If the Commission makes a recommendation to approve the housing plan, the plan will return to the Township Board for final consideration and potential adoption.

Emily Petz, with W.E. Upjohn Institute for Employment Research, will present highlights of housing plan to the Township Board at their September 12<sup>th</sup> meeting.

This plan covers a housing needs assessment, market demands, results from the Oshtemo Township Housing Survey, Oshtemo portion of the countywide housing survey, and goals and objectives. Community and committee engagement helped to guide the direction and focus.

**Information Provided:** Oshtemo Township Housing Plan 2023

**Core Values:** Public Service, Sustainability, Innovation, Professionalism, Integrity

# Oshtemo Township Housing Plan 2023



Prepared by the W.E. Upjohn Institute and the Southcentral Michigan  
Planning Council for the Oshtemo Township Board



W.E. UPJOHN  
INSTITUTE  
FOR EMPLOYMENT RESEARCH

By Emily Petz, Dakota McCracken, Gerrit Anderson, Lee Adams, and Brian Pittelko

## Acknowledgments

No single group or solution will solve the housing crisis. As such, many individuals and organizations were asked to contribute to the creation of this housing plan, including municipal leaders, realtors, developers, employers, nonprofit agencies, and residents. The Planning Commission worked as the steering committee to provide critical direction and innovative ideas to the planning process, which in turn guided the goals and objectives of this plan. Stakeholders' input on these strategies is vital, as their knowledge of local conditions and politics helps determine which are likely to succeed. In addition to the public planning-commission meetings, eight special public meetings in the evening and on weekends were held to collect feedback on preliminary results. Survey responses were collected from 503 residents in the Oshtemo targeted survey. Some 435 more were received from Oshtemo residents countywide in the Kalamazoo County survey. The strong participation showed the level of concern and passion people have for coming up with housing solutions for Oshtemo Township.

Formulating this housing plan would not be possible without the hard work of the Planning Commission and the Community Development Department at Oshtemo Township. Additional support provided by township volunteers was invaluable in getting the word out about the housing survey. In addition to those who answered the survey, we had around 55 participate in stakeholder in-person and Zoom meetings. We are grateful for the collaboration and partnerships that formed during this process.

## Planning Commission members

Kizzy Bradford (TB liaison)  
Philip Doorlag  
Deb Everett  
Zak Ford (TB liaison)  
Scot Jefferie  
Micki Maxwell  
Alistair Smith  
Bruce VanderWeele  
Anna Versalle  
Chetan Vyas

## Local Housing Experts and Residents

Curt Aardsma  
Paul Ecklund  
Melissa Fish  
Gary Heckman  
Kelley Kellis  
Christy Lash  
Rich MacDonald  
Susan Riker  
Paula Rumsey  
Mary Shuster  
Neil Sikora

## Township Board members

Cheri Bell  
Kizzy Bradford  
Clare Buszka  
Kristin Cole  
Dusty Farmer  
Zak Ford  
Libby Heiny-Cogswell

## Staff Support

Ann Homrich (Executive Assistant)  
Colten Hutson (Zoning Administrator)  
Iris Lubbert (Planning Director)  
James Porter (Township Attorney)

The Township wishes to thank the residents that attended the public meetings and participated in the online survey. Your feedback and participation were an invaluable part of the plan!



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# 1

## Introduction



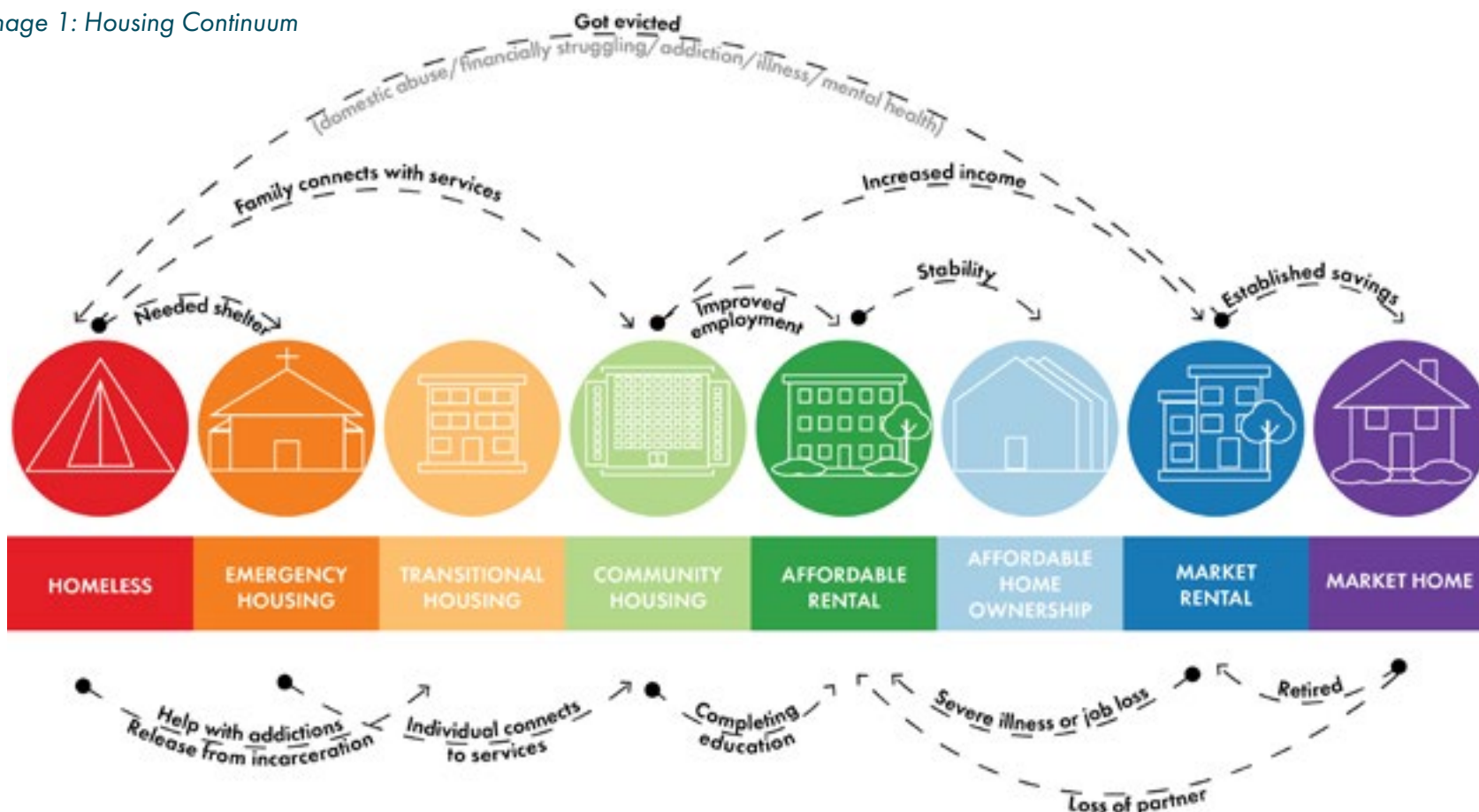
# Introduction

## Housing Continuum

The housing continuum demonstrates the range of housing types in which individuals may live during their lifetimes. A healthy housing market has options for any stage. Individuals can move in any direction at any point in their lives. A healthy community has

options along this continuum in order to allow residents to not only stay in their community through each stage, but, more importantly, to thrive through economic stability.

Image 1: Housing Continuum



These are a few examples of how people might move within the housing continuum.

Source: Housing Continuum Image Courtesy of United Way of Halifax (Canada)

# Introduction

## Creating This Plan

The Upjohn Institute was asked by the Oshtemo Township Board to complete a housing plan for the community. This plan will cover the housing needs assessment, market demands, results from the Oshtemo Township Housing Survey, the Oshtemo portion of the countywide housing survey, and goals and objectives. Community and committee engagement helped guide the direction and focus. The data and survey results help to put context to the housing pressures and frustrations being experienced throughout the Township. We cannot stop change, but we can take a proactive approach to guiding the changes and growth to provide a better future. The plan provides the data to see where we are currently, where we can go and how we can get there.

## Executive Summary

A healthy housing continuum provides homes for those with a range of incomes or in different life situations. Oshtemo Township has a shortage of housing units at multiple price points. Low rates of construction, high construction costs, increased demand from a growing population, and housing costs that are increasing faster than wages have contributed to the shortage and affordability issues. This plan uses a number of indicators to assess the condition of the housing continuum. The indicators examined include the current and projected population, the existing housing stock, and the needs and desires of the current population. Population indicators and survey results are needed to understand the current and future demand for housing. An examination of the existing housing stock is needed in order to grasp what problems currently exist and which housing types are needed going forward. Assessing the needs and desires of the existing population helps guide decision-making around how resources are utilized to provide the greatest benefit to Township residents.

Fortunately, many strategies are available to help alleviate some

of the housing concerns found in the township. These strategies are most effective when community partners band together to implement them as a cohesive unit.

In 2021, the population of Oshtemo Township stood at 23,583. It had grown about 5 percent during the preceding five years, a higher growth rate than that of the state overall, which was 1.54 percent for that same period. The township had grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. From 2016 to 2021, the population of Oshtemo Township became more racially diverse. The fastest-growing ethnic/racial group is the one categorized as “Two or More Races,” whose proportion increased by more than 4 percentage points over the five-year period.

Housing-unit construction in Oshtemo Township has remained low following the housing crash of the Great Recession. Even as the housing bubble burst, Oshtemo continued to grant building permits, while permits in the county overall declined. Both the township and the county have found a stable level of construction since the recovery, though Oshtemo has been trending downward since 2018. While the pace of permitting countywide is modest, Oshtemo Township is missing out on potential growth and unmet demand.

Lower inventory of housing is one of the drivers of higher prices: demand for housing is high, but there are fewer available homes than in the past. Housing prices and weekly earnings were

**Affordability** is defined as a household paying 30 percent or less of its total gross annual income on housing. This is an inclusive definition that can be used for either market-rate or subsidized housing. Conversely, income-qualified units are intended only for low- and moderate-income households.

# Introduction

trending generally together until 2018. Then, wages stagnated until the end of 2020 before rising steadily through 2021. During the same period, home prices rose steadily until flattening in 2022. The resulting gap is stark, making many homes unaffordable even as wages are rising.

The high proportion of university students in Oshtemo Township likely lowers the median income. Residents under the age of 25 making less than \$20,000 a year account for twice the rate in Oshtemo Township as they do statewide. Additionally, over 15 percent of the senior-aged population in Oshtemo Township make less than \$20,000 annually, and 28 percent of Oshtemo seniors make less than \$30,000 annually, indicating that some seniors likely struggle to afford housing without being cost-burdened.

Overall, the number of owner-occupied housing units in Oshtemo Township increased by more than 50 from 2016 to 2021. However, there was a decline in homeownership in Census Tract 29.05 (the section of the township south of the Amtrak line and west of U.S 131) by 1.81 percent.

The housing concerns in Oshtemo Township are not small. Rising costs have put most moderate- and low-income earners into situations where they are paying more in rent or ownership costs than what is financially sustainable. The supply-and-demand chapter shows that 2,300 renting households are burdened by their current housing costs. Most of these renters earn below 20,000 per year and would need rental units costing below \$500 per month for relief from that burden. There are fewer than 1,000 overburdened homeowners, in a wide range of incomes. The largest group, at 300 households, are making \$35,000 to \$49,999 per year. These households would need homes of between \$115,000 and \$163,000 (depending on property taxes and loan parameters) to afford payments of \$875 to \$1,249 per month.

According to our estimates, the township needs to enable the development of 750 new housing units to address housing issues. This includes population-growth projections and pent-up demand from the past under production of housing. This will require a substantial public private investment—an estimated \$177 million.

In total, 504 responses were received in the Oshtemo Township Survey, for a coverage rate of 5 percent of households. This is within the standard range for survey responses. Homeowners make up just over half of Oshtemo Township residents but represent over 85 percent of respondents to the survey. To account for this, data from the survey questions were apportioned by renter and owner to show responses separately. The purpose of the survey was to provide additional public engagement and feedback during a time when in-person meetings decreased. The survey responses do not represent the demographics of the community based on the U.S. Census's American Community Survey. There was a strong difference between renter and owner responses on further development of multifamily housing. The largest portion of renters—over 45 percent—strongly agreed that multifamily housing options were important. Owners were more evenly distributed but seem generally not to be in favor of multifamily housing, as “strongly agree” was the smallest response.

Owners and renters have different challenges when it comes to finding housing. Renters' primary concern is price. Their second and third concerns are the pace by which units are leaving the market and the various housing options. For owners, the issues were more evenly distributed, but the pace of homes on the market was the most frequent response. When asked what they were looking for when choosing a home, renters' top response indicated a desire to live in a mixed-income neighborhood. They also prioritized proximity to work more highly than homeowners did. Homeowners' responses most often prioritized factors associated with family life, such as parks, schools, and proximity to family.

# Methodology

## Kalamazoo County Survey Methodology

The intent of this survey was to document the housing characteristics and preferences of housed residents of Kalamazoo County. Survey questions were focused on determining demand for specific housing types, location preferences, clarifying housing challenges, getting feedback on housing priorities, and determining how different demographic groups are impacted by housing crises. Information gathered from this survey was used to inform content in the Kalamazoo County Housing Plan.

The target population for the survey was housed residents living in Kalamazoo County. For the purposes of this survey, all adults living in the household were asked to respond. As of 2021, Kalamazoo County had a population of 261,108 [1]. There were 204,985 individuals aged 18 and over residing in Kalamazoo County as of 2021 [2]. Additionally, there were 105,990 occupied housing units as of 2020 [3].

A sample of residential addresses was obtained from the Kalamazoo County government. Because the county government utilizes the address list for emergency services, apartment units are not specified. This lack of information was compensated for by identifying multifamily residents in the address list and verifying the number of units at the address from voting records. Addresses to be mailed survey prompts were randomly selected from the augmented list. Moreover, the survey was also shared on social media by cities, townships, villages, neighborhood groups, and nonprofits throughout Kalamazoo County.

The survey instrument was implemented through Survey Monkey on March 1, 2022, and concluded on May 22, 2022. A total

of 35,500 survey prompts were mailed to homes in Kalamazoo County. Resource limitations led to the selection of a multifaceted approach to advertising the survey among housed residents of Kalamazoo County. Moreover, this approach would attempt to account for the errors that could occur from administering survey prompts only by way of a mailer.

The mailed survey prompts, social media campaigns, and other advertising methods yielded roughly 3,000 responses. Of those roughly 3,000 responses, 435 were from Oshtemo Township Residents. It is essential to incorporate these responses in this plan to ensure the largest number of Ostemo Township residents' perspectives were considered. The results and analysis of these responses are found in Chapter 4.

# Methodology

## Oshtemo Township Survey Methodology

The intent of this survey was to document the housing characteristics and preferences of housed residents of Oshtemo Township. Survey questions were focused on determining demand for specific housing types, location preferences, clarifying housing challenges, getting feedback on housing priorities, and determining how different demographic groups are impacted by housing crises. Information gathered from this survey was used to inform the Oshtemo Township Housing Plan.

The target population for the survey was housed residents living in Oshtemo Township. For the purposes of this survey, all adults living in the household were asked to respond. As of 2021, Oshtemo Township had a population of 23,583 [1]. There were 18,687 individuals aged 18 and over residing in Oshtemo Township as of 2021 [2]. Additionally, there were 10,383 occupied housing units as of 2021 [3].

The survey instrument was implemented through Survey Monkey on November 18th, 2022 and concluded on March 10th, 2023. The survey was shared on a postcard to all addresses registered to vote in Oshtemo Township. It was shared on the Township newsletter, through multiple social media posts and posters were made for apartments where posting was possible. In total, 504 responses were received, for a coverage rate of 5 percent of households. This is within the standard range for survey responses.

# 2

## Housing Assessment

# Housing Assessment

## About the Data

Most of the data gathered for this report come from the 2021 and 2016 five-year estimates of the American Community Survey, which is a product of U.S. Census Bureau. Census data are collected through a self-reported survey; as such, it is possible that respondents did not provide entirely accurate responses. Nonetheless, the U.S. Census Bureau remains a reliable data source for subjects covered in this report. Not all variables identified in the report were available at the county subdivision level; therefore, we pulled data at the census tract level.

are associated with the 2010 census-tract boundaries, as the tracts that were split in 2020 can be aggregated to sum to the value of the 2010 tracts. Please reference the 2010 and 2020 census-tract map and tables for a visual representation of the census tracts in Oshtemo Township.

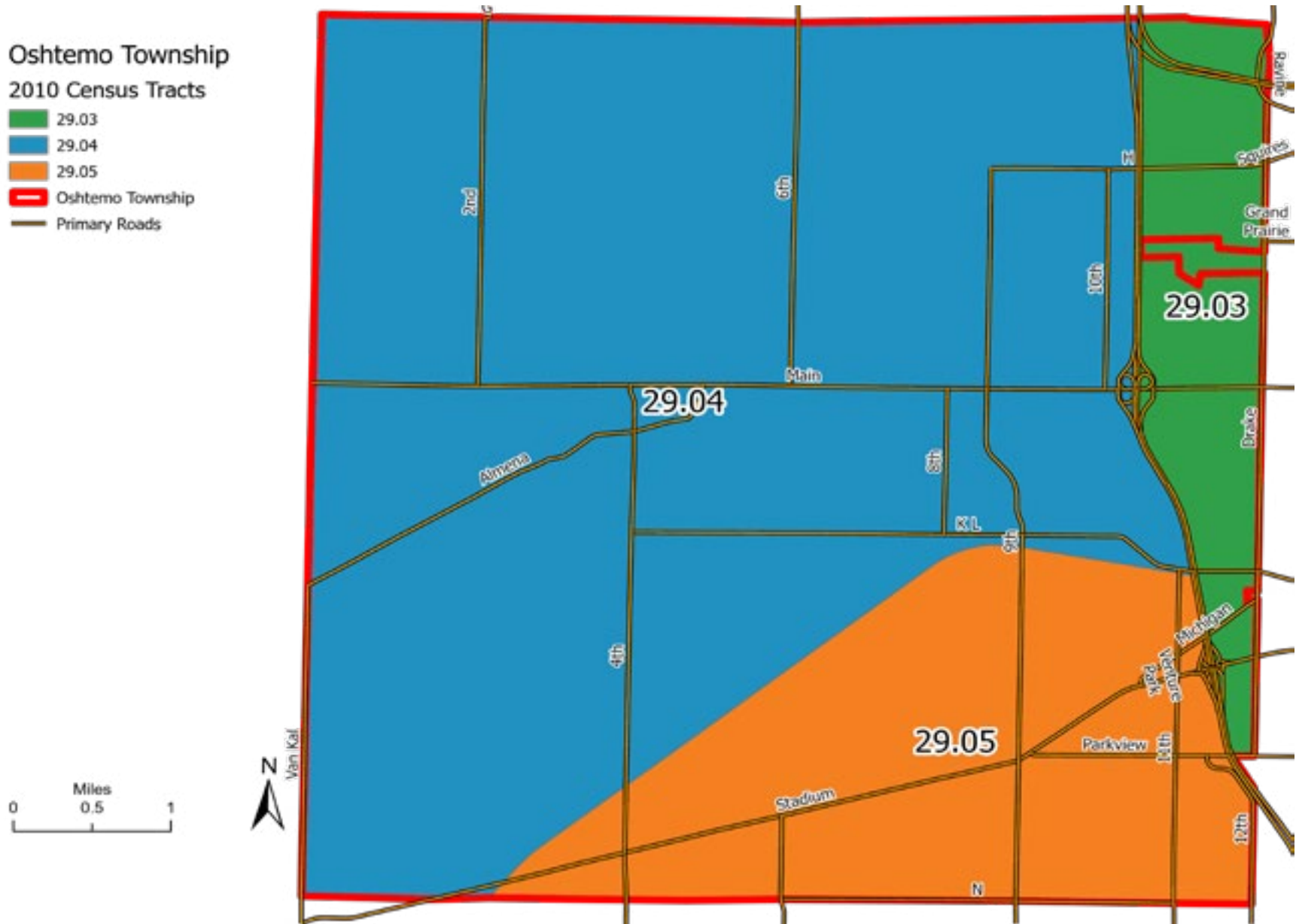
## Data Limitations

The U.S. Census Bureau updates the boundaries of census tracts every 10 years; therefore, the 2021 five-year estimates and the 2016 five-year estimates of census-tract boundaries are not the same. Moreover, the 2021 five-year estimates correspond to the 2020 census-tract boundaries, while the 2016 five-year estimates correspond to the 2010 census-tract boundaries. The U.S. Census Bureau either splits or merges census tracts, depending on population change (splits for population increases and merges for population decreases). In Oshtemo Township between 2010 and 2020, three census tracts were split into new tracts (see Table 2), for a total of six census tracts. This discrepancy between the two years means that metrics that require calculating the percentage change between the 2021 five-year estimates and the 2016 five-year estimates



# Housing Assessment

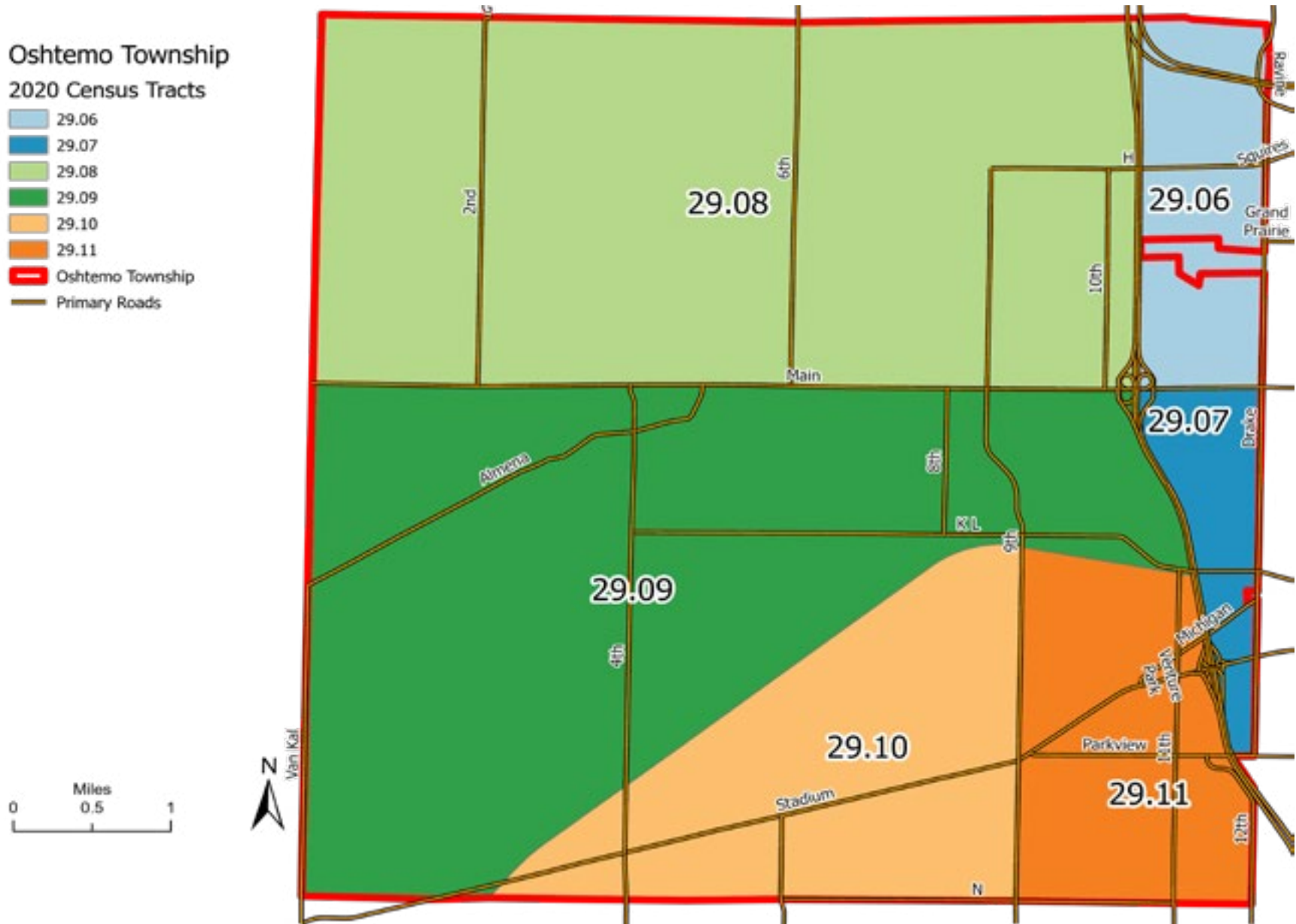
Map 1: Oshtemo Township Subdivision by Census Tract, 2010 Tracts





# Housing Assessment

Map 2: Oshtemo Township by Census Tract, 2020 Tracts



# Housing Assessment

## Geography

Oshtemo Township is located on the west side of Kalamazoo County. Kalamazoo County is located south of Grand Rapids, southwest of Lansing, and west of Detroit. Kalamazoo County comprises the entire Kalamazoo-Portage Metropolitan Statistical Area. U.S. Route 131 and Interstate 94 intersect near the center of the county. Kalamazoo County consists of four cities (of which the city of Kalamazoo is the county seat), five villages, and 15 townships. Oshtemo Township consists of six census tracts as of the most recent census boundaries.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

*"Housing that is in a location where i can walk to shopping and services"*

*-Anonymous, Oshtemo Township Survey*

### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"Proximity to everything and yet a feeling of being more sub-urban/rural than suburban/city."*

*- Anonymous, Oshtemo Township Survey*

# Housing Assessment

## Population and Households

In order to design an effective housing plan, one must consider the unique demographics of a community and how the current housing supply may or may not serve the community’s needs. Such background information helps identify opportunities to better match housing supply to housing need

### Population

In 2021, the population of Oshtemo Township stood at 23,583. It had grown 5 percent during the preceding five years, a higher growth rate than that of the state overall, which was 1.54 percent during the same period. From 2016 to 2021, one census tract experienced a population decrease within Oshtemo Township: Tract 29.04 (the section of the township north of the Amtrak line and west of Interstate 131) saw its population fall by 4.77 percent. Conversely, Tracts 29.05 and 29.03 experienced population increases of 13.5 and 10.22 percent.

Table 1: Population, Oshtemo Township

2010 Tract	2016 Population	2020 Tract	2021 Population	2021 Population Adj.	Change %
29.03	5195	29.06	1613	5726	10.2
		29.07	4113		
29.04	9568	29.08	4974	9112	-4.8
		29.09	4138		
29.05	7705	29.10	4720	8745	13.5
		29.11	4025		

Source: 2021 & 2016 ACS, 5 yr Estimates

## Survey Responses

### What are some of the things you like or dislike about housing in Oshtemo Township?

“Not enough single family residential properties affordable to young couples”

-Anonymous, Oshtemo Township Survey

# Housing Assessment

## Household Size

Oshtemo Township has grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. The proportion of homeowners living in three- or four-person households increased by 8 percentage points. Larger households of six people or more have increased in their proportion of homeowners but do not form a significant category for renters in the township. Among renters, the proportion of three-person households has declined slightly, and the difference has been redistributed among other household sizes.

Table 2: Tenure by Household Size, Oshtemo Township

Household size	2016 Owner Occupied		2016 Renter Occupied		2021 Owner Occupied		2021 Renter Occupied	
	Count	%	Count	%	Count	%	Count	%
1-person Household	1,267	24.5%	2,389	47.8%	1,125	21.5%	2,498	48.6%
2-person Household	2,432	46.9%	1,230	24.6%	2,064	39.4%	1,287	25.0%
3-person Household	527	10.2%	968	19.4%	789	15.0%	834	16.2%
4-person Household	619	11.9%	350	7.0%	794	15.1%	431	8.4%
5-person Household	243	4.7%	61	1.2%	297	5.7%	90	1.8%
6-person Household	59	1.1%	-	-	125	2.4%	-	-
7 + person Household	33	0.6%	-	-	49	0.9%	-	-

Source: 2021 ACS, 5 yr Estimates

## Race

From 2016 to 2021, the population of Oshtemo Township became more racially diverse. The fastest-growing ethnic/racial group is the one categorized as “Two or More Races,” whose proportion increased by more than 4 percentage points over the five-year period. Both the proportion and the total number of residents identifying as “White” decreased during the five-year period.

Table 3: Race 2016-2021, Oshtemo Township

Race	Population 2016		Population 2021	
	Count	%	Count	%
Two or More Races	1,093	4.9%	2,203	9.3%
White	16,854	75.0%	16,387	69.5%
Black or African American	2,810	12.5%	3,270	13.9%
Some Other Race	991	4.4%	1,182	5.0%
Hispanic Ethnicity <small>*Of Any Race</small>	885	3.9%	1,380	5.9%
Total Population	22,468	100%	23,583	100%

Source: 2021 ACS, 5 yr Estimates

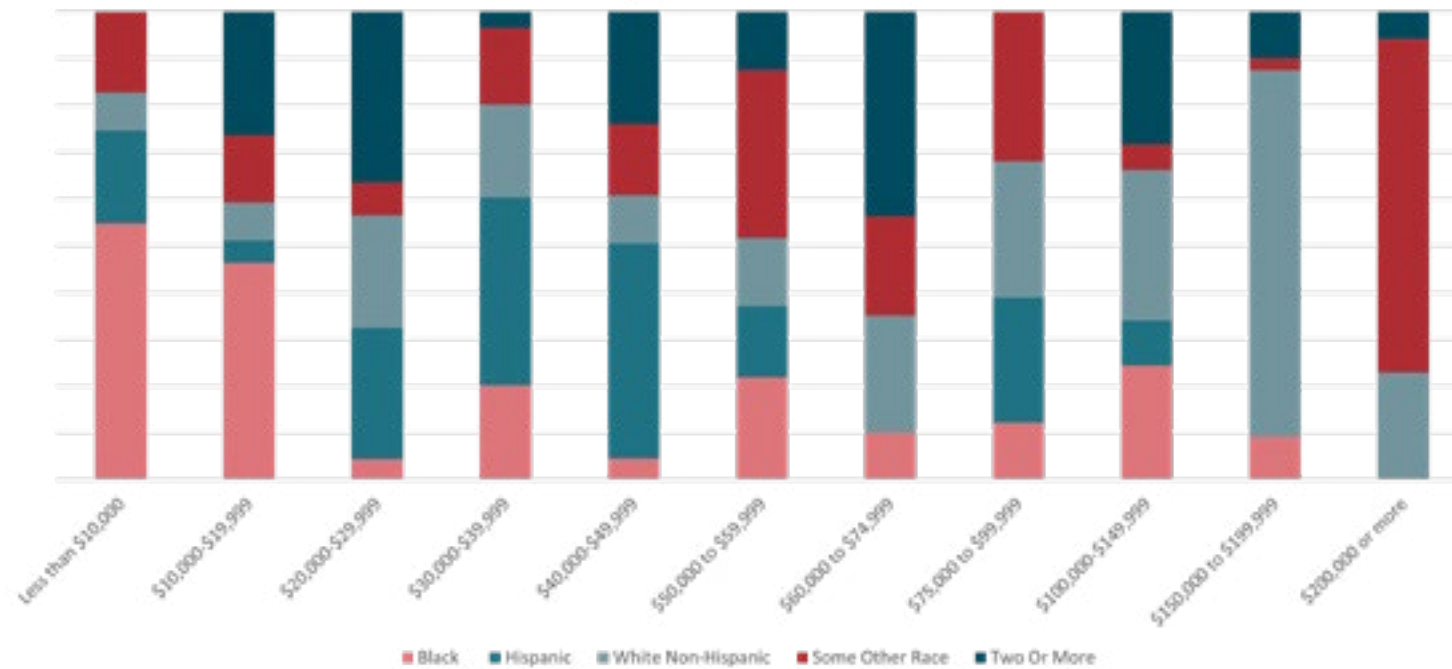
NOTE: Because of the inclusion of “Hispanic Ethnicity,” this table does not sum to the total population count. Differences in the 2021 total population count (listed in the population section) and the population count of this table stem from differences in the 2021 American Community Survey’s one-year estimate and the 2021 American Community Survey’s five-year estimate.

# Housing Assessment

## Race, cont.

Over half (55.6 percent) of Black households in Oshtemo Township make less than \$20,000 annually, greatly increasing the chances that they experience a housing-cost burden. They are twice as likely to have incomes of less than \$30,000 a year as White non-Hispanic households in the township are, highlighting equity concerns.

Chart 1: Oshtemo Township Household Income by Race, 2021



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Table 4: Oshtemo Township Income By Race, 2021

Income	White Non-Hispanic	Black or African American	Hispanic Ethnicity	Two or More Races	Some Other Race
Less than \$10,000	2.7%	18.5%	6.7%	0.0%	5.8%
\$10,000- \$19,999	6.5%	37.1%	3.8%	21.1%	11.5%
\$20,000- \$29,999	13.5%	2.5%	15.7%	20.4%	4.0%
\$30,000- \$39,999	10.9%	11.0%	22.0%	1.9%	8.9%
\$40,000- \$49,999	7.4%	3.3%	32.9%	17.1%	11.0%
\$50,000- \$59,999	4.3%	6.4%	4.4%	3.6%	10.5%
\$60,000- \$74,999	11.6%	4.6%	0.0%	20.2%	9.8%
\$75,000- \$99,999	11.3%	4.7%	10.3%	0.0%	12.4%
\$100,000- \$149,999	14.0%	10.7%	4.2%	12.4%	2.4%
\$150,000- \$199,999	10.5%	1.2%	0.0%	1.3%	0.3%
\$200,000 or more	7.5%	0.0%	0.0%	1.9%	23.5%

Source: 2021 ACS, 5 yr Estimates

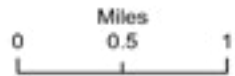
# Housing Assessment

Map 3: Osthemo Township Population Percent Change, 2016–2021

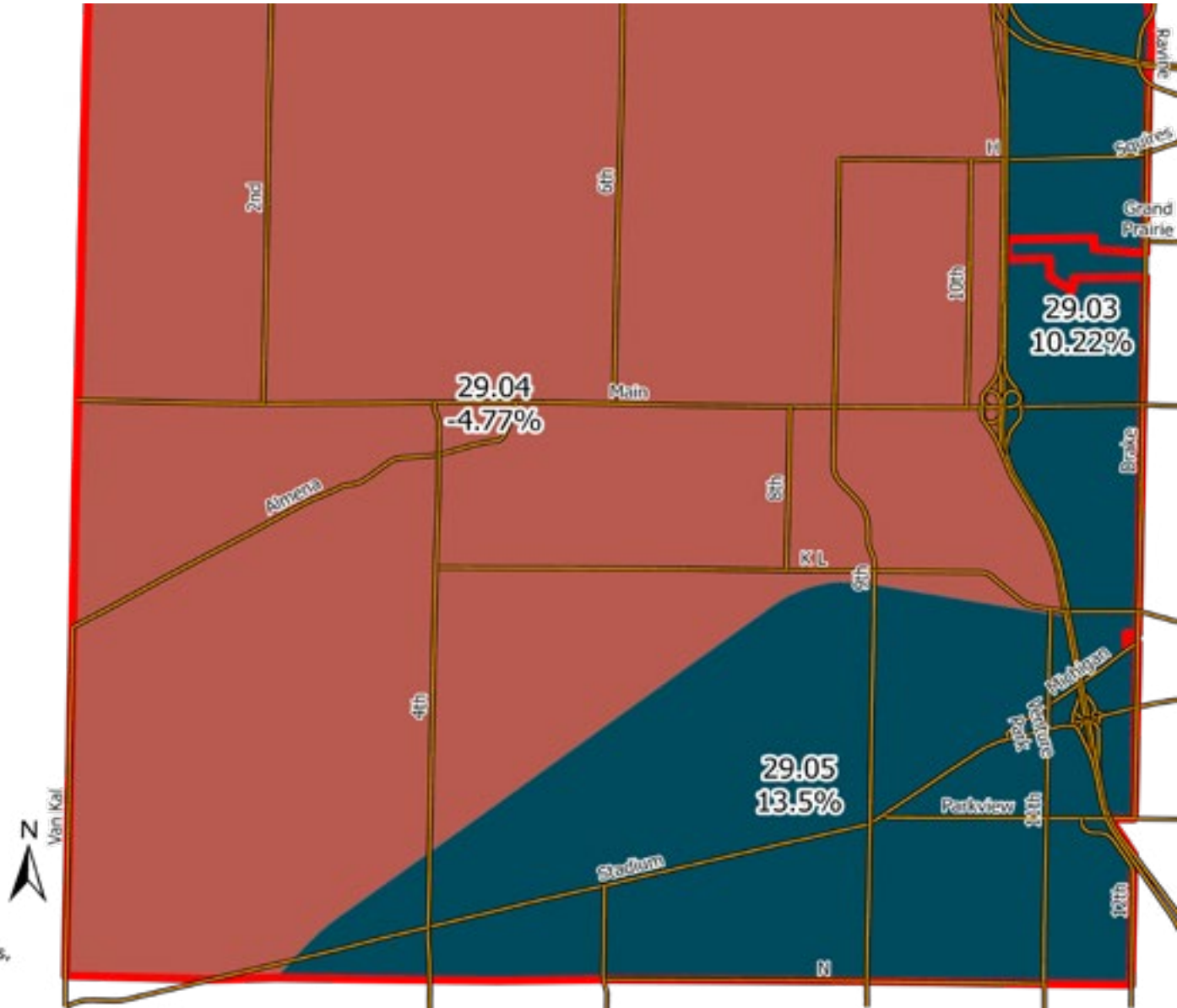
Population, 2016 to 2021

Percent Change, by Census Tract

- 4.77% - 0.00%
- 0.01% - 10.00%
- 10.01% - 20.00%
- Osthemo Township
- Primary Roads



Source: ACS 2021 5 Yr Estimates, ACS 2016 5 Yr Estimates



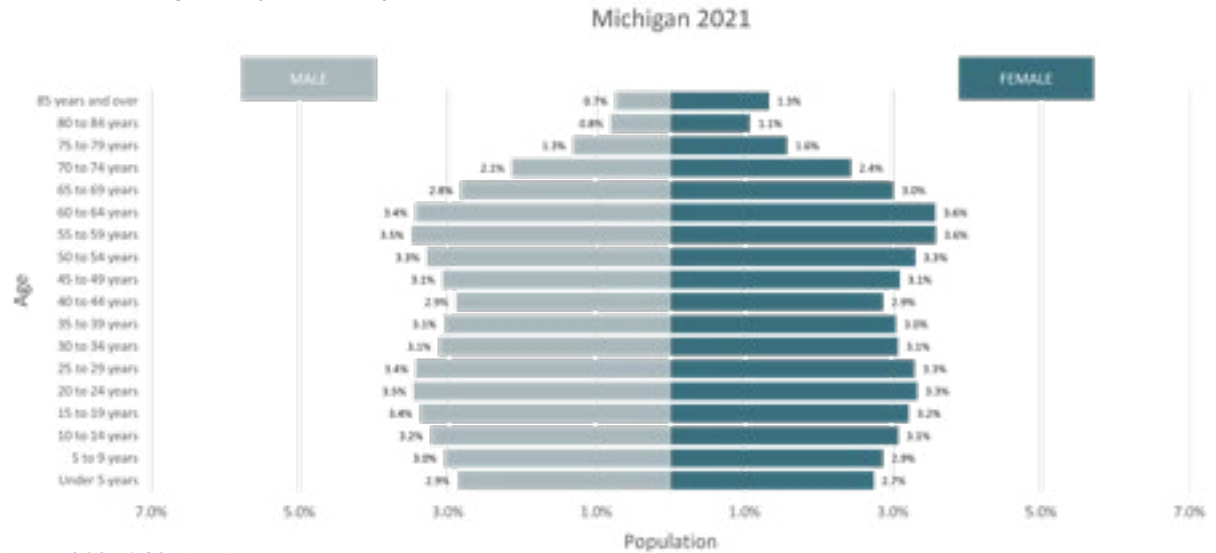


# Housing Assessment

## Age

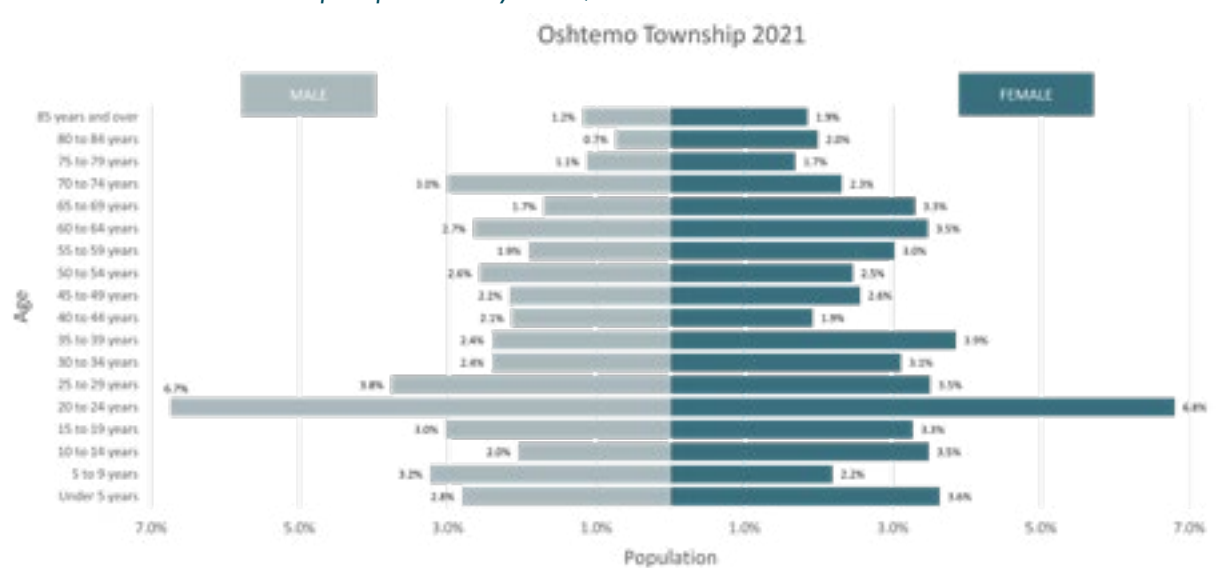
Oshtemo Township’s location next to Western Michigan University, Kalamazoo College, and Kalamazoo Valley Community College ensures that young adults make up more of the township’s population than is typical across the state. Michigan’s proportion of 20- to 24-year-olds is 6.8 percent, while the proportion in Kalamazoo County is 11.8 percent and the proportion in Oshtemo Township is 13.5 percent—double the state average. Communities with a high number of university students are unique in that many students who did not grow up in that community return to their hometowns between semesters, which causes the population to fluctuate throughout the year. American Community Survey and census population estimates include the student population at its peak.

Chart 2: Michigan Population Pyramid, 2021



Source: 2021 ACS, 5 yr Estimates

Chart 3: Oshtemo Township Population Pyramid, 2021



Source: 2021 ACS, 5 yr Estimates

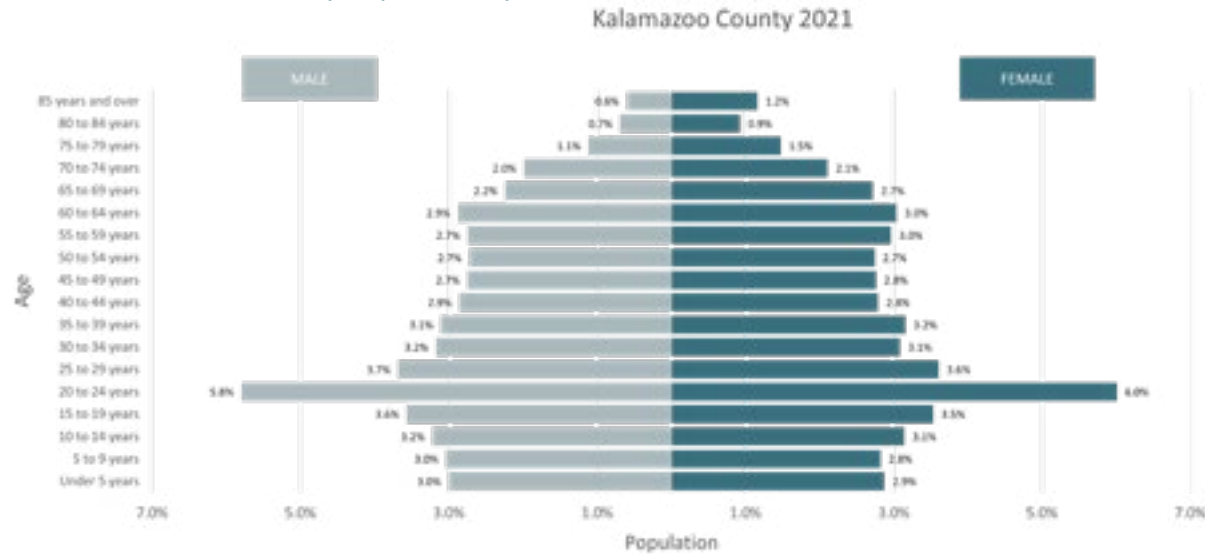


# Housing Assessment

Senior-aged individuals—those 65 years of age and older—comprise nearly one-fifth (18.8 percent) of the township’s population. This is a slightly higher proportion than that of the overall population of Michigan seniors, who make up 17.2 percent of the state’s total population.

The proportion of Oshtemo Township’s residents aged 19 or younger matches that of the state as a whole, at just under one-quarter of the population.

Chart 4: Kalamazoo County Population Pyramid, 2021



Source: 2021 ACS, 5 yr Estimates

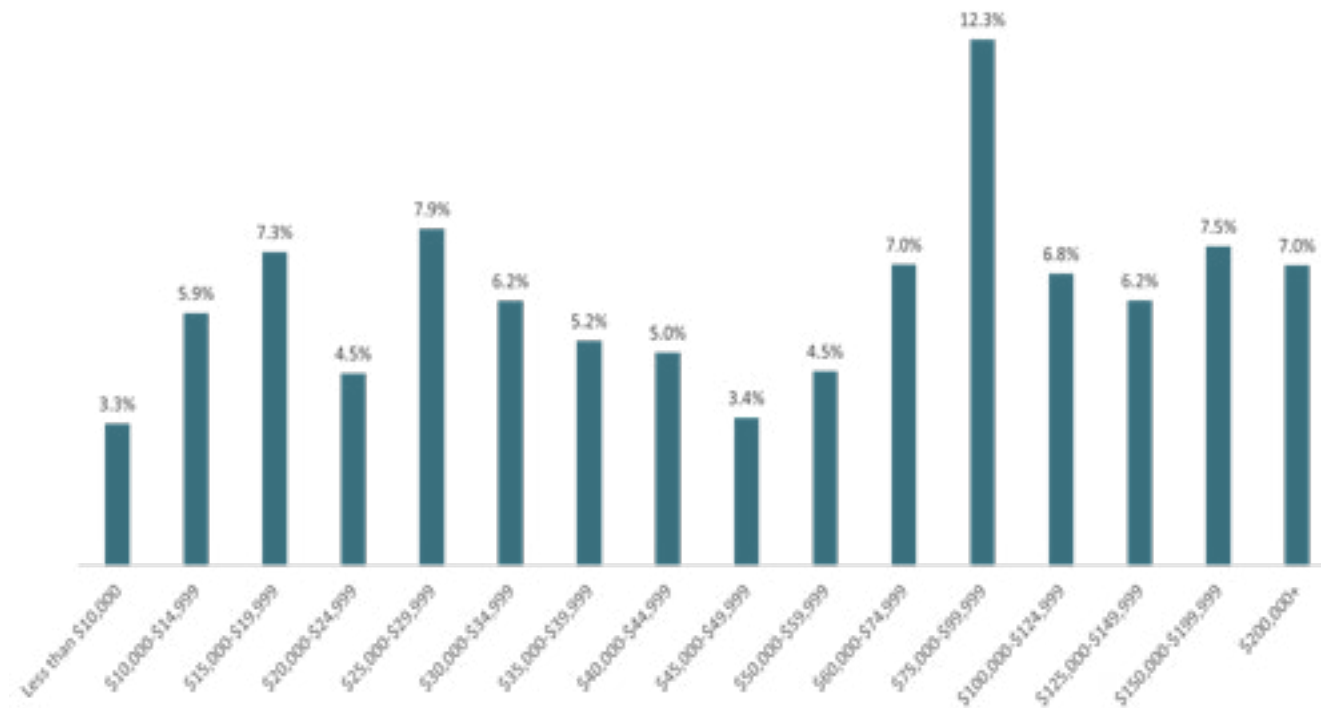
# Housing Assessment

## Age and Income

The high proportion of university students in Oshtemo Township likely lowers the median income. Residents under the age of 25 making less than \$20,000 a year account for twice the average rate in Oshtemo Township as they do statewide. Nearly one-third (32.1 percent) of residents under the age of 25 make less than \$20,000 a year, while 16.5 percent of township residents overall make less than \$20,000 a year. While some students have supplementary forms of income not included in the census estimates, others do not and may struggle to afford housing. The median annual income needed to afford rent in the township

without being housing-burdened ranges from \$23,880 to \$29,220. Nearly 60 percent (58.3 percent) of all senior-aged individuals in Oshtemo Township either pay rent or make a mortgage payment. Over 15 percent of the senior-aged population in Oshtemo Township make less than \$20,000 annually, and 28.1 percent of Oshtemo seniors make less than \$30,000 annually, indicating that some seniors likely struggle to afford housing without being cost-burdened.

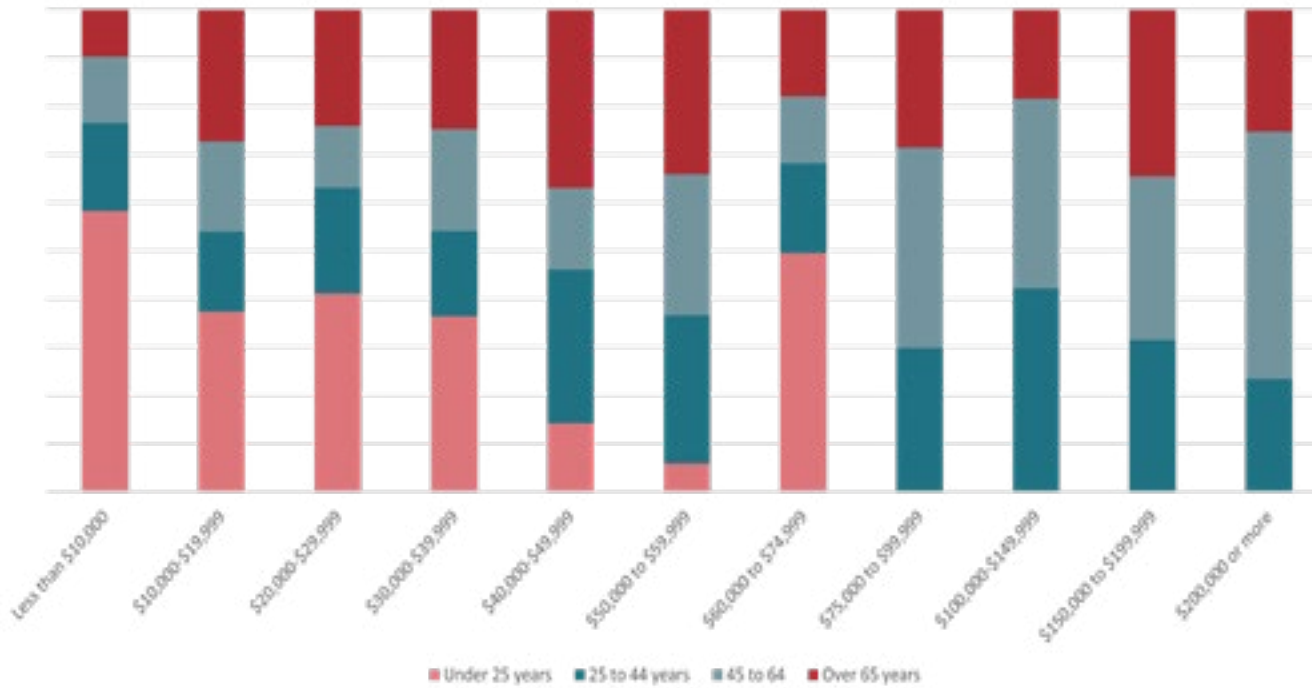
Chart 5: Oshtemo Township Income Distribution



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Chart 6: Oshtemo Township Income by Age, 2021



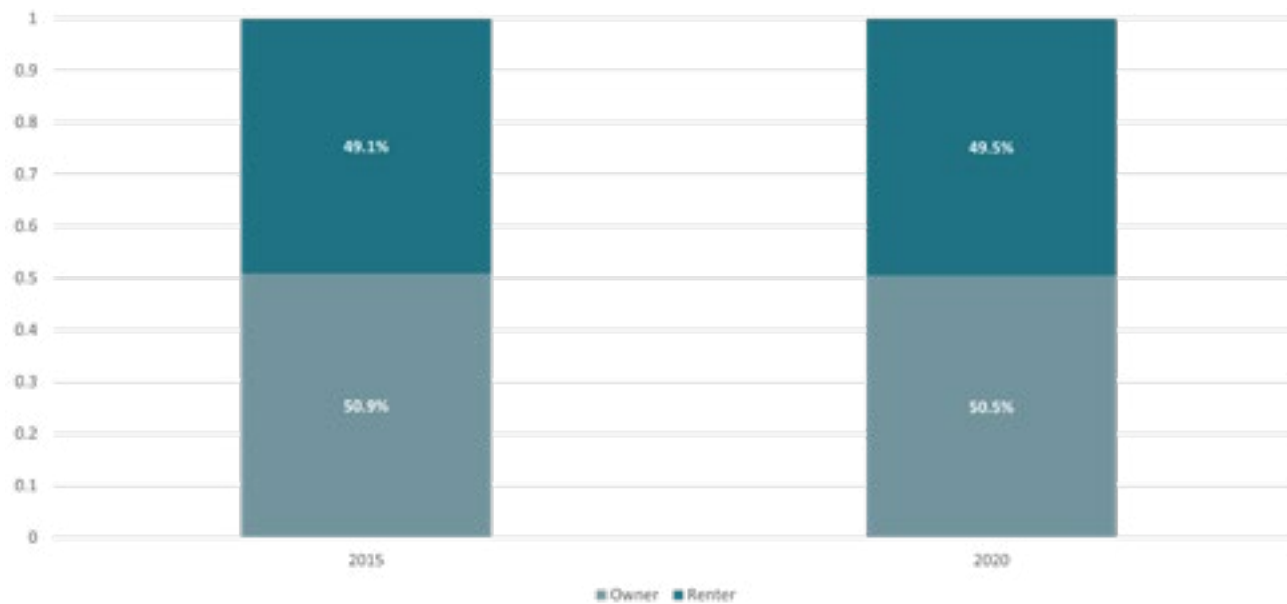
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure

Overall, the number of owner-occupied housing units in Oshtemo Township increased by more than 50 from 2016 to 2021. However, there was a decline in homeownership in Census Tract 29.05 (the section of the township south of the Amtrak line and west of Interstate 131) by 1.81 percent. Tracts 29.03 and 29.04 both had increases in the number of owner-occupied units, by 5.86 and 2.88 percent, correspondingly.

Chart 7: Housing Tenure in Oshtemo Township

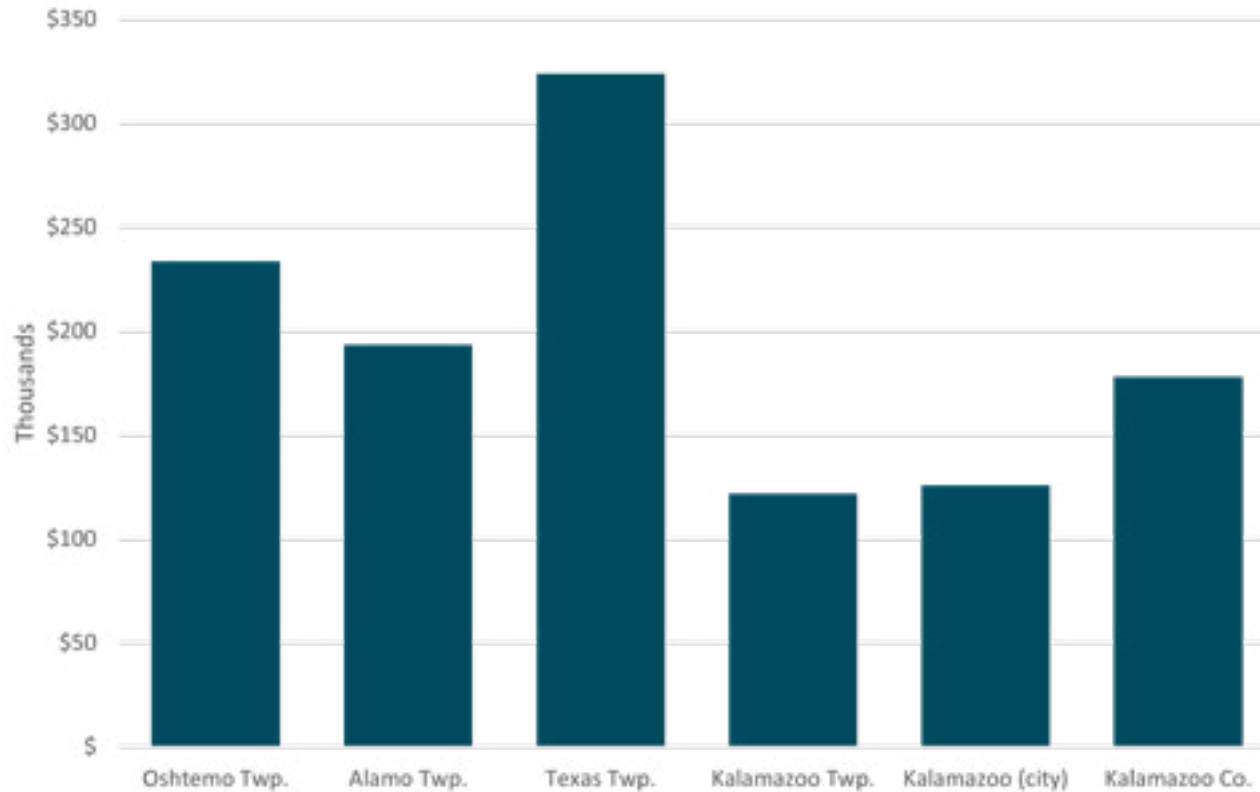


Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Oshtemo Township's median owner-specified value is more than \$50,000 higher than that of Kalamazoo County. The township's median owner-specified value is also higher than that of Alamo Township, Kalamazoo Township, and the City of Kalamazoo, but lower than that of Texas Township.

Table 8: Median Owner Specified Value of Owner-Occupied Housing Units

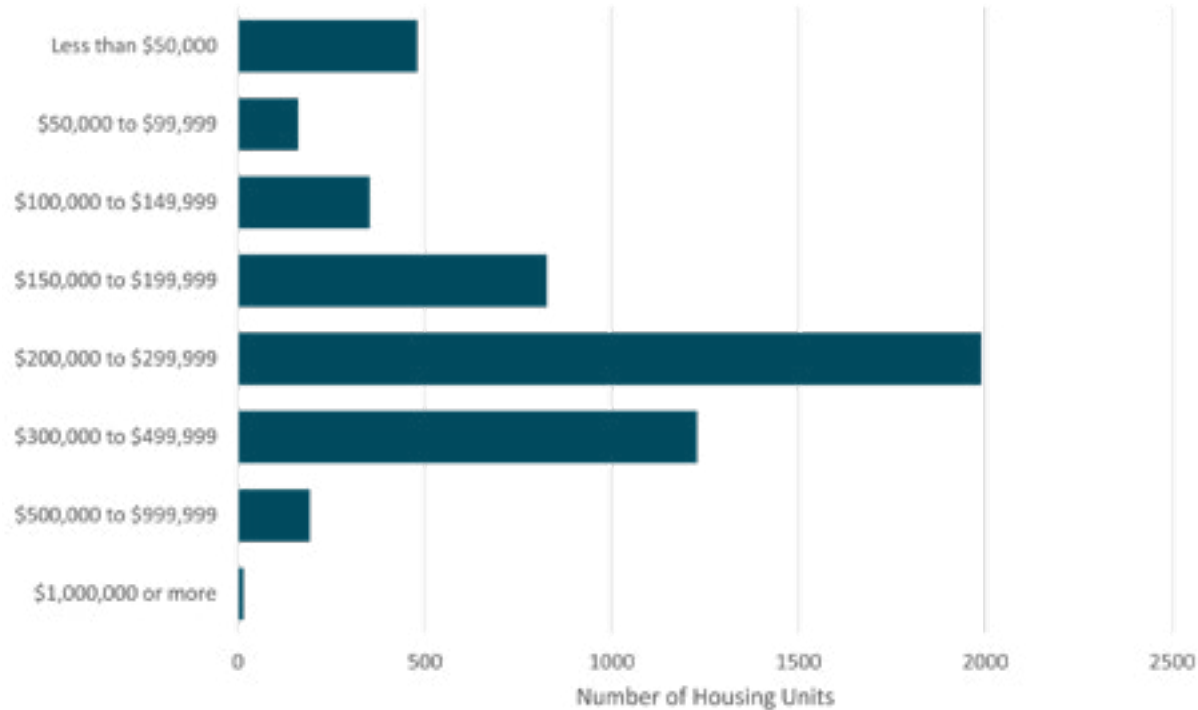


Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

About 19 percent of owners identified a value of less than \$150,000, with 34.7 percent identifying a value of less than \$200,000. A majority of owners (61.4 percent) identified a value of between \$200,000 and \$500,000.

Chart 9: Owner Specified Value of Owner-Occupied Housing Units



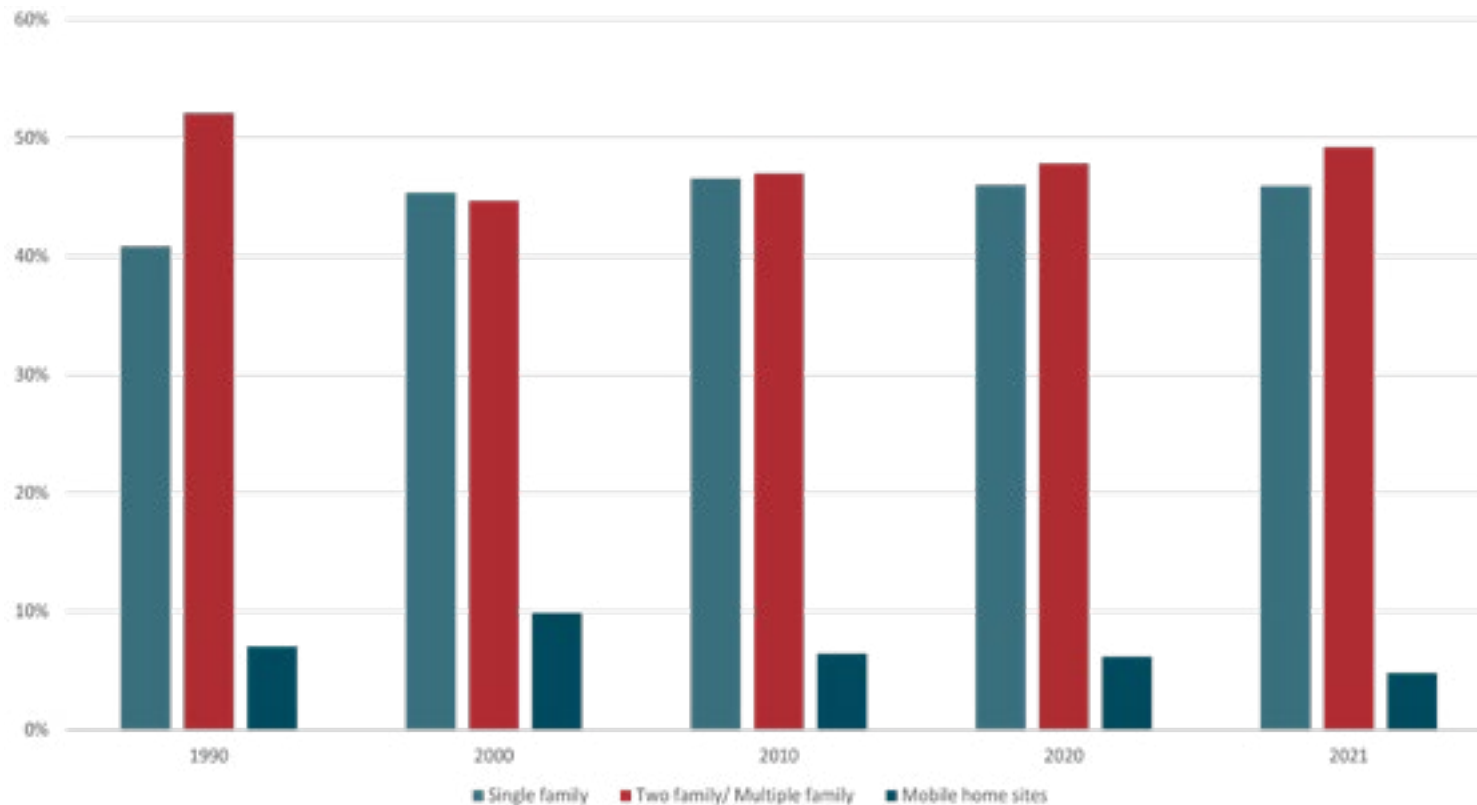
Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure Comparison

Within Oshtemo Township, about half of all units are multifamily; the remaining half are mostly single-family dwellings (both attached and unattached), and approximately 5 percent are mobile homes. Since 1990, the housing stock in Oshtemo Township has become comprised of proportionately more single-family dwelling units. The proportion of single-family units has grown by 6 percentage points, while that of multifamily homes and mobile home sites have both declined by about 3 percentage points each.

Chart 10: Housing Units by type: Oshtemo Township



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Table 5: Housing units by type, Oshtemo Township

	1990		2000		2010		2020		2021	
	Units	% Total	Units	% Total	Units	% Total	Units	% Total	Units	% Total
Single family	2,665	40.8%	3,627	45.4%	4,815	46.6%	5,022	46.0%	5,235	45.9%
Two family/ Multiple family	3,399	52.1%	3,570	44.7%	4,857	47.0%	5,222	47.8%	5,609	49.2%
Mobile home sites	461	7.1%	791	9.9%	664	6.4%	674	6.2%	550	4.8%

Source: 2021 ACS, 5 yr Estimates

Table 6: Housing units by location

	Oshtemo Twp.	Cooper Twp.	Kalamazoo City	Alamo Twp.	Kalamazoo Twp.	Texas Twp.	Kalamazoo County
Single family	45.9%	84.0%	53.1%	83.6%	62.5%	91.7%	67.5%
Two family/ Multiple family	49.2%	14.9%	45.9%	8.2%	31.7%	3.3%	29.6%
Mobile home sites	4.8%	1.2%	1.1%	8.3%	5.8%	5.0%	2.8%

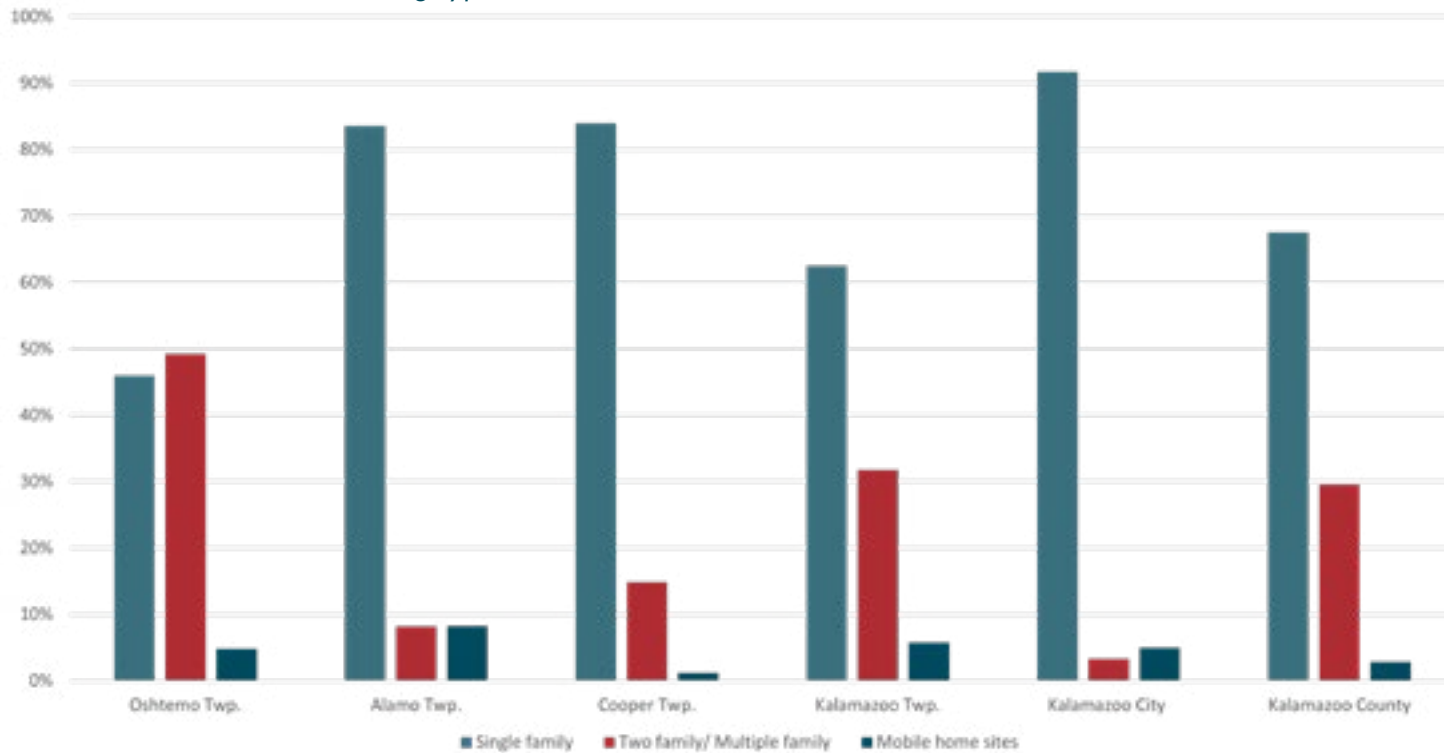
Source: 2021 ACS, 5 yr Estimates



# Housing Assessment

Compared to its neighboring areas, Oshtemo Township has a bigger proportion of multifamily units, with approximately half of all homes in the township having more than one unit. In fact, Oshtemo Township is comprised of multifamily homes at a rate that is nearly 20 percentage points higher than that of Kalamazoo County overall.

Chart 11: Percent of Total Housing Type



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

Oshtemo Township had relatively more growth in owner-occupied units over the past 30 years than the larger geographic areas in which the township is situated. That noted, the owner-to-renter ratio in the township has grown modestly, at 1.5 percentage points since 1990.

The average number of persons per household in Oshtemo Township, at 2.3 persons per household, is lower than in neighboring areas, reflecting the high rate of multifamily dwellings.

Table 7: Owner and renter occupied rates

Owner occupied units	1990	2021	Percentage Points Change
Oshtemo Township	49.0%	50.5%	1.5
Kalamazoo County	64.4%	63.7%	-0.7
Michigan	71.0%	73.2%	0.02
United States	64.2%	65.4%	0.01
Renter occupied units	1990	2021	Percentage Points Change
Oshtemo Township	51.0%	49.5%	-1.5
Kalamazoo County	35.6%	36.6%	1
Michigan	29.0%	26.8%	-0.02
United States	35.8%	34.6%	-0.01

Table 8: Housing characteristics, 2021

	Oshtemo Twp.	Cooper Twp.	Kalamazoo City	Alamo Twp.	Kalamazoo Twp.	Texas Twp.	Kalamazoo County
Housing units	11,394	4,192	32,349	1,709	11,394	6,147	113,570
Total population	23,583	10,442	74,020	3,823	23,583	17,477	261,280
Average household size	2.3	2.5	2.3	2.4	2.3	2.9	2.4

# Housing Assessment

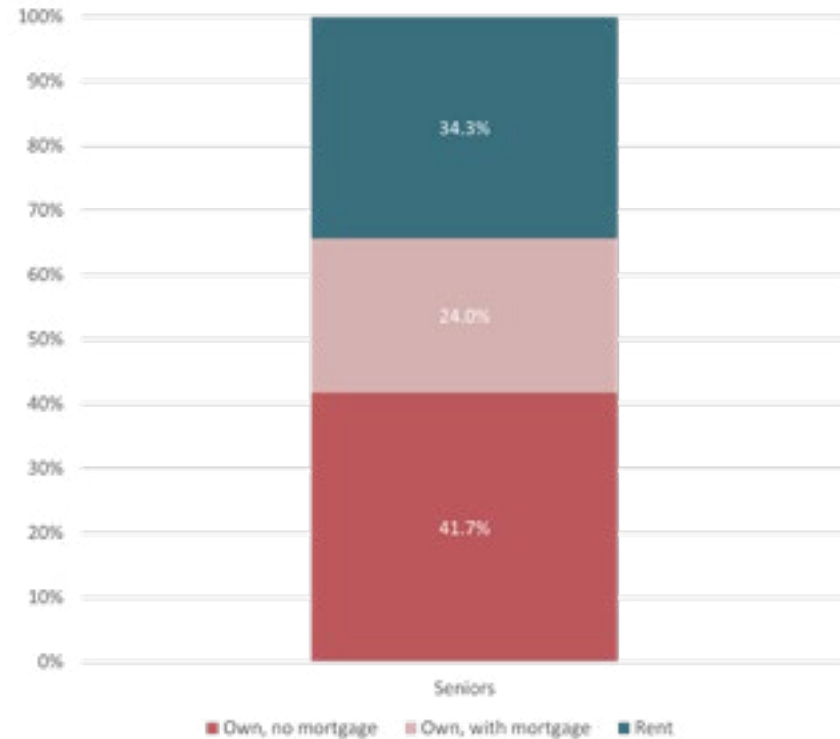
## Tenure by Age

Some 65.7 percent of Oshtemo Township seniors own their homes, a rate substantially lower than the 79.7 percent of Kalamazoo County seniors who own their homes. This 14 percentage point difference could be due to the high number of nursing homes and assisted living centers located in the township: one quarter of the township’s senior-aged residents live in buildings with 50 or more units. Residents under the age of 34 years have the highest rate of apartment-building dwellers: 71.5 percent live in buildings with more than five units. The majority of residents in that age group (43.2 percent) live in buildings with 9 to 15 units. Oshtemo Township residents between the ages of 35 and 64 are the most likely to live in a single-unit building, with 67.5 percent doing so.

Table 9: Number of Units by Age, Oshtemo Township

Number of Units	15-34 years	35-64 years	65+ years
1, detached or attached	16.3%	67.5%	57.0%
2 to 4	6.5%	2.6%	6.9%
5 to 19	43.2%	15.0%	8.5%
20 to 49	15.9%	4.1%	0.6%
50 or more	12.4%	3.8%	24.4%
Mobile home, boat, RV, van, etc.	5.7%	6.9%	2.5%
Total:	100%	100%	100%

Chart 12: Seniors In Oshtemo Township, 2021



Source: 2021 ACS, 5 yr Estimates

# Housing Assessment

## Tenure by Household size

Oshtemo Township has grown by 205 households since 2016. Among homeowners, one-person households and two-person households have declined by 3.0 and 7.5 percentage points, respectively. The proportion of homeowners living in three- or four-person households increased by 8 percentage points. Larger households of six people or more have increased in their proportion of homeowners but do not form a significant category for renters in the township. Among renters, the proportion of three-person households has declined slightly, and the difference has been redistributed among other household sizes.

Table 10: Tenure by Household Size, Oshtemo Township

Household size	2016 Owner Occupied	2016 Renter Occupied	2021 Owner Occupied	2021 Renter Occupied
1-person Household	1,267 24.5%	2,389 47.8%	1,125 21.5%	2,498 48.6%
2-person Household	2,432 46.9%	1,230 24.6%	2,064 39.4%	1,287 25.0%
3-person Household	527 10.2%	968 19.4%	789 15.0%	834 16.2%
4-person Household	619 11.9%	350 7.0%	794 15.1%	431 8.4%
5-person Household	243 4.7%	61 1.2%	297 5.7%	90 1.8%
6-person Household	59 1.1%	-	125 2.4%	-
7 + person Household	33 0.6%	-	49 0.9%	-

Source: 2021 ACS, 5 yr Estimates

## Survey Responses

### What are/were you looking for in housing that you cannot find?

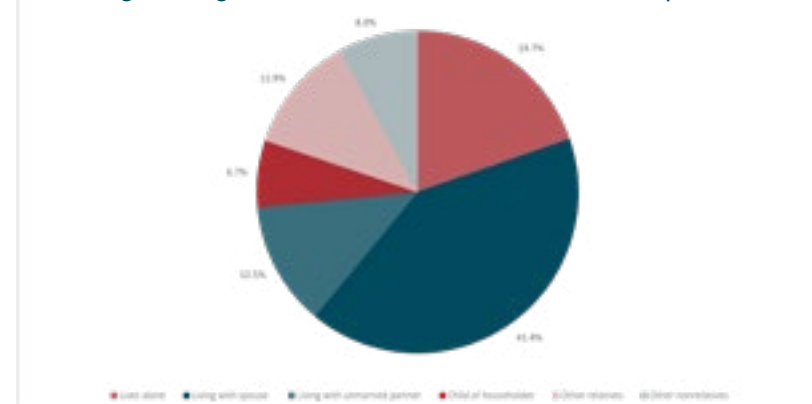
"We wanted a 2/bed single family home within our budget and couldn't find one."

-Anonymous, Oshtemo Township Survey

"Decent starter homes for my kids as they come back from college."

-Anonymous, Oshtemo Township Survey

Chart 13: Living Arrangements of Adults, Oshtemo Township 2021



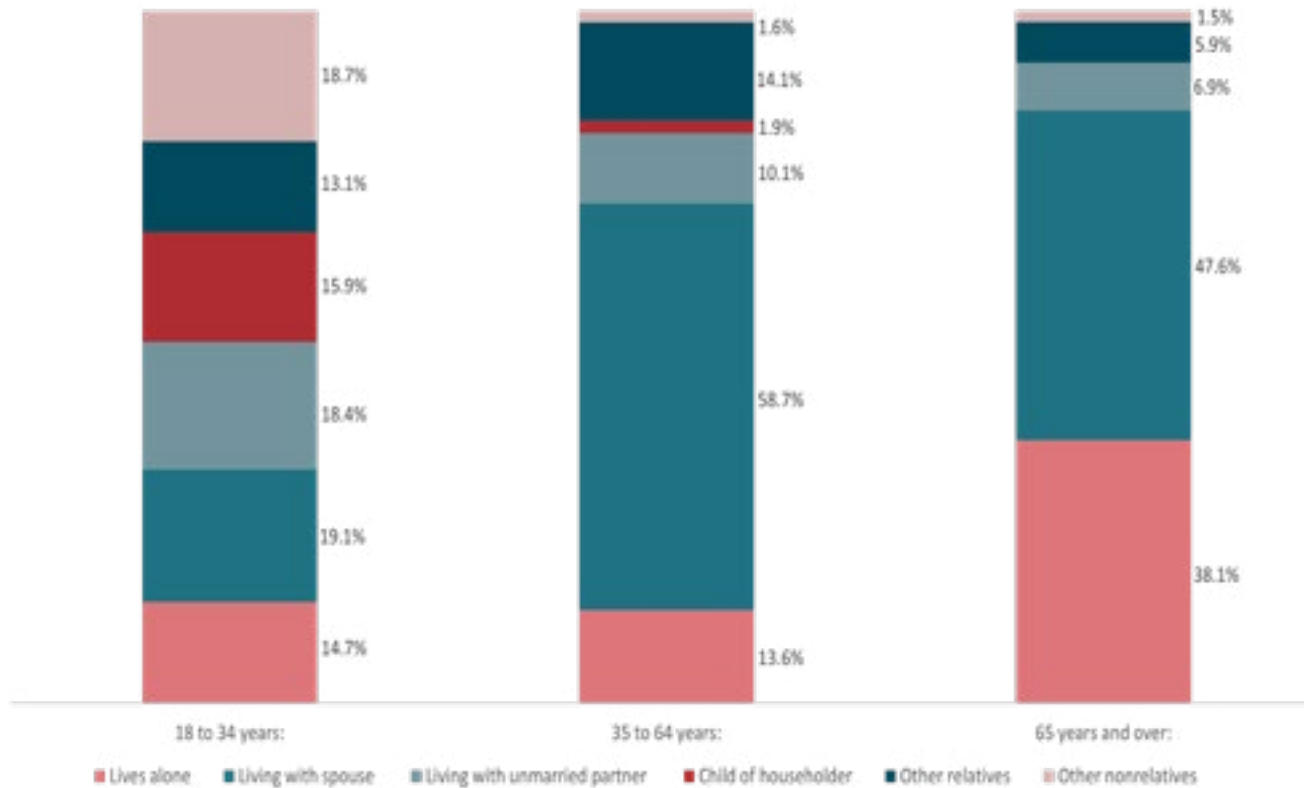
# Housing Assessment

The American Community Survey asked adult respondents about their living arrangements. Just over half (53.9 percent) live with a spouse or a partner. Approximately 2 out of 10 respondents live alone. Eight percent live with roommates that are not related to them. Other categories include living with other relatives and being the child of the householder. Breaking these categories up by age reveals a greater diversity in living arrangements for young people; for instance, Oshtemo Township residents aged 18 to 34 have a

relatively even distribution of living arrangements across all the categories. Seniors are the most likely to live alone out of all the age groups: 4 out of 10 senior-aged individuals report living alone.

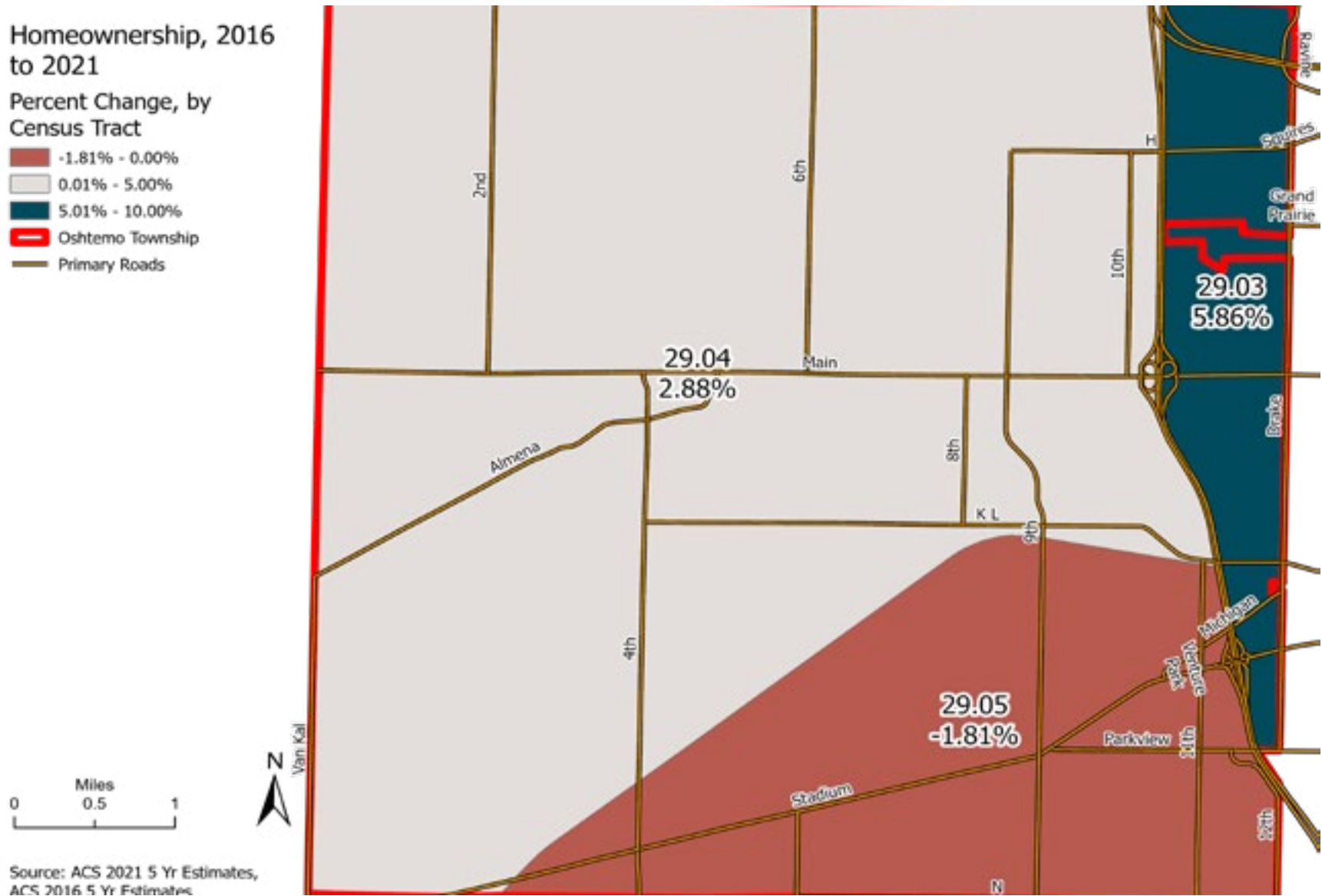
NOTE: This question asked only about those over the age of 18 and does not provide information about children.

Chart 14: Living Arrangements of Adults by Age, Oshtemo Township 2021



# Housing Assessment

Map 4: Oshtemo Township Homeownership Percent Change, 2016–2021



# Housing Assessment

Table 11: Homeownership, Oshtemo Township

2010 Tract	2016 % Homeowners	2020 Tract	2021 % Homeowners	2021 % HO. Adj.	Change in % points
29.03	10.1	29.06	5.8	9.8	-0.3
		29.07	11.4		
29.04	72.9	29.08	91.5	74.0	1.2
		29.09	57.5		
29.05	53.0	29.10	62.9	50.4	-2.6
		29.11	39.6		

Source: 2021 & 2016 ACS, 5 yr Estimates

# Housing Assessment

## Income to Afford Rent

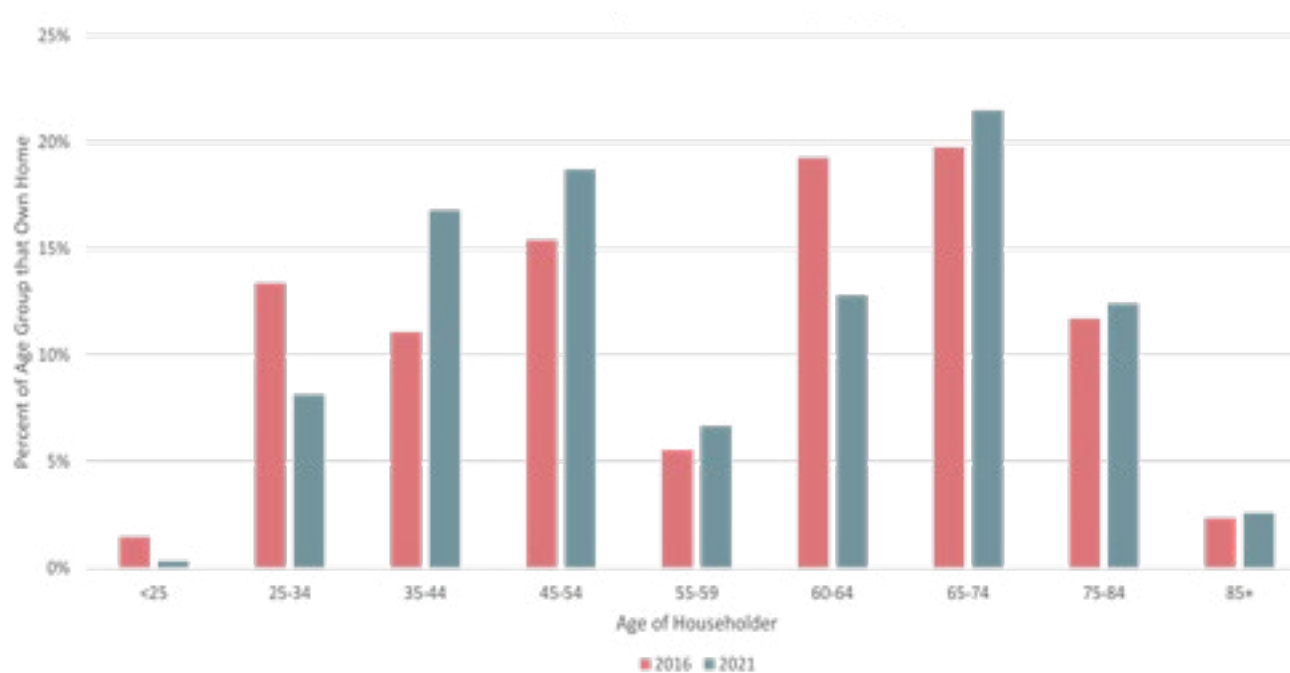
The tract in Oshtemo Township with the highest yearly incomes needed to afford median rent is Tract 29.10 (the section of the township south of the Amtrak line and west of Ninth Street), at \$29,220. Tracts 29.02, 29.07, and 29.11 are the next-highest at \$27,420, \$24,690, and \$23,880. Tracts 29.08 and 29.06 had too low of a sample size to calculate this variable.

## Survey Responses

***“What do you like/ dislike about Oshtemo Township housing”***

*“Not enough independent senior living”*  
-Anonymous, Oshtemo Township Survey

Chart 15: Oshtemo Township Homeownership by Age



Source: 2021 ACS, 5 yr Estimates



# Housing Assessment

Map 5: Osthemo Township Income Needed to Afford Median Rent, 2021



# Housing Assessment

## Cost Burden

A household (whether owning or renting) is cost-burdened when it is spending more than 30 percent of household income for housing (rent or mortgage plus utilities, taxes, insurance, etc.). Severe cost burden is when a household is spending more than 50 percent of household income for housing.

### Cost-Burdened Homeowners

The largest percentage of cost-burdened homeowners (with a mortgage) in Oshtemo Township are in Tracts 29.07 (the section of the township south of the Amtrak line and west of Ninth Street) and 29.10 (the section south of West Main and east of Interstate 131), at 32.26 and 25.93 percent. Tract 29.06 follows, at 23.4 percent, then Tract 29.11 at 16.06 percent. Last, Tracts 29.08 and 29.09 have the lowest percentage of cost-burdened homeowners (those with a mortgage), at 5.88 and 8.50 percent.

### Cost-Burdened Renters

The largest percentage of cost-burdened renters in Oshtemo Township are in Tract 29.09 (the section of the township that is south of West Main, west of Interstate 131, and north of the Amtrak line), at 75.98 percent. Tracts 29.07, 29.11, 29.10, and 29.06 follow, with percentages of cost-burdened renters at 49.11, 46.49, 32.55, and 32.04 percent. Tract 29.08 had too low of a sample size to calculate this variable.

## Survey Responses

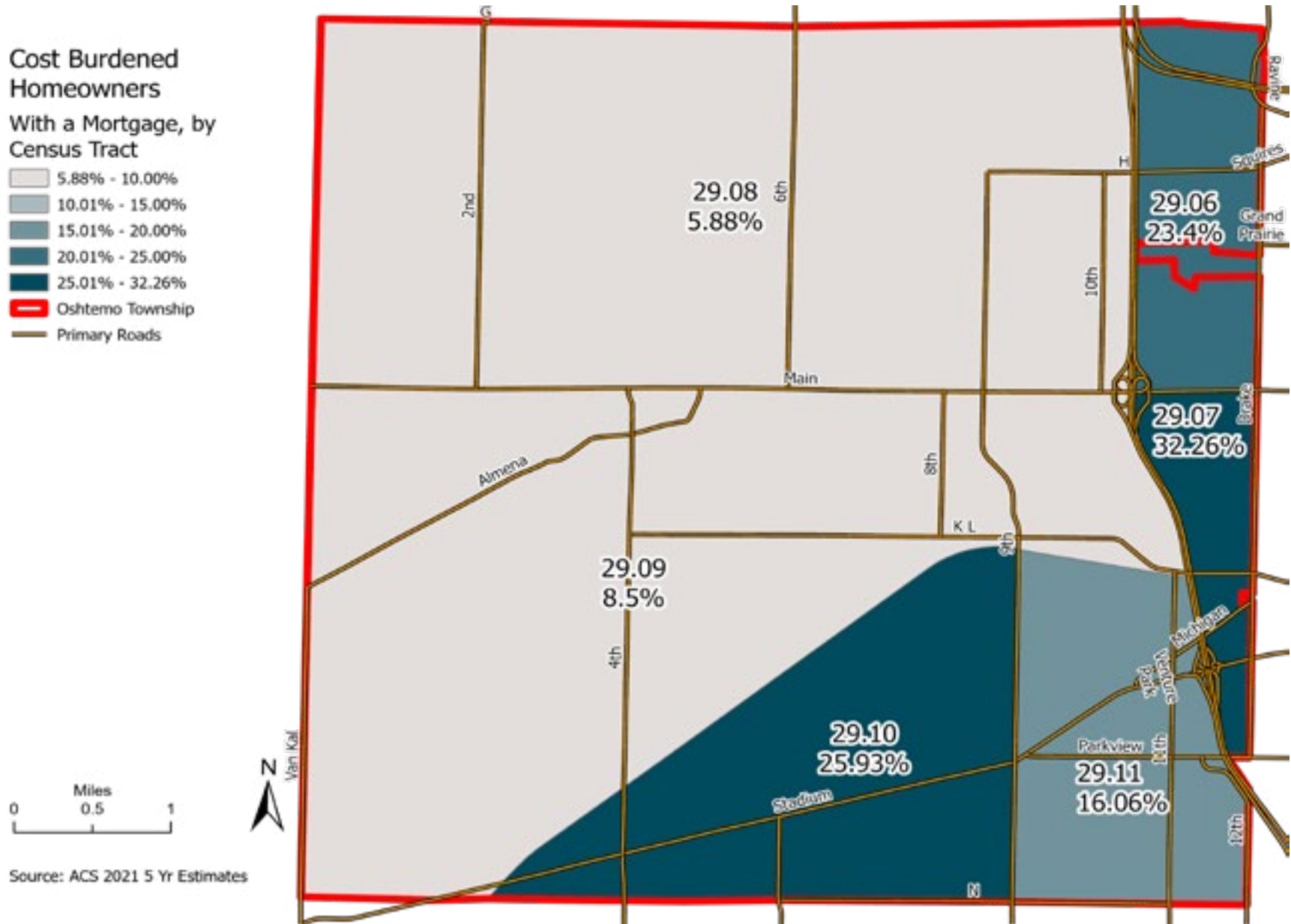
### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"I make a pretty good living but I don't fall into the category where I can get reduced rent so I'm spending the majority of my earnings on a place to live so I struggle with having to pay my car payment, insurance and groceries (food and household necessities) because rent is so high."*

*-Anonymous, Oshtemo Township Survey*

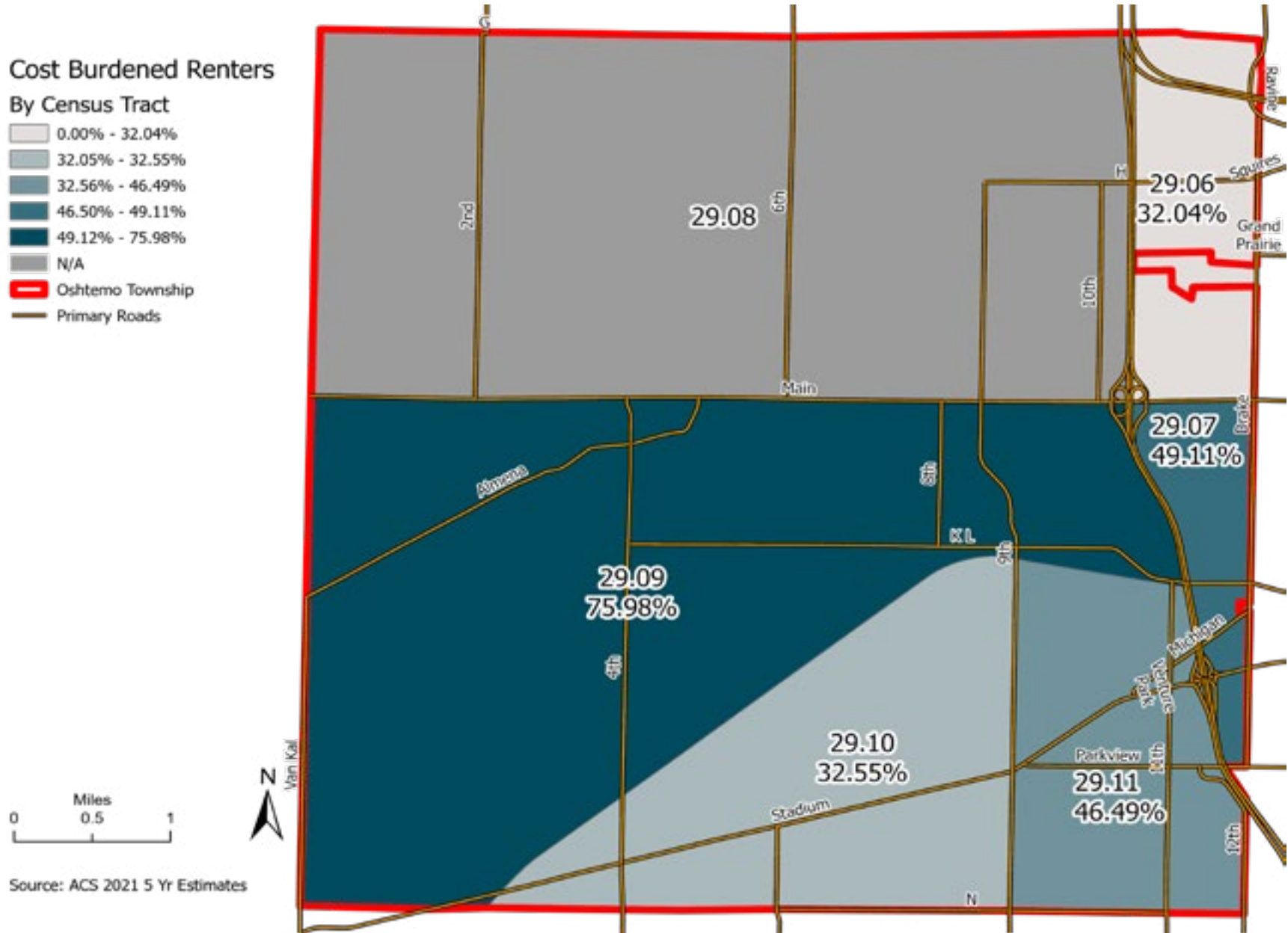
# Housing Assessment

Map 6: Oshtemo Township Cost-Burdened Homeowners, 2021



# Housing Assessment

Map 7: Oshtemo Township Cost-Burdened Renters, 2021



# Housing Assessment

## Housing Units

The number of housing units in Oshtemo Township increased by 4.5 percent between 2016 and 2021. Moreover, all tracts in Oshtemo Township saw an increase in housing units between 2016 and 2021. Tract 29.03 (the section of the township east of Interstate 131) increased by 9.56 percent, Tract 29.05 (the section south of the Amtrak line and west of Interstate 131) increased by 3.33 percent, and Tract 29.04 (the section of the township north of the Amtrak line and west of Interstate 131) rose by 1.27 percent.

Table 12: Oshtemo Township Housing Units

2010 Tract	2016 Housing Units	2020 Tract	2021 Housing Units	2021 Housing Units Adj.	Percent Change
29.03	3201	29.06	1008	3507	9.6
		29.07	2499		
29.04	3865	29.08	1901	3914	1.3
		29.09	2013		
29.05	3845	29.10	1841	3973	3.3
		29.11	2132		

Source: 2021 & 2016 ACS, 5 yr Estimates

## Survey Responses

### **“Can you find (or have you found) housing that aligns with your earnings?”**

“I live with my father, so yes (for now). But there is a lack of starter family homes in this township that I love”

-Anonymous, Oshtemo Township Survey

The cost of my house aligns with my earnings, however if I were buying my house now, I could not afford to purchase it”

-Anonymous, Oshtemo Township Survey

# Housing Assessment

## Aging Housing Stock

Buildings require more repairs and maintenance as they age. Older homes are more likely to have the problems Kalamazoo County residents listed as worries in the housing survey . Oshtemo Township has newer housing stock than the county overall. Over 40 percent of the structures in Kalamazoo County are older than 50 years old, while close to 17 percent of Oshtemo Township’s structures are. Both are lower than the state of Michigan’s proportion of structures of that age. Michigan’s median-year structure was built in 1972. Structures within the census tracts that make up Oshtemo Township

were built more recently on average, with median years of 1976, 1983, 1984, 1993, 1993, and 1995.

In the Kalamazoo County Housing Survey , county residents voiced the concern that many senior-aged individuals struggle to maintain their homes in good upkeep. This challenge is exacerbated when a home is old. Nationally, 55 percent of senior-aged individuals live in homes built before 1970; however, within Oshtemo Township, that proportion is much lower, at 8.3 percent.

Table 13: Year Structure Was Built, Oshtemo Township

Year Built	Michigan	Oshtemo Township
2020 or later	0.1%	0.1%
2010 to 2019	3.7%	5.1%
2000 to 2009	9.9%	20.1%
1990 to 1999	13.0%	18.3%
1980 to 1989	9.8%	14.9%
1970 to 1979	15.3%	24.6%
1960 to 1969	11.8%	7.4%
1950 to 1959	14.6%	4.7%
1940 to 1949	7.2%	1.2%
1939 or earlier	14.5%	3.5%

Source: 2021 ACS, 5 yr Estimates

Table 14: Year Structure Was Built for Seniors Oshtemo Township

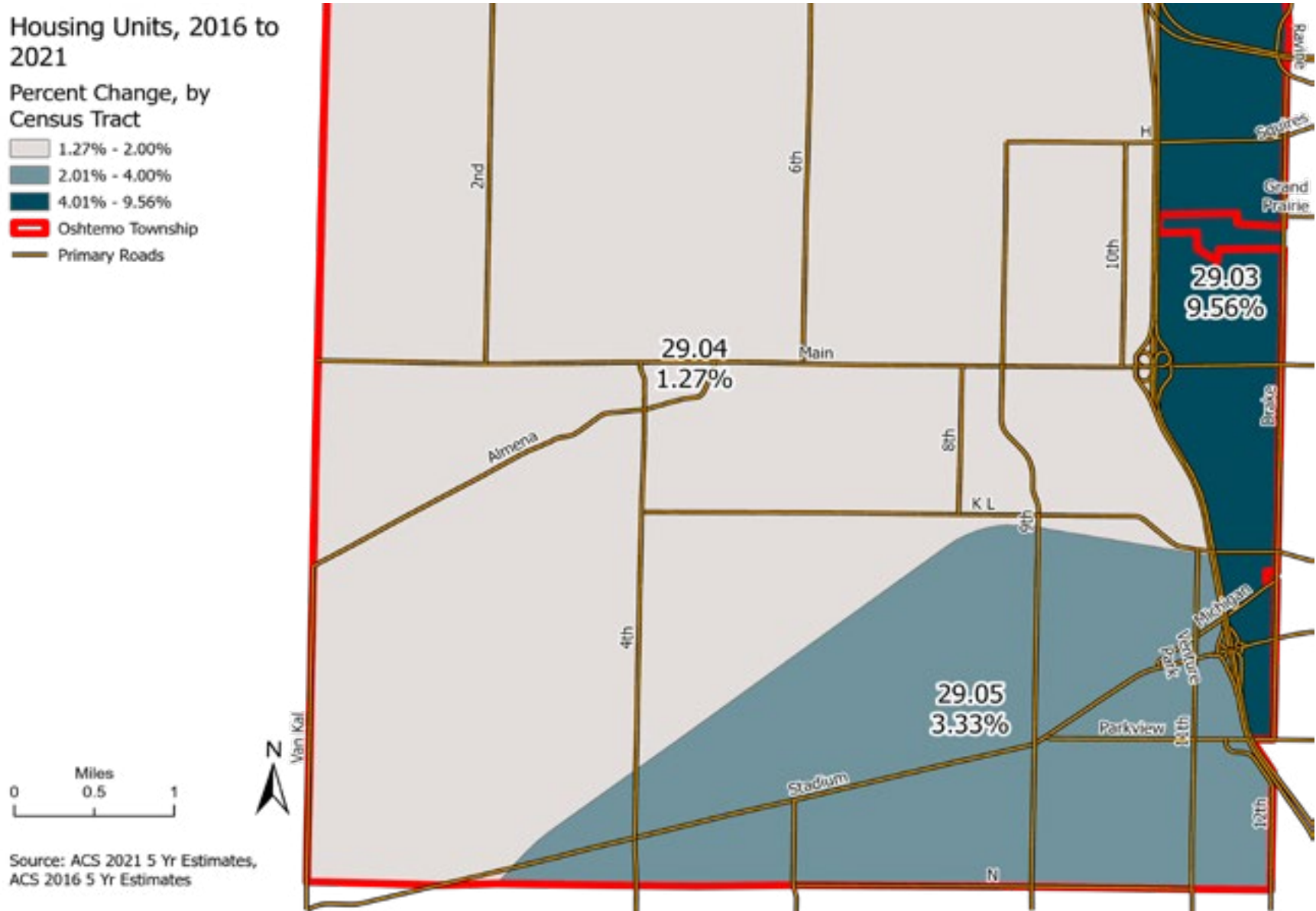
Year Built	Homes of Seniors
2020 or later	0.0%
2010 to 2019	0.0%
2000 to 2009	16.9%
1990 to 1999	8.0%
1980 to 1989	35.8%
1970 to 1979	31.0%
1960 to 1969	4.0%
1950 to 1959	1.4%
1940 to 1949	2.9%
1939 or earlier	0.0%

Source: 2021 ACS, 5 yr Estimates



# Housing Assessment

Map 8: Oshtemo Township Housing Units Percent Change, 2016–2021



# Housing Assessment

## Price and Wages

Chart 16 shows weekly earnings and home prices in Kalamazoo County, indexed to First Quarter 2011. Housing prices and weekly earnings were trending generally together until 2018. Then, wages stagnated until the end of 2020 before rising steadily through 2021. During the same period, home prices rose steadily until flattening in 2022. The resulting gap is stark, making many homes unaffordable even as wages are rising.

Chart 16: FHFA Price Index and Average Weekly Wage Index



Source: Federal Housing Finance Agency & Bureau of Labor Statistics Current Employment Statistics

## Sale Price and Housing Inventory

Looking closer at the home market, Chart 17 shows inventory and average sale price from Jaqua Realtors. Lower inventory is one of the drivers of higher prices: demand for housing is high, but there are fewer available homes. The housing market is seasonal, and the prepandemic lows are greater than the peaks of 2021 and 2022. Average sale price fell slightly in 2022 but in 2023 has rebounded, as inventory has continued to be low.

Chart 17: Inventory and Average Sale Price, Kalamazoo Market



Source: Jaqua Real Estate Market Report



# 3

## Oshtemo Responses to the Kalamazoo County Survey

# Kalamazoo County Survey Results

## About the Data

The Kalamazoo County Housing Survey asked respondents, “Which of the following are your top three priorities for supporting housing?” and presented them with a list of options. Chart 18 presents responses from the respondents living in Oshtemo Township, split into homeowners and renters. Homeowners and renters ranked priorities in similar orders, selecting three out of four of the same priorities to top their rankings. The most selected priorities shared between the two groups include “Support services [mental health, financial literacy]” “Affordable housing for those who are low income, vulnerable, etc.,” and “Senior housing.” Priorities that diverged between homeowners and renters include “Maintenance cost support” and “More units,” each of which

ranked in the top three for one group and appeared last or not at all for the other group.

Chart 18: Top Three Priorities for Supporting Housing



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

### Survey Responses

**“What are (or were) your greatest challenges when looking to find housing in Oshtemo?”**

“I am a working professional (teacher). I do not want to live in the ‘student ghetto’ in Kalamazoo but all other rental options are out of my price range. I make \$60,000/year. I should be able to afford a 1-2 bedroom apartment that is not deplorable looking...”

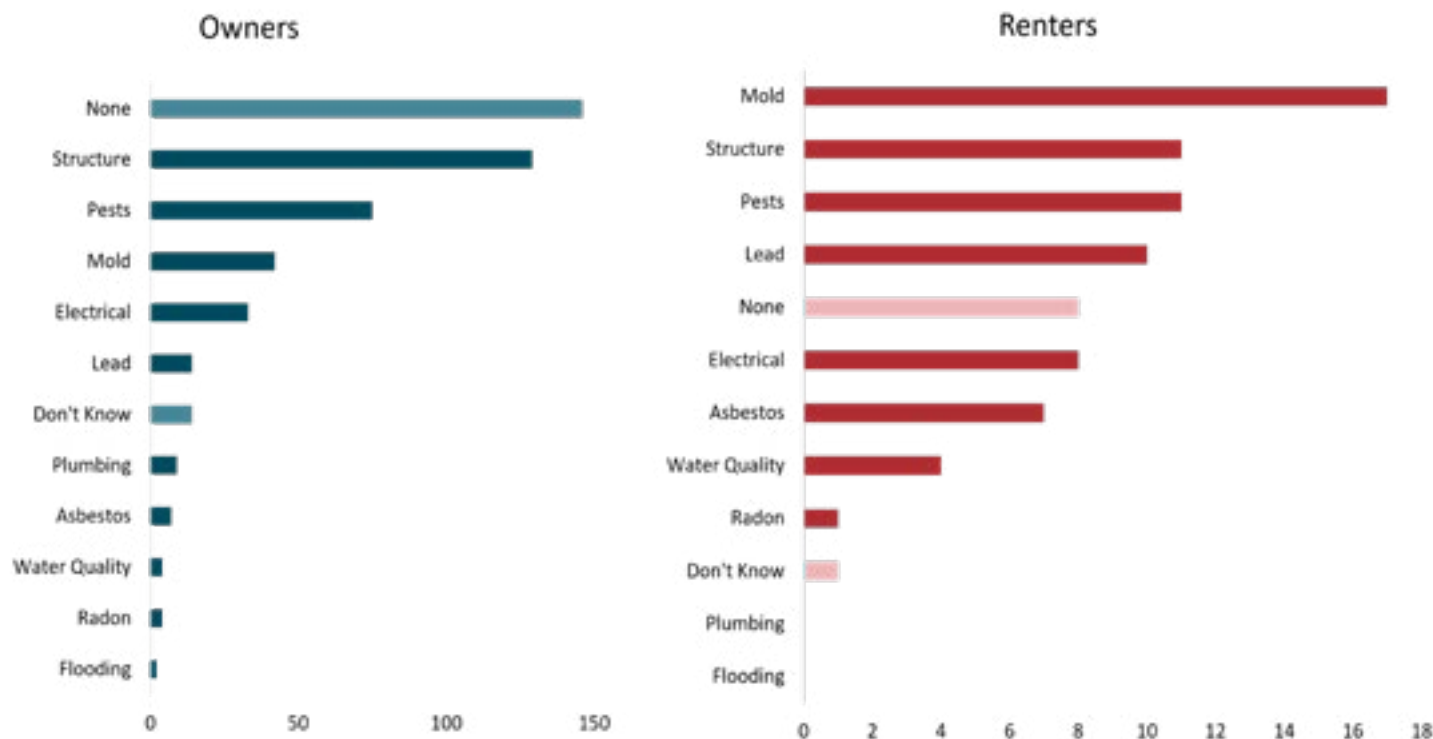
-Anonymous, Oshtemo Township Survey

# Kalamazoo County Survey Results

The Kalamazoo County Survey reveals that the most prominent worries of Oshtemo Township residents differ by whether they are owners or renters. The survey asked, “Which of the following do you worry about in your home or apartment?” Chart 19 showcases the responses of Oshtemo Township residents, categorized by homeowners and renters. Homeowners selected “None” as the most-often-chosen concern. Renters voiced that their biggest concern is mold. Proportionally, more renters are concerned about

lead than are homeowners. Top concerns shared between the two groups include structure, pests, and mold.

Chart 19: Which of the Following Do You Worry About in Your Home or Apartment



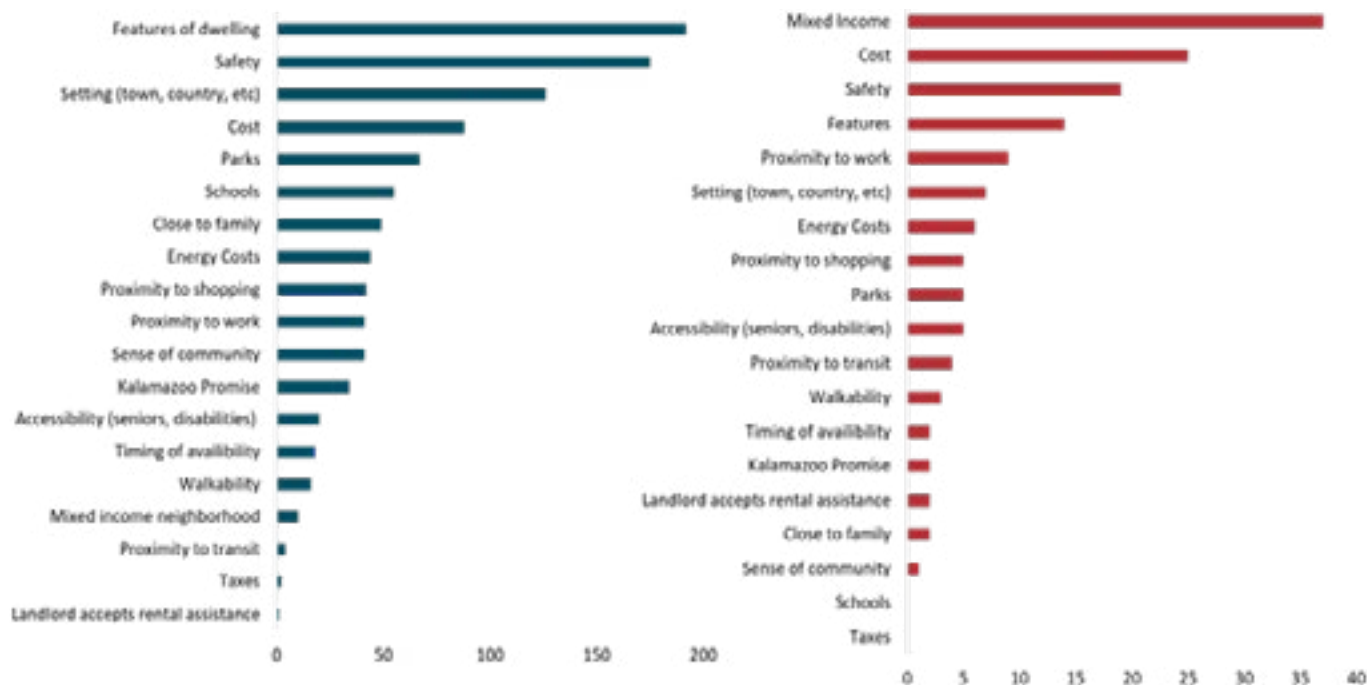
Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

The survey asked participants, “What five factors are most important to you when choosing your home?” They chose from a list of options or wrote a response in the “other” category. In contrast to the similarity of the responses for “Top three priorities for supporting housing,” renters and homeowners differed greatly on the order of factors. Exceptions to this divergence include cost, safety, and the features of the dwelling, all of which rank highly as factors that Oshtemo Township residents indicate play a role in their

choice of a home. Renters’ top response indicates a desire to live in a mixed-income neighborhood. They also prioritized proximity to work more highly than homeowners did. Homeowners’ responses most often prioritized factors often associated with family life, such as parks, schools, and proximity to family.

Chart 20: What Five Factors Are Most Important to You When Choosing a Home

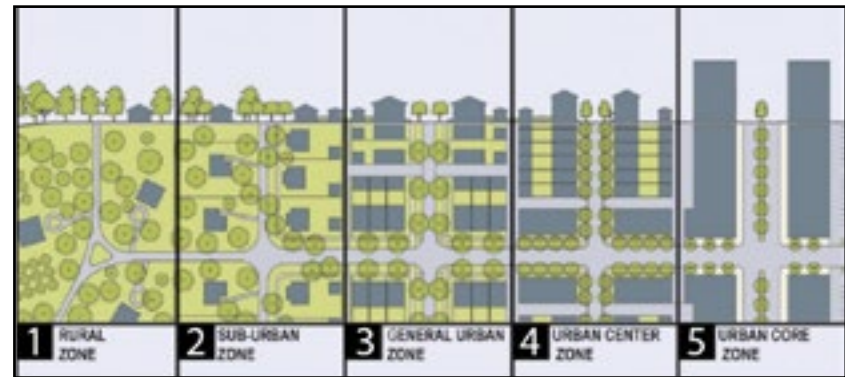


Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

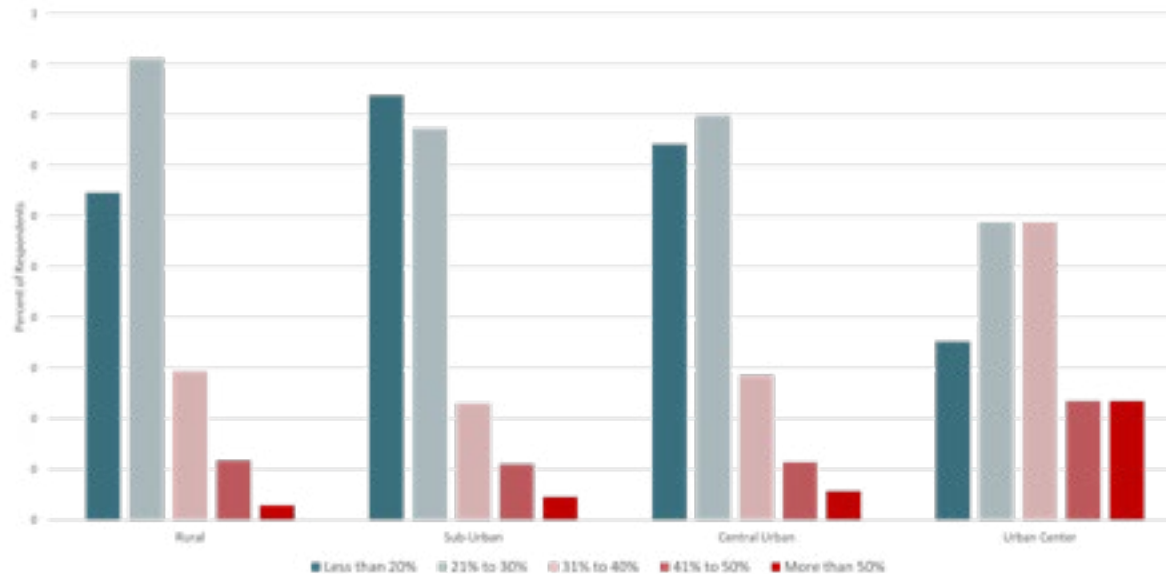
Respondents to the survey were prompted with the following questions: “What was the income for your entire household in the past 12 months?” and “Which of the following describes the area in which you live?” – which were synthesized to create chart 21.

Image 2: Urban Transect



Urban transect definitions can be found on page 105

Chart 21: Percent of Income That Goes to Housing Expenses, by Income Level (in Thousands)



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

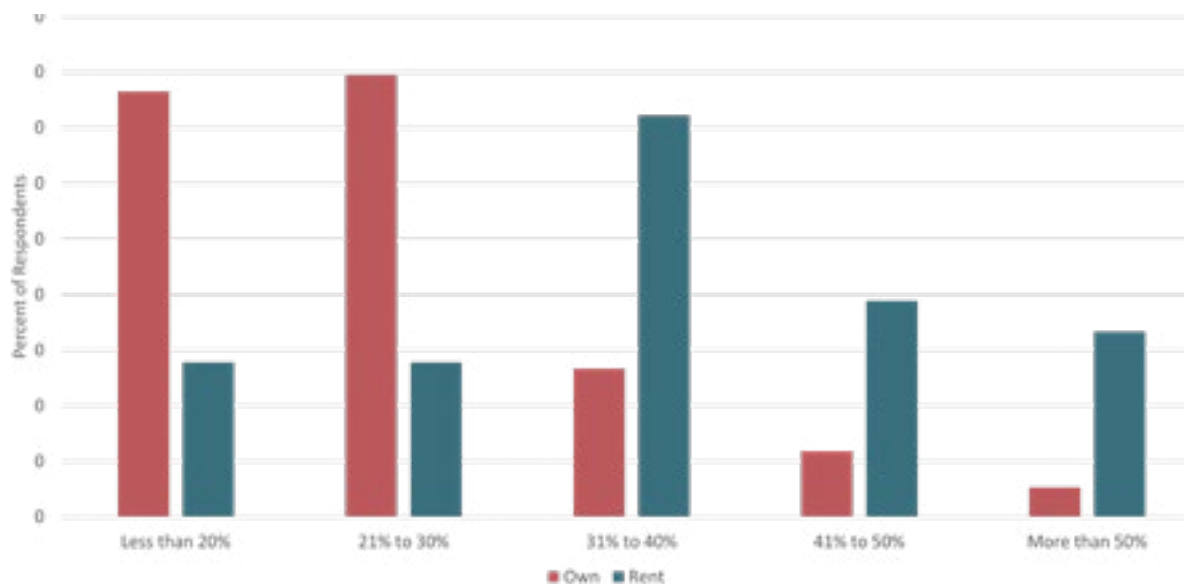
Respondents to the survey were prompted with the following questions: “About what percent of your take-home income goes to housing expenses?” and “What was the income for your entire household in the past 12 months?” From these questions, Chart 22 shows, by income level, the respondents’ percent of income that goes toward housing expenses. A household (owning or renting) is cost burdened when it spends more than 30% of household gross income for housing (rent or mortgage plus utilities, taxes, insurance, etc.). Generally, the more money a household makes, the less likely the household is to be housing burdened; respondents to this survey are no exception.

### Survey Responses

**What are some of the things you like or dislike about housing in Oshtemo Township?**

“Convenience to shopping and highways. Oshtemo township has good green space. Need to have newer and affordable single housing options”  
-Anonymous, Oshtemo Township Survey

Chart 22: Percent of Income That Goes to Housing Expenses, Renter vs Owner



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# Kalamazoo County Survey Results

Kalamazoo County Housing Survey respondents from Oshtemo Township replied “Yes” or “No” to the question of whether they felt their housing was affordable. Responses differed greatly by whether respondents owned or rented: 88.7 percent of homeowners indicated they perceived their housing as being affordable. This contrasts with responses from renters in the township, a the majority of whom (52.8 percent) felt their housing was not affordable.

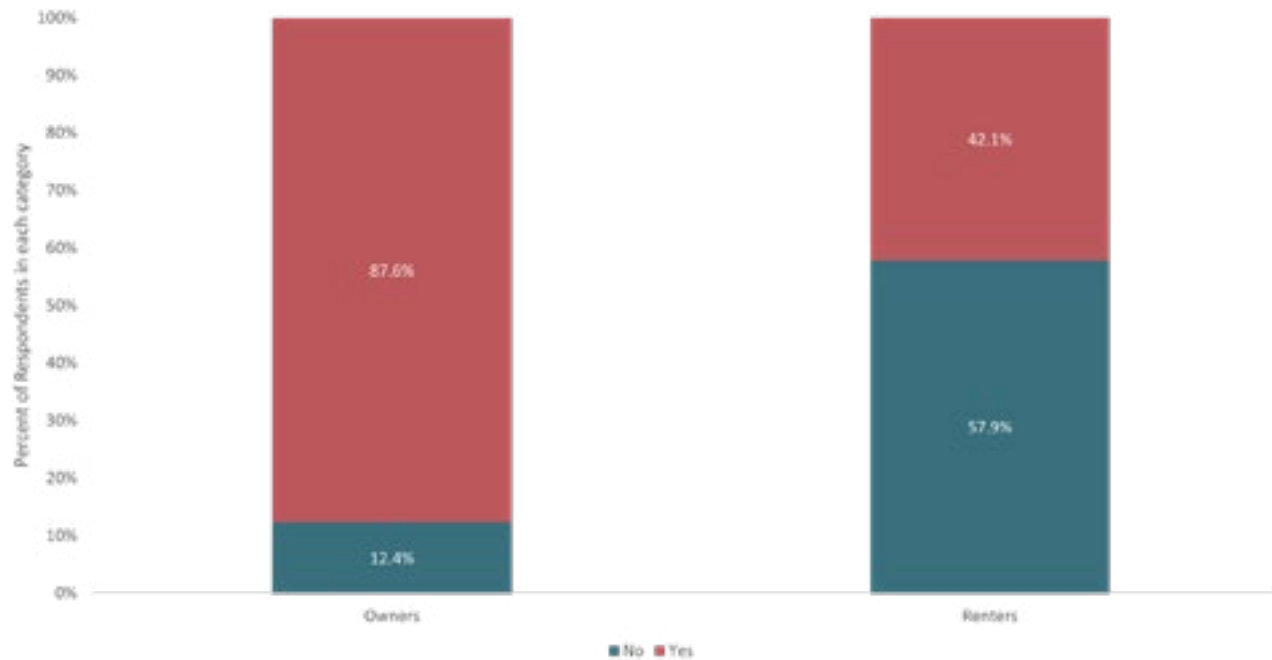
## Survey Responses

**“What were/are you looking for in housing that you can not find?”**

“Starter family houses in a starter family price point (\$125,000-\$250,000)”

-Anonymous, Oshtemo Township Survey

Chart 23: Do You Feel Your Housing is Affordable, Renter vs. Owner



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

# 4

## Oshtemo Survey Results



# Oshtemo Survey Results

## About the Data

The survey asked participants “How long have you lived in Oshtemo Township?” They chose from a list of options that contained a range of time frames. More than half of respondents had lived in Oshtemo township for over 10 years. Homeowners form just over half of Oshtemo Township’s residents but represent over 85 percent of respondents. Nearly two-thirds of renters have lived in Oshtemo for five years or less.

Note: There were 503 responses to both Home Type and Residence Length questions. Of the 503 who answered both home type and residence length, 9 were neither renters nor owners.

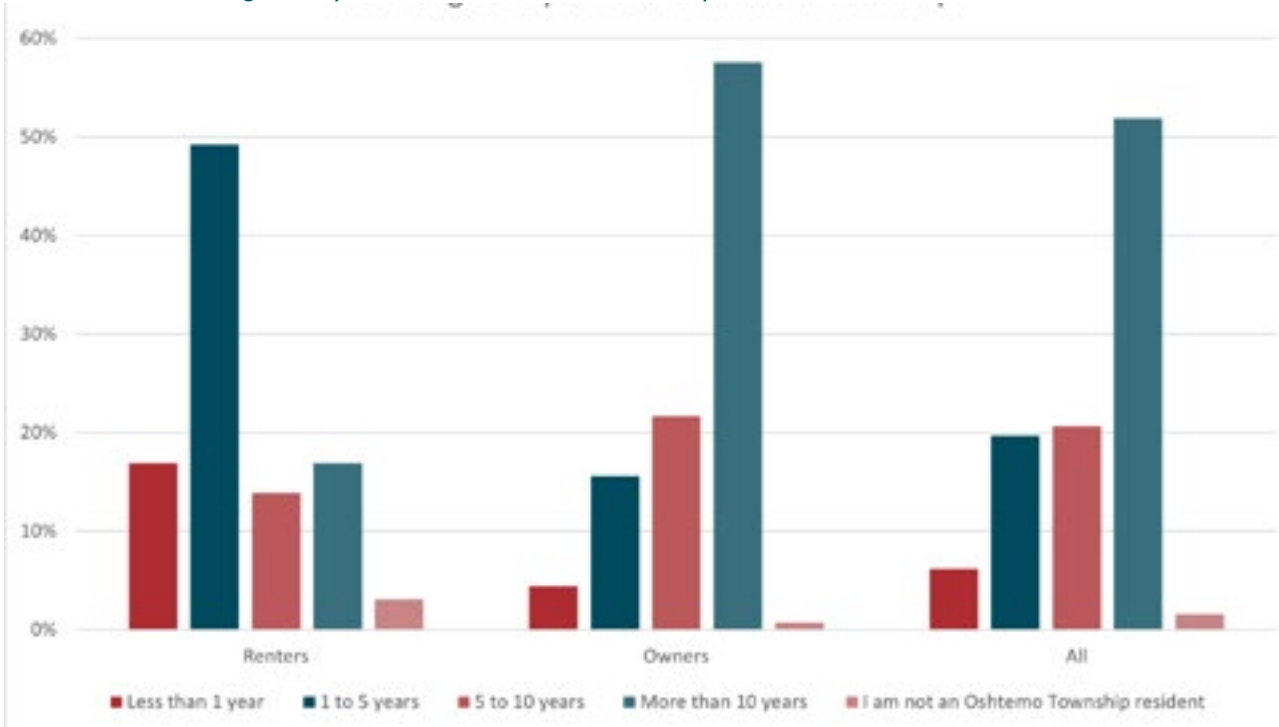
## Survey Responses

**“What are (or were) your greatest challenges when looking to find housing in Oshtemo?”**

“Houses were too big for a single person.”  
-Anonymous, Oshtemo Township Survey

“Options for building my own home”  
-Anonymous, Oshtemo Township Survey

Chart 24: How long have you lived in Oshtemo Township?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

The age profile of residents is different between renters and owners. Homeownership skews older, with half of owners aged 55 to 74. Students are not the only renters, however: the age distribution of renters is more evenly spread across the age groups. In fact, renters aged 18 to 34 represent a lower percentage of renters than those aged 55 to 74.

Over 85 percent of respondents were homeowners. These demographics do not match the U.S. Census Bureau’s American Community Survey, which has owners and renters more evenly split, at 52 percent and 48 percent, respectively.

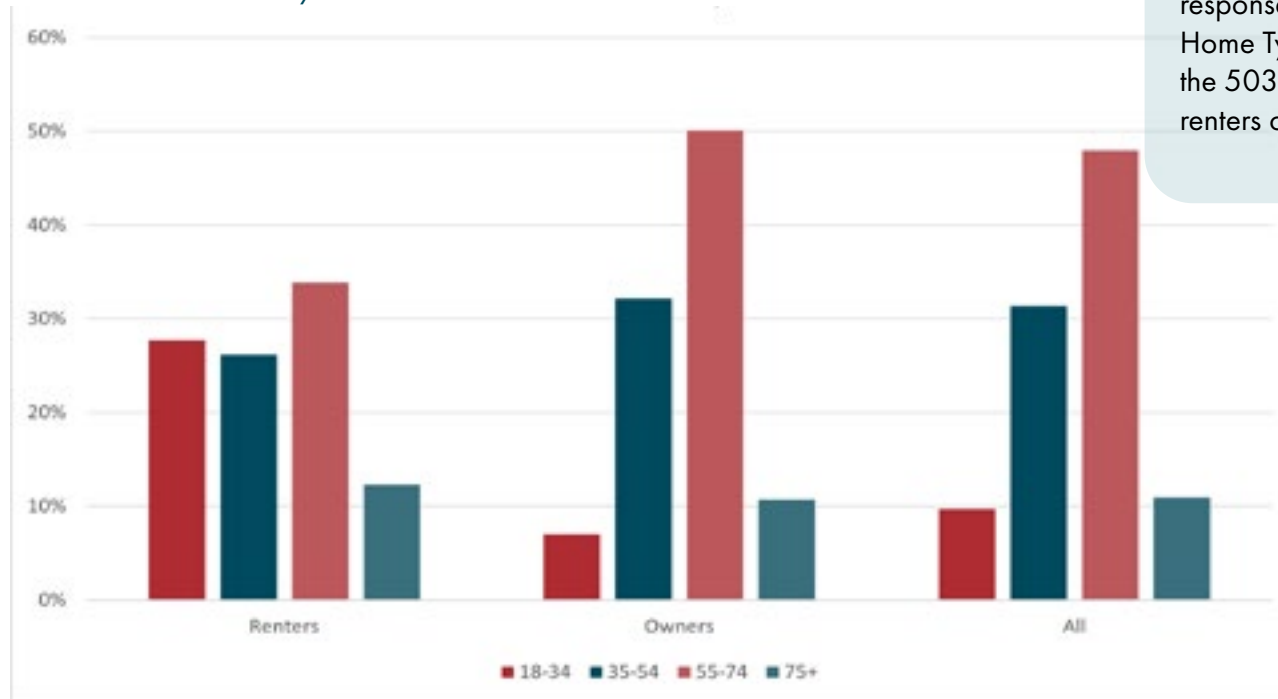
## Survey Responses

**“What are (or were) your greatest challenges when looking to find housing in Oshtemo?”**

“A lot of large lots have been split or subdivided into smaller less desirable parcels”

-Anonymous, Oshtemo Township Survey

Chart 25: How old are you?



Source: Oshtemo Housing Survey

Note: There were 503 responses to both Age and Home Type questions. Of the 503, 494 were either renters or owners.

# Oshtemo Survey Results

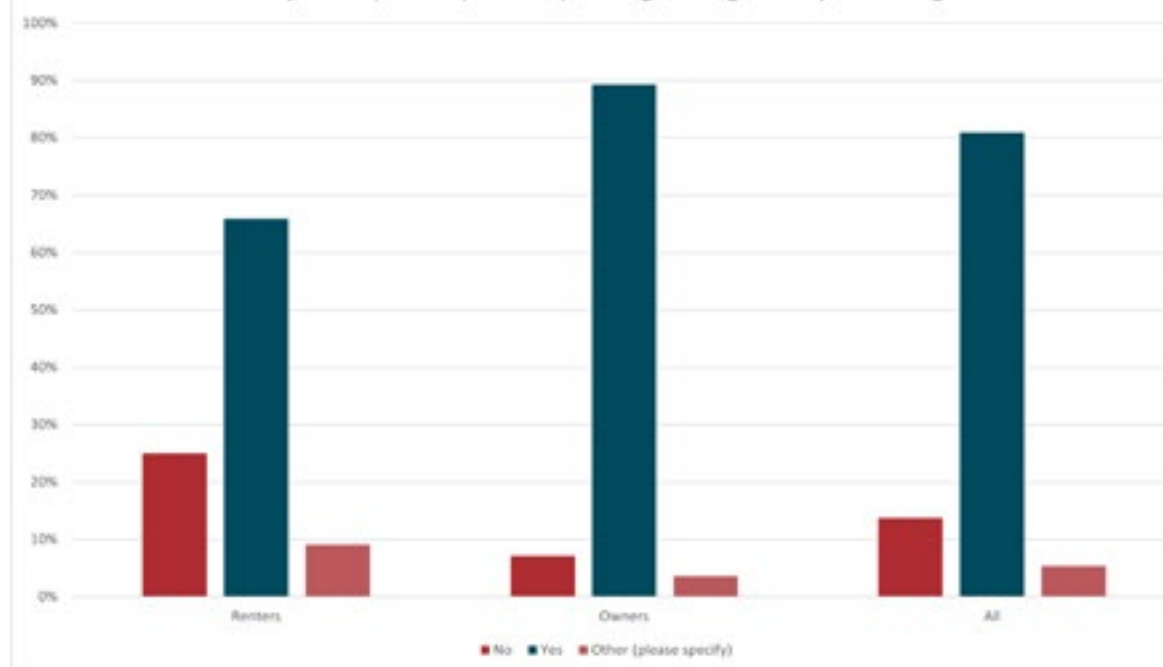
Most respondents were able to find housing within their budget in Oshtemo Township. Nearly 90 percent of renters found a home that aligned with their earnings. In the county, many renters struggle with finding a home that is affordable, but over 65 percent of renting respondents agreed that their rent aligned with their earnings.

In response to the below question, about 8 percent of respondents chose to provide a detailed answer rather than a “yes” or “no” answer. Some of these respondents indicated that they had found housing appropriate to their income, but only with assistance, often family-based. Others indicated that they had found housing that

was appropriate for their income, but they did so many years ago and doubted that they would be able to do so today. Some cited property taxes as a barrier to finding affordable housing. Another group reported that they were able to find housing that met their income, but just barely—it was, or is, a struggle.

Note: Excludes residents living in Oshtemo Township for five or more years. There were 478 responses to both the Found Housing and Home Type questions. Of those 478, 131 had lived in Oshtemo for less than five years. Of those 131, three were neither renters nor owners.

Chart 26: Can you find (or have you found) housing that aligns with your earnings?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

Survey respondents believe Oshtemo should be a place to live for people at all income levels: over 70 percent of respondents felt that it was either somewhat or very important for housing options to be available for a variety of incomes in Oshtemo Township.

Notes: \* 480 responses

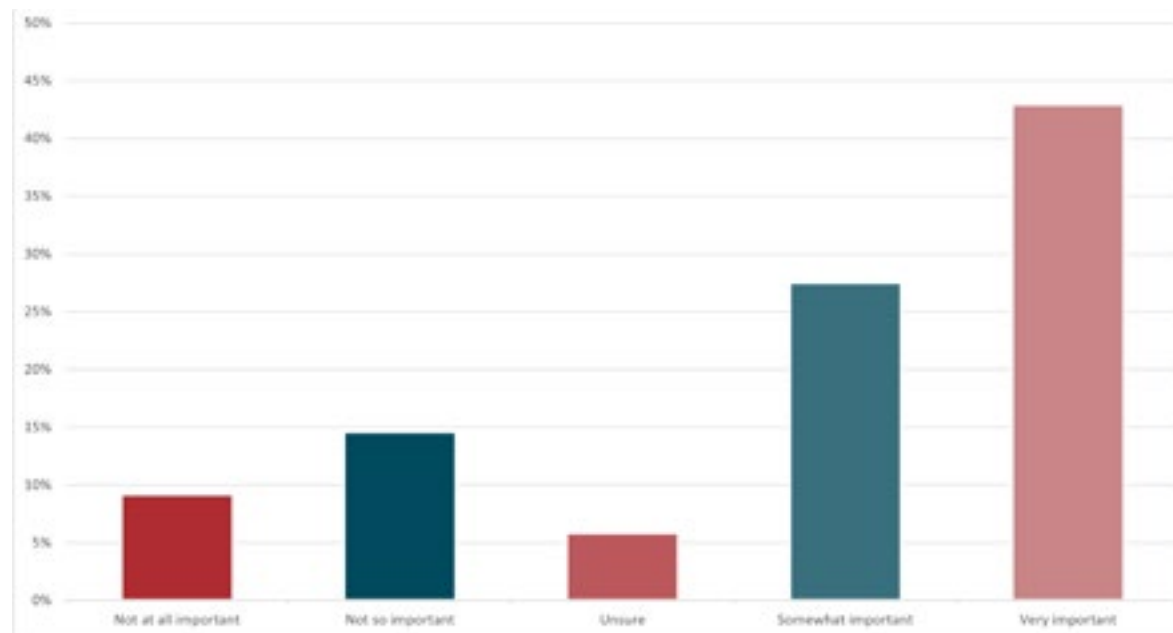
## Survey Responses

***“What do you like/ dislike about Oshtemo Township housing?”***

*“The Township taxes and sewer requirements keep making it more and more expensive to live here.”*

*-Anonymous, Oshtemo Township Survey*

Chart 27: How Important or unimportant is it to have housing options for a variety of incomes in Oshtemo?



Source: Oshtemo Housing Survey

# Oshtemo Survey Results

There is a stark contrast between renter and owner respondents on the question of multifamily housing. Renters strongly agreed that multifamily housing options were important. Responses skewed toward agreeing that it is important to build multifamily housing. The largest percentage of renters—over 45 percent—“strongly agree[d].” Owners were more evenly distributed but seemed generally to be not in favor of multifamily housing, with “strongly agree” having the smallest percentage of responses.

Note: There were 472 responses to both the Multifamily Importance and Home Type questions. Of the 472, eight were neither renters nor owners.

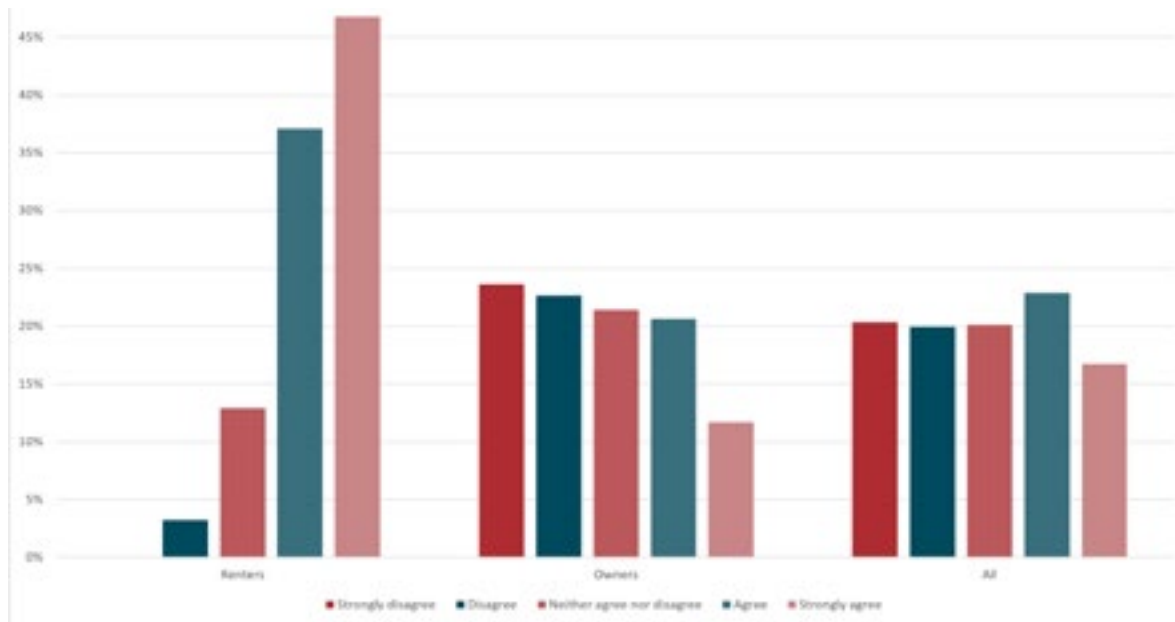
### Survey Responses

***“What were/are you looking for in housing that you can not find?”***

*“There are not enough condos in the below \$180000 price range. When I cannot do stairs and need an inexpensive condo I don’t think I will be able to find one in Oshtemo”*

*-Anonymous, Oshtemo Township Survey*

Chart 28: Do you agree with the statement “ It is important for our community to build more multi-family housing options”



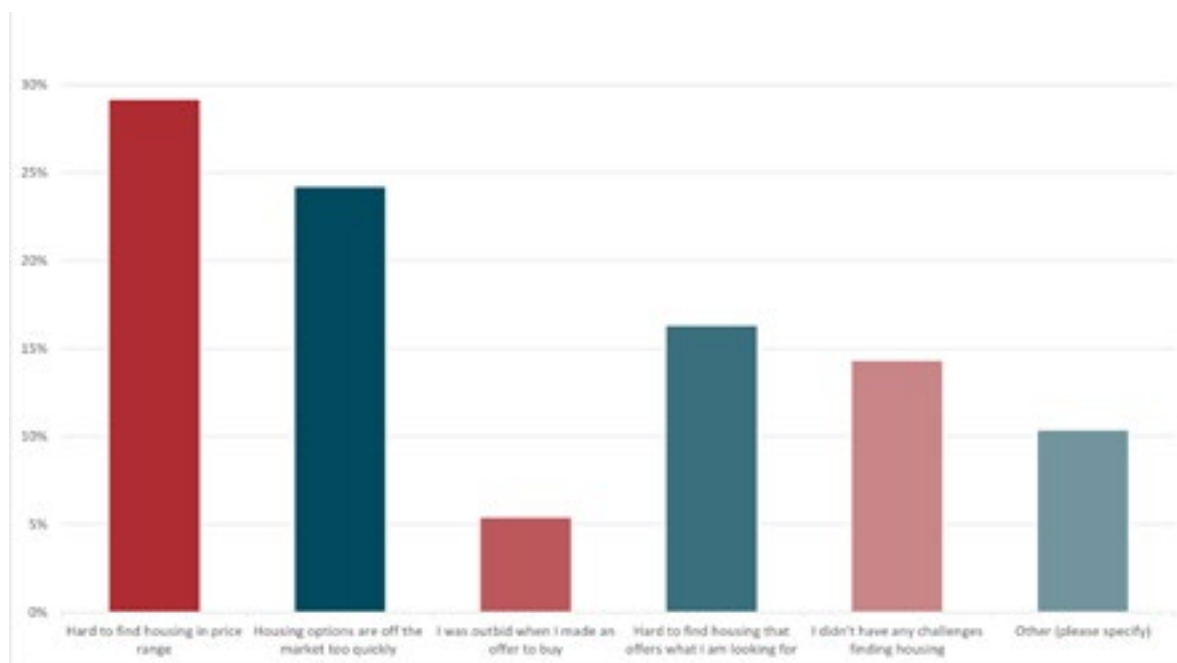
Source: Oshtemo Housing Survey

# Oshtemo Survey Results

Owners and renters have different challenges when it comes to finding housing. While responses to an earlier question suggest renters were able to find a unit in their budget, renters' primary concern is price, implying that there may have been a struggle to find the right-priced rental unit with the amenities or quality they needed. Second and third among their concerns were the pace at which units were leaving the market and the housing options available to them. For owners, the issues were more evenly distributed, but the pace at which homes were leaving the market was the most frequent issue drawing a response. Being outbid was the lowest response for both renters and owners. Note that for this question asking about their greatest challenges, respondents could select multiple challenges.

The survey instrument allowed respondents to select more than one answer to this question; approximately 17 percent provided a written response. Many of these respondents expressed that it was difficult to find the specific housing option they were looking for, whether it was a larger lot size, a smaller home more suitable for a single person, or a quiet neighborhood. Respondents commented on an overall lack of options. Specific concerns include difficulty finding suitable senior housing, difficulty finding land to build on, and a need for more/better condominiums and good-quality rental options in the area. A portion of respondents indicated that taxes or utility prices were a barrier.

Chart 29: What are (or were) your greatest challenges when looking to find housing in Oshtemo?



Source: Oshtemo Housing Survey

Note: Excludes residents living in Oshtemo Township for five or more years. There were 130 responses to the Challenges and Home Type questions for those living in Oshtemo less than five years: 84 from owners, 43 from renters, and 3 from others/live with others.

# Oshtemo Survey Results

## “What do you like/dislike about Oshtemo Township housing?”

This question received 363 responses. In answering what they like or dislike about Oshtemo Township, many respondents described the direction they hope the township will take in the future. It is worth reading the series of individual responses to this question, as perceptions of the township are not uniform among residents, and at times desires for the community are in direct conflict with one another.

Oshtemo Township residents expressed appreciation for the green space and parks in the township. Many respondents like their neighborhoods. Respondents mentioned enjoying that the township is not overcrowded—parts of the township feel rural while still being close to amenities. At the same time, others are concerned that the township may grow too large and lose its rural feel. Many respondents appreciated the ease of access to highways, shopping, restaurants, and the like. Several respondents would like to see more local/small businesses (rather than franchises) in Oshtemo Township, especially local businesses within walking distance of residences.

Some said they liked the diversity and the different types of housing in the community. Other respondents disliked the apartment buildings, student housing, and multifamily housing in general. Several people expressed concern about the crime rate in areas with multifamily housing.

Some residents perceived the community as not being accessible to a diverse range of incomes, which they disliked. Others wrote that they like the township the way it is and do not want to increase the diversity or availability of housing.

Other examples of dislikes cited include a lack of housing options for seniors, high taxes, a sense that Oshtemo Township is not affordable (high rents were often mentioned), Allen Edwin–style housing developments, too many regulations, not enough enforcement of ordinances, and forced sewer hookups.

## “What were/are you looking for in housing that you cannot find?”

Some 150 respondents followed up on the previous question by providing details about what housing elements they desired but were unable to find in Oshtemo Township. The types of housing desired varied widely. Specific types mentioned include duplexes, mobile-home options, detached townhouses, condominiums (this request was common), townhomes, accessory dwelling units (ADUs), special amenities within multifamily buildings, ranch-style homes rather than two-story homes, apartment complexes, more single-family rental options, community housing that is easily accessible by public transportation, single-family homes with large lot sizes, high-end housing developments, and homes with large garages. Several respondents expressed a desire for large lot sizes or a “rural” feel. A significant number of respondents expressed a need for better and more senior-housing options. Specific-senior housing options mentioned include cottage and village-style senior housing, independent senior living communities, HUD-subsidized housing, senior carports, aging-in-place options, and zoning for accessory dwelling units or “mother-in-law” style homes, in which a separate structure is provided for someone on the property. Location-based elements such as safety, distance from college students, and accessibility emerged as themes in the responses. Taxes and affordability were two additional themes.

Additional details can be found in the appendix.

# 5

## Housing Supply and Demand



# Housing Supply and Demand

## Current Demand

In order to determine housing needs, we must first examine the current state of supply and demand. It is important to understand the current demand so that housing strategies can account for that pent-up demand. We will show three different elements of the housing market in order to better demonstrate the current needs. First, we will show housing-cost-burden levels for renters and owners. Next, we will look at housing preference types. Finally, we will look at household formation levels and how those compare to past building trends.

# Housing Supply and Demand

## Cost Burden

Tables 15 and 16 show the total households in the area by income and housing-cost burden. Overburdened households are considered to be paying more than the Housing and Urban Development (HUD) standard 30 percent of their income toward housing costs. These figures further separated the overburdened, showing the “heavily burdened” as those paying 50 percent or more toward housing. Overburdened households are in need of more appropriate housing, demonstrating a need to construct housing that meets their budget. The Oshtemo Township portion of Kalamazoo County Housing Survey showed that 62 percent of renters and 15 percent of owners considered their housing to be “not affordable.” These results are not necessarily tied to the HUD standard of 30 percent of income, as some respondents paying more considered their housing affordable, and some paying less did not.

There are more than 2,300 overburdened renting households in Oshtemo Township. Shown in chart 30, these households are concentrated on the lowest end of the income spectrum, most earning below \$20,000 per year. These are most likely college students and some seniors with fixed income, that could afford rental units of below \$500 per month in order to be unburdened. Figure aaa shows the number of units needed by price in order to relieve the housing burden. While it is unrealistic to expect that any geographic area can completely eliminate housing burden, it is important to understand the magnitude of need.

Chart 31 shows fewer overburdened homeowners. Roughly 53 percent of the township own their homes, and fewer than 1,000 are overburdened. Overburdened homeowners are spread through

more income ranges than renters, with over 300 households at \$35,000 to \$49,999 per year. These households would need homes of between \$115,000 and \$163,000 (depending on property taxes and loan parameters) to afford payments of \$875 to \$1,249 per month.

*Table 15: Affordable Unit Levels Necessary to Alleviate Overburdened Renters in Oshtemo Township*

Annual Income	Units	Rent Per Month (\$)
<\$20,000	1,186	<\$500
\$20,000 to 34,999	707	500 to 874
\$35,000 to 49,999	377	875 to 1,249
\$50,000 to 74,999	47	1,250 to 1,874
\$75,000 to 99,999	42	1,875 to 2,499
\$100,000 or more	0	2,500 and higher

*Source: The American Community Survey of the U.S. Census, 2017–2021 average, and Claritas.*

*Table 16: Affordable Units to Alleviate Overburdened Homeowners in Oshtemo Township*

Household Annual Income	Units	Payment Per Month (\$)	Estimated Home Price (\$) *
<\$20,000	327	<\$500	Less than 65,000
\$20,000 to 34,999	166	500 to 874	65,000 to 114,000
\$35,000 to 49,999	323	875 to 1,249	115,000 to 163,000
\$50,000 to 74,999	129	1,250 to 1,874	164,000 to 245,000
\$75,000 to 99,999	24	1,875 to 2,499	246,000 to 326,000
\$100,000 or more	15	2,500 and higher	337,000 and higher

\* Purchase price with 5 percent down, 6.0 percent interest, a 30-year fixed rate, private mortgage insurance (PMI), and property taxes.

*Source: The American Community Survey of the U.S. Census, 2017–2021 average, and Claritas.*

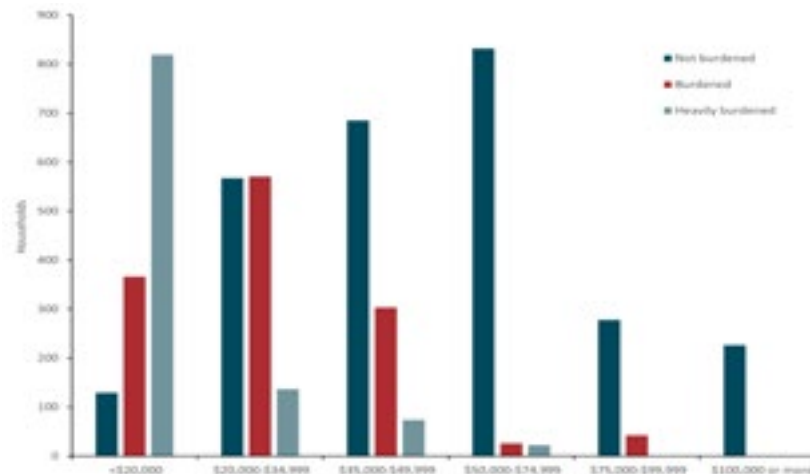
# Housing Supply and Demand

## Housing Preferences

The types of homes preferred in the survey are different from existing homes. Respondents were allowed to vote for more than one type of housing and the results show a range of preferences. Among homeowners in the Township, the housing survey suggests that the primary demand is for single-family homes, but types such as cottage courts and duplex or triplex received a lot of support. Few homeowner respondents wanted large apartment complexes and “No more housing” received nearly as many votes as ADU’s and Duplexes. For renters the preferences were more varied with medium sized apartment building in the lead and no clear favorite in second place. Only two renters voted for no additional housing.

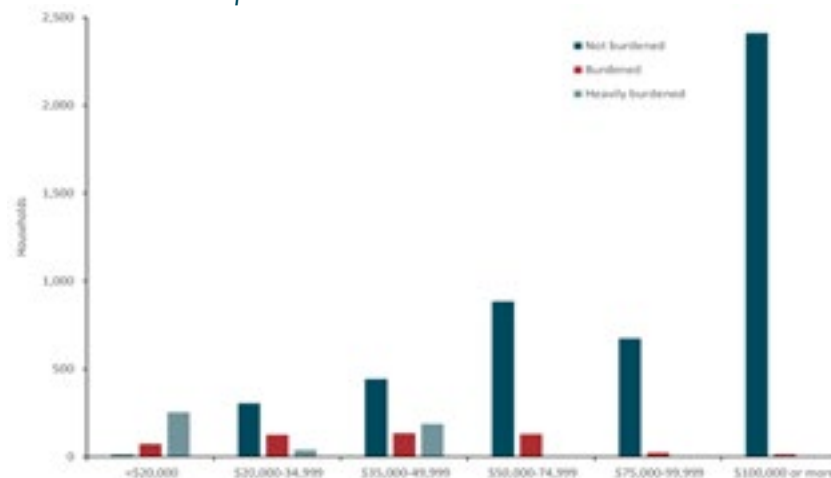
Constructing higher-density housing may offer a solution to improving affordability while also meeting preferences for a variety of housing types. The current housing market suggests there are households who are in homes they cannot afford and types they do not prefer. Development of affordable mid-density types would create more affordability than single-family detached homes and more quality than mobile homes. Higher-density options that fit with the character of the communities in Oshtemo Township may include duplexes, triplexes, and cottage courts. Other multi-family developments such as large apartments would be appropriate in more dense urban areas around existing developments like Meijer. For the eastern sliver of the township where student rentals are already present, small and mid-sized apartment or condo developments may be more appropriate.

Chart 30: 2021 Income and Housing Burden for Renters in Oshtemo Township



Source: U.S. Census American Community Survey, 2017–2021 average, and Claritas.

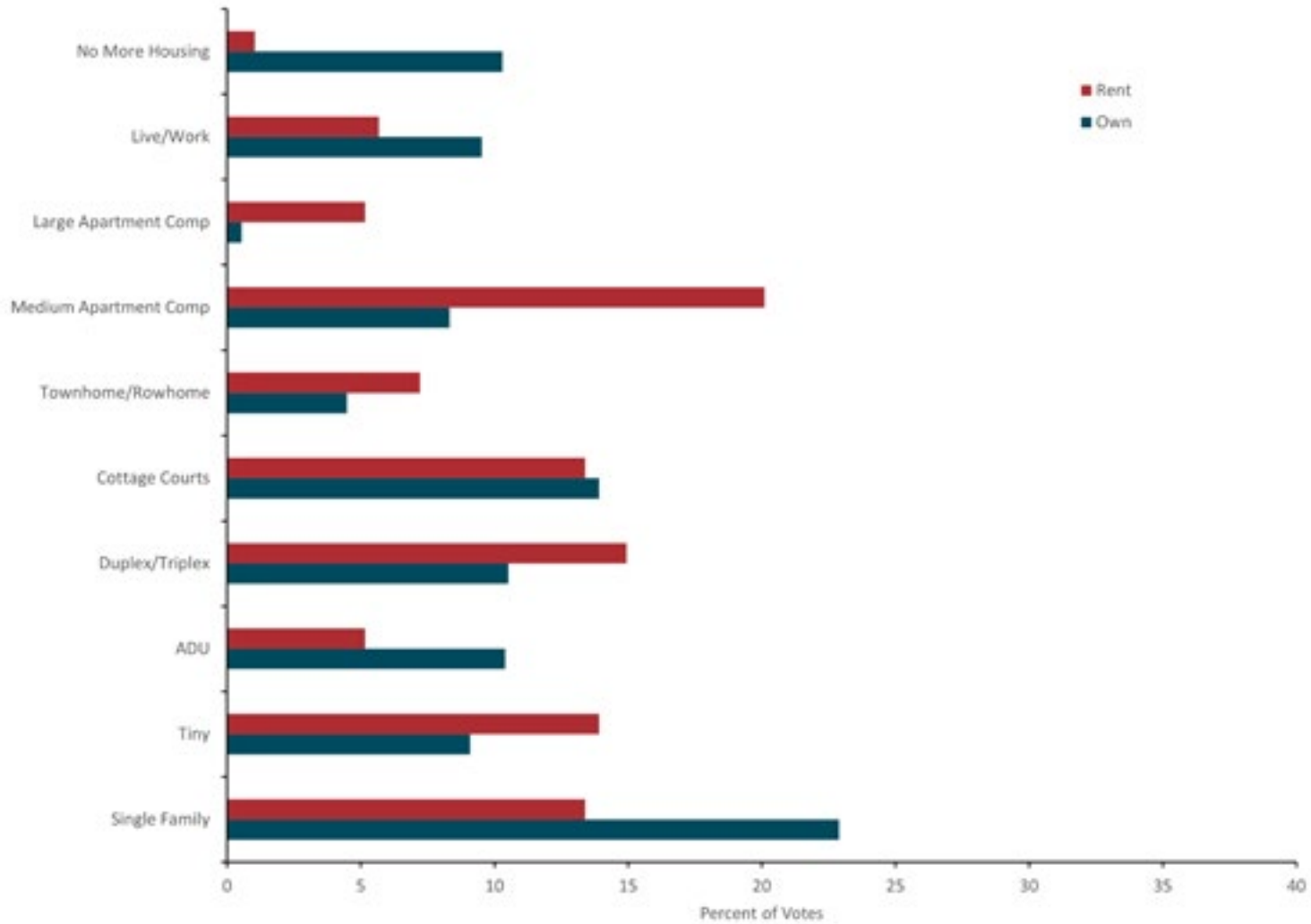
Chart 31: 2021 Income and Housing Burden for Owners in Oshtemo Township.



Source: U.S. Census American Community Survey, 2017–2021 average, and Claritas.

# Housing Supply and Demand

Chart 32: Housing Preferences for Renters and Owners, Oshtemo Township

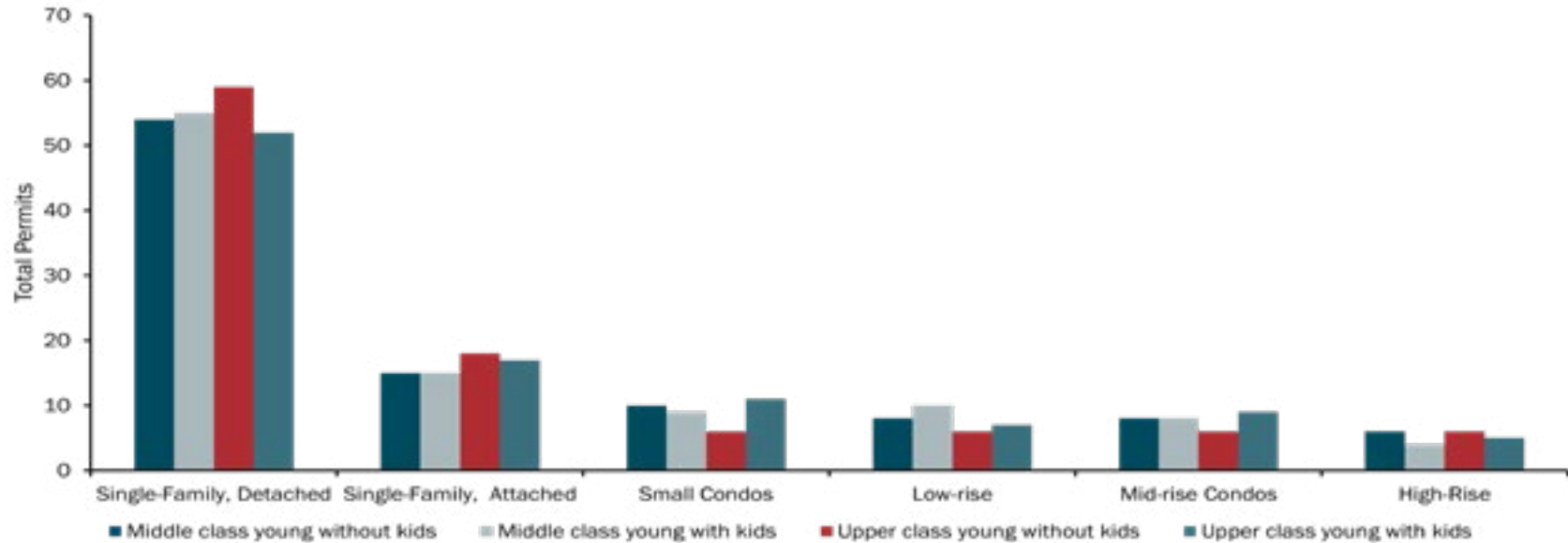


Source: Oshtemo Housing Survey

# Housing Supply and Demand

Nationwide, housing preferences have shifted away from single-family detached units for young families. While the standard single-family house is still preferred by the majority of young families, it is a slim majority: only 52 percent of upper-class young families with kids are looking for a stand-alone house. There is no one clear alternative; rather, preferences are spread across a variety of housing types.

Chart 33: National Housing Preference



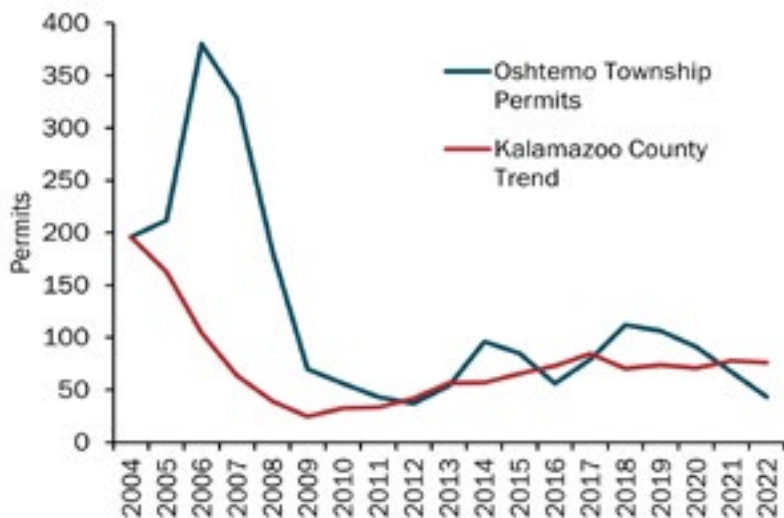
Source: RCLCO & IPUMS USA 2020

# Housing Supply and Demand

## Impacts of Great Recession

The Great Recession continues to impact the housing market in several ways. First, the overproduction of housing prior to the Great Recession led to very limited construction after it hit: lenders were less enthusiastic to finance new construction, home builders were left with many unsold homes or lots, and fewer people were looking to purchase homes. Annual home building remains below the pre-bubble level. Second, those in the construction trades sought work in other markets or other occupations. Third, many homes fell into disrepair and were demolished; some of these homes would have been targets for investment as the market strengthened. Finally, the disruption to employment in 2008–2010

Chart 34: Unit Permitting in Oshtemo Township vs. Kalamazoo County, 2004–2022

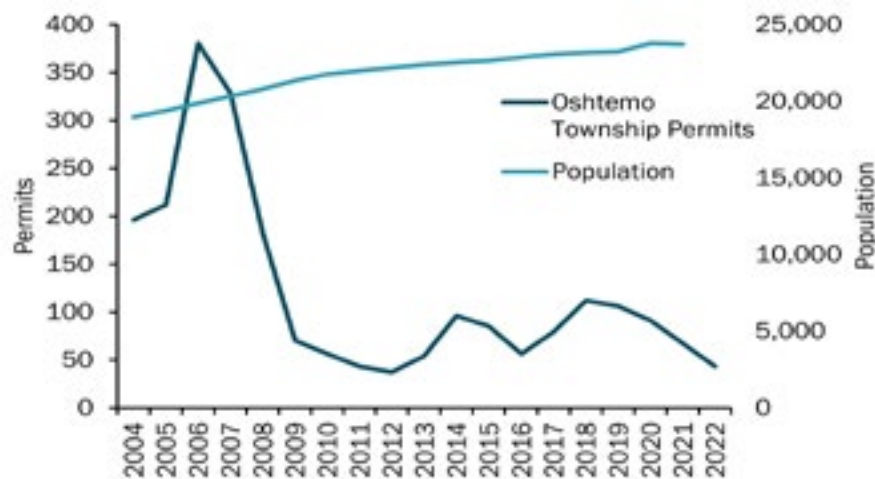


Source: Township data and U.S. Census building permits.

slowed the rate of household formation—that is, the rate at which people create new households by existing households.

Housing-unit construction in Oshtemo Township has remained low following the housing crash of the Great Recession. Chart 32 shows the number of housing permits in the township compared to the trend in the county. As the housing bubble burst, Oshtemo building remained elevated, while overall county permits declined. Both the township and the county have found a stable level since the recovery, though Oshtemo has been trending downward since 2018. While the pace of permitting countywide is modest, Oshtemo Township is missing out on potential growth. Chart 33 shows the same permit data compared to population. The population growth is loosely correlated with the permitting, as it slowed when permitting fell during the Great Recession.

Chart 35: Unit Permitting and Population for Oshtemo Township



Source: Township data and U.S. Census population estimates.

# Housing Supply and Demand

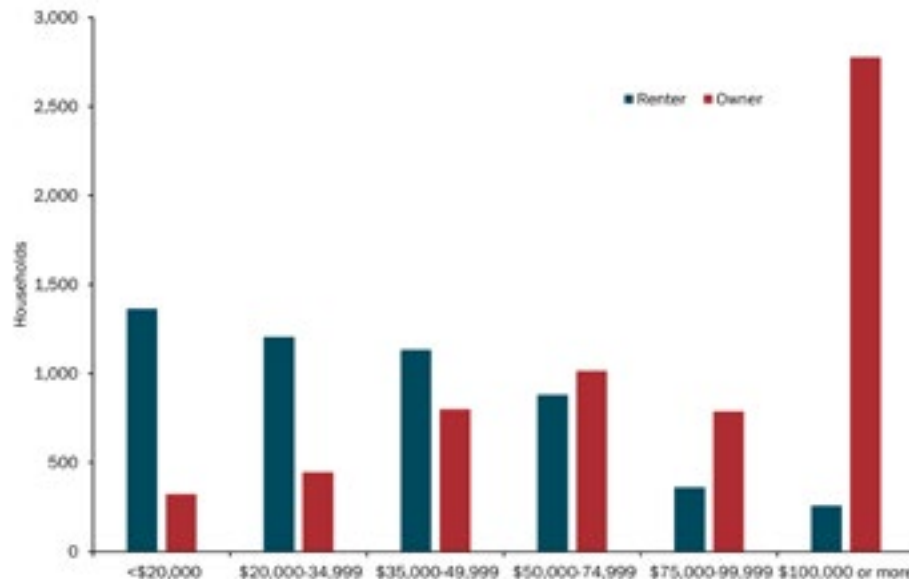
## Future Demand

According to our data, the area’s housing needs stem from demographic and preferential mismatch rather than just rising population. According to household estimates from Claritas, the area is projected to grow by 3.5 percent from 2021 to 2026; Institute staff estimates project continued growth through 2023. Nonetheless, demand from the existing population exists; the area has many unformed households because some are unable to form new households due to a lack of available housing units.

or more. Nonetheless, the need for housing units that meet the needs of lower-income households will remain due to the existing unrealized demand for units at the lower end of the income spectrum and the projected persistence of households in that income range

Chart 34 depicts the income levels and the number of households in 2026. These new households are projected to be at the higher end of the income spectrum, those earning \$100,000 a year

Chart 36: Units Needed in Oshtemo Township by Income Level



Source: The American Community Survey of the U.S. Census Bureau, 2015–2019 average, and Claritas.

# Housing Supply and Demand

Looking beyond Oshtemo Township, we have included, for the entire county, potential demand by renters for homeownership. The county has roughly 36,000 households paying rent. The survey results indicate nearly 28 percent of those renters are looking to buy, which would be 10,000 homes. Chart 35 shows most of the interest in buying comes from those aged 25 to 34 and those aged 35 to 44. Oshtemo Township is certainly not expected to meet the entire demand, but there are many reasons why first time homeowners would be interested in Oshtemo Township. Proximity to the city of Kalamazoo, being eligible for the Kalamazoo Promise, and available areas to build mean growth potential for the township.

The housing market has cooled from the peaks of the last few years but demand remains elevated. There is a demand for housing due to net growth, but there is also demand due to mismatch of preference, price and availability of homes. Third-party estimates, such as the one from Claritas, suggest net growth of merely a few hundred households in the next five years. Forty-six percent of renters are paying more than 30 percent of their income for rent, and not all of these households are college students.

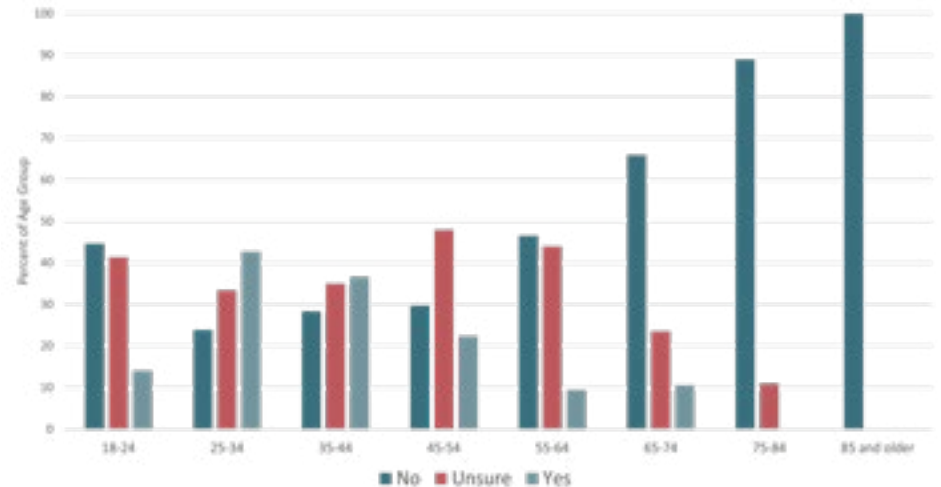
## Survey Responses

### What are some of the things you like or dislike about housing in Oshtemo Township?

“We already have an abundance of mid-rise apartments for rent. I’d like to see more efforts toward “Habitat for Humanity” type projects with a funding base, etc.”

-Anonymous, Oshtemo Township Survey

Chart 37: Renters Planning on Buying a House in the Next Three Years by Age



Source: Oshtemo Responses from the Kalamazoo County Housing Survey

Chart 38: Renters Planning on Buying a House in the Next Three Years



Source: Oshtemo Responses from the Kalamazoo County Housing Survey



# Housing Supply and Demand

Table 17: Units Needed to Meet Demand from Growth Over the Next Eight Years

Geography	Single family detached	Duplex-quadplex, Condos	Cottage courts, tiny homes, bungalow, mobil	Live/work units	Mid-sized multi-family (apartments and condos)	Apartments (low, mid, large)	Accessory dwelling units	Total units
	1 Unit	2-4 Units	1 Unit	4-25 Units	4-25 Units	25+ Units	+1 Units	
Rural	75	50	50				25	200
Suburban	150	75	125		50		40	440
General urban				20		75	15	110
Total	225	125	175	20	50	75	80	750
<i>Estimated cost to build per unit</i>	\$350,000	\$200,000	\$250,000	\$190,000	\$175,000	\$150,000	\$75,000	
<i>Total cost by type</i>	\$78,750,000	\$25,000,000	\$43,750,000	\$3,800,000	\$8,750,000	\$11,250,000	\$6,000,000	\$177,300,000

Housing needs in Oshtemo Township are influenced by many factors. Those factors include population projects, economic-condition projections, pent-up housing demand, housing-type preferences, and existing housing stock. When analyzing these factors together, Institute staff find a substantial demand for new housing units in Oshtemo Township through 2030. The current and future demand for housing units is different from the demand in decades past, as new and current residents are increasingly interested in higher levels of density and walkability. Nonetheless, single-family houses remain attractive to many. In the chart above, we estimate the number and location needed for each type of housing.

According to our estimates, the Township needs to enable the development of 750 new housing units. This will require a substantial investment from public and private entities—an estimated \$177 million. To create this estimate, Institute staff collected construction costs from local developers and state and national reports. The results of this work indicate that construction costs for single-family homes range between \$300,000 and \$500,000, duplexes are in a similar range but offer two housing units per building, midsized multifamily projects are slightly less expensive at approximately \$150,000–\$250,000 per unit, and low- and midrise apartments are even more cost-effective at \$125,000–\$200,000 per unit. The cost to add an accessory dwelling unit can vary widely, depending on the relationship to an existing home (utilizing the existing house envelope and infrastructure is far less expensive than building a stand-alone building on the same property), square footages, and the quality of the finishes. This report estimates an average cost of \$75,000 per accessory dwelling unit. Multiplying the average cost of each unit by the number of units needed reveals a total investment needed of around \$177 million to meet the future housing demands in the Township. Table 13 outlines these calculations, along with the number of units needed by location.

# 6

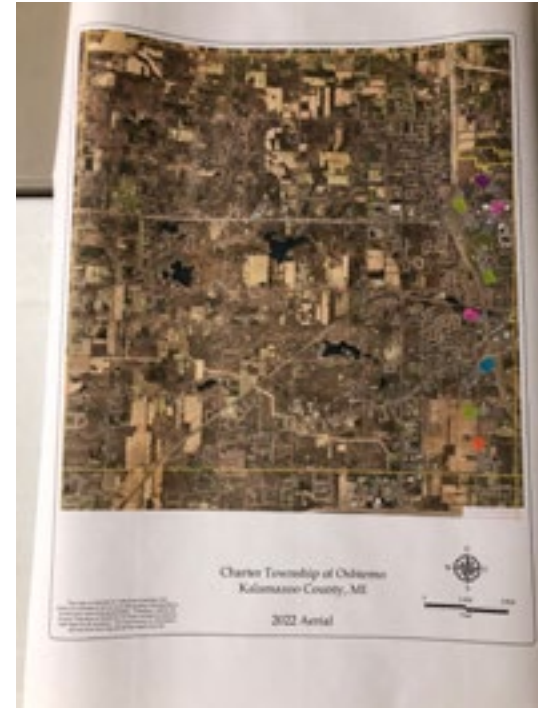
## Goals, Objectives, and Strategies

# Goals, Objectives, and Strategies

## Collaboration

No single group or solution will solve the housing crisis. As such, many individuals and organizations were asked to contribute to the creation of this housing plan. Our stakeholder groups were composed of municipal leaders, realtors, developers, employers, nonprofit agencies, and residents. These individuals volunteered their time and expertise to help guide areas of focus. The Planning Commission worked as the steering committee to provide critical direction and innovative ideas to the planning process, which in turn guided the goals and objectives of this plan. Stakeholders' input on these strategies is vital, as their knowledge of local conditions and politics helps determine which are likely to succeed. In addition to the public planning-commission meetings, eight special public meetings in the evening and on weekends were held to collect feedback on preliminary results. Survey responses were collected from 503 residents in the Oshtemo targeted survey. Some 435 more were received from Oshtemo residents countywide in the Kalamazoo County survey. The strong participation showed the level of concern and passion people have for coming up with housing solutions for Oshtemo Township.

Formulating this housing plan would not be possible without the hard work of the Planning Commission and the Community Development Department at Oshtemo Township. Additional support provided by township volunteers was invaluable in getting the word out about the housing survey. In addition to those who answered the survey, we had around 55 participate for in-person and Zoom meetings. We are grateful for the collaboration and partnerships that formed during this process.



# Goals, Objectives, and Strategies

*The goals, objectives and strategies below were created based on data, stakeholder conversations, and public feedback. Details and specifics of strategies will need to be further discussed with the Planning Commission and/or Township Board prior to implementation. Additionally, increased capacity at the Township is needed to fully implement the goals. Many of these strategies would not be possible without the creation of additional dedicated staff and/or a department to address housing needs.*

## Goal One

**A township where housing-unit production and preservation result in a supply of ownership and rental options that are safe, healthy, and affordable to people of all income levels and demographics.**

### Objective

Produce a supply of rental and home-ownership housing to meet current or projected needs.

### Strategies

1. Update zoning to allow for accessory dwelling units (ADUs) township wide.
2. Open R1 and RR zoning to allow duplexes by right and allow legal conversion of single-family to duplexes, with design standards that will blend with single-family homes.
3. Remove zoning barriers for housing projects in designated areas such as, but not limited to, reviewing the minimum requirements in zoning, including parking setbacks, single-family lot size, and building square footage required.

4. Participate in the Redevelopment Ready Community program for long-term and future development.
5. Expand administrative-review ordinance for site-plan approval.
6. Create preapproved plans to remove barriers to development for small first-time builders such as, but not limited to, accessory dwelling units and infill duplexes.
7. Allow tax incentives such as, but not limited to, NEZ, PILOT, and TIF.
8. Update zoning ordinance to allow multifamily residential and/or mixed use development in all commercial zoning districts.
9. Consider adopting more recommendations from the Michigan chapter of the American Planning Association's Zoning Reform Toolkit. <https://www.planningmi.org/zoning-reform-for-housing>

### Objective

Preserve good-quality rental and ownership housing for households of all incomes.

### Strategies:

1. Expand housing opportunities with housing-choice vouchers.
2. Expand rental-code enforcement for properties five or fewer units to ensure the health and safety of the residents.
3. Review and improve the rental ordinance and rental inspections.

# Goals, Objectives, and Strategies

## **Goal 1 Cont.**

4. Connect and inform residents of opportunities for affordable home repair such as, but not limited to, creating a local lending library.
5. Provide outreach and education about existing opportunities for homeowner repair programs such as, but not limited to, a newsletter, website, and pamphlets for Tuesday toolman, weatherization, USDA loans, MI Saves, etc.
6. Create an Airbnb ordinance.
7. Explore ways to help minimize HOA fees by setting appropriate development standards for roads and water retention.

## **Objective**

### **Consider housing demand and needs for future generations and life stages.**

1. Allow zoning for alternative housing types such as, but not limited to, condos, tiny homes, cottage courts, townhomes, and accessory dwelling units (ADUs).
2. Allow single-family conversions to duplex or multifamily homes.
3. Encourage and allow cooperatives, community land trusts (CLTs), and resident ownership models in mobile-home parks to diversify options and opportunities. Include encouragements such as, but not limited to, subsidies for costs of development.
4. Promote and incentivize mixed-income and senior housing development projects.

5. Encourage new buildings to be built to meet the standards for American National Standards Institute (ANSI) Type A homes that adds an accessible threshold throughout the home rather than ANSI Type B homes that is limited to items such as grab bars.

## Survey Responses

### ***“What were/are you looking for in housing that you can not find?”***

*“Affordable single family homes in a rural area”*  
-Anonymous, Oshtemo Township Survey

*“Quality construction at the right price point”*  
-Anonymous, Oshtemo Township Survey

# Goals, Objectives, and Strategies

## Goal Two

***A township where housing contributes to a safe, desirable, environmentally responsible and sustainable community.***

### Objective

Promote health and safety in neighborhoods close to multiple transportation opportunities.

#### Strategies:

1. Create process and encourage the creation of neighborhood organizations for community relationship building.
2. Establish structural housing grant programs for low-income homeowners.
3. Make incentives for landlords to reinvest in outdated apartments. Improvements could include landscaping, lights, and interior updates for health, safety, and energy efficiency.
4. Allow existing structures to be rebuilt for up to one-to-one replacement.
5. Prioritize housing close to existing infrastructure or planned nodes/zones with amenities like stores, farmers' markets, and other services.
6. Update rental-code enforcement for all rental properties.

### Objective

Promote and facilitate reduction of energy, water, and waste in new and existing housing.

#### Strategies:

1. Increase education and outreach on existing rebates, and weatherization financing for homeowners and landlords, such as, but not limited to, consumer rebates, MI Saves, and PACE.
2. Encourage more environmental design in zoning approvals for sustainable buildings, such as, but not limited to, rain gardens, solar panels, taller native grasses, permeable pavement, and multifamily parking, with one tree for every four cars.
3. Allow density bonuses or other incentive programming for LEED project meetings, Passive House, Enterprise Green communities, and Energy Star.
4. Require minimum recycling percentages for demolition.
5. Create opportunities for composting facilities for homeowners.

## Survey Responses

### ***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"enjoy green spaces and outdoor recreation. smaller developments in clusters with adjoining green spaces would be preferred over high-density mega developments"*

*-Anonymous, Oshtemo Township Survey*

# Goals, Objectives, and Strategies

## **Goal 2 Cont.**

### **Objective**

Promote livable neighborhoods with a mix of housing types and incomes, high-quality design, and a scale and character that respect unique residential neighborhoods.

### **Strategies**

1. Expand the allowable uses in existing zoning, including for housing types.
2. Prioritize housing close to existing infrastructure or planned zones with amenities.
3. Zoning should reflect measures to support new construction with good-quality design, scale, and character.
4. Encourage traffic-calming measures for new and existing roads.
5. Provide incentives to change existing exterior common-area lights to LED and Dark Sky–approved lights.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

“Housing that is in a location where i can walk to shopping and services”

-Anonymous, Oshtemo Township Survey

# Goals, Objectives, and Strategies

## Goal Three

***A township that values usable open space and the preservation of natural features.***

### Objective

**Balance competing demands to create housing options and preserve open space.**

### Strategies

1. Promote housing developments that maximize usable open space, such as, but not limited to, gardens and natural features.
2. Create incentives for developments to add usable open space that connects to existing natural areas, including buffers and parks, and incentives such as, but not limited to, density in height and lot widths.
3. Prioritize housing close to existing infrastructure such as sewer lines, or planned zones with amenities.

### Objective

**Develop standards in housing developments to embrace natural features.**

### Strategies

1. Create incentives for tree planting and landscaping programs for existing owners and landlords/renters. This could be done through neighborhood associations.
2. Provide education and outreach on native lawn options and seed mixes.
3. New housing developments should meet the landscaping site-plan requirements.

## Survey Responses

***What are some of the things you like or dislike about housing in Oshtemo Township?***

*"The rapid increase in housing without consideration for the preserving natural elements and the environment. The resultant increase in noise as more cars and trucks move through the area.*

*-Anonymous, Oshtemo Township Survey*



# Goals, Objectives, and Strategies

## Goal Four

***A township that collaborates to support housing opportunities without discrimination.***

### Objective

Support aging in place.

#### Strategies:

1. Support local zoning that is appropriate for older-adult housing options, such as accessory dwelling units.
2. Develop or enhance local aging-in-place education and resources for older adults, their caregivers and families, and landlords, through housing counseling agencies, Area Agencies on Aging (AAA), and home and community-services agencies.
3. Support programs aimed at transitioning older adults out of nursing homes, as medically appropriate, and into housing where they can receive in-home care services.

### Objective

Support equal housing opportunities.

#### Strategies:

1. Create an antidiscrimination ordinance that applies specifically to housing. (For example, federal law prohibits landlords from charging higher security deposits to people in wheelchairs or to families with children. The law also requires landlords to allow reasonable accommodations and reasonable modifications, as needed, for people with disabilities to fully use and enjoy their homes, and it prohibits discrimination on the basis of source of income.
2. Establish a library of resources to inform residents of their rights.

### Objective

Support an adequate supply of transitional and/or permanent housing services throughout Oshtemo that are appropriate and meet the specific needs of those who are housing-insecure in the township.

#### Strategies:

1. Support the creation of transitional or permanent housing opportunities in Oshtemo Township.

### Objective:

**Support Housing First initiatives in Kalamazoo County.**

#### Strategies:

1. Create working relationships with the local Kalamazoo County Continuum of Care, shelters, and nonprofit partners to assist with temporary housing for those in Oshtemo Township.

## Survey Responses

### ***What are/were you looking for in housing that you cannot find?***

*"Aging in place options are hard to find. I need attached garage, one level living, main floor laundry, more than 2 bedrooms all at an affordable retirement price."*

*-Anonymous, Oshtemo Township Survey*

# 7

## Appendix

# Appendix

## Qualitative Responses to the Oshtemo Township Survey

### Question 3:

#### “Do you own or rent your home?”

- “Going to build on our property.”
- “Too much money when it should be going for a house.”
- “We own our manufactured home but on rented property.”
- “Own Condo with Home Owner Association & management”

### Question 5:

#### “Can you find (or have you found) housing that aligns with your earnings?”

Support equal housing opportunities. In response to the above question, about 8 percent of respondents chose to provide a detailed answer rather than a “yes” or “no” answer. Some of these respondents indicated that they had found housing appropriate to their income, but only with assistance, often family-based. Others indicated that they had found housing that was appropriate for their income, but they did so many years ago and doubted that they would be able to do so today. Some cited property taxes as a barrier to finding affordable housing. Another group reported that they were able to find housing that met their income, but just barely—it was, or is, a struggle.

#### Respondent was able to find housing that aligns with their earnings only through assistance of some kind:

- “Difficult - We had parental support at purchase time.”
- “I live with my father, so yes (for now). But there is a lack of starter family homes in this township that I love.”
- “ONLY with assistance.”

#### Respondent feels that property taxes are a barrier:

- “Yes, but the property taxes are slowly pushing us to seek other options.”
- “Property taxes need to be lower.”
- “I own but the taxes are so high I can’t afford to stay here too long.”
- “Finding a home at a reasonable price in KPS district has been challenging. Condo prices are as much as a home, or more. We overpaid for our home but had no choice. Rental prices are also very high, or locations are unsafe in Oshtemo - our son is looking for a place. Not to mention being gouged by township taxes with very little in return (sidewalks, streetlights, road maintenance.”
- “Yes, except for the crazy amount of taxes that we pay here. And they only continue to rise. This is difficult in our current economy. Our monthly mortgage payment is more than when we purchased the house due to taxes.”
- “Fear being taxed out of my home.”

#### Respondent was able to find housing that aligns with their earnings in the past, but is not sure that they would be able to now:

- “Yes, that was 15 years ago”
- “Bought 30 yrs ago.”
- “Barely, housing market has increased since I purchased and is now above what I could afford to buy.”
- “Built here in 70’s.”
- “50 years ago, but it wouldn’t now.”
- “Prices are increasing”
- “The cost of my house aligns with my earnings, however if I were buying my house now, I could not afford to purchase it.”
- “Currently yes. However, if and when I have to move, I’m concerned.”
- “At the time of move in yes.”

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- “Only because we bought a repo over 20 years ago.”

**Respondent reports that they were/ are able to find housing that aligns with their earnings, but just barely or it was/is a struggle:**

- “Barely, it was extremely hard.”
- “Since the coronavirus pandemic the price of housing has increased. It is very difficult to maintain affordable housing in this area.”
- “Yes but it’s expensive and I work multiple jobs in order to live here.”
- “Everything is too much these days, especially in Oshtemo.”
- “The monthly charge for condo owners is INCREASING VERY FAST - too much for my income; I retired in year 2000.”

## Question 9

**“What are (or were) your greatest challenges when looking to find housing in Oshtemo?”**

The survey instrument allowed respondents to select more than one answer to this question; approximately 17 percent provided a written response. Many of these respondents expressed that it was difficult to find the specific housing option they were looking for, whether it was a larger lot size, a smaller home more suitable for a single person, or a quiet neighborhood. Respondents commented on an overall lack of options. Specific concerns include difficulty finding suitable senior housing, difficulty finding land to build on, and a need for more/better condominiums and good-quality rental options in the area. A portion of respondents indicated that taxes or utility prices were a barrier.

Respondent could not find the option they wanted:

- “Not enough options when buying.”
- “Hard to find properties with rural character that made me look to Oshtemo.”

- “Hard to find a quiet neighborhood.”
- “Houses were too big for a single person.”
- “Not great single family renting options. I’m not in a position to buy and am a single parent. Individual rentals go so fast and I have a dog so I’d prefer not to be in an apartment. So the only option is unfortunately a trailer park.”
- “Lack of options, other than single family homes”
- “Hard to find modest sizes homes, less than 4 bedrooms”
- “I am a working professional (teacher). I do not want to live in the ‘student ghetto’ in Kalamazoo but all other rental options are out of my price range. I make \$60,000/year. I should be able to afford a 1-2 bedroom apartment that is not deplorable looking, like the ones in Kalamazoo.”
- “I felt like there weren’t many options when I needed something quickly. I took a job offer and was expected to move within the month and it was difficult.”
- “There are only a handful of housing options in Oshtemo.”
- “We need housing in areas that’s not so noisy away from highways and main areas.”
- “Hard to find homes for sale in the specific area I wanted.”

**Respondent voiced a need for more or better-quality senior housing:**

- “Need housing for seniors-affordable.”
- “Having been swindled by the landlord of a senior subsidized apartment/housing complex, I ended up in an overpriced tenement run by crooked con artists.”
- “More senior housing for folks living on social security.”

**The respondent feels that taxes or utility prices are a barrier:**

- “Taxes too high”
- “Taxes were too high for equivalent house in neighboring areas.”

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- “High prices with added upcoming fees for sewer/water hookups”
- “Taxes are high considering what they pay for. Kalamazoo City’s are way lower and offer leaf and bulk trash pick up. Portage are comparable and again offer leaf and bulk trash pick up.”
- “Taxes are ridiculous for services.”
- “Property taxes relative to services out of proportion.”
- “Taxes are very high, aligned with Chicago.”
- “Property taxes are outrageously high compared to surrounding communities.”

## **The respondent notes a lack of condominiums:**

- “Need more condo’s.”
- “Free standing condominium”
- “Limited number of the site condo (detached condo) option that we were looking for”
- “No high-end condos and lack of luxury single family”
- “We need more condominiums, there just aren’t any good options.”

## **The respondent sought or is seeking land to build on:**

- “Options for building my own home”
- “Open land to build what I want”
- “Availability of lots to build ranch style home”
- “A lot of large lots have been split or subdivided into smaller less desirable parcels”
- “We purchased acreage and built”
- “Built new”
- “Built a home on open rural land”
- “Hard to find rural/ag land”
- “Hard to find a lot to build on.”
- “Land/lots”

## **Miscellaneous:**

- “Don’t feel safe within the community.”
- “Have not looked, but looking to own in the next 5 years.”
- “Past credit history. Not to be confused with rental history.”
- “Hud section 8”
- “Housing next to green.”
- “Single story.”
- “Unfettered urban sprawl. Lack of green space (unimproved parks)”
- “Houses are overpriced. Shopping & nicer restaurants are lacking - there are hardly any sidewalks for safe walking to parks, stores, etc. Old Chime building area could be developed into housing. And space closer to Mattawan and KVCC”
- “Finding one clean enough to even think about buying”
- “Renting with son from daughter”
- “Have not looked, I own my home and want to sell.”
- “Inflation has hit all of the USA and the world.”
- “Very few accept pets even if you have an excellent record.”

**\*A few respondents report not having been in the housing market for many years or that they find this question does not apply to them for some other reason.**

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## Question 10

**“What were/are you looking for in housing that you cannot find?”**

Some 150 respondents followed up on the previous question by providing details about what housing elements they desired but were unable to find in Oshtemo Township. The types of housing desired varied widely. Specific types mentioned include duplexes, mobile-home options, detached townhouses, condominiums (this request was common), townhomes, accessory dwelling units (ADUs), special amenities within multifamily buildings, ranch-style homes rather than two-story homes, apartment complexes, more single-family rental options, community housing that is easily accessible by public transportation, single-family homes with large lot sizes, high-end housing developments, and homes with large garages. Several respondents expressed a desire for large lot sizes or a “rural” feel. A significant number of respondents expressed a need for better and more senior-housing options. Specific-senior housing options mentioned include cottage and village-style senior housing, independent senior living communities, HUD-subsidized housing, senior carports, aging-in-place options, and zoning for accessory dwelling units or “mother-in-law” style homes, in which a separate structure is provided for her on the property. Location-based elements such as safety, distance from college students, and accessibility emerged as themes in the responses. Taxes and affordability were two additional themes.

### **Respondent would like more options for housing types:**

- “More of a selection”
- “MOBILE HOME PARK WAS NOT LISTED AS A HOUSING OPTION. I BELIEVE THE TOWNSHIP NEEDS MORE MOBILE HOME OPTIONS”
- “Duplexes and independent townhouses”
- “Community housing within walking distance of shopping,

library, and public transportation.”

- “Condo with 3 car garage. In high demand but aren’t any in Oshtemo.”
- “Free standing condominium”
- “I’m looking for a townhome or condo that fits within my price range. A price range that allows me to live comfortably and not ‘housing poor’ regardless of my income level.”
- “There are not enough condos in the below \$180000 price range. When I cannot do stairs and need an inexpensive condo I don’t think I will be able to find one in Oshtemo”
- “Multiple site condo (detached condo) options. I know of only 2 such neighborhoods in Oshtemo”
- “Duplex, ADU”
- “More free standing condos”
- “Specific floor plan in a condo with specific amenities”
- “High end luxury condos with clubhouse, swimming pool, work out rooms, etc.”
- “Condominiums west of 131. The lack of city sewer makes building them impossible.”
- “Smaller than 1600 square foot homes”
- “Duplex”
- “Hard to find ranch style homes or condos”
- “Looking for Condo. I waited and found perfect location.”
- “Condo”
- “Apartment complexes and smaller homes”
- “See answer 9. More single-family rental options.”
- “Renting prices keep going up. Limited renting options in this area.”
- “Affordable housing that is friendly to children, and has a pool, workout center, and clubhouse that can be rented.”
- “Affordable rate on nice apartment took over a year to get off waiting list when I did not want to live in a huge apartment building that felt unsafe.”
- “Affordable young adult apartments”

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- “Single family homes in a neighborhood with large lots”
- “Were looking for area with single family homes in a neighborhood. Found it.”
- “A ranch with more than 1299 sq ft that is relatively new and not too far out in the rural area”
- “Walk out ranch style home in my price range and location”
- “Open floor plan, a kitchen in the back of the house, three or more bedrooms, a safe neighborhood and lots of closet space.”
- “Portage- smaller homes were outdated ranches, tight lots”
- “4-5 bedrooms”
- “We were looking for a ranch home and it was hard to find. More 2 story homes available”
- “Quality single family homes.”
- “High-end housing communities”
- “Nice subdivisions that have curbs and people care about their homes. That are not built by Allen Edwin.”
- “More upscale home developments”
- “Houses will more acreage, houses with outbuildings, houses with main level bedroom, houses with additional mother-in-law suite”
- “Quality construction rather than poorly built, but still high price homes”
- “With Verizon cost of food prices that would be wonderful if there could be housing with an area where we could have gardens or bigger balconies where we can have more planters.”
- “More soundproof walls. Individual garages.”
- “A garage within the allowed setback”
- “Large garage for needs”
- “House with extra car storage or lot that would legally accommodate second car storage building”

## **Respondent would like a sense of being “rural” or more land:**

- “2003- country feel without living too far out”

- “Green space and large lot size.”
- “Larger lot”
- “Affordable single family homes in a rural area”
- “Quiet location with large lot/yard”
- “Tough to find much for sale with more than 2 acres of land for a reasonable price. If Oshtemo needs more of something it’s keeping lot sizes large and stop letting people split them up.”
- “Land. Wish there was more land and investment in sidewalks and nature trails. Please protect the trees. I fear West Main will look like Westnedge. And please stop with the credit unions for the love of all that is good.”
- “Space and land!!!”
- “Big lots, beautiful homes”
- “More space, bigger lot with privacy”
- “I was looking for a large lot (5-10 acres). I settled for 3 acres, although I am happy with where I live.”
- “Rural with more than 20 acres.”
- “Large lot/acreage”
- “Open lots, 1 to 2 acres”
- “Green space, low traffic and quiet are all critical for housing environments”
- “Land/acreage”
- “We wanted a move in ready house on 2+ acres of land. Most houses that come with land are very old and outdated, but priced high.”
- “Acreage”
- “Bigger yard”
- “Yard space”
- “Couldn’t find housing so decided to build, and even lots were hard to find.”
- “10+ acre lot, machine shed and/or hanger.”
- “Lots of land and large house for big family. Had to buy and tear down/rebuild.”
- “Quiet road with land (we found it but it is getting busier by the minute)!”

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## Respondent notes a need for better or more senior housing options:

- “The lack of housing for seniors who are handicapped or difficultly with stairs.”
- “Single family homes for adults 55 and older.”
- “Independent senior living”
- “Aging in place options are hard to find. I need attached garage, one level living, main floor laundry, more than 2 bedrooms all at an affordable retirement price.”
- “Senior housing the Villages up here would be great.”
- “Affordable senior apartment/condo housing”
- “Senior subsidized housing”
- “Affordable senior housing for social security incomes”
- “HUD Subsidized housing for seniors.”
- “Carports for senior living”
- “More safe HUD housing; elderly/ disabled”
- “Housing that met current needs and allowed aging in place for as long as possible”
- “Would love to have the option to add ADU to my own property for aging parent. Or would love a tiny home community.”
- “A decent affordable apartment for seniors.”
- “Affordability for seniors, multi family and disabled individuals”
- “Affordable last homes for retirees were difficult to find for purchase and not rent.”
- “Shared living village concept, with younger people assisting seniors, like in Europe, to minimize the need for assisted living and nursing homes.”
- “Affordable senior housing I had to go back to work because I can’t make ends meet because housing is more than 30% of my income.”
- “More duplexes! Also, zoning reform that allows more accessory dwelling units. I wanted to live on my aging parents’ property in a freshly constructed ADU, but zoning rules had

obviously been carefully written to exclude them, so I didn’t even try to pursue that.”

- “Senior housing, cottage type.”

## Respondent commenting on taxes, regulations, or utilities:

- “Average housing with taxes that are similar to other areas. Have to settle for less house because taxes are so much per month.”
- “Tax rates lower than Kalamazoo. Government that works for the citizens.”
- “Lower property taxes, because surrounding communities seem to have lower property taxes. According to my friends who live in the heart of Kzoo, Portage and Portage Outskirts, Schoolcraft, Mattawan, and Alamo township— Oshtemo seems to be the highest when it comes to property taxes. This makes it hard to even purchase a smaller-midsize home due to such high taxes.”
- “A township that will keep it hands out of my pocket”
- “Less government interference”
- “Consider moving out of the township. The board members are very unprofessional and unfair! Many board members are crooks!”
- “The opportunity to own my home and land without interference from the current township board’s fictitious “go green” initiative which only applies to areas outside of their properties (yes we know where you live) and their overzealous desire for roads and parks that just drive-up taxes. We were looking for a housing situation that did not involve constant tax increases and unwarranted assessments and mileage increases.”
- “I find it increasingly hard to find housing where local government leaves owners alone.”
- “What I found in a house in Oshtemo is a house that needs updating. However, with the threat of a sewer upgrade, rising taxes, and higher than normal property tax, it is difficult to upgrade. So we continue to live in the 80s.”
- “Public utilities (sewer), large BUT functional yard - not so tree covered that grass wouldn’t grow or grade changes that effected usable space, access to trails.”



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- “Connected to municipal utilities, affordable.”
- “Good internet connections”
- “We found a new home but overpaid. No sidewalks, streetlights far apart. Poor snowplow response time. Road maintenance is cheap, same potholes every year with the same sand pebble refill. Kids don’t have smooth roads to play on. High traffic busy roads with no walkability to benefits like parks and library. All affect housing thriving if options are built. Tons of development opportunity on stadium drive and 9th street.”

## **Respondent is commenting on the location:**

- “Something NOT near rentals.”
- “I found a reasonably priced rental unit, but there is a higher crime rate in the area which is unsettling.”
- “Smaller one level home in a safe quieter neighborhood but close enough to town shopping”
- “I wanted something private but easily accessible to amenities such as shopping and highways. I could find no suitable alternatives at the time I was looking.”
- “Good neighborhood, nice landscaping, upscale housing, new designs.”
- “Lot size for good yard, number of bedrooms, still in KPS district”
- “Location”
- “Housing that is in a location where I can walk to shopping and services”
- “The size and general location that I wanted, in my price range”
- “A safe community to raise our children. We have have several break ins to our vehicles and drunk men knocking on our door in winter trying to come in! NOT AT ALL WHAT I WANT AROUND MY KIDS.”
- “Single family homes with neighbors that care about their homes and respect yours. Do you want to buy a house that’s next door to a dump with gutters falling off, dead trees and lousy lawns? My next-door home is owned by a slum Lord that owns multiple properties and does nothing to keep up the property. Renters don’t

care about keeping up a rented property that they don’t own. Rich multi homeowners that rent their properties can afford to outbid single families for the properties and many make lousy neighbors. Home and apartment renters can make lousy neighbors. Pray you don’t find out as new apartments are going up everywhere and running once nice single-family homes.”

- “Affordable, no students, and safe.”
- “Affordable, not in college area, preferably with older tenants, pets allowed, with some yard space.”

## **Respondent is commenting on affordability:**

- “Single family dwellings at affordable price”
- “Affordable safe housing that can accommodate families”
- “Costs”
- “Low income, disabled housing”
- “Starter family houses in a starter family price point (\$125,000-\$250,000)”
- “Affordable, safe area”
- “Affordable rents that are not over a \$1,000 a month for a 2 bedroom Apt”
- “I feel like the limited options of houses for sale has made the price range we looked at were fixer uppers in the \$150-\$200k which was upgrading to us.”
- “Housing that suits a single person on a moderate income”
- “Affordable housing”
- “Decent starter homes for my kids as they come back from college.”
- “Affordable housing”
- “Affordable monthly payments”
- “Cost”
- “Affordable, but not run down or unkept. Managed well.”
- “Affordability or even just options. It’s sparse and super expensive. Has been since 2018 or before. At the very least.”
- “We were looking for a single-family home as a starter

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home and it took a long time. Many of the homes on the market were larger and more expensive than we could afford.”

- “I’m looking for something where I can afford the rent and utilities (not paying more than \$800 for rent) or where the utilities are included and I’m not paying more than \$1,000 per month.”
- “Affordable Single Story”
- “We wanted a 2/bed single family home within our budget and couldn’t find one.”
- “Low-income housing”
- “Lower rent/affordable rent prices for lower incomes.”
- “House in my price range.”
- “Availability and affordability”
- “Affordable homes for single adults, homes that are newer (more up to date/less repair work), and if possible, environmentally friendly homes. The only new homes being built lately are well over \$200,000 dollars which single adults can’t afford, thus condemning them to a lifetime of renting. A home I could afford by myself is: \$80,000-\$100,000 max.”
- “Updated or newer house on a large lot in a nice neighborhood for less than \$700,000.00.”
- “Affordability; two car attached garage; fairly updated; dish washer; washer/dryer on main floor; at least two bedrooms”
- “My house was affordable when I purchased it 7 years ago but has needed mid-five figures in repairs”
- “Newer that were not too expensive for my budget”
- “Quality construction at the right price point”
- “Affordability, most want 3.5x the rent which is not always obtainable or a 700 credit score. In unit washers and dryers would be great. Health care workers need better access as we do a lot of laundry.”

## Question 11

**“What do you like/dislike about Oshtemo Township housing?”**

This question received 363 responses. In answering what they like or dislike about Oshtemo Township, many respondents described the direction they hope the township will take in the future. It is worth reading the series of individual responses to this question, as perceptions of the township are not uniform among residents, and at times desires for the community are in direct conflict with one another.

Oshtemo Township residents expressed appreciation for the green space and parks in the township. Many respondents like their neighborhoods. Respondents mentioned enjoying that the township is not overcrowded—parts of the township feel rural while still being close to amenities. At the same time, others are concerned that the township may grow too large and lose its rural feel. Many respondents appreciated the ease of access to highways, shopping, restaurants, and the like. Several respondents would like to see more local/small businesses (rather than franchises) in Oshtemo Township, especially local businesses within walking distance of residences.

Some said they liked the diversity and the different types of housing in the community. Other respondents disliked the apartment buildings, student housing, and multifamily housing in general. Several people expressed concern about the crime rate in areas with multifamily housing.

Some residents perceived the community as not being accessible to a diverse range of incomes, which they disliked. Others wrote that they like the township the way it is and do not want to increase the diversity or availability of housing.

Other examples of dislikes cited include a lack of housing options for seniors, high taxes, a sense that Oshtemo Township is not affordable (high rents were often mentioned), Allen Edwin–style housing developments, too many regulations, not enough enforcement of ordinances, and forced sewer hookups.

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## Quality of neighborhoods:

- “I love being a part of a neighborhood with children and families.”
- “I live in an awesome community!”
- “Like-safe quiet place to live in a good location.”
- “Different neighborhoods”
- “Neighborhoods”
- “Quiet, friendly, well-maintained neighborhoods.”
- “Nice neighborhoods”
- “My neighborhood is pretty quiet overall. Most neighborhoods are well kept.”
- “Love the area”
- “We love living in Oshtemo Township.”
- “Convenient, safe, diversity, quiet.”
- “Some areas are not suitable for families.”
- “I like Oshtemo Township very much. Again, it is the crime rate which depreciates the area”
- “Nice homes in quiet neighborhood.”
- “Variety of housing, beautiful urban areas”
- “Great neighborhoods with great home values”
- “Small community with good values and easy living away from the big city problems and drama.”
- “Most of it is older and not designed for modern living”
- “Convenient, safe, diversity, quiet.”

## Senior Housing:

- “I dislike the cost of housing. As a retired couple, owning our own home, I am concerned about a time that we may have to move and being able to find something within our restricted income that will meet our needs.”
- “Not enough options for seniors with limited income.”
- “Not enough independent senior living”
- “Not affordable for seniors”
- “Would like independent senior living”

## Sentiment regarding housing overall and the type of homes Oshtemo Township “should” build:

- “It is fine the way it is.”
- “I like the various options.”
- “Good neighborhoods. Presently, infrastructure supports existing housing.”
- “I like what we have.”
- “I like that similar housing types are mostly grouped together geographically in the township.”
- “Oshtemo already has a variety of housing options. With safe communities with affluent families”
- “Seems to be a tremendous amount of upscale homes in the subs.”
- “Dislike too much high end, too little low to middle income housing”
- “I like Oshtemo the way it is with more upscale single family homes. Don’t ruin Oshtemo.”
- “I like people making the choice to build or buy what they want without government to step in and force, limit, or reduce.”
- “Housing is okay. Probably need more apartments and lower to middle income housing options.”
- “The push for more high-density units”
- “I think there is enough affordable, well-maintained housing. Build more & better single- family, senior/ disabled housing.”
- “I like the housing options.”
- “I like that I have a lot of open land near to places I need and enjoy going. I paid a premium for it though and put a ton into remodeling, and many do not have that option. I definitely want affordable housing available for those with lower incomes because I believe it’s the right thing to do morally and the city has no room to expand. We do. The available land in Oshtemo near public transportation, however, is limited or priced for big developers of subdivisions. The township would have to put in money in

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purchasing land as well as putting in sidewalks and expanding public transportation to make a practical difference in the housing crisis.”

- “Need simple affordable Mid-income with decent back yards.”
- “Housing in Oshtemo is available for people looking for opportunities where enrichment for themselves and their families will reward them with a great place to live!”
- “Dislike trailer parks and subsidized housing.”
- “Variety”
- “I don’t like the lack of planning and foresight of areas of new housing.”
- “Thoughtless and indifferent design that compromises the environment. Thoughtless sprawl. Realtors and developers that have no sense of civic mindedness.”
- “None. I live in the country on the west side of Oshtemo Twp. It’s perfect. I think many housing areas in Oshtemo have high crime. That is always a concern.”
- “I like that’s pretty small and they have benefits out here.”
- “More of a small suburb feeling”
- “I like the township the way it is, and as me and my other family members that have lived our entire lives in Oshtemo, we do not need more homes, especially multi-family homes or apartments. People like this township now, the way it is, not for more housing. I think it is a disservice to try to increase housing for the people that are already here.”
- “Single family working class or retired.”
- “We like the variety of homes and neighborhoods.”
- “Enjoy green spaces and outdoor recreation. Smaller developments in clusters with adjoining green spaces would be preferred over high-density mega developments.”
- “Need more middle-income housing.”
- Need more houses people who work on Oshtemo can’t live in Oshtemo “
- “I do think there need to be more options for low-income

residents.”

- “There is a range of housing options, but I think that there could be more entry level housing and more non-student housing.”
- “Allen Edwin buying all the land around”
- “I love the wide variety of housing characteristics in Oshtemo Township. There’s only a couple neighborhoods that are ‘cookie cutter.’”
- “Too many Allen Edwin homes”
- “Most are Allen Edwin cheaply built housing”
- “Township Growing too big”
- “We know that single inlet neighborhoods are intrinsically safer from the standpoint of traffic, vandalism, burglary, and home invasion. This ultimately results in higher home values.”
- “While it’s nice to see developers build in the area, most of the newer communities have been Allen Edwin style homes which are extremely low quality. There has been no higher end housing development.”
- “Not interested in allowing low quality, small lot homes built in Oshtemo. A standard need to be defined and adhered to.”
- “Most is unique, built by multiple contractors in the same neighborhood. Allen Edwin neighborhoods are a blight. Better to have unique single-family homes and condo/townhomes in a neighborhood with adequate recreational space in an area. “
- “Almost no small houses. Many, many more people are living single and the housing builders are still putting up houses that are way too large.”
- “Dislike cheap quality Allen Edwin housing communities recently built on 9th street north of West Main Street.”

## Comments regarding ordinances and utilities:

- “I wish there were better blight and road parking ordinances. There are so many areas where multiple large vehicles are parked near corners or on roads where there are school bus stops and children walking in those areas are not safe when traffic has to go

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around corners and vehicles without being able to see the kids. Too many people park half on the road and half in their yards so the snowplows can't clear thoroughly, you can't see the stop signs, and people can't easily travel through an area since there are people parked on both sides of the road in the same area plugging up those areas. Too many people living too close together without adequate off-road parking."

- "Forced sewer hookup."
- "Choice of tv servers instead of Spectrum only"
- "No leaf pickup like Kalamazoo Township."
- "The sewer hookup mess"
- "Sewer issues"
- "Septic tanks. What decade are we living in?"
- "The ongoing efforts of the Township to do things that do not need doing."
- "Over regulation; Too much interference from local gov't."
- "Lack of speed enforcement or speed reduction methods being offered to make neighborhoods safer for pedestrians. This is in direct context of the cluster of apartment buildings off of Drake on towards KL ave."
- "The township doesn't listen well to its citizens. The sewage issue continues to get pushed in spite of strong resistance from the voters. There seems to be a strong push for land use restrictions and control that make it challenging to know what the township will try to push onto landowners at incremental costs."
- "The setbacks and lack of willingness to work with homeowners on garages."
- "Finally, I live on Green Meadow Road. More traffic calming/speed abatement is needed. Speed bumps please!"
- "Like proximity to shopping and highways. Dislike high taxes and lack of public sewer in many areas."
- "Not enough focus on law enforcement."
- "Speed limits are far to high on primary roads with all of the new housing developments and increased traffic. Lack of broadband

availability."

- "I do not like how Oshtemo Township wastes money."
- "Too much regulation in Oshtemo Township."
- "Like the convenience of shopping. Dislike sewer project mandate. Dislike mandatory city water connection in the case if needing to replace well."
- "Township board only listens to input of those that agree with them. Never, in recent history, overturn one of their decisions, even when the citizenry overwhelmingly rejects or disagrees with their edict."
- "We greatly dislike the mandatory sewer hookup push. It has been proven time and time again that municipal water supplies are easily contaminated. Let us stay on our well and septic."
- "I dislike the lack of ordinance enforcement. One can just drive down any road in our subdivision and see violations."
- "Too many restrictions on what you can or cannot do with your own house and animals, such as chickens and pigs and such."
- "I recommend to others to avoid buying homes in Oshtemo Township due to issues with the township and many of the board members."
- "Dislike the neighborhoods that still utilize septic tanks."
- "Parks. Trash dump day. Library."
- "I wish the local government would leave people alone."
- "LIKES: Great, convenient library; Twp staff (usually) quick to reply to questions; near to I-94 & US 131. DISLIKES: road repair is OFTEN neglected - especially KL, and 9th St; stoplights are NOT COORDINATED - especially near 9th St & Main; and intersection of Drake & Main - this wastes TOO MUCH GAS!"
- "Dislike: lack of zoning for Mobile home housing options."
- "This isn't about housing per se but I was very disappointed to learn that Oshtemo is prohibiting cannabis retailers. We could use the money. It does not attract more crime, it brings in revenue. Clearly elderly people who still demonize marijuana without having any knowledge are in charge here."
- "I love the fact that the houses have a good amount space

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between the homes in subdivisions that have a number of homes. I like my long driveway and that I do not have a sidewalk to maintain. What I dislike about the housing in Oshtemo is there are some neighborhoods where that Oshtemo does not enforce some ordinances requiring homeowners to keep their property and home to have a good and clean appearance.”

- “Lack of enforcement of junk cars, trash, building supplies, etc. , stored outside homes in the township.”
- “Ordinances are not being enforced. People run auto repair businesses out of their home in Sky King and drive various unregistered cars in and out of the neighborhood storing cars at Walmart. Property values are being tanked.”
- “The sewer requirement we voted against that will cost me another \$7500 plus an estimated \$5000+ for hook-up. Apartments should have dedicated access to main roads instead of using quieter neighborhoods.”
- “It is not oshtemo’s legal responsibility to force residents to hook up to sewer. Oshtemo needs to take a step back from the plate and quit being so pushy on residents.”
- “Dislike- not hooked up to city sewer. Required to pay for recycling.”
- “Like: less crime than kzoo and a little quieter. Enjoy being close to campus, food, and shopping. As well as close to the highways-”
- “I like the open and green spaces, SOME ordinances to provide screening and transition from one use to another. Ordinances tend to be excessive and minutia, with selective practicality overridden by “we can’t set a precedent” rubber-stamp mentality. We have friends who have worked in the office and tell us there was a mentality of way too many people and too little to do. Went home feeling unaccomplished and left to be productive in the private sector.”
- “Having a well and septic”
- “Dislikes: \* Roads are not plowed in a timely manner. A fire truck and ambulance were unable to reach a house to help a patient

who needed to get to the hospital ASAP \* the possibility of being forced onto city water & sewer. We love having our own well! “

- “Overly rigid zoning in some cases, with little chance of obtaining a variance.”
- “Sometimes the water is brown especially in winter which makes me worry about how safe the drinking water/sink/bathroom water is here. They give notices to water shut offs or spraying a building for bugs at the very last minute via paper or e-mail (24-hour notice) giving residents little time to prepair and follow-ups on how those things went are nonexistent can be stressful. I like the trees/greenery around my area a lot!”

## **Making Oshtemo Township more accessible to those with different financial resources:**

- “The housing currently available is great. I think single family homes are the answer for Oshtemo’s future. Low-income housing should be in Kalamazoo where they have bus lines.”
- “Low income housing lead’s to high crime areas and the facts show this is an accurate statement.”
- “They only want low income and they want to take away all the wildlife and greenspace. Fix up homes that need help and in the Kalamazoo area to use for housing. “
- “Just not enough affordable housing that is kept up.”
- “It’s too expensive. Houses are too big.”
- “Not enough single-family residential properties affordable to young couples”
- “Most housing not affordable for low- and middle-income families.”
- “All the same - no diversity in ages, income, race ethnicity.”
- “I like that there are many differing kinds of housing.”
- “Financial barriers for many, judgement of those who cannot afford.”
- “I’m concerned about lower income housing going in right next to upper income housing, thereby devaluing the upper income



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homes and potentially increasing crime.”

- “I like the proximity to shopping areas for most of the housing options and the variety of housing types throughout the township. Although, I do feel we need more options for lower income earners.”

- “Erroneous to say the community builds housing. Market forces are at play any distortions will lead to more distortion.”

- “Dislike the lack of options and affordability.”

- “Not enough people w/ varying income levels which leads to not enough diversity.”

- “Oshtemo sucks ...it’s expensive and there aren’t enough resources for the poor. I am struggling to make ends meet and the township keeps jacking up the cost of living. I’m going to have to sell bc I can’t afford to live in my childhood home anymore. My parents have passed, I am alone. So thanks for being greedy, Oshtemo Township.”

- “I like that there are options near commercial areas. I do not like that the prices seem to be higher than that of Kalamazoo township. This creates a gap in the diversity of different incomes to be able to live in Oshtemo.”

- “Expensive.”

## **Responses related to a “rural” feel or overdevelopment:**

- “Distance we still have from other folks.”

- “I love that we have beautiful homes and offer both urban and rural settings in our community! I dislike how hard it is to find housing under \$250,000.”

- “Like the rural feel on the west side of the township.”

- “Too many developments. Too many big box retail businesses. Losing the rural environment that was promised by the township board several years ago. More violence heading our way or already here. ie; Stabbing on KL Ave. Danger to the wildlife living in Oshtemo. Too many truck routes on residential roads.”

- “Rural setting; quiet not crowded yet. Please do not turn

Oshtemo into Portage.”

- “I love the rural feeling, with urban amenities nearby.”

- “Too many large developments. Oshtemo used to be more rural in character now it is beginning to seem more like portage. Oshtemo allows more building and restricts what can be done on property, but then doesn’t provide additional services to residents. Services like leaf pick up or the trash pick up like portage/kalamazoo. We seem to want to operate like a large city but we don’t provide services.”

- “Oshtemo does not need to be made like the city of kalamazoo or Kalamazoo township. Let Oshtemo stay the way it is. There is plenty of varying income housing in the surrounding areas. Stop trying to fix something that isn’t broken. The only thing Oshtemo needs to do is enforce the ordinances and protect property values.”

- “It’s becoming too crowded. A major part of moving to the area was that it still felt like country living, but was close to city.”

- “Location is great. Love my neighbors. Resources are nice. Dislike: the speed of M-43, removing green space to accommodate unnecessary buildings/parking lots (like Advia), the impending high cost of moving to city sewer, gravel trucks barreling down 10th street.”

- “Too much urban sprawl.”

- “Totally happy with current housing. Leave it alone. Do not make this a small Kalamazoo. That is why many residents moved to Oshtemo-to escape the city. I guarantee you will lose many residents if you destroy the “country” feel of Oshtemo. Don’t let the city of Kalamazoo talk you into something that we moved AWAY FROM!!!!”

- “Lower density where we live. Spacious country feel while still being close to services.”

- “Like the semi-country feeling of the Township. Dislike the wider choice of living options.”

- “\*The country vibes, close enough to run into town for what we need but far enough out of town to enjoy the peace and quiet.”

- “Housing is getting too congested- traffic flow is difficult.”

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- “Land space, not overcrowded .....until we started going crazy with unnecessary commercial building, with Banks specifically!”
- “I like how it is still small still, but just a few miles away you have everything you need.”
- “Area is getting too built up, too much traffic.”
- “Like the country feeling in the township (no crowded housing areas).”
- “Lot size”
- “Variety, land with house”
- “Rural character, yet fairly close to things needed (at least it has been)”
- “I appreciate the mix of urban and rural character. I like the idea of focused areas of live/eat/work/play surrounded by more rural areas with fields, forest and well-spaced housing. Please don’t let Oshtemo become suburban sprawl.”
- “There are houses in rural areas to be found.”
- “Noise and overuse of property without enough green space and consideration of traffic flow and risks associated with congestion.”
- “I like that we have plenty of properties with ample acreage.”
- “Nice size lots, preserved trees.”
- “I like that Oshtemo is more quiet and peaceful than other townships and areas in the county.”
- “Lots are spacious, for vegetation trees nature. not overcrowding.”
- “I like the natural, undeveloped areas around that provide privacy and walking trails for the kids.”
- “Rural, quiet, well-networked. Opportunities here to assist with housing problems by offering some density options - will raise property values and give us a more diverse population (age, incomes, family-types, etc)”
- “I like the country feel.”
- “I like the open space.”
- “Beautiful rural roads and houses that maintain larger tracts

of land. Driving under the trees on KL and other streets is uncommonly beautiful.”

- “Rural feeling (like)”
- “Commercial/retail growth overtaking green space. Example Advia credit union razed 40 acres of green space and paved over it for a consistently empty parking lot in front.”
- “Large lots more space.”
- “I like the green spaces here and the fact that everybody is not squeezed together.”
- “Too close together”
- “Like the open land”
- “I like feeling I am in a rural living but close to amenities.”
- “Open spaces, parks, shopping close by.”
- “Neighbors have gotten too close over the years.”
- “Rural feel but close.”
- “I like that there is some open land areas and it is not too built up.”
- “Wooded lots, size of lots, location away from Kalamazoo.”
- “I like space around homes. Not so crammed together unless they wanted to be—like a tiny home lot, then a blank lot, then something else. Space is good for humanity. Easy access to walking trails or sidewalks would be a bonus.”
- “I like the rural feeling west of 8th st. I would love to not see any more subdivisions or have a requirement in place that any new construction homes be on a minimum of 5 acres.”
- “The rapid increase in housing without consideration for the preserving natural elements and the environment. The resultant increase in noise as more cars and trucks move through the area.”
- “Housing which takes more farmland and green space adds more traffic and congestion- keeping the small feel lowers crime, preventing noise and light pollution.”
- “Population density is optimum now. Oshtemo is a transition township smoothly flowing from suburban to rural. I do not wish to see that change with additional development or sprawl.”



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- “Bigger lots for single family homes in Westport while keeping a neighborhood feel.”

## Responses related to green space:

- “I love that nature matters and not to over build. We are close to city conveniences but at the end of the day being in the county is most important. I would also like to see Oshtemo preserve the night sky. The “light” pollution keeps creeping into our area. “nighttime” monitoring and giving people more knowledge about how their lighting choices affects all of us. I not talking about holiday lights (that’s great) I mean bright security type lights that glare all over-versus bright- directed downward lighting.”
- “Need planned green space.”
- “No central city. Parks are nice but they are on main roads.”
- “Nice mix of country homes and ‘in town living’, not too many ‘dangerous neighborhoods’, pride of ownership in many older neighborhoods. I dislike the ugly homes right on the main roads, esp stadium and 9th st area. I also dislike the fact that on sunset rd the woods are being bulldozed to build more condos. We need more woods and green space not less.”
- “I like that the township acquired the fruit belt trail. I hope it’s never paved. I don’t like the amount of development. We need to preserve more green space and farmland. When building housing it should be done with a small footprint and built on land already developed. I hope Oshtemo township will acquire more green space in the future.”
- “No matter what type of housing is built in Oshtemo Twnp., it is vitally important that we maintain and preserve plenty of green/ open space. It’s a very large part of what is attractive about the Township, and it’s important to not “develop” it away.”
- “Too much focus on parks and trails that are not needed.”
- “The total disregard for the land and animals that inhabit that land. The township is so money-hungry that they have no respect or regard for what they are destroying. And that is just the beginning.”

- “I love the great amount of unscathed woodlands, but it’s sadly being developed at a high rate of speed.”
- “Like: parks, trails , and near to stores, restaurants and small professional/ medical facilities”

## Responses related to taxes:

- “High taxes”
- “Location, taxes, rural feel”
- “Nice public works services, great schools, reasonable taxes, close to everything without living in ‘town.’”
- “Lower property taxes”
- “High taxes”
- “Dislike township involvement and taxes”
- “High Property Taxes”
- “Taxes and terrible road maintenance”
- “Lower taxes than city”
- “I love the location!! I love the people here. I love the closeness to shopping. I love lower than Kazoo city tax rates.”
- “Love the location, hate the taxes.”
- “Taxes too high”
- “High costs”
- “Property taxes are high.”
- “Dislike-high taxes and possible forced sewer connection”
- “High taxes”
- “Taxes have almost doubled in the 7 years I’ve lived here.”
- “I like this area, close to work and a big city. But my taxes are more on my 2 acres than I was paying on 10 before.”
- “Too many apartment people that don’t pay property taxes.”
- “High property taxes.”
- “Taxes that are absurd and mileages for things we don’t need. Also paying for schools we don’t use.”
- “They are slowly trying to stick their hands deeper and deeper into my pockets.”
- “Dislike the high property taxes compared to surrounding communities.”

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- “Taxes are too high! (library, school)”
- “The Township taxes and sewer requirements keep making it more and more expensive to live here.”
- “The taxes are too high.”
- “Taxes are way too high for services. We are last to be plowed. There is no spring garbage pickup, no leaf pickup in fall, water is terrible, roads near us are mostly in need of repair. We will be leaving soon.
- taxes have continued to go up with no added benefit.”
- “Taxes are too high.”
- “We don’t like Oshtemo as much as Portage. They don’t deliver mail on a routine schedule. They don’t shovel our neighborhood on a routine schedule. They don’t pick up leaves they don’t fix their roads. They don’t have walking trails. We have very high taxes and we get very little back from those taxes. We are very sorry we moved from PORTAGE to Oshtemo. We lost a lot.”
- “Dislike high taxes.”
- “Real Estate Taxes are way TOO HIGH given all the new commercial and industrial development. Presumably the new developments are getting tax breaks, but (if not) a larger burden should be on the wealthy developers ...not your residents.”
- “Too many renters vote yes for everything but don’t share that tax burden. Our taxes have tripled since the Promise!”
- “There is no need for the “community” ie: the taxpayer, to provide housing. That assumption drives this survey and is erroneous.”
- “Too much taxes for too little return of reserves as in leaf pick-up, curb side “junk” pickup. It seems a bit contradictory to the “go green” that we all have to load our vehicles and wait in a line to dump our stuff.”
- “I find the taxes in Oshtemo to be unreasonably high. The cost of the home is only a part of housing costs. Taxes are greater here than my home on Long Lake in Portage. And I do not receive any services such as road care, outside lighting, garbage pick up,

etc. If taxes continue to escalate, I will not be able to remain here. Additionally, I chose to live here because I do not want to live in a city. I do not want congested living areas, traffic issues, and increased crime and violence.”

- “Taxes are too high”
- “Taxes and the fact that Oshtemo township has control over housing issues regardless of the person owning the property and their financial status.”
- “The housing is great but seems that you pay a lot in taxes with no advantage to it. Honestly not sure what we pay taxes for.”
- “The taxes here are insane.”
- “I like how I am close to town, but not right in it. I like lower taxes than city of Kalamazoo.”
- “Taxes are too high and continue to rise making it difficult for seniors to stay in this township.”
- “Dislike the very high property taxes.”
- “Like lower taxes than City of Kalamazoo and Kalamazoo Township. Generally, it would be great to see more bike paths and sidewalks along busy streets connecting our neighborhoods to other neighborhoods and nearby stores and trails.”
- “Our taxes are outrageous, but we did not want to live downtown Kalamazoo. Please stop trying to gentrify Oshtemo.”

Responses related to a lack of maintenance:

- “Pest problems and lack of maintenance
- “Dislike - property maintenance; lack of care (Exterior and yards) being presented as “natural” or rural character, no quality standards (Allen Edwin developments) like - character of established neighborhoods “
- “Some homes are not kept in good repair.”
- “Dislike: Unkept mobile home parks”

**Responses related to multi-family dwellings:**

- “I dislike the student housing in Oshtemo and feel that it is unfair for people who live some where four or fewer years to have an

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equal vote on local politics as those who live here, pay taxes, and raise our children here.”

- “I dislike expanding into mass housing projects. Oshtemo should be a single family rural community, not a homeless housing solution. Our safety and health is at risk.”
- “Dislike there are too many multi-family dwellings”
- “Too many big apartment complexes stacked on top of one another dislike. A friendly community, convenient to downtown and many other small communities, like.”
- “Too many apartments, townhomes and condos. Housing in general is FAR too expensive.”
- “I’m not aware of all housing; however, I would strongly prefer to keep the sense of green space we currently enjoy, without further development along the West Main corridor. If we have to put up large condo/apartment complexes, my preference would be that they not be along the West Main corridor and perhaps located a little more remotely if possible.”
- “I am aware housing is a real need and support options; however, want to make sure whatever constructed is beautiful and well maintained and considers traffic flow for current residents.”
- “I don’t like the drugs being sold nearby in trailer parks and apartments”
- “Dislike so many assisted living units and apartments putting additional burdens on first responders”
- “There are a lot of apartments but not much starter homes. They jump to very expensive houses too.”
- “Too many apartments”
- “It’s older housing. Multi-plex apartment housing is not advantageous for a single person in their 50’s with a good income level.”
- “Few large single family neighborhoods. Only small plats scattered around. In our area, the mix of apartment projects has only hurt.”
- “Like convenience of shopping nearby the apartment. Dislike so

many cars, and so few people walking or biking in East Oshtemo. Like friendly response and kindness from Township offices and fast responses on requests. Like that activities happening behind mall were curtailed, and I haven’t seen the drug dealers in front of the mall for a while. Like the parks.”

- “Apartment complexes that are not kept up, high crime associated with same”
- “I have loved living in Oshtemo for the past 22 years however as of the past couple years the crime continues to creep into Oshtemo Township specifically when the apartments were built on KL.”
- “Apartment complexes have become places for more crimes.”
- “I like the affordability of Concord Place Apartments even though it’s not a very safe neighborhood.”
- “I moved here to be close to kzoo but further away from the crime. I dislike the idea of adding more apartment complexes. I grew up in apartments and the larger the complex the more crime problems seem to occur.”
- “Like: The proximity to everything we need. Dislike: Frequent sirens and train horns. Concern about crime near apartments and rental properties.”
- “All of the apartments appear to be student housing or old section 8 style”
- “Dirty apartments”
- “Apartment complexes that attract crime”
- “Some apartments are very run down/have not been well maintained.”
- “Too many apartments!”
- “I love my neighborhood, but unfortunately there have been a large increase in crime. RedRoof Inn, homeless encampments and the apartments on 11th st that seem to draw drug dealers.”
- “Too much housing expansion, certain large-scale developers make poor quality developments, and we have too many apartment complexes already. There’s plenty of housing if we just eliminate rentals and non-owner-occupied dwellings.”

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- “I like how there is a lot of green space, trees, not many apartments, and how some/most homes have yards.”
- “I do not like that property is being sold for people to build non family houses (condos, apartments, etc.)”
- “Existing zoning has created too-large, massive swaths of apartments, condo and mobile home parks. It would be better to have more but smaller complexes of them better integrated among single family housing. Not the huge, too densely populated complexes we have now, like off Drake between KL and Lowe’s; off 9th St. between KL and Stadium Dr. ; and off KL between Drake and 11th street.”
- “I LIKE the newer housing stock available in Oshtemo. That’s why I bought a condo here in May 2022.”
- “I make a pretty good living but I don’t fall into the category where I can get reduced rent so I’m spending the majority of my earnings on a place to live so I struggle with having to pay my car payment, insurance and groceries (food and household necessities) because rent is so high.”
- “Like keeping rial residential single-family housing”
- “Dislike talk of more multi-family dwellings”
- “Too many large apt complexes. Not enough integrated parks, rec within neighborhoods.”
- “Need more multifamily housing and the township needs single family housing to meet needs of all financial abilities.”
- “Dislike the high renting prices and limited options. Do like the quality options and exclusivity which is a catch 22. However, I still wish there was additional rental units of the same type.”
- “I’m noticing more rentals, I’m not a fan of that unless they’re upscale and well-maintained.”
- “Too much multifamily housing.”
- “I like single family homes on plots/neighborhoods. Place multi-family homes east of 131. Traffic is bad already.”
- “Rentals in my price range are pretty low quality. You have a mix of really nice neighborhoods and really cruddy rentals. Rentals should be held to better standards (in a way that keeps them

affordable and safe, but better standards for residents)”

- “Some rental properties are less concerned about their tenants.”
- “Dislike apartments being built”
- “I lived in multi-family units for several years, and I’m grateful that Oshtemo doesn’t have many of them. I don’t believe that multi-family units are good for society in general, and I tend to believe they primarily benefit developers and investment groups. Prior to buying a home, I felt stuck and that I would never be able to afford a home. When I realized my rent payment exceeded a potential mortgage payment, I decided to just go for it and buy a house. And then, I ended up paying rent for several months while also paying a mortgage because I wasn’t allowed to break the lease without incurring a huge fee. I never saw a return on investment for my rent payment because there was no return on investment (for the tenants, that is). I put up with broken furnaces, broken appliances, water leaks, and indifferent landlords for over a decade. Affordable single-family homes coupled with skilled labor and proper zoning are a strong basis for our society. We don’t need more light-commercial jobs that pay just enough to afford rent- we need good paying jobs that create solid foundations for peoples’ futures.”
- “There are enough college housing complexes. The 2 massive complexes on the border of KL and 11th have caused a lot of police need. Prefer housing where the residents are responsible for their own properties. The exception would be senior housing- there are few affordable senior housing options, and the demographics show the need.”
- “Not being able to pick your neighbors (lol!) or stop property management companies from buying up single family homes for rentals. Oshtemo is becoming another typical Rentwood dump. Single family homeowners are being pushed out, home values go down and crime increases more and more with renters. (Prove me wrong.)”
- “Lower income housing, apartments, mobile homes have brought increased crime to the area.”

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- “I dislike Canterbury Apartments. Low-income housing stuck in between a middle-income neighborhood. Has brought violence to the neighborhood.”
- “We do not need any more apartments/condos/etc. Where is this housing going to go? There’s not much green space left. Traffic is already a nightmare on West Main and has gotten worse every year we’ve lived here. More housing is not the answer.”
- “Large property with single family homes. Less traffic.”
- “We liked that there were a number of good condominiums at reasonable prices in the area.”
- “Too many crime-ridden apartment complexes!”
- “Builders trying to jam multi-person dwellings into small spaces.”
- “The apartment places nearby.”
- “I liked that there was a variety of choices in Oshtemo. I was looking for apartment or condo. But as a volunteer helping people with evictions I know the area pricing is not fair to all. We have many working poor and homeless. Seniors will be next when Social Security is taken away. Where can they find homes? Maybe planning can allow for low income homes? These do not have to be slums. Planning, tutoring, education can help form a person into an ideal citizen. This is happening in Kalamazoo. Seniors may be looking for Shared Housing. Sharing their house with others or looking to share someone else’s home. This can help them with expenses and also provide companionship. So many ways to help people in need compared to getting the top dollar. What can we do?”
- “We like that there is a variety of housing options already and they should continued to be grouped together, for example there are multi-family complexes along the drake road, stadium drive and KL ace corridors while there are also neighborhoods and rural residential in different areas. These areas do not need to mix. New developments should match their existing neighbors.”
- “I like the single-family neighborhoods.”
- “Things I like: single family houses, one or two story duplex/

triplex/multiplex housing, scarcity/absence of high-density multistory apartment buildings”

- “I like the combination of rural housing with multifamily housing with room left over for agriculture and undeveloped areas.”
- “I like space, natural resources; parks, trails, lakes. NO apartments or rental properties bringing in temporary residents who don’t care about the future of our community.”
- “Please close the road between Driftwood and Canterbury Apartments.”
- “Limited housing west of 9th St. off West Main. Lots of open available space with very few housing/condo projects. Any other community would have lots of options. too many apartments, too many mobile homes.”
- “Like the fact that we are now taking about options for new buildings for housing.”
- “We already have an abundance of mid-rise apartments for rent. I’d like to see more efforts toward “Habitat for Humanity” type projects with a funding base, etc.”
- “I feel that there are already many apartment complexes - single family housing is very important for a stable community in my opinion.”
- “Too many high population clusters (apartments) in a small footprint, stacked in a disarray of cluster without thought given for roads, sidewalks or other means of transportation. Master plan calling out interest to continue clustering in a small footprint of the Township causing even more traffic and access issues.”
- “No low or midrange development for single family housing. Condo development with high HOA fees making it impossible to purchase and afford the cost of living in the area.”
- “Infrastructure misconnects and upcoming sewer installation, mandatory hook-ups and other fees added on top of cost of housing. This is pushing elderly or long-term homeowners on fixed or lower incomes out of the Township. New developments coming in are sterile and row housing (condos or apartments).

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Current apartments not being maintained or inspected for violations regarding upkeep, animals, etc. Apartment owners not being held accountable in a visual manner showing improvements and results.”

- “I liked that there are several apartment options based on personal needs.”
- “Need more reasonably priced condos.”
- “Too many student apartment complexes.”
- “Too many apartments and subsidized housing which, as we, know has resulted in a lot of crime.”
- “Too many site condominiums.”
- “High density housing on our east side = student spillover from WMU. Associated with lots of fire and county sheriff calls.”
- “Too many apartments, tiny homes allowed No more apartments!! They bring in more crime to our community.”
- “I like that my subsidized apartment complex renovated our apartments. There is not enough housing for low-income people, and once it’s built mostly it’s just forgotten about, and never updated. So it’s nice that they remembered that poor people deserve to be housed with dignity as well.”
- “Proximity to everything and yet a feeling of being more suburban/rural than suburban/city.”
- “I like the multi-family housing close to main roads keeping country, country.”
- “That there as multifamily/apartments being built/proposed.”

## **Responses related to renters’ concerns:**

- “Rent is unaffordable for many people.”
- “Not enough landlords that are not ‘slum lords’ taking advantage of students. Because they drive up the rent for every other place.”
- “There needs to be more/convenient Laundry facilities.”
- “Some rent prices are way too high”
- “Rent prices too high.”

- “Laundry room should be placed in an area where they can be used anytime without disturbing other people. There also should be handicap apartments on each floor. Apartments truly need to be energy efficient! And buses need to stop at senior citizen apartment buildings not several hundred yards away!”
- “High price subdivisions, very few rentals except in big apartment complexes, no senior living areas”
- “Way too expensive to rent. Not everybody can afford over \$1,000 a month on rent for a family.”
- “Oshtemo needs more condos, and affordable living and not making one bedroom cost 1,000 or more.”
- “Rent is too high for housing and housing not up to code!”
- “Unaffordable rent prices.”
- “No animals & no smoking of any kind.”
- “More camera’s outside property”
- “Security on campus (very important)”
- “No carport”
- “I like the diversity in the apartment complex I live in.”
- “Bad rental market.”

## **Accessibility to Services and Shopping, restaurants, etc. :**

- “Need more restaurants that are not chains! Always driving to Portage or downtown Kazoo to eat.”
- “I think the water bills are high; lots of sirens at night compared to Portage or Schoolcraft; convection of traffic on West Main. Like having the Kal-Haven trail, the K-College Arboretum, straight shot to S. Haven, easy access to US-131.”
- “Convenient to shopping and downtown but still private.”
- “Bus service to grocery stores”
- “Metro for Dr’s appointments and transportation to casinos, short trips.”
- “I would like to see more non-motorized transportation avenues.”
- “Not necessarily housing- the roads are dreadful!”
- “Increase in vehicle traffic”



# Appendix

- “I wish they would pave 2nd St. A short road with 8-10 newer homes with values from \$500K - \$800K, on a dirt road. Oshtemo can do better than that...”
- “Traffic”
- “Close to things I need”
- “I would like to see bike paths such as Portage, MI has.”
- “Centralized community resources: first responders, parks/trails, urgent care, grocery stores, restaurants.”
- “Love the community, parks, bike trail, Meijer”
- “Good variety; close to shops and highway; great community”
- “I like convenience of shopping and access to highways, rural nature, walking paths and parks.”
- “I like the convenience to the major highways and shopping.”
- “Wish housing was more connected both within neighborhoods and to higher density areas
- amenities -- public transportation, shopping, restaurants, post office, SSA office.”
- “Close to stores and restaurants.”
- “I like the easy access to shopping and restaurants.”
- “Within walking distance to grocery and shopping.”
- “I like Oshtemo. I have a nice senior apartment and stores are nearby. The township offices are helpful too.”
- “Love the area and all the options of stores and restaurants.”
- “Like the area, access to highway, shopping, groceries, etc.”
- “Outlying, yet close to daily needs”
- “Location and variety of options around”
- “I wish there were more small business/coffee shops/ etc within walking distance to housing.”
- “Keep connecting neighborhoods with pedestrian safe sidewalks and crosswalks.”
- “I like the Proximity to lots of food, shopping, and entertainment.”
- “Proximity to amenities is a plus. Affordability is a challenge.”
- “Convenient to shopping/travel.”
- “Like friendly neighborhoods and being close to everything”
- “Lots of necessities nearby. Access to many daily places is

relatively easy. Space is adequate.”

- “I dislike that there is not a sidewalk on 9th street north of stadium drive.”
- “The area is a huge plus.”
- “I think you should look at ways to attract employers, upscale dining establishments to get more variety.”
- “I love the parks in the area as well as the additional pickleball courts!
- “Wish we had a small walkable business area.”
- “Love the open spaces but need more bike trails like Portage.”
- “I like that the lots seem spacious and close to amenities. I dislike the lack of curbside services (recycling, leaf pick up) that we had the luxury of in Kalamazoo Twp.”
- “I like it’s close to shopping, but the traffic can be bad and speed limits are too high.”
- “I like the rural area and not being on city utilities. I dislike some of the new developments with tiny lots.”
- “We live in a great neighborhood! But our neighborhood doesn’t have the best work/live/shop feel to it. There are no neighborhood bars/restaurants/coffee shops that are appealing and give a more community feel.”
- “Not accessible for walking or bicycle”
- “Like mandatory recycling. Dislike lack of fine dining”
- “The absence of paved sidewalks past Drake Road going west.”
- “Convenience to shopping, downtown, Lake Michigan. Most neighborhoods have pride in house/yard upkeep. Taxes are high.”
- “Difficult to walk or bike to parks, stores, schools, etc.”
- “Convenience to shopping and highways. Oshtemo township has good green space. Need to have newer and affordable single housing options.”
- “Oshtemo has a great variety of stores, easy to get to.”
- “Traffic is horrible. Lots of accidents.”
- “Too much focus on ‘multi use’ paths and sidewalks in areas that

# Appendix

are not needed.”

- “See previous comments. Latitude is the only nice restaurant and stays packed because of low options. Jac’s is ok, but that plaza is an eyesore. Build another library near 9th/kvcc area. Add sidewalks to neighborhoods & busy roads - huge safety concern. Update rundown plazas (KC dipping grill, old Kalamazoo kitty, Chime building, hardings grocery plaza, rollerworld, curry in a hurry is delicious but needs updating) more safe things for kids to do that they can access. Parking lots at parks are tiny, not convenient. 9th street/stadium bench was dumb, serves no purpose. A retail store or something to do could have been built at that intersection. KL and 9th intersection- blah. Just high, speeding traffic. Driving towards Mattawan is industrial and huge political signs space. Housing opportunities there. Don’t forget to consider the bus line when adding new places to live. Random houses turned into businesses don’t flow with surrounding areas.”

- “I dislike thoughtless design of many housing developments. I would like to see walkable neighborhoods close to services that people need. Reduced car traffic. Thanks.”

- “More nice restaurants would be nice like Texas township has to offer. Women’s and Men’s clothing stores other than TJ Maxx, Target and Walmart. Bring in more mom-and-pop small business shops.”

- “Inaccessible sidewalks with snowfall.”

Miscellaneous:

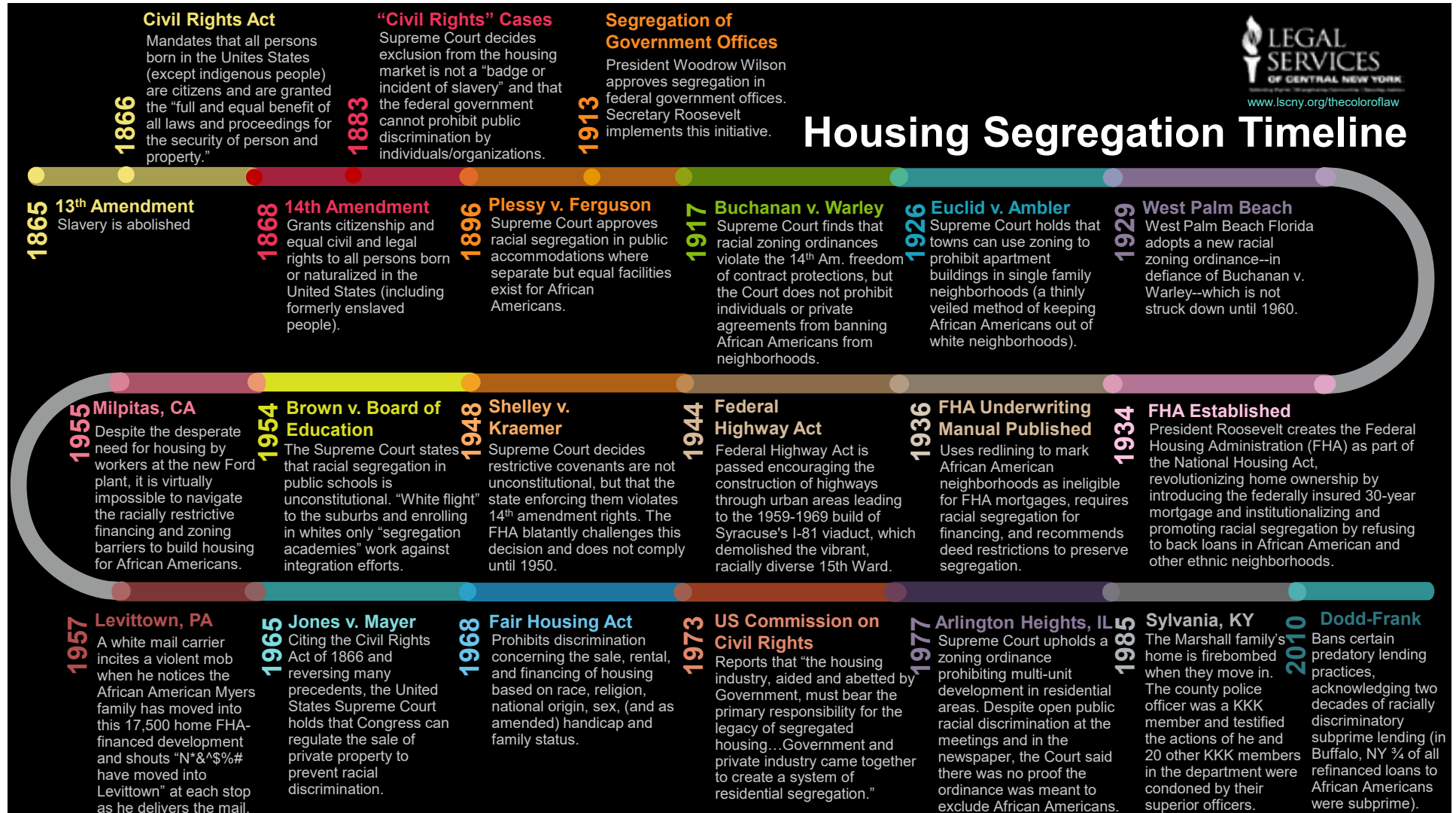
- “Healthcare in-house on property”
- “Too many floodlights & string lights.”
- “The new housing, they are proposing on 11th street and off N avenue.”
- “Housing brings cars, which in turn bring too much traffic, which brings lots of problems and crime. Look at the statistics. Talk to the Sheriff’s department.”

- “I love Oshtemo. Housing is just expensive right now but that is similar across the state.”

- “The school district lines make no sense. Why some roads/neighborhoods are otsego schools is ridiculous.”



## Housing Segregation Timeline



# Appendix

## Example Tiny House Policy

### SECTION XX.XX MICRO-HOUSING DEVELOPMENTS

This type of infill development is intended to provide for affordable housing of less than standard size as an exception to the minimum floor area and lot area requirements of this ordinance. For this use the following conditions are required:

- A. Minimum development land area is one (1) acre and the maximum development land area is two (2) acres, excluding floodplain, wetland and water bodies.
- B. No more than ten (10) dwelling units shall be permitted per micro-housing development.
- C. A micro-housing development shall not be located further than 1,000 feet from a grocery store and potential employment, nor may a micro-housing development be located within 1,000 feet of another micro-housing development boundary.
- D. Municipal Sanitary Sewer and Municipal Water supply are mandatory.
- E. The maximum dwelling floor area shall not exceed 600 square feet in gross floor area (GFA). Post construction additions shall be prohibited.
- F. The minimum dwelling GFA shall be 288 square feet with a minimum width of 12 feet
- G. Each dwelling unit shall contain bathroom, kitchen, living room and a sleeping area. The sleeping area may consist of a loft.
- H. Each individual lot shall have one parking space for one vehicle (10' wide by 20' deep) directly accessible to the internal street of the development.
- I. Each individual lot shall have a minimum width of 22 feet and a minimum depth of 88 feet. Minimum lot size shall be 2,900 square feet and the maximum lot size shall be 4,250 square feet. Lots shall not exceed a 4 to 1 length to width ratio.
- J. Front setback shall be 20 feet, side setbacks shall be 5 feet on each side (except where the walls are masonry within 10 feet of the side lot line, then setback may be 0 feet), rear setback shall be 10 feet and there shall be 10 feet between the dwelling and a detached accessory building.
- K. One and only one accessory building shall be provided, the maximum floor area allowed for the accessory building shall not exceed 576 square feet no matter what the size of the dwelling. Maximum accessory building height shall be 15 feet.
- L. Maximum lot coverage shall be 30% or 1,176 square feet whichever is less.
- M. There shall be an access road with a minimum road easement width of 40 feet, provided that there shall also be 10-foot wide public utility easements on at least one side of the road right-of-way. The road designs shall be submitted to the municipal engineer, the County Drain Commissioner and the Fire Marshall for review and are subject to review and approval of the municipal governing body. The private road connection to a public road shall have the approval of the road agency having jurisdiction. The private road pavement shall be sufficient to support the largest fire apparatus available to the fire department and shall be at a minimum 24 feet wide widening to 28 feet every 150 feet from the public road and having a turn-around at the end unless direct connection is provided to another public roadway.

# Appendix

## Example ADU Provision

### **SAMPLE DRAFT ACCESSORY DWELLING PROVISION**

#### **SECTION XX.XX. ACCESSORY DWELLINGS.**

One single-family accessory dwelling may be located on any parcel in RESIDENTIAL and MIXED-USE districts provided that the parcel shall contain no less than the minimum width and area required in that district. A detached accessory dwelling shall be located at least ten (10) feet from the principal structure, be built at least to the same construction code standards as the principal structure, and additionally shall meet the following provisions:

A. An accessory dwelling unit may be constructed either above or at least ten (10) feet behind a principal use structure and may be a detached structure.

B. At no time shall an accessory dwelling be considered a separate property by sale or condominium. An accessory dwelling may be used for income purposes, such as: monthly or other time period rental or lease agreement or monetary charge for occupancy.

B. Temporary occupancy of either the accessory dwelling or the principal dwelling by any occupant, shall exceed a minimum of thirty (30) consecutive days out of each calendar year unless a Temporary Transient Use permit is granted in accordance with Bed and Breakfast provisions of this ordinance.

C. The construction of an accessory dwelling unit shall meet all applicable requirements for accessory buildings. Additionally, an accessory dwelling unit shall have a minimum floor area of at least four hundred (400) square feet, but not more than fifty (50) percent of the floor area of the principal dwelling.

G. Each guest house shall be provided with emergency vehicle access which has been reviewed and approved by the authorized fire code official.

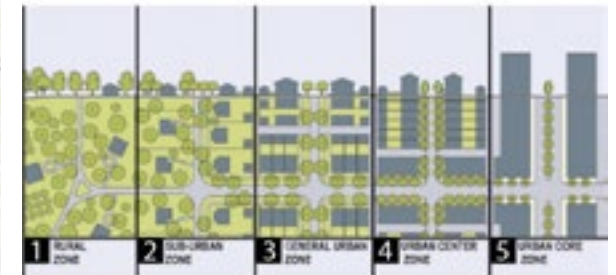
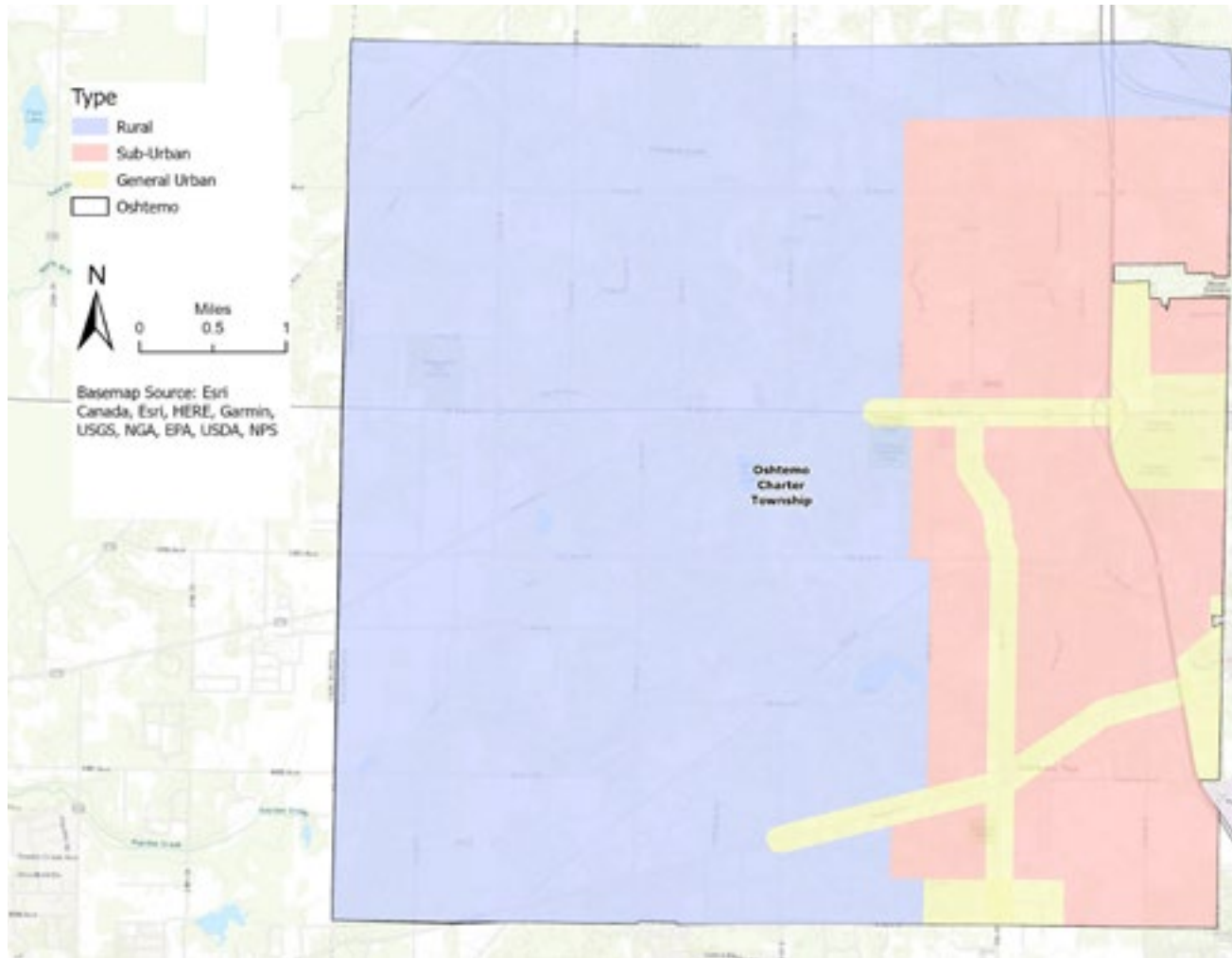
# Appendix

## Urban Transect Definitions

- 1. Rural Zone:** Sparsely settled lands, agricultural buildings, farms, woodlands, wetlands, stream, large regional parks
- 2. Sub-Urban Zone:** Large-lot single family homes, low density with large setbacks, shopping centers and connected green spaces
- 3. General Urban Zone:** Small-lot single family homes, apartments, mixed use and locally run shops

- 4. Urban Center Zone:** Wide housing choices, mixed use, retail shops, galleries, offices, restaurants and bars
- 5. Urban Core Zone:** Tall multi-use buildings cultural and entertainment districts and civic spaces for parades and festivals

The below map is an example of the urban transect applied to Kalamazoo County.



# Memorandum



**Date:** 29 August 2023  
**To:** Township Board  
**From:** James Porter – Legal Department  
**Subject:** Conditional Rezoning of 8447 Stadium Dr (Midwest V, LLC)

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## **Objectives**

To consider the Planning Commission's recommendation to deny the Conditional Rezoning of 8447 Stadium Dr (Midwest V, LLC).

## **Recommended Motion**

I make the motion to deny the Conditional Rezoning of 8447 Stadium Dr (Midwest V, LLC).

## **Background**

Midwest V, LLC is requesting to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District of the Oshtemo Charter Township Zoning Ordinance, to facilitate the development of the vacant parcel for retail store operations.

## **Information Provided**

I have attached a copy of the Recommendation from Planning Commission and the Meeting Minutes of the Public Hearing held on August 24, 2023.



OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

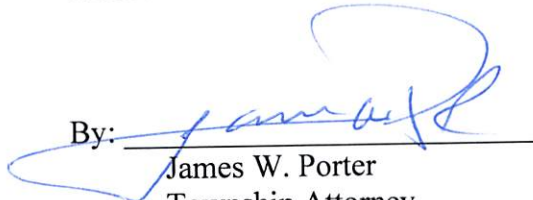
RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING CONDUCTED ON AUGUST 24, 2023

The Oshtemo Charter Township Planning Commission hereby recommends DENIAL of the Midwest V, LLC requested to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District of the Oshtemo Charter Township Zoning Ordinance, to facilitate the development of the vacant parcel for retail store operations.

The subject property is located at 8447 Stadium Dr, Parcel No. 05-33-403-010.

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

Date: August 28, 2023

By:   
James W. Porter  
Township Attorney

Final Action by Oshtemo Charter Township Board

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

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

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

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**DRAFT MINUTES OF A MEETING HELD AUGUST 24, 2023**

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**Agenda**

**PUBLIC HEARING – CONDITIONAL REZONING – 8447 STADIUM DRIVE**

Midwest V, LLC requested to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District, to facilitate the development of the vacant parcel for retail store operations.

**PUBLIC HEARING – PUD CONCEPT PLAN – THE HAMPTONS**

Marroll LLC requested approval of a Conceptual Plan for a Residential Planned Unit Development (PUD), located at parcel number 05-14-130-017 and a portion of 6660 W. Main Street.

**PUBLIC HEARING – ORDINANCE – WIRELESS TELECOMMUNICATION FACILITY PROVISIONS**

Consideration to repeal Article 49.80 – Communication Towers of the Township Ordinance and adopt proposed Article 59 - Wireless Telecommunications Facilities.

**WORK SESSION:**

- a. Discussion, Solar Energy Systems Ordinance

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 24, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS**

**WERE PRESENT:**

Phil Doorlag, Chair  
Scot Jefferies  
Micki Maxwell, Vice Chair  
Alistair Smith  
Deb Everett  
Zak Ford, Township Board Liaison

Also present: Iris Lubbert, Planning Director, Jim Porter, Township Attorney, LeeAnna Harris, Zoning Administrator, Martha Coash, Recording Secretary, Kyle Mucha of McKenna, and 13 members of the public.

### **Call to Order and Pledge of Allegiance**

Chairperson Doorlag called the meeting to order and invited those present to join in the Pledge of Allegiance.

### **Approval of Agenda**

Hearing no requests for change, the Chair asked for a motion to approve the agenda.

Mr. Jefferies **made a motion** to approve the agenda as presented. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next agenda item.

### **Public Comment on Non-Agenda Items**

As there were no comments from the public on non-agenda items, Chairperson Doorlag moved to the next item.

### **Approval of the Minutes of the Meeting of August 10, 2023**

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 10, 2023.

Hearing none, he asked for a motion.

Mr. Jefferies **made a motion** to approve the Minutes of the Meeting of August 10, 2023 as presented. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved to the next agenda item.

### **PUBLIC HEARING – CONDITIONAL REZONING – 8447 STADIUM DRIVE**

Midwest V, LLC requested to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District, to facilitate the development of the vacant parcel for retail store operations.

Mr. Mucha of McKenna presented a review of the request for conditional rezoning from Split Zone R-2, Residential & C, Local Business District to C, Local Business District from Peter Oleszczuk, agent of Midwest V, LLC for parcel number 05-33-403-010 located at 8447 Stadium Drive, consisting of approximately 2.15 acres.

He indicated the applicant proposed the following conditions in conjunction with the rezoning:



1. A 6' board-on-board screening fence provided along the east property line of the development to help buffer the current residential use.
2. Bigger footprint store (12,480 overall square feet) than historically built to allow for expanded options for food and coolers. The property would be developed as a Market Dollar General.
3. Required parking counts would be met with a combination of 34 installed spaces and the remainder of spaces having dedicated banked parking areas to be earmarked for parking and installed as grass.
4. Setbacks were intended to be met based on the required sections of the zoning ordinance.

Mr. Mucha said the applicant indicated the proposed retail operations to be that of a Market Dollar General, a 20+ billion-dollar Fortune 119 Company with over 140,000 employees nationally, more in line with regional retail rather than a low-intensity commercial operation.

He noted other high-intensity commercial uses are currently permitted in the C, Local Business District and the subject site currently permits these higher-intensity commercial uses due to the C, Local Business zoned classification along the northern portion of the parcel.

Therefore, he said McKenna found the proposed conditional rezoning does not align with the intent of the Master Plan as it relates to the rural character preservation strategy, but acknowledged the existing zoning on the subject site would permit a higher-intensity commercial use even if the subject site was not rezoned.

The use of the subject site for a retail establishment, such as retail sale of merchandise would be consistent with the C, Local Business zoning classification of the northern portion of the site. While the applicant proposed to rezone the residential portion of the site to C, Local Business, the future intended use of a retail establishment at 12,480 square feet is not consistent with the general land use patterns of the immediate area.

He indicated reasonable use under the current zoning ordinance is still achievable, even with the split zoning, but noted some development restrictions may be present due to the split zoning: for example, the entire property could not be used for retail.

Mr. Mucha also noted impact on the surrounding properties may be more significant with the proposed 12,480 square foot building than what is currently experienced by the convenience store located to the west and the winery located to the north.

Based on the information provided by the applicant, and the subsequent review conducted, Mr. Mucha said McKenna found the proposed conditional rezoning does not generally align with the Oshtemo Township Master Plan as it pertains to neighborhood

commercial uses. Therefore, and based on the following findings of fact, McKenna recommended a denial of the conditional rezoning request.

1. The property can be reasonably used under its current split zoning of C, Local Business and R-2, Residence. A smaller commercial operation could be permitted to operate on the northern portion of the parcel, subject to compliance with the Township's Zoning Ordinance.
2. The proposed use – 12,480 square foot store – is not supported by the Oshtemo Township Master Plan.
3. A change of the existing zoning boundaries would not be compatible with the existing land uses within the immediate area.
4. Adequate sites across the Township, which are zoned C, Local Business, are available, which would not require a conditional zoning.
5. There have been no apparent changes in conditions in the area that would support an increase in expanding the C, Local Business District.
6. The proposed rezoning would impact the natural characteristics of the area.
7. The proposed rezoning has not identified and immediate need for an increase in the C, Local Business District designation within this area of the Township.

Chairperson Doorlag thanked Mr. Mucha for his presentation and asked if Commissioners had questions. Hearing none, he asked if the applicant wished to speak.

A representative of AR Engineering spoke and addressed the concerns described by Mr. Mucha, saying that he could not find the Township building size requirement, that to the north the zoning is industrial while to the west and east it is commercial, that he does not know the specific location of other commercially zoned property that Mr. Mucha was referencing, that any development would impact natural characteristics, that they would meet buffer and screening requirements, that the E-Z Mart property next store is looking to expand to a building that is approximately 8,000 square feet.

Ms. Everett asked what the typical size is for a Dollar General store.

He indicated 10,600 square feet is typical; this store would be larger to include space for fresh produce and coolers.

Hearing no further questions from Commissioners, the Chair asked if there were any comments from members of the public.

Ms. Joan Hawxhurst, 8400 Stadium Drive, said she has lived on her 18 acre property directly across from the property being proposed for rezoning for 23 years. She thanked Commissioners for the work they do. She felt the proposed store did not sound like it would fit in with the character of the area and also noted traffic concerns. She felt there are great options for the property but this is not one of them.

Mr. John Bert, Stratford Hills on Hathaway Road said he moved to Oshtemo in 2008 and noted the already existing heavy traffic on Stadium Drive, particularly from the west. He chose to live at this location because of the rural nature of the Township. He did not move here to look at a big box store when there is a Hardings store two miles away. He supports the Master Plan and agreed with the McKenna findings to deny the request for rezoning.

Mr. Steve Bertman, 8400 Stadium Drive also appreciates the rural nature of the area and felt the proposed store would be incongruent as well as being in direct competition with the existing neighboring store. He wondered if market research might be done before an approval were given to this type of business.

Hearing no further comments, the Chairperson thanked the speakers, closed the public hearing and moved to Board Deliberations.

Mr. Ford agreed with the consultant's recommendation and believed the current zoning was intentional in order to constrain the size of commercial developments.

Attorney Porter agreed the site's current split zoning was intended to restrict the overall impact of commercial development on the community.

Mr. Ford added the proposed store would go against the rules for rural character.

Ms. Maxwell said in light of the shortage of residential housing in the Township it would not be proper to take away residential zoning for commercial development now.

Mr. Jefferies expressed his concern regarding traffic in the area.

Ms. Maxwell said people have a right to rely on zoning that is in place and that it is to the detriment of the Planning Commission if they do not stand up for that.

Ms. Maxwell **made a motion** to recommend to the Township Board that the request for the conditional rezoning of 8447 Stadium Drive, parcel 05-33-403-010, be denied on the following findings of fact:

1. The property can be reasonably used under its current split zoning of C, Local Business and R-2, Residence. A smaller commercial operation could be permitted to operate on the northern portion of the parcel, subject to compliance with the Township's Zoning Ordinance.
2. The proposed use – 12,480 square foot store – is not supported by the Oshtemo Township Master Plan.
3. A change of the existing zoning boundaries would not be compatible with the existing land uses within the immediate area.
4. Adequate sites across the Township, which are zoned C, Local Business, are available, which would not require a conditional zoning.
5. There have been no apparent changes in conditions in the area that would support an increase in expanding the C, Local Business District.
6. The proposed rezoning would impact the natural characteristics of the area.

7. The proposed rezoning has not identified and immediate need for an increase in the C, Local Business District designation within this area of the Township.

Mr. Ford **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved to the next agenda item and asked Mr. Mucha for his report.

### **PUBLIC HEARING – PUD CONCEPT PLAN – THE HAMPTONS**

**Marroll LLC requested approval of a Conceptual Plan for a Residential Planned Unit Development (PUD), located at parcel number 05-14-130-017 and a portion of 6660 W. Main Street.**

Mr. Mucha provided background and review of the PUD Conceptual Plan submitted by Thomas Carroll, Manager of Marroll, for North 9<sup>th</sup> Street parcel 05-14-130-017 and W. Main Street parcel 05-14-185-022.

He indicated the site is approximately 10.08 acres with frontage along North 9<sup>th</sup> Street and that the applicant proposed to acquire an additional 10 acres of land via a land division from 6660 West Main Street. The combination would increase the project site to 20 acres, the minimum area required to develop as a Planned Unit Development, and will be required for final site plan approval. The current request is for a conceptual plan submitted by the applicant that provided a higher level of detail than required for phase 1 and phase 2 of the development. He noted some items, such as landscaping, will be reviewed in greater detail during the site plan analysis, which will take place after conceptual plan approval if granted.

The applicant proposed to construct 15 four-plex buildings (60 units total) and a future senior housing complex in 3 phases. Phase 1 would include 48 units; phase 2 will include an additional 12 units; phase 3 includes a senior housing complex. A clubhouse, pool and associated parking lot were proposed within phase 1.

Mr. Mucha indicated staff has been working with the applicant for a year on development of the proposal. He reviewed the PUD zoning requirements and indicated standards have been met; he noted those not yet described, including a phasing plan, would need to be included in a subsequent full site plan request if the conceptual plan were approved by the Planning Commission.

The items that would need to be addressed prior to full site plan approval:

#### **Planning & Zoning**

1. Site triangles shall be shown for the off-street parking areas: this will ensure adequate site distance is achieved and vehicle-vehicle conflict potential is reduced.
2. Parking spaces need to be a minimum of 10 feet wide by 20 feet deep.
3. No parking will be permitted on-street due to the proposed street width; signs shall be placed along the street to note this.

4. The landscape easement that runs east-west along the property shall be amended and/or replaced with a new easement to incorporate the overall improved stormwater basin design.
5. Land combination is submitted for review and approval by the Township, combining the subject site with the northern portion of 6660 West Main Street, as shown on the submitted conceptual plans.

#### Oshtemo Township Fire Department

1. The proposed monument sign is blocking the turning access into the plat. A 30/50 turning radius shall be required. The driveway entrance shall meet the 30/50 turning radius. Site plan page 1 identified as Truck Turn Exhibit, shows two different scales. Neither will allow for a 30/50 turning radius with a monument sign in the middle for ingress or egress.
2. Building sizes are needed to confirm fire flow requirements for fire hydrant placement.

#### Oshtemo Township Engineer

1. A RCKC driveway permit will be required for the entrance with a trip generation study to determine if turn lanes are required.
2. ADA parking spaces must be constructed to ADA standards with concrete.
3. A concrete ADA ramp is required at the driveway entrance on 9<sup>th</sup> Street.
4. 20-foot public trail easement must connect to the existing trail to the north.
5. Provide detailed calculations for basin sizing based on Kalamazoo County Drain Commissioner requirements.

#### Recommendations from McKenna

The conceptual Plan for "The Hamptons" planned unit development project has been reviewed for compliance with the Oshtemo Township Ordinance and other regulatory requirements. A positive recommendation from the Oshtemo Planning Commission to the Township Board can be given for conceptual plan approval for the project entitled "The Hamptons" subject to the following:

1. Conceptual plan approval is not a site plan approval. The conditional approval provides general guidelines and "big picture" details.
2. Until such a time as the private road moratorium has either been lifted or expired, site plan submission cannot take place.
3. Phase 2 & Phase 3 shall not commence until a secondary access has been installed on the subject site.
4. A detailed phasing plan will be required upon site plan submission.

Chairperson Doorlag thanked Mr. Mucha for his report and recommendations and asked if Commissioners had questions.

Mr. Ford confirmed with Ms. Lubbert that the plan will include interior sidewalks and a shared use path.

Mr. Ford was concerned about what would happen with phase 2 if the Township is unable to provide a public road.

Attorney Porter confirmed if there is no public road phase 2 cannot be done. The conditions of approval make that clear: the developer cannot go forward with phase 2 without road access.

Mr. Longstreth spoke on behalf of the applicant, indicating phase 1 includes a total of 48 units; phase 2 includes 12 units. The proposed senior living facility is phase 3; it will be a 55+ community.

He indicated the road moratorium caught them off guard. They had planned to break ground this fall, but there will be a delay until the road issue is settled. He indicated private streets would provide flexibility for on street parking as well as traffic calming measures.

Ms. Lubbert said the consultant for private roads was hired recently, that there is a 6-month moratorium on private roads, and that the consultant should finish their work before the end of the year.

She also said the plans for the overflow retention pond agreement are going well between Meijer and the developer.

Ms. Lubbert also indicated one written communication was received from Menards regarding pre-existing conditions with regard to noise from their store and lumberyard. A copy of the letter is attached to these minutes.

It was the consensus of the Commissioners that they liked the plan as submitted.

Mr. Ford **made a motion** to approve "The Hamptons" PUD Conceptual Plan for a Residential Planned Unit Development located at 6660 West Main Street, parcel number 05-14-130-017 on the following conditions of approval:

1. Conceptual plan approval is not a site plan approval. The conditional approval provides general guidelines and "big picture" details.
2. Until such a time as the private road moratorium has either been lifted or expired, site plan submission cannot take place.
3. Phase 2 & Phase 3 shall not commence until a secondary access has been installed on the subject site.
4. A detailed phasing plan will be required upon site plan submission.

Chairperson Doorlag **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next agenda item.

**PUBLIC HEARING – ORDINANCE – WIRELESS TELECOMMUNICATION FACILITY PROVISIONS**

**Consideration to repeal Article 49.80 – Communication Towers of the Township Ordinance and adopt proposed Article 59 - Wireless Telecommunications Facilities.**

Ms. Lubbert noted that 5G, a fifth-generation technology standard for broadband cellular networks and often linked to driverless cars, and other small cell wireless facilities are becoming more and more popular throughout the United States. She said federal regulations have required that municipalities allow for these types of facilities. Currently the Township's ordinance does not provide any guidance for small cell wireless facilities. The general ordinance and zoning ordinance need to be updated if the Township wants to have control over where and how these facilities are placed.

With the Planning Commission's and Township Board's approval, a contract was entered into with McKenna Associates on November 5, 2021 to develop ordinance that addresses 5G. Planning and Legal staff worked closely with McKenna in this effort. A survey to inform the work was created and posted in May 2022. 394 responses were collected. Based on the information collected and State regulations, Article 59 - Wireless Telecommunication Facilities and Section 238.000 – Small Cell Wireless Communication Facilities Deployment Ordinance were drafted. Article 59 provides controls for all forms of wireless telecommunication facilities that would be placed on private property, including but not limited to: Micro Wireless Facilities, Small Cell Wireless Facilities, and Communication Towers (Wireless Facility Support Structures). Section 238.000 provides controls for all forms of small cell wireless telecommunication facilities that would be placed within Public and Private rights-of-ways.

Ms. Lubbert noted the Planning Commission has purview over the Zoning Ordinance and not the General Ordinance. Section 238.000 has been provided only for context and would be moved to the Township Board for consideration alongside Article 59 with the goal of requiring any new development to co-locate whenever possible in order to minimize impact.

Ms. Lubbert walked the group through proposed Article 59, answered questions and responded to suggestions for changes.

Chairperson Doorlag opened the public hearing, determined no members of the public had comments and closed the hearing.

Mr. Ford **made a motion** to repeal Article 49.80 – Communication Towers and approve Article 59 – Wireless Telecommunication Facilities, as presented with one amendment from the group related to the “Geographically Exempt Facility”, for recommendation to the Township Board. Mr. Jefferies **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved the meeting to a work session at 7:36 p.m. to consider the next agenda item.

**WORK SESSION:**

**a. Discussion, Solar Energy Systems Ordinance**

Attorney Porter provided a draft of the Solar Energy Systems Ordinance that was introduced at the August 10<sup>th</sup> meeting for further discussion.

He led the group through the proposed ordinance answering questions and making changes as per Commissioner discussion.

The consensus of Commissioners was that staff should make the changes to the document as discussed, and bring the updated proposed ordinance for public hearing at the September 19, 2023 Planning Commission meeting.

Chairperson Doorlag moved to the next agenda item.

**OTHER UPDATES AND BUSINESS**

Ms. Lubbert announced she would be leaving the Township for personal reasons and that her last day would be December 22, 2023. The Planning Director position will be posted soon.

Commissioners were sorry to hear she would be leaving and noted all the accomplishments during her tenure.

Mr. Ford indicated he recently learned that the "Continuum of Care" rental assistance program turned away all Oshtemo residents seeking rental assistance because the Township is not a partner. If the Township contributes to the organization its residents could be considered in the future.

Attorney Porter will do some research to see if or how that could be done.

**ADJOURNMENT**

With there being no further business to consider, Chairperson Doorlag adjourned the meeting at approximately 8:36 p.m.

Minutes prepared:  
August 25, 2023

Minutes approved:  
\_\_\_\_\_, 2023





August 7, 2023

Sent Via US Mail

Oshtemo Charter Township Planning Commission  
7275 W. Main Street,  
Kalamazoo, MI 49009-9334  
[E] oshtemo@oshtemo.org

**RE: Written Comments for Marroll LLC, Planned Unit Development for Parcel 05-14-130-017 and a portion of 6660 W Main Street**

Dear Members of the Oshtemo Charter Township Planning Commission,

Menard, Inc. is in receipt of a public notice regarding the proposed Planned Unit Development request by Marroll LLC for parcel number 05-14-130-017 and a portion of 6660 W Main Street.

Menards currently operates a retail store and lumberyard adjacent to the proposed development. Where Menards shares in the desire for growth, prosperity, and the continued development of Oshtemo Charter Township, the operation of the Menards property, like similar large retail establishments, generates certain levels of noise, traffic, and light. Menards respectfully requests that the proposal before the commission be considered with these pre-existing conditions in mind. Menards further requests that any approval be conditioned on the acknowledgement by all parties of the foreseeable issues that may result by being in close proximity to an existing retail store and lumber yard.

Please include this letter as part of the official public hearing transcripts of the upcoming Oshtemo Charter Township Planning Commission meeting. Thank you for your time and consideration.

Respectfully,

**Menard, Inc.**

**Patrick P. Schaffer**  
Corporate Counsel  
Menard, Inc. - Properties Division  
5101 Menard Drive, Eau Claire, WI 54703  
[pschaff@menard-inc.com](mailto:pschaff@menard-inc.com)  
[P] 715-876-4147



# MCKENNA

August 17, 2023

Charter Township of Oshtemo  
7275 West Main Street  
Kalamazoo, MI 49009

**Subject:** Conditional Rezoning Request from Split Zone R-2, Residential & C, Local Business District to C, Local Business District  
**Location:** 8447 Stadium Drive (Parcel ID: 05-33-403-010)  
**Applicant(s):** Peter Oleszczuk, Midwest V, LLC – 1435 Fulton St. Ste C, Grand Haven, MI 49417  
**Owner(s):** Richard Schramm – 2011 S. 4<sup>th</sup> Street, Kalamazoo MI 49009

Dear Charter Township of Oshtemo,

McKenna has been tasked to review the conditional rezoning application for 8447 Stadium Drive as submitted by Peter Oleszczuk, agent of Midwest V, LLC, to conditionally rezone parcel number 05-33-403-010, from its current split zoning of R-2, Residence, and C, Local Business District to C, Local Business District to C, Local Business District, to facilitate the development of the vacant parcel for retail store operations. The subject site is approximately 2.15 acres in size and is located east of S 5<sup>th</sup> Street, near the intersection of Hathaway Road & Stadium Drive.

While the Oshtemo Township Zoning Ordinance does not specifically outline requirements for rezonings, the following comments are provided for consideration by the Planning Commission as it reviews the applicant's request to conditionally rezone the subject property from R-2/C to C, which would permit a higher intensity of use on the subject site.

The applicant proposes the following conditions in conjunction with the rezoning:

1. A 6' (six foot) board-on-board screening fence will be provided along the east property line of the development to help buffer the current residential use.
2. Bigger footprint store (12,480 overall square feet) than historically built to allow for expanded options for food and coolers. The property will be developed as a Market Dollar General.
3. Required parking counts will be met with a combination of 34 installed spaces and the remainder of spaces having dedicated banked parking areas. These areas will be earmarked for parking and installed as grass.
4. Setbacks are intended to be met based on the required sections of the zoning ordinance.

McKenna notes that the conditions submitted indicate that the applicant is committing to complying with several minimum Zoning requirements that will be reviewed and approved during the site plan review and approval process. We further note that acceptance of these conditions during the conditional rezoning process does not limit the review to higher standards during the site plan review. For instance, the planning commission may determine that a banked parking request is insufficient given the proposed site uses and access issues and require all spaces to be conducted during the site plan review. Additionally, please note that the limitation of site uses to a Market Dollar General, may require rezoning in the future, should this development not come to fruition.

KALAMAZOO	
151 South Rose Street	O 269.382.4443
Suite 920	F 248.596.0930
Kalamazoo, Michigan 49007	MCKA.COM

Communities for real life.



**REVIEW COMMENTS**

- Existing Conditions.** The site is an estimated 2.15 acres, located along the southern portion of Stadium Drive, just east of S. 5<sup>th</sup> Street. The subject parcel is currently split-zoned, with the northern portion being zoned C, Local Business, and the southern zoned R-2, Residence. The current/future land use and existing zoning classifications of the site and surrounding parcels are summarized in the table and figures below:

**Table 1: Zoning and Existing/Planned Use of Site and Area:**

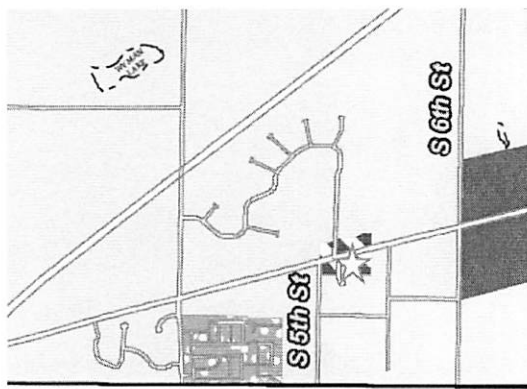
	Existing Land Use	Future Land Use	Existing Zoning
<u>Site</u>	Vacant/Undeveloped	Neighborhood Commercial	C, R-2
<u>North</u>	Industrial	Rural Residential	I-1
<u>West</u>	Commercial	Neighborhood Commercial	C
<u>South</u>	Vacant/Undeveloped	Rural Residential	R-2
<u>East</u>	Residential	Low Density Residential	C, R-2

**Figure 2: Site Aerial: 8447 Stadium Drive (Parcel 05-33-403-010)**





**Figure 3: Future Land Use Map of Area**



Classifications:

- Rural Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Manufactured Residential
- Village Core
- Transitional Office
- Neighborhood Commercial
- Local Commercial
- General Commercial
- Research Office
- General Industrial
- Public/Government

**Figure 4: Zoning Map of Area**



- LEGEND**
- AG - AGRICULTURAL DISTRICT
  - RR - RURAL RESIDENTIAL DISTRICT
  - R1 - RESIDENCE DISTRICT
  - R2 - RESIDENCE DISTRICT
  - R3 - RESIDENCE DISTRICT
  - R4 - RESIDENCE DISTRICT
  - R5 - RESIDENCE DISTRICT
  - VC - VILLAGE COMMERCIAL DISTRICT
  - C-R - LOCAL BUSINESS DISTRICT RESTRICTED
  - C - LOCAL BUSINESS DISTRICT
  - BRP - BUSINESS AND RESEARCH PARK DISTRICT
  - I-R - INDUSTRIAL DISTRICT RESTRICTED
  - I-1 - INDUSTRIAL DISTRICT MANUFACTURING & SERVICE
  - I-2 - INDUSTRIAL DISTRICT MANUFACTURING & SERVICE
  - I-3 - INDUSTRIAL DISTRICT SPECIAL
  - CONDITIONAL (See Notes On Map)
  - 9TH STREET AND WEST MAIN STREET OVERLAY ZONE
  - HISTORICAL OVERLAY ZONE
  - NEIGHBORHOOD COMMERCIAL OVERLAY ZONE
  - VILLAGE FORM BASED CODE OVERLAY ZONE

Approximate subject site location: ☆

2. **Master Plan.** The Future Land Use designation of this area along and adjacent to Stadium Drive, as described in the Oshtemo Township Master Plan Update 2017, is classified as rural residential with a small area devoted to neighborhood commercial. Neighborhood commercial has a development intensity of “low” (per the 2017 Master Plan). Further, the 2017 Master Plan classifies the neighborhood commercial use as follows:



*In support of the Rural Character Preservation Strategy, neighborhood commercial areas will be in strategic locations, within the western portion of the Township. Low-intensity commercial and retail establishments are permitted that would accommodate a planned mixture of farm service business and other locally oriented service establishments. The intent is to provide services, like small convenience stores, that will support and be compatible with nearby residential development.*

Per the response letter dated July 19, 2023, the applicant indicates the proposed retail operations to be that of a Market Dollar General. Dollar General, a 20+ Billion-dollar Fortune 119 Company, with over 140,000 employees nationally, is more in line with regional retail, and not that of a low-intensity commercial operation.

However, we note that other high-intensity commercial uses are currently permitted in the C, Local Business District: restaurants, hospitals, hotels & motels, indoor theaters, etc. Additionally, the subject site currently permits these higher-intensity commercial uses due to the C, Local Business zoned classification along the northern portion of the parcel.

Therefore, we find that the proposed conditional rezoning does not align with the intent of the master plan as it relates to the rural character preservation strategy but acknowledges that the existing zoning on the subject site would permit a higher-intensity commercial use even if the subject site was not rezoned.

- 3. Zoning.** The subject site is currently split-zoned, with the northern portion being zoned C, Local Business, and the southern portion being zoned R-2, Residence.

Typical permitted uses in the R-2 district include but are not limited to one-family dwellings, essential services, foster family homes, libraries, religious institutions, and accessory buildings and uses customarily incidental to the foregoing. Article 7 of the Oshtemo Township Zoning Ordinance further details permitted and special land uses for the R-2 Residential District.

Typical permitted uses in the C, Local Business District include but are not limited to financial institutions, offices, hotels & motels, restaurants, essential services, religious institutions, and planned shopping center developments. Article 18 of the Oshtemo Township Zoning Ordinance further details permitted and special land uses for the C, Local Business District.

The use of the subject site for a retail establishment, such as retail sale of merchandise, would be consistent with the C, Local Business zoning classification.

- 4. Consistency with General Land Use Patterns.** The subject site is currently undeveloped (vacant) and surrounded by low-intensity land uses, such as rural residential dwelling units and small-scale commercial establishments. The establishment of a neighborhood commercial enterprise would be consistent with the 2017 Future Land Use designation for this area.

The applicant proposes to construct a 12,480-square-foot retail establishment (Dollar General). An adjacent convenience-style store is an estimated 2,240 square feet. A winery establishment to the north of the subject property is an estimated 5,520 square feet. While the applicant proposes to rezone the residential portion of the subject site to C, Local Business, the future intended use of a retail establishment at 12,480 square feet is not consistent with the general land use patterns of the immediate area.



- 5. Utilities & Infrastructure.** The Oshtemo Township online interactive map indicates existing water and sewer mains located adjacent to the subject property, along Stadium Drive. It is anticipated that the future development of the subject property, conditioned on the rezoning approval, would be adequately serviced by existing utilities and infrastructure based on available sewer and water utilities.

Further review of the utilities and infrastructure needs will be conducted once a formal site plan submission has been received by the Township.

- 6. Reasonable Use Under Current Zoning Classification.** The subject site is currently split-zoned, with C, Local Business being along the northern portion of the site, and R-2, Residence along the southern. A retail operation would be limited to the northern portion of the subject site. Further, residential use would be limited to the southern area of the subject property due to the zoning district boundaries. We find that reasonable use under the current zoning ordinance is still achievable, even with the split zoning. However, it is noted that some development restrictions may be present due to the split zoning: the entire property could not be used for retail for example.
- 7. Effects on Surrounding Properties.** The applicant has indicated that the subject site would be redeveloped into a retail use – a 12,480 square foot “Dollar General”. The subject site is currently vacant/undeveloped: any existing permitted use within the C, Local Business District would have an impact on the surrounding area. However, the 2017 Oshtemo Township Master Plan determined that such an impact would be minimal due to the area in question being planned for neighborhood commercial, *subject to the proposed use complying with the neighborhood commercial intended uses.*

Our team notes that the impacts on the surrounding properties may be more significant with the proposed 12,480 square-foot building than what is currently experienced by the convenience store located to the west, and the winery located to the north.

- 8. Conditional Rezoning (Section 66).** The Township Zoning Ordinance provides general guidance for conditional rezonings, per Article 66. Section 66.20.F. states:

*Any use or development proposed as part of an offer of conditions that would require Site Plan approval under the terms of this Ordinance may only be commenced if Site Plan approval for such use or development is ultimately granted in accordance with the provisions of this Ordinance.*

As such, the applicant is advised that site plan approval would be required should the conditional rezoning be approved. McKenna finds that the applicant generally meets the intent of Section 66 of the Oshtemo Township Zoning Ordinance.

#### **ADDITIONAL CONSIDERATIONS**

The following comments are provided to the applicant for the purpose of general information. These comments are not directly related to the conditional rezoning request, however, should be considered in partnership with any future development potential of the subject site.



1. Yucca Drive – the name of the roadway for Lot 3, Block 4 of the Frie and Gibbs Plat – is a private roadway. Township records indicate that the plat was amended in Circuit Court on November 14, 1990, to turn this drive from public to private and establish public utility easements and private access to the lots.

## RECOMMENDATION

Based on the information provided by the applicant, and the subsequent review conducted within this memorandum, we find that the proposed conditional rezoning does not generally align with the Oshtemo Township Master Plan as it pertains to neighborhood commercial uses. Therefore, and based on the following findings of fact, a recommendation to **deny** the conditional rezoning request is given.

1. The property can be reasonably used under its current split zoning of C, Local Business and R-2, Residence. A smaller commercial operation could be permitted to operate on the northern portion of the parcel, subject to compliance with the Township's Zoning Ordinance.
2. The proposed use – 12,480 square foot store – is not supported by the Oshtemo Township Master Plan.
3. A change of the existing zoning boundaries would not be compatible with the existing land uses within the immediate area.
4. Adequate sites across the Township, which are zoned C, Local Business, are available, which would not require a conditional a rezoning.
5. There has been no apparent changes in conditions in the area that would support an increase in expanding the C, Local Business District.
6. The proposed rezoning would impact the natural characteristics of the area.
7. The proposed rezoning has not identified an immediate need for an increase in the C, Local Business District designation within this area of the Township.

Conditions of the rezoning supplied by the applicant:

1. *A 6' (six foot) board-on-board screening fence will be provided along the east property line of the development to help buffer the current residential use.*
2. *Bigger footprint store (12,480 overall square feet) than historically built to allow for expanded options for food and coolers. The property will be developed as a Market Dollar General.*
3. *Required parking counts will be met with a combination of 34 installed spaces and the remainder of spaces having dedicated banked parking areas. These areas will be earmarked for parking and installed as grass.*
4. *Setbacks are intended to be met based on the required sections of the zoning ordinance.*

Respectfully submitted,

**MCKENNA**

Kyle Mucha, AICP  
Senior Planner

Paul Lippens, AICP, NCI  
Vice President



7275 W. Main Street, Kalamazoo, Michigan 49009-9334  
 Phone: 269-375-4260 Fax: 269-375-7180

**PLEASE PRINT**

PROJECT NAME & ADDRESS

Dollar General 8447 Stadium Drive Kalamazoo, MI 49009

**PLANNING & ZONING APPLICATION**

Applicant Name: PETER OLESZCZUK  
 Company: MIDWEST V. LLC (future owner)  
 Address: 1435 FULTON ST, SUITE C, 2ND FLOOR  
GRAND HAVEN, MI 49417  
 E-mail: peter@westwind.build  
 Telephone: (616) 842-2030 Fax: (616) 842-1950  
 Interest in Property: Development of property

THIS  
SPACE  
FOR  
TOWNSHIP  
USE  
ONLY

OWNER\*:  
 Name: RICHARD & CHARLOTTE SCHRAMM (sellers)  
 Address: 2011 S 4TH ST  
KALAMAZOO, MI 49009  
 E-mail: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_

Fee Amount \_\_\_\_\_  
 Escrow Amount \_\_\_\_\_

**NATURE OF THE REQUEST: (Please check the appropriate item(s))**

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Application Review                 | <input type="checkbox"/> Accessory Building Review – I083 |
| <input type="checkbox"/> Site Plan Review – I088                | <input checked="" type="checkbox"/> Rezoning – I091       |
| <input type="checkbox"/> Administrative Site Plan Review – I086 | <input type="checkbox"/> Subdivision Plat Review – I089   |
| <input type="checkbox"/> Special Exception Use – I085           | <input type="checkbox"/> Interpretation – I082            |
| <input type="checkbox"/> Zoning Variance – I092                 | <input type="checkbox"/> Other: _____                     |
| <input type="checkbox"/> Site Condominium – I084                |   |

**BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):** \_\_\_\_\_

CONDITIONALLY REZONE ENTIRE PARCEL TO C-LOCAL BUSINESS DISTRICT FROM THE CURRENT SPLIT ZONING OF C- LOCAL BUSINESS DISTRICT / R-2 RESIDENCE DISTRICT



**LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):**

**AMENDED PLAT OF LOT 3 BLK 4 FRIE & GIBBS LOT 3 \* \*\*4-92 1992 SPLIT FROM 33-402-331**

**PARCEL NUMBER:** 3905- 33-403-010

**ADDRESS OF PROPERTY:** 8447 STADIUM DRIVE

**PRESENT USE OF THE PROPERTY:** VACANT

**PRESENT ZONING:** SPLIT ZONED C / R2 **SIZE OF PROPERTY:** 2.15 AC

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

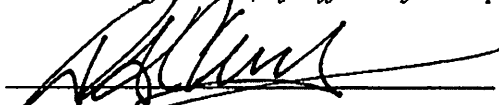
Name(s)	Address(es)
MIDWEST V, LLC (future owner)	1435 FULTON ST SUITE C GRAND HAVEN, MI 49417

**SIGNATURES**

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

**Owner's Signature (\*If different from Applicant)**

**Date**



6/23/23

**Applicant's Signature**

**Date**

- Copies to:
- Planning - 1
- Applicant - 1
- Clerk - 1
- Deputy Clerk - 1
- Attorney - 1
- Assessor - 1
- Planning Secretary - Original

\*\*\*\*

**PLEASE ATTACH ALL REQUIRED DOCUMENTS**



July 19, 2023

Planning Commission and Township Board  
Oshtemo Charter Township  
7275 W. Main Street  
Kalamazoo, MI 49009

Subject: Conditional Rezone Request – 8447 Stadium Drive, Lot 3 of Frie & Gibbs Plat

To Whom it May Concern:

On behalf of Midwest V, LLC (Developer) and Richard Schram (Seller), please consider our request for the rezoning of the property located at 8447 Stadium Drive.

The proposed rezone will allow for a currently split zoned commercial / residential property to be conditionally rezoned to C - Local Business District. This will allow for the property to be developed as intended in the Township's Master Plan. The Master Plan for this parcel is to be a Neighborhood Commercial use. This is a lower intensity commercial / retail establishment to serve the more rural areas of the Township. The Master Plan notes the intent is to provide services, like a small convenience store, that will support the nearby residential uses. The property in question is located on Stadium Drive that has a mix of commercial and residential uses along this corridor and directly adjacent to the proposed site. The proposed rezone will allow for the development of a retail store that will serve the immediate area and provide employment opportunities. The proposed development will be a Dollar General store.

We are proposing several conditions under this rezone request. The conditions include the following:

1. The property in question will be developed as a Market Dollar General store. The Market prototype is a new floorplan that has a larger amount of food options and coolers.
2. A 6' board on board wood screening fence will be installed along the East property line of the development to help buffer the current residential use directly East of the site. Keep in mind the property directly East along the Northern portion of the site is zoned commercial and remains master planned for a commercial use.
3. Required parking counts based on the size of the building will be met through a combination of installed surface parking and banked parking spaces. 34 parking spaces are proposed to be installed, with the remaining balance being banked spaces. This allows for more green area versus an excessive amount of pavement.

4. The proposed development will be compliant with required setbacks as detailed in the zoning ordinance.

When considering adjacent uses, the property directly West is a commercial use, so the proposed development will have little to no impact. The properties directly South will be owned by the same entity making this rezone request and therefore will have no impact on the properties directly South. The property to the East is split zoned with commercial along the frontage of Stadium Drive and residential to the rear of the property. The property currently is a residential use. The property to the East currently has around 40 feet of natural vegetation / trees that exist. The proposed project has required setbacks that must be maintained, so this will allow for vegetation / trees to remain along the property. Also, a 6' tall screening fence will be installed as part of the project. The intent is to work with the Twp Planning team to provide necessary supplemental plantings to meet the buffer requirements adjacent to residential use. With providing natural buffers and a 6' tall screening fence, impacts on the property to the East will be minimal. The property to the North is Industrial zoned with commercial use and therefore impacts on this property will have little to no impact. Master Plan for the property to the North is same master plan use as the subject property, Neighborhood Commercial.

The design team and development team will work with Township staff to review how best to handle public infrastructure / utilities during the site plan review stage of the project. The design team and development team will also work through other agency permit approvals as required with the proposed development.

Thank you for your consideration in our request and we look forward to working with the township on this project. Please consider our request at the upcoming August Planning Commission meeting.

Sincerely,

Whitney Pizzala  
Project Manager | Civil Engineer  
[whitney@arengineeringllc.com](mailto:whitney@arengineeringllc.com)  
269-830-1311

**AUTHORIZATION LETTER**

Owner: Richard A. and Charlotte A. Schramm

Property: 8447 Stadium Drive & 4177/4243/4259 Yucca Pt., Kalamazoo, MI 49009  
(Tax Parcel Numbers 05-33-403-010, 05-33-403-020, 05-33-403-030, & 05-33-403-040)

Date: 5/12/2022

To Whom It May Concern:

Midwest V. LLC ("Buyer"), of 1435 Fulton St., 2<sup>nd</sup> Floor, Grand Haven, MI 49417, is hereby authorized to act on our behalf in connection with the items listed below as it pertains to the development of our above-referenced Property pursuant to a Real Estate Purchase Agreement.

Due diligence -- soil testing, geo-technical drilling, surveying, engineering, wetlands and environmental studies (Phase I, Phase II and/or BEA), asbestos and other physical inspections.

Permitting - Applications and filings with applicable municipalities for land division, lot line adjustment, and all entitlements, including, but not limited to, site plan approval, rezoning, variances, building permits, lot combinations/land divisions and any required construction permits.

Unless otherwise agreed in the Real Estate Purchase Agreement, any and all of the foregoing work shall be completed by Buyer at its sole cost and expense. Buyer will return the property to substantially the same condition prior to their work.

Sincerely,

  
Owner or Authorized Representative

  
Owner or Authorized Representative

**Buyer Contact Information:**

Attn: Peter Oleszczuk  
1435 Fulton St., 2<sup>nd</sup> Floor  
Grand Haven, MI 49417  
Phone: 616-842-2030 ext. 2106  
Fax: 616-842-1950



## ARTICLE 7

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### 7 – R-2: RESIDENCE DISTRICT

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#### Contents:

#### 7.10 STATEMENT OF PURPOSE

#### 7.20 PERMITTED USES

#### 7.30 PERMITTED USES WITH CONDITIONS

#### 7.40 SPECIAL USES

(Amended by ord. no. 632; adopted February 10<sup>th</sup>, 2021, effective February 16<sup>th</sup>, 2021. Amended by ord.no. 647; adopted January 24, 2023.)

#### 7.10 STATEMENT OF PURPOSE

---

This district classification is designed as a suburban residential district to permit a greater density of residential development than is provided in the rural districts of the Township, together with other residentially related facilities and activities which would serve the inhabitants of the area.

#### 7.20 PERMITTED USES

---

- A. Any permitted use in the "R-1" Residence District.
- B. Private two-family dwellings.
- C. Libraries.
- D. Fire stations.
- E. Cemeteries, excluding crematories.
- F. Reserved.
- G. Houses of worship.
- H. Accessory buildings and uses customarily incidental to the foregoing.
- I. Family day care home.
- J. Adult Foster Care Facility.
- K. Foster Family Home.
- L. Qualified Residential Treatment Programs (QRTP)

#### 7.30 PERMITTED USES WITH CONDITIONS

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- A. Temporary outdoor events (not lasting more than one day).
- B. Home occupations.

#### 7.40 SPECIAL USES

---

- A. Golf courses, parks, and outdoor recreational areas.
- B. Buildings and regulator stations for essential services.
- C. Public and private schools; may have a Child Care Center as an accessory use.
- D. Group Day Care Home.
- E. Temporary outdoor events (lasting more than one day).
- F. Communication towers.
- G. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.

H. Wind energy conversion systems.

## ARTICLE 18

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### 18 – C: LOCAL BUSINESS DISTRICT

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#### Contents:

#### 18.10 STATEMENT OF PURPOSE

#### 18.20 PERMITTED USES

#### 18.30 PERMITTED USES WITH CONDITIONS

#### 18.40 SPECIAL USES

(Amended by ord. no. 628; adopted September 22<sup>nd</sup>, 2020; effective October 1<sup>st</sup>, 2020. Amended by ord. no. 632; adopted February 10<sup>th</sup>, 2021, effective February 16<sup>th</sup>, 2021.)

#### 18.10 STATEMENT OF PURPOSE

---

This district is designed to permit retail sales and commercial service uses.

#### 18.20 PERMITTED USES

---

- A. Any business primarily for the retail sale of merchandise or services in which any manufacturing, assembling or fabricating is merely incidental to and an unsubstantial part of said business.
- B. Banks, credit unions, savings and loan offices and similar financial institutions.
- C. Offices.
- D. Laundromats and dry-cleaning establishments, excluding those establishments providing cleaning services for other laundromat and dry-cleaning establishments.
- E. Hotels, motels.
- F. Restaurants.
- G. Hospitals and medical clinics.
- H. Essential services.
- I. Indoor theatres.
- J. Passenger bus terminals, excluding facilities for the overnight storage of buses.
- K. Accessory buildings and uses customarily incidental to the foregoing.
- L. Pet shops.
- M. Houses of worship.
- N. Planned shopping center developments.
- O. Commercial Center.
- P. Proprietary schools and colleges.

#### 18.30 PERMITTED USES WITH CONDITIONS

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- A. Veterinary clinics.
- B. Temporary outdoor events (not lasting more than one day).

#### 18.40 SPECIAL USES

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- A. Assembly and Convention Halls.
- B. Child Care Centers and Adult Care Centers.
- C. Funeral homes.
- D. Private clubs.



- E. Parks of ten acres or less in size, subject to the conditions and limitations set forth at Section 49.100 of this Ordinance.
- F. Nursing, convalescent, handicapped, or senior citizens' homes.
- G. Drive-in service window or drive-through services for businesses.
- H. Retail lumber yards.
- I. New and/or used car sales lots; recreational vehicle sales lots; mobile home sales lots outside of mobile home parks; farm machinery and other equipment sales lots; boat sales lots; and other businesses involving substantial outdoor sales or activities connected with retail sales.
- J. Crematories.
- K. Skating rinks, bowling alleys, indoor recreational facilities and health clubs.
- L. Filling stations, carwashes, public garages or service stations, excluding auto body and auto paint shops.
- M. Drive-in theatres.
- N. Buildings and regulator stations for essential services.
- O. Temporary outdoor events (lasting more than one day).
- P. Brewpub.
- Q. Microbrewery.
- R. Wine Tasting Room.
- S. Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- T. Communication towers.
- U. Earth removal, quarrying, gravel processing, mining, related mineral extraction businesses, and landfill gas recovery processing facilities.
- V. Private streets.
- W. Wind energy conversion systems.

# Memorandum



**Date:** 28 August 2023  
**To:** Township Board  
**From:**  James Porter – Legal Department  
**Subject:** Small Cell Wireless Communication Facilities Deployment 5g Ordinance

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## **Objectives**

To accept for First Reading the Small Cell Wireless Communication Facilities Deployment 5g Ordinance No. 657, Article 239, to address 5g in the Public Right of Way and adding Article 239 to the Township Ordinances and set the Small Cell Wireless Communication Facilities Deployment 5g Ordinance for Second Reading.

## **Recommended Motion**

I make the motion to accept for First Reading the Small Cell Wireless Communication Facilities Deployment 5g Ordinance, adding Ordinance No. 657, Article 239, to the Township General Ordinance and set for Second Reading for September 26, 2023.

## **Background**

Attached herewith is Ordinance No. 657, Article 239, to address 5g on private property.

## **Information Provided**

I have attached a copy of the Small Cell Wireless Communication Facilities Deployment 5g Ordinance.

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO.657

ADOPTED:

EFFECTIVE:

AN ORDINANCE to provide for the regulation of small cell wireless infrastructure by Oshtemo Charter Township, referred to herein alternatively as the "Authority", of the activities of wireless infrastructure providers and Wireless Services providers regarding the siting of certain wireless facilities.

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

**SMALL CELL WIRELESS COMMUNICATION FACILITIES DEPLOYMENT ORDINANCE  
COMPILED SECTION 239**

**(A) Title and Purpose**

- (1) This ordinance shall be known and may be cited as the Small Cell Wireless Communication Facilities Deployment Ordinance.
- (2) The purpose of the ordinance is to regulate the siting of "Small Cell" facilities.
- (3) This section applies only to activities of a Wireless Provider within Public and Private Rights of Way for the deployment of small cell wireless facilities and associated new or modified Utility Poles.

**(B) Definitions:** As used in this ordinance:

- (1) "Antenna" means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of Wireless Services.
- (2) "Applicant" means a Wireless Provider or wireless infrastructure provider that submits an application described in this ordinance.
- (3) "Authority", unless the context implies otherwise, means Oshtemo Charter Township, to the extent authorized by law to make legislative, quasi-judicial, or administrative decisions concerning an application described in this ordinance.

- (4) "Co-Locate" means to install, mount, maintain, modify, operate, or replace wireless facilities on or adjacent to a Wireless Support Structure or Utility Pole. "Collocation" has a corresponding meaning.
- (5) "Fee" means an Authority one-time per small cell site charge for application processing.
- (6) "Rate" means an Authority annual charge per site.
- (7) "Make-Ready Work" means work necessary to enable an Authority pole or Utility Pole to support collocation, which may include modification or replacement of Utility Poles or modification of lines.
- (8) "Micro Wireless Facility" means a Small Cell Wireless Facility that is not more than 24 inches in length, 15 inches in width, and 12 inches in height and that does not have an exterior ANTENNA more than 11 inches in length.
- (9) "Right of Way" or "ROW" means the area on, below, or above a public or private roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses. Right of Way does not include any of the following:
  - (a) A limited access highway.
  - (b) Land owned or controlled by a railroad as defined in section 109 of the railroad code of 1993, 1993 PA 354, MCL 462.109.
- (10) "Small Cells Act" means the small wireless facilities act, 2018 PA 365, MCL 460.1301, et seq, as the same may be amended from time to time.
- (11) "Small Cell Wireless Facility" means a Wireless Facility that meets both of the following requirements:
  - (a) Each Antenna is not more than 6 cubic feet in volume.
  - (b) All other wireless equipment associated with the facility is cumulatively not more than 25 cubic feet in volume. Except -The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
- (12) "Structure" means anything constructed, assembled or erected, the use of which requires location on the ground or attachment to something having location on or in the ground; this term shall include fences which are more than 50 percent solid, tanks, towers, dish antennae, advertising devices, bins, tents, wagons, trailers, dining cars, camp cars or similar structures on wheels or other support used for business or living purposes.

- (13) "Utility Pole" means a pole or similar Structure that is or may be used to support small cell wireless facilities. Utility Pole does not include a sign pole less than 15 Feet in height above ground.
- (14) "Wireless Facility" means wireless equipment, including, radio transceivers, Antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. Wireless Facility does not include coaxial or fiber-optic cable between Utility Poles or Wireless Support Structures.
- (15) "Wireless Provider" is a regulated provider of telecommunications services and a "wireless infrastructure provider" is an installer of wireless equipment at small cell sites and, both terms are interchangeable terms for purposes of this ordinance.
- (16) "Wireless Services" means any services, provided using licensed or unlicensed spectrum, including the use of Wi- Fi, whether at a fixed location or mobile.
- (17) "Wireless Support Structure" means a freestanding Structure designed to support or capable of supporting small cell wireless facilities. Wireless Support Structure does not include a Utility Pole.
- (18) "Wireline Backhaul Facility" means a facility used to transport services by wire or fiber-optic cable from a Wireless Facility to a network.

**(C) Scope of Authority**

- (1) Except as provided in this ordinance or the Small Cells Act, the Authority shall not prohibit, regulate, or charge for the collocation of small cell wireless facilities.
- (2) The approval of a Small Cell Wireless Facility under this ordinance authorizes only the collocation of a Small Cell Wireless Facility and does not authorize either of the following:
  - (a) The provision of any services.
  - (b) The installation, placement, modification, maintenance, or operation of a wireline in the ROW.
- (3) Any work in the Right-of-Way shall also require the approval of the Road Commission of Kalamazoo County or Michigan Department of Transportation, as applicable.

**(D) Small Cell ROW Access, Permitted Use, Height, Underground, Residential, Districts**

- (1) The Authority shall not enter into an exclusive arrangement with any person for use of the ROW for the construction, operation, or maintenance of Utility Poles or the collocation of small cell wireless facilities.
- (2) The Authority shall not charge a Wireless Provider an annual Rate more than the amount set by the Small Cells Act or other applicable State Law.

- (3) All greater Rates and Fees in current agreements shall be modified within 90 days of application receipt, so as not to exceed the Fees provided here, except for new small cell dedicated Utility Poles installed and operational in the ROW before the effective date of this ordinance or related agreements, which shall remain in effect for the duration of the ordinance or agreement.
- (4) The following activities are permitted uses and do not require zoning approval of any kind. In all other cases, the siting of Small Cell Wireless Facility shall require approval as described in the Oshtemo Township Zoning Ordinance.
- (a) The construction of a Small Cell Wireless Facility or Micro Wireless Facility within a Right-of-Way on an existing Structure or new Wireless Support Structure under 40 feet in height within a Right-of-Way.
  - (b) The replacement of a Small Cell Wireless Facility with a Small Cell Wireless Facility that is not larger or heavier, in compliance with applicable codes.
  - (c) Routine maintenance of a Small Cell Wireless Facility, utility pole, or Wireless Support Structure.
  - (d) Co-Location of a Small Cell Wireless Facility with a previously approved Small Cell Wireless Facility.
  - (e) The installation, placement, maintenance, operation, or replacement of a Micro Wireless Facility that is suspended on existing cables strung between utility poles or Wireless Support Structures in compliance with applicable codes.
  - (f) The construction or installation of a Small Cell Wireless Facility or Micro Wireless Facility located upon a campus of an institution of higher education.
- (5) **Siting Requirements.** The location of a new Utility Pole or Wireless Support Structure requiring approval under this Ordinance must meet all of the following requirements:
- (a) Must be within three feet of the outside edge of the Right-of-Way.
  - (b) Must be on the north or west side of the roadway.
  - (c) Must meet all applicable standards for Clear Corner Vision in the Oshtemo Township Zoning Ordinance.
  - (d) Must not interfere with the Township's ability to construct non-motorized trails in the network planned in the Oshtemo Township Non-Motorized Plan.
  - (e) The proposed Utility Pole or Wireless Support Structure is at least 30 feet from another Utility Pole or Wireless Support Structure unless needed to function reasonably as documented by a qualified and licensed professional engineer.

- (6) **Alternate Siting:** Upon receipt of an application to place a new Utility Pole or Wireless Support Structure requiring approval under this Ordinance, in order to ensure that the requirements of Subsection E.2.d are met, the Authority may propose and the Applicant shall use an alternate location within the ROW or on property or Structures owned or controlled by a public utility/authority within 75 Feet of the Applicant's proposed location if reasonably achievable. The Authority may require an alternate siting even if the requirements of Sections D.5 are otherwise met.
- (7) **Justification.** A proposed wireless facility shall not be established unless the communications equipment/antenna(s) planned for the proposed location cannot be accommodated on an existing structure within the area of the proposed Wireless Facility Support Structure due to one of the following reasons:
- (a) The planned equipment would exceed the structural capacity of the existing or approved Wireless Facility Support Structure as documented by a qualified and licensed engineer, and the existing or approved Wireless Facility Support Structure cannot be reinforced, modified or replaced to accommodate the planned or equivalent equipment at a reasonable cost.
  - (b) The planned equipment would cause interference materially impacting the usability of other existing equipment in the vicinity as documented by a qualified and licensed professional engineer and the interference cannot be prevented at a reasonable cost.
  - (c) Existing Wireless Facility Support Structure within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer.
  - (d) Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing structure.
  - (e) If, during an Administrative Approval under this Article, an application is deemed to fail one or more of these criteria, the applicant shall have the option to apply for a Special Land Use approval from the Planning Commission, which shall have the authority to approve the application, despite the lack of compliance with one or more of the sections above. The Planning Commission shall be under no obligation to approve any Special Land Use application that it does not deem to meet the criteria of this Ordinance.
- (8) **Undergrounding:** A Wireless Provider shall comply with reasonable and nondiscriminatory requirements (including concealment measures) that do not prohibit communications service providers from installing Structures on or above ground in the ROW in an area designated solely for underground or buried cable and utility facilities, if:
- (a) The Authority has required all cable and utility facilities, to place all their facilities underground and,
  - (b) A Wireless Provider may apply for a waiver of the undergrounding requirements under Utility Control Ordinance Section 230.004.B.

**(9) Historic, Downtown and Residential Districts:** A Wireless Provider shall comply with written, objective requirements for reasonable, technically feasible, nondiscriminatory, and technologically neutral designs or concealment measures in a Historic District, downtown district, or residential zoning district. Such requirement shall not have the effect of prohibiting any Wireless Provider technology. Any such design or concealment measures are not included in size restrictions in the definition of small Wireless Provider in section 5.

**(10)** All Wireless Providers shall repair all damage to the ROW caused by the activities of the Wireless Provider while occupying, constructing, installing, mounting, maintaining, modifying, operating, or replacing small cell wireless facilities, Utility Poles, or Wireless Support Structure in the ROW and, to return the ROW to its original condition. Following 60 days' written notice, the Authority or the owner of the ROW may make those repairs and charge the Wireless Provider the cost of the repairs.

**(E) Provider and Authority Responsibilities, Application Information, Shot Clocks, Tollings, Deemed Approved, Basis Denial, Resubmittal, Batch Applications, Application Fees, Micro Wireless Facility Exemption, Alternate Siting, Decommissioning Sites.**

**(1)** This section applies to activities of a Wireless Provider within a Public or Private Right-of-Way.

**(2)** For activities described in Section D.4 that do not require zoning approval, the provider/Applicant shall seek an Authority ROW access permit to Co-Locate a Small Cell Wireless Facility or install, modify, or replace a Utility Pole or other Wireless Support Structure on which a Small Cell Wireless Facility will be Co-Located as required of all ROW users. The processing of an application for such a permit is subject to all of the following:

**(a)** In-kind contributions to the Authority are not permitted in lieu of Rates and Fees described above (unless all parties voluntarily agree in furtherance of the interests of both.)

**(b)** The Wireless Provider shall provide all the information and documentation required by the Authority to enable the Authority to make an informed decision with regard to its criteria for authorizing ROW access including the following:

**(i)** A certificate of compliance with FCC rules related to radio frequency emissions from a Small Cell Wireless Facility,

**(ii)** Proof of notification to every other affected entity, including the owner of the right-of-way, and all necessary permits, permit applications, or easements to ensure all necessary permissions for the proposed activity are obtained.

**(iii)** An attestation that the small cell wireless facilities will be operational for use by a Wireless Services provider within 1 year after the permit issuance date. Failure to abide by this term shall result in termination of any permit issued in reliance on such attestation.



(iv) Design details as necessary to demonstrate compliance with this Ordinance and with all other applicable Township regulations.

(c) **Timeline for Approval.** The Township will comply with all State and Federal requirements for approval timelines. In the event of changes to Federal or State law, this section shall be void and the laws in place at the time of application shall be followed.

i. For new facilities, the Township shall request all required information within 14 business days of the application being filed. The Township shall notify the applicant if the application is deemed incomplete within 25 days of the application being filed. The Township shall issue a decision on the application within 90 days of the application being deemed complete by the Township.

ii. For Modifications and Co-Locations, the Township shall request all required information within 14 business days of the application being filed. The Township shall issue an approval or denial within 60 days of the application being deemed complete by the Township.

iii. Once the Township has notified an applicant that an application is incomplete, if the applicant does not provide any new information for 180 days, the application will be deemed to have been withdrawn. Any new information submitted after 180 days shall be deemed a new application for the purposes of this Ordinance and the Michigan Zoning-Enabling Act.

(d) **Basis for Denial:** The Authority shall deny a completed application for a proposed collocation of a Small Cell Wireless Facility or installation, modification, or replacement of a Utility Pole that meets the height requirements in Section D.5 if the proposed activity would do any of the following:

(i) Materially interfere with the safe operation of traffic control equipment.

(ii) Materially interfere with sight lines or clear zones for transportation or pedestrians.

(iii) Materially interfere with compliance with the Americans with Disabilities Ordinance of 1990, Public Law 101- 336, or similar federal, state, or local standards regarding pedestrian access or movement

(iv) With respect to drainage infrastructure under the jurisdiction of an Authority, either of the following:

1) Materially interfere with maintenance or full unobstructed use of the drainage infrastructure as it was originally designed.

2) Not be located a reasonable distance from the drainage infrastructure to ensure maintenance under the drain code of 1956, 1956 PA 40, MCL 280.1 to 280.630, and access to the drainage infrastructure.

- (v) Failure to comply with reasonable, nondiscriminatory, written spacing requirements of general applicability adopted by ordinance or otherwise that apply to the location of ground-mounted equipment and new Utility Poles and that do not prevent a Wireless Pole from serving any location.
  
- (vi) Failure to meet reasonable, objective, written stealth or concealment criteria for small cell wireless facilities applicable in a Residential District or other designated area, as specified in an ordinance or otherwise and nondiscriminatorily applied to all other occupants of the ROW, including electric utilities, incumbent or competitive local exchange carriers, fiber providers, cable television operators, and the Authority.
  
- (vii) Fail to comply with all other applicable codes, including, but not limited to, Ordinance 125 (Use of Right-of-Way by Telecommunications Providers) and Ordinance 294 (Non-Motorized Facilities/Sidewalks).
  
- (viii) Failure to submit sufficient information for the Township to deem the application complete under Section E.2.c
  
- (e) Reasons for Denial; Resubmission and 30 Day Shot Clock:** If the completed application is denied, the notice under subdivision (h) shall explain the reasons for the denial and, if applicable, cite the specific provisions of applicable codes on which the denial is based. The Applicant may cure the deficiencies identified by the Authority and resubmit the application within 30 days after the denial without paying an additional application Fee. The Authority shall approve or deny the revised application within 30 days. The Authority shall limit its review of the revised application to the deficiencies cited in the denial.
  
- (f) Batch Applications:** An Applicant may file an application and receive a single permit for the collocation of up to 20 substantially similar small cell wireless installations. The Authority may approve or deny 1 or more small cell wireless facilities included in such consolidated application.
  
- (g)** Approval of an application authorizes the Wireless Provider to undertake the installation, collocation and maintenance of such facilities.
  
- (h)** The Applicant shall not institute a moratorium on filing, receiving, or processing applications or issuing permits for the collocation of small cell wireless facilities or the installation, modification, or replacement of Utility Poles on which small cell wireless facilities will be Co-Located.
  
- (i)** Application Fee for a permit under subsection (2) shall not exceed the fee limitations prescribed by the Small Cells Act or other applicable State Law.
  
- (j)** The Applicant may revoke a permit, upon 30 days' notice and an opportunity to cure, if the permitted small cell wireless facilities and any associated Utility Pole fail to meet the requirements of this ordinance.

- (k) The Applicant shall not require a permit or any other approval or require Fees or RATES for maintenance or operation of a Small Cell Wireless Facility or Mico Wireless Facility, except that the Authority may require a permit as described in Section E.2 for any work deemed by the Authority to affect traffic patterns or obstruct vehicular or pedestrian traffic in the ROW.
- (l) **Decommissioning Sites:** An Authority shall notify the Authority in writing before discontinuing use of a Small Cell Wireless Facility, Utility Pole, or Wireless Support Structure. The notice shall specify when and how the Wireless Provider intends to remove the Small Cell Wireless Facility, Utility Pole, or Wireless Support Structure. The Wireless Provider shall return the property to its pre-installation condition. If the Wireless Provider does not complete the removal within 45 days after the discontinuance of use, the Authority may complete the removal and assess the costs of removal against the Wireless Provider. A permit under this section for a Small Cell Wireless Facility expires upon removal of the Small Cell Wireless Facility.
- (F) **Provider Requirement of Service:** This ordinance does not require Wireless Facility deployment or regulate Wireless Services.
- (G) **Appeals:** The Applicant may appeal any Authority determinations related to this ordinance to the highest elected body of the Authority or, the circuit court in the judicial circuit where the Authority is located.
- (H) **Defense, Indemnity, and Insurance:** All Applicant Wireless Providers shall:
- (1) Defend, indemnify, and hold harmless the Authority its officers, agents, and employees against any claims, demands, damages, lawsuits, judgments, costs, liens, losses, expenses, and attorney Fees resulting from the installation, construction, repair, replacement, operation, or maintenance of any wireless facilities, Wireless Support Structure, or Utility Pole to the extent caused by the Applicant and all entities acting on its behalf including but not limited to its contractors, its subcontractors, and the officers, employees, or agents of any of these, except as to liabilities or losses due to or caused by the sole negligence of the Authority or its officers, agents, or employees.
  - (2) Obtain insurance naming the Authority and those acting on its behalf including but not limited to its officers, agents, and employees as additional insureds against any claims, demands, damages, lawsuits, judgments, costs, liens, losses, expenses, and attorney Fees. A Wireless Provider may meet all or a portion of the Authority's insurance coverage and limit requirements by self-insurance, conditioned upon providing to the Authority, evidence demonstrating, to the Authority's satisfaction, the Wireless Provider's financial ability to meet the Authority's insurance coverage and limit requirements throughout the life of the provider's use of the ROW. To the extent it self-insures, a Wireless Provider is not required to name additional insureds under this section.
- (I) **Reduced Fees:** The Authority may establish a Fee or Rate less than the maximum specified in the Small Cells Act or other applicable State Law.

**(J) Bonding:**

- (1)** As a condition of a permit described in this act, the Wireless Provider shall provide a \$1,000 bond per new Utility Pole or other new Structure, for the purpose of providing for the removal of abandoned or improperly maintained small cell wireless facilities, including those that an Authority determines should be removed to protect public health, safety, or welfare, to repair the ROW as provided under section 13(10) and, to recoup Rates or Fees that have not been paid by a Wireless Provider in more than 12 months, if the Wireless Provider has received 60-day advance notice from the Authority of the noncompliance.
- (2)** The Authority shall not require a cash bond, unless the Wireless Provider has failed to obtain or maintain a bond required under this section or the surety has defaulted or failed to perform on a bond given to the Authority on behalf of a Wireless Provider.

**(K) Labelling:** A Small Cell Wireless Facility for which a permit is issued shall be labeled with the name of the Wireless Provider, emergency contact telephone number, and information that identifies the Small Cell Wireless Facility and its location.

**(L) Electric Costs:** A Wireless Facility is responsible for arranging and paying for the electricity used to operate a Small Cell Wireless Facility.

**(M) AUTHORITY Reservation of Rights:** This ordinance is enacted in compliance with Michigan 2018 PA 365; MCL 460.1301 and 2018 PA 366; MCL 125.3205(1)(c) as amended and MCL 125.3514(10). However, the AUTHORITY takes specific note of inconsistencies as between these State Acts and certain potentially preemptive FCC Rulings concerning "Small Cells" known as the "Moratoria Order"; FCC 3rd Report and Order and Declaratory Ruling of 8/13/2018 FCC 18-111 <https://docs.fcc.gov/public/attachments/FCC-18-111A1.pdf> and "Small Cell Order"; FCC Declaratory Ruling and 3rd Report and Order of 9/27/2018 FCC 18-133 <https://docs.fcc.gov/public/attachments/FCC-18-133A1.pdf>.

- (1)** The Authority also notes inconsistencies between the Small Cells Act and the Michigan Constitution of 1963 including but not limited to Article VII Sections 22, 26, 29, 30, 31 and 34. Enacting this ordinance does not preclude the Authority from engaging in or otherwise supporting a judicial or other challenge to either the State Acts or FCC rules referenced above. In the event of any interpretations, including Judicial, Legislative or Administrative, contrary to the Michigan Public Acts and/or FCC rules referenced above, the Authority specifically reserves the right to amend and or terminate this ordinance and all related agreements, policies and procedures undertaken in furtherance hereof.)

# Memorandum



**Date:** 28 August 2023  
**To:** Township Board  
**From:** James Porter – Legal Department  
**Subject:** Wireless Telecommunication Facility 5g Ordinance

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## **Objectives**

To accept for First Reading the Wireless Telecommunication Facility Provisions 5g Ordinance No. 656 to add Article 59 to the Township Zoning Ordinance and set the Wireless Telecommunication Facility Provisions 5g Ordinance for Second Reading.

## **Recommended Motion**

I make the motion to accept for First Reading the Wireless Telecommunication Facility Provisions 5g Ordinance adding Article 59 to the Township Zoning Ordinance and set for Second Reading.

## **Background**

Consideration to repeal Article 49.80 – Communication Towers of the Township Ordinance and adopt proposed Article 59- Wireless Telecommunication Facilities.

## **Information Provided**

I have attached a copy of the Recommendation from the Planning Commission, Meeting Minutes of Public Hearing held on August 24, 2023, and a copy of the Ordinance amending this Zoning Ordinance, to include Article 59 entitled “Wireless Telecommunication Facility Provisions 5g Ordinance”.



August 18, 2023

**Mtg Date:** August 24, 2023  
**To:** Planning Commission  
**From:** Iris Lubbert, AICP, Planning Director  
**Subject:** Public Hearing: Wireless Telecommunication Facility Provisions

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**Objective:**

Consideration to repeal Article 49.80 - Communication Towers of the Township Ordinance and adopt proposed Article 59 - Wireless Telecommunication Facilities, for recommendation to the Township Board.

**Background:**

5G, a fifth-generation technology standard for broadband cellular networks and often linked to driverless cars, and other small cell wireless facilities are becoming more and more popular throughout the United States. Federal regulations have required that municipalities allow for these types of facilities. Currently the Township's ordinance does not provide any guidance for small cell wireless facilities. The general ordinance and zoning ordinance need to be updated if the Township wants to have control over where and how these facilities are placed.

With the Planning Commission's and Township Board's approval, a contract was entered into with McKenna Associates on November 5, 2021 to develop ordinance that addresses 5G. Planning and Legal staff worked closely with McKenna in this effort. A survey to inform the work was created and posted in May 2022—394 responses were collected. Based on the information collected and State regulations, Article 59 - Wireless Telecommunication Facilities and Section 239.000 – Small Cell Wireless Communication Facilities Deployment Ordinance were drafted. Article 59 provides controls for all forms of wireless telecommunication facilities that would be placed on private property, including but not limited to: Micro Wireless Facilities, Small Cell Wireless Facilities, and Communication Towers (Wireless Facility Support Structures). Section 239.000 provides controls for all forms of small cell wireless telecommunication facilities that would be placed within Public and Private rights-of-ways.

It should be noted that the Planning Commission has purview over the Zoning Ordinance and not the General Ordinance. Section 239.000 has been provided only for context and would be moved to the Township Board for consideration alongside Article 59.

Attachments: Article 59 - Wireless Telecommunication Facilities, Section 239.000 – Small Cell Wireless Communication Facilities Deployment Ordinance

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

RECOMMENDATION OF THE OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION RESULTING FROM A PUBLIC HEARING CONDUCTED ON THURSDAY, AUGUST 24, 2023

The Oshtemo Charter Township Planning Commission hereby recommends APPROVAL of Repealing Article 49.80 - Communication Towers of the Township Ordinance and adopting proposed Article 59 - Wireless Telecommunication Facilities to the Township Zoning Ordinance:


The addition of Article 59, Wireless Telecommunication Facilities of the Township Zoning Ordinance, to read, in summary, as follows:

SEE ATTACHMENT

A copy of the Planning Commission Memorandum and draft Meeting Minutes from the August 24, 2023 Public Hearing are attached to this Recommendation.

OSHTEMO CHARTER TOWNSHIP PLANNING COMMISSION

Date: August 29, 2023

By:   
Iris Lubbert, AICP  
Township Planning Director

Final Action by Oshtemo Charter Township Board

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

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

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

**OSHTEMO CHARTER TOWNSHIP  
PLANNING COMMISSION**

**DRAFT MINUTES OF A MEETING HELD AUGUST 24, 2023**

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**Agenda**

**PUBLIC HEARING – CONDITIONAL REZONING – 8447 STADIUM DRIVE**

Midwest V, LLC requested to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District, to facilitate the development of the vacant parcel for retail store operations.

**PUBLIC HEARING – PUD CONCEPT PLAN – THE HAMPTONS**

Marroll LLC requested approval of a Conceptual Plan for a Residential Planned Unit Development (PUD), located at parcel number 05-14-130-017 and a portion of 6660 W. Main Street.

**PUBLIC HEARING – ORDINANCE – WIRELESS TELECOMMUNICATION FACILITY PROVISIONS**

Consideration to repeal Article 49.80 – Communication Towers of the Township Ordinance and adopt proposed Article 59 - Wireless Telecommunications Facilities.

**WORK SESSION:**

- a. Discussion, Solar Energy Systems Ordinance

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A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, August 24, 2023, commencing at approximately 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

**ALL MEMBERS**

**WERE PRESENT:**

- Phil Doorlag, Chair
- Scot Jefferies
- Micki Maxwell, Vice Chair
- Alistair Smith
- Deb Everett
- Zak Ford, Township Board Liaison

Also present: Iris Lubbert, Planning Director, Jim Porter, Township Attorney, LeeAnna Harris, Zoning Administrator, Martha Coash, Recording Secretary, Kyle Mucha of McKenna, and 13 members of the public.



**Call to Order and Pledge of Allegiance**

Chairperson Doorlag called the meeting to order and invited those present to join in the Pledge of Allegiance.

**Approval of Agenda**

Hearing no requests for change, the Chair asked for a motion to approve the agenda.

Mr. Jefferies **made a motion** to approve the agenda as presented. Ms. Everett **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next agenda item.

**Public Comment on Non-Agenda Items**

As there were no comments from the public on non-agenda items, Chairperson Doorlag moved to the next item.

**Approval of the Minutes of the Meeting of August 10, 2023**

The Chair asked if there were additions, deletions, or corrections to the Minutes of the Meeting of August 10, 2023.

Hearing none, he asked for a motion.

Mr. Jefferies **made a motion** to approve the Minutes of the Meeting of August 10, 2023 as presented. Mr. Smith **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved to the next agenda item.

**PUBLIC HEARING – CONDITIONAL REZONING – 8447 STADIUM DRIVE**

Midwest V, LLC requested to conditionally rezone 8447 Stadium Drive, from its current split zoning of R-2, Residence and C, Local Business District, to C, Local Business District, to facilitate the development of the vacant parcel for retail store operations.

Mr. Mucha of McKenna presented a review of the request for conditional rezoning from Split Zone R-2, Residential & C, Local Business District to C, Local Business District from Peter Oleszczuk, agent of Midwest V, LLC for parcel number 05-33-403-010 located at 8447 Stadium Drive, consisting of approximately 2.15 acres.

He indicated the applicant proposed the following conditions in conjunction with the rezoning:

1. A 6' board-on-board screening fence provided along the east property line of the development to help buffer the current residential use.
2. Bigger footprint store (12,480 overall square feet) than historically built to allow for expanded options for food and coolers. The property would be developed as a Market Dollar General.
3. Required parking counts would be met with a combination of 34 installed spaces and the remainder of spaces having dedicated banked parking areas to be earmarked for parking and installed as grass.
4. Setbacks were intended to be met based on the required sections of the zoning ordinance.

Mr. Mucha said the applicant indicated the proposed retail operations to be that of a Market Dollar General, a 20+ billion-dollar Fortune 119 Company with over 140,000 employees nationally, more in line with regional retail rather than a low-intensity commercial operation.

He noted other high-intensity commercial uses are currently permitted in the C, Local Business District and the subject site currently permits these higher-intensity commercial uses due to the C, Local Business zoned classification along the northern portion of the parcel.

Therefore, he said McKenna found the proposed conditional rezoning does not align with the intent of the Master Plan as it relates to the rural character preservation strategy, but acknowledged the existing zoning on the subject site would permit a higher-intensity commercial use even if the subject site was not rezoned.

The use of the subject site for a retail establishment, such as retail sale of merchandise would be consistent with the C, Local Business zoning classification of the northern portion of the site. While the applicant proposed to rezone the residential portion of the site to C, Local Business, the future intended use of a retail establishment at 12,480 square feet is not consistent with the general land use patterns of the immediate area.

He indicated reasonable use under the current zoning ordinance is still achievable, even with the split zoning, but noted some development restrictions may be present due to the split zoning: for example, the entire property could not be used for retail.

Mr. Mucha also noted impact on the surrounding properties may be more significant with the proposed 12,480 square foot building than what is currently experienced by the convenience store located to the west and the winery located to the north.

Based on the information provided by the applicant, and the subsequent review conducted, Mr. Mucha said McKenna found the proposed conditional rezoning does not generally align with the Oshtemo Township Master Plan as it pertains to neighborhood

commercial uses. Therefore, and based on the following findings of fact, McKenna recommended a denial of the conditional rezoning request.

1. The property can be reasonably used under its current split zoning of C, Local Business and R-2, Residence. A smaller commercial operation could be permitted to operate on the northern portion of the parcel, subject to compliance with the Township's Zoning Ordinance.
2. The proposed use – 12,480 square foot store – is not supported by the Oshtemo Township Master Plan.
3. A change of the existing zoning boundaries would not be compatible with the existing land uses within the immediate area.
4. Adequate sites across the Township, which are zoned C, Local Business, are available, which would not require a conditional zoning.
5. There have been no apparent changes in conditions in the area that would support an increase in expanding the C, Local Business District.
6. The proposed rezoning would impact the natural characteristics of the area.
7. The proposed rezoning has not identified and immediate need for an increase in the C, Local Business District designation within this area of the Township.

Chairperson Doorlag thanked Mr. Mucha for his presentation and asked if Commissioners had questions. Hearing none, he asked if the applicant wished to speak.

A representative of AR Engineering spoke and addressed the concerns described by Mr. Mucha, saying that he could not find the Township building size requirement, that to the north the zoning is industrial while to the west and east it is commercial, that he does not know the specific location of other commercially zoned property that Mr. Mucha was referencing, that any development would impact natural characteristics, that they would meet buffer and screening requirements, that the E-Z Mart property next store is looking to expand to a building that is approximately 8,000 square feet.

Ms. Everett asked what the typical size is for a Dollar General store.

He indicated 10,600 square feet is typical; this store would be larger to include space for fresh produce and coolers.

Hearing no further questions from Commissioners, the Chair asked of there were any comments from members of the public.

Ms. Joan Hawxhurst, 8400 Stadium Drive, said she has lived on her 18 acre property directly across from the property being proposed for rezoning for 23 years. She thanked Commissioners for the work they do. She felt the proposed store did not sound like it would fit in with the character of the area and also noted traffic concerns. She felt there are great options for the property but this is not one of them.

Mr. John Bert, Stratford Hills on Hathaway Road said he moved to Oshtemo in 2008 and noted the already existing heavy traffic on Stadium Drive, particularly from the west. He chose to live at this location because of the rural nature of the Township. He did not move here to look at a big box store when there is a Hardings store two miles away. He supports the Master Plan and agreed with the McKenna findings to deny the request for rezoning.

Mr. Steve Bertman, 8400 Stadium Drive also appreciates the rural nature of the area and felt the proposed store would be incongruent as well as being in direct competition with the existing neighboring store. He wondered if market research might be done before an approval were given to this type of business.

Hearing no further comments, the Chairperson thanked the speakers, closed the public hearing and moved to Board Deliberations.

Mr. Ford agreed with the consultant's recommendation and believed the current zoning was intentional in order to constrain the size of commercial developments.

Attorney Porter agreed the site's current split zoning was intended to restrict the overall impact of commercial development on the community.

Mr. Ford added the proposed store would go against the rules for rural character.

Ms. Maxwell said in light of the shortage of residential housing in the Township it would not be proper to take away residential zoning for commercial development now.

Mr. Jefferies expressed his concern regarding traffic in the area.

Ms. Maxwell said people have a right to rely on zoning that is in place and that it is to the detriment of the Planning Commission if they do not stand up for that.

Ms. Maxwell **made a motion** to recommend to the Township Board that the request for the conditional rezoning of 8447 Stadium Drive, parcel 05-33-403-010, be denied on the following findings of fact:

1. The property can be reasonably used under its current split zoning of C, Local Business and R-2, Residence. A smaller commercial operation could be permitted to operate on the northern portion of the parcel, subject to compliance with the Township's Zoning Ordinance.
2. The proposed use – 12,480 square foot store – is not supported by the Oshtemo Township Master Plan.
3. A change of the existing zoning boundaries would not be compatible with the existing land uses within the immediate area.
4. Adequate sites across the Township, which are zoned C, Local Business, are available, which would not require a conditional zoning.
5. There have been no apparent changes in conditions in the area that would support an increase in expanding the C, Local Business District.
6. The proposed rezoning would impact the natural characteristics of the area.

7. The proposed rezoning has not identified and immediate need for an increase in the C, Local Business District designation within this area of the Township.

Mr. Ford **seconded the motion**. The **motion was approved** unanimously.

Chairperson Doorlag moved to the next agenda item and asked Mr. Mucha for his report.

### **PUBLIC HEARING – PUD CONCEPT PLAN – THE HAMPTONS**

**Marroll LLC requested approval of a Conceptual Plan for a Residential Planned Unit Development (PUD), located at parcel number 05-14-130-017 and a portion of 6660 W. Main Street.**

Mr. Mucha provided background and review of the PUD Conceptual Plan submitted by Thomas Carroll, Manager of Marroll, for North 9<sup>th</sup> Street parcel 05-14-130-017 and W. Main Street parcel 05-14-185-022.

He indicated the site is approximately 10.08 acres with frontage along North 9<sup>th</sup> Street and that the applicant proposed to acquire an additional 10 acres of land via a land division from 6660 West Main Street. The combination would increase the project site to 20 acres, the minimum area required to develop as a Planned Unit Development, and will be required for final site plan approval. The current request is for a conceptual plan submitted by the applicant that provided a higher level of detail than required for phase 1 and phase 2 of the development. He noted some items, such as landscaping, will be reviewed in greater detail during the site plan analysis, which will take place after conceptual plan approval if granted.

The applicant proposed to construct 15 four-plex buildings (60 units total) and a future senior housing complex in 3 phases. Phase 1 would include 48 units; phase 2 will include an additional 12 units; phase 3 includes a senior housing complex. A clubhouse, pool and associated parking lot were proposed within phase 1.

Mr. Mucha indicated staff has been working with the applicant for a year on development of the proposal. He reviewed the PUD zoning requirements and indicated standards have been met; he noted those not yet described, including a phasing plan, would need to be included in a subsequent full site plan request if the conceptual plan were approved by the Planning Commission.

The items that would need to be addressed prior to full site plan approval:

#### **Planning & Zoning**

1. Site triangles shall be shown for the off-street parking areas: this will ensure adequate site distance is achieved and vehicle-vehicle conflict potential is reduced.
2. Parking spaces need to be a minimum of 10 feet wide by 20 feet deep.
3. No parking will be permitted on-street due to the proposed street width; signs shall be placed along the street to note this.

4. The landscape easement that runs east-west along the property shall be amended and/or replaced with a new easement to incorporate the overall improved stormwater basin design.
5. Land combination is submitted for review and approval by the Township, combining the subject site with the northern portion of 6660 West Main Street, as shown on the submitted conceptual plans.

#### Oshtemo Township Fire Department

1. The proposed monument sign is blocking the turning access into the plat. A 30/50 turning radius shall be required. The driveway entrance shall meet the 30/50 turning radius. Site plan page 1 identified as Truck Turn Exhibit, shows two different scales. Neither will allow for a 30/50 turning radius with a monument sign in the middle for ingress or egress.
2. Building sizes are needed to confirm fire flow requirements for fire hydrant placement.

#### Oshtemo Township Engineer

1. A RCKC driveway permit will be required for the entrance with a trip generation study to determine if turn lanes are required.
2. ADA parking spaces must be constructed to ADA standards with concrete.
3. A concrete ADA ramp is required at the driveway entrance on 9<sup>th</sup> Street.
4. 20-foot public trail easement must connect to the existing trail to the north.
5. Provide detailed calculations for basin sizing based on Kalamazoo County Drain Commissioner requirements.

#### Recommendations from McKenna

The conceptual Plan for "The Hamptons" planned unit development project has been reviewed for compliance with the Oshtemo Township Ordinance and other regulatory requirements. A positive recommendation from the Oshtemo Planning Commission to the Township Board can be given for conceptual plan approval for the project entitled "The Hamptons" subject to the following:

1. Conceptual plan approval is not a site plan approval. The conditional approval provides general guidelines and "big picture" details.
2. Until such a time as the private road moratorium has either been lifted or expired, site plan submission cannot take place.
3. Phase 2 & Phase 3 shall not commence until a secondary access has been installed on the subject site.
4. A detailed phasing plan will be required upon site plan submission.

Chairperson Doorlag thanked Mr. Mucha for his report and recommendations and asked if Commissioners had questions.

Mr. Ford confirmed with Ms. Lubbert that the plan will include interior sidewalks and a shared use path.

Mr. Ford was concerned about what would happen with phase 2 if the Township is unable to provide a public road.

Attorney Porter confirmed if there is no public road phase 2 cannot be done. The conditions of approval make that clear: the developer cannot go forward with phase 2 without road access.

Mr. Longstreth spoke on behalf of the applicant, indicating phase 1 includes a total of 48 units; phase 2 includes 12 units. The proposed senior living facility is phase 3; it will be a 55+ community.

He indicated the road moratorium caught them off guard. They had planned to break ground this fall, but there will be a delay until the road issue is settled. He indicated private streets would provide flexibility for on street parking as well as traffic calming measures.

Ms. Lubbert said the consultant for private roads was hired recently, that there is a 6-month moratorium on private roads, and that the consultant should finish their work before the end of the year.

She also said the plans for the overflow retention pond agreement are going well between Meijer and the developer.

Ms. Lubbert also indicated one written communication was received from Menards regarding pre-existing conditions with regard to noise from their store and lumberyard. A copy of the letter is attached to these minutes.

It was the consensus of the Commissioners that they liked the plan as submitted.

Mr. Ford **made a motion** to approve "The Hamptons" PUD Conceptual Plan for a Residential Planned Unit Development located at 6660 West Main Street, parcel number 05-14-130-017 on the following conditions of approval:

1. Conceptual plan approval is not a site plan approval. The conditional approval provides general guidelines and "big picture" details.
2. Until such a time as the private road moratorium has either been lifted or expired, site plan submission cannot take place.
3. Phase 2 & Phase 3 shall not commence until a secondary access has been installed on the subject site.
4. A detailed phasing plan will be required upon site plan submission.

Chairperson Doorlag **seconded the motion**. The **motion was approved** unanimously.

The Chair moved to the next agenda item.

**PUBLIC HEARING – ORDINANCE – WIRELESS TELECOMMUNICATION FACILITY PROVISIONS**

**Consideration to repeal Article 49.80 – Communication Towers of the Township Ordinance and adopt proposed Article 59 - Wireless Telecommunications Facilities.**

Ms. Lubbert noted that 5G, a fifth-generation technology standard for broadband cellular networks and often linked to driverless cars, and other small cell wireless facilities are becoming more and more popular throughout the United States. She said federal regulations have required that municipalities allow for these types of facilities. Currently the Township's ordinance does not provide any guidance for small cell wireless facilities. The general ordinance and zoning ordinance need to be updated if the Township wants to have control over where and how these facilities are placed.

With the Planning Commission's and Township Board's approval, a contract was entered into with McKenna Associates on November 5, 2021 to develop ordinance that addresses 5G. Planning and Legal staff worked closely with McKenna in this effort. A survey to inform the work was created and posted in May 2022. 394 responses were collected. Based on the information collected and State regulations, Article 59 - Wireless Telecommunication Facilities and Section 238.000 – Small Cell Wireless Communication Facilities Deployment Ordinance were drafted. Article 59 provides controls for all forms of wireless telecommunication facilities that would be placed on private property, including but not limited to: Micro Wireless Facilities, Small Cell Wireless Facilities, and Communication Towers (Wireless Facility Support Structures). Section 238.000 provides controls for all forms of small cell wireless telecommunication facilities that would be placed within Public and Private rights-of-ways.

Ms. Lubbert noted the Planning Commission has purview over the Zoning Ordinance and not the General Ordinance. Section 238.000 has been provided only for context and would be moved to the Township Board for consideration alongside Article 59 with the goal of requiring any new development to co-locate whenever possible in order to minimize impact.

Ms. Lubbert walked the group through proposed Article 59, answered questions and responded to suggestions for changes.

Chairperson Doorlag opened the public hearing, determined no members of the public had comments and closed the hearing.

Mr. Ford **made a motion** to repeal Article 49.80 – Communication Towers and approve Article 59 – Wireless Telecommunication Facilities, as presented with one amendment from the group related to the "Geographically Exempt Facility", for recommendation to the Township Board. Mr. Jefferies **seconded the motion**. The **motion was approved** unanimously.



Chairperson Doorlag moved the meeting to a work session at 7:36 p.m. to consider the next agenda item.

**WORK SESSION:**

**a. Discussion, Solar Energy Systems Ordinance**

Attorney Porter provided a draft of the Solar Energy Systems Ordinance that was introduced at the August 10<sup>th</sup> meeting for further discussion.

He led the group through the proposed ordinance answering questions and making changes as per Commissioner discussion.

The consensus of Commissioners was that staff should make the changes to the document as discussed, and bring the updated proposed ordinance for public hearing at the September 19, 2023 Planning Commission meeting.

Chairperson Doorlag moved to the next agenda item.

**OTHER UPDATES AND BUSINESS**

Ms. Lubbert announced she would be leaving the Township for personal reasons and that her last day would be December 22, 2023. The Planning Director position will be posted soon.

Commissioners were sorry to hear she would be leaving and noted all the accomplishments during her tenure.

Mr. Ford indicated he recently learned that the "Continuum of Care" rental assistance program turned away all Oshtemo residents seeking rental assistance because the Township is not a partner. If the Township contributes to the organization its residents could be considered in the future.

Attorney Porter will do some research to see if or how that could be done.

**ADJOURNMENT**

With there being no further business to consider, Chairperson Doorlag adjourned the meeting at approximately 8:36 p.m.

Minutes prepared:  
August 25, 2023

Minutes approved:  
\_\_\_\_\_, 2023



August 7, 2023

Sent Via US Mail

Oshtemo Charter Township Planning Commission  
7275 W. Main Street,  
Kalamazoo, MI 49009-9334  
[E] oshtemo@oshtemo.org

**RE: Written Comments for Marroll LLC, Planned Unit Development for Parcel 05-14-130-017 and a portion of 6660 W Main Street**

Dear Members of the Oshtemo Charter Township Planning Commission,

Menard, Inc. is in receipt of a public notice regarding the proposed Planned Unit Development request by Marroll LLC for parcel number 05-14-130-017 and a portion of 6660 W Main Street.

Menards currently operates a retail store and lumberyard adjacent to the proposed development. Where Menards shares in the desire for growth, prosperity, and the continued development of Oshtemo Charter Township, the operation of the Menards property, like similar large retail establishments, generates certain levels of noise, traffic, and light. Menards respectfully requests that the proposal before the commission be considered with these pre-existing conditions in mind. Menards further requests that any approval be conditioned on the acknowledgement by all parties of the foreseeable issues that may result by being in close proximity to an existing retail store and lumber yard.

Please include this letter as part of the official public hearing transcripts of the upcoming Oshtemo Charter Township Planning Commission meeting. Thank you for your time and consideration.

Respectfully,

**Menard, Inc.**

**Patrick P. Schaffer**  
Corporate Counsel  
Menard, Inc. - Properties Division  
5101 Menard Drive, Eau Claire, WI 54703  
[pschaff@menard-inc.com](mailto:pschaff@menard-inc.com)  
[P] 715-876-4147

OSHTEMO CHARTER TOWNSHIP ORDINANCE NO.656

ADOPTED:

EFFECTIVE:

AN ORDINANCE TO REGULATE THE CONSTRUCTION OF WIRELESS TELECOMMUNICATION FACILITIES ON PRIVATE PROPERTY.

*Note: This section will replace Section 49.80. That section will be repealed and designated "Reserved."*

THE CHARTER TOWNSHIP OF OSHTEMO  
KALAMAZOO COUNTY, MICHIGAN

ORDAINS:

**WIRELESS TELECOMMUNICATION FACILITIES 5G ORDINANCE  
ARTICLE 59 OF THE TOWNSHIP ZONING ORDINANCE**

**Contents:**

**59.10 Purpose**

**59.20 Definitions**

**59.30 Activities Not Requiring Zoning Approval**

**59.40 Activities Requiring Administrative Approval**

**59.50 Activities Requiring Special Use Approval**

**59.60 Application Requirements**

**59.70 Requirements for Approval – Co-Locations and Modifications**

**59.80 Requirements for Approval – New Facilities**

**59.90 Timeline for Approval**

**59.100 Annual Inspections**

**59.110 Information Update**

**59.120 Abandonment and Removal**

**59.10.Purpose.** The purpose of this section is to regulate the construction of wireless telecommunications facilities on private property, in order to accommodate the need for communication while protecting the public health, safety and welfare. Wireless telecommunications facilities in public or private rights-of-way shall not be subject to this Article, and shall instead be subject to Section 239 of the Oshtemo Township Code of Ordinances.

**59.20. Definitions.**

- A. **CO-LOCATION:** The installation of additional antennas or other equipment to an existing wireless telecommunication facility, generally to provide service for a telecommunications company that did not previously have antennas or other equipment in the facility.

- B. GEOGRAPHICALLY EXCEMPY FACILITY:** A New Wireless Facility Support Structure between 40 and 199 feet in Height meeting all of the following geographic criteria.
1. The proposed wireless facility is located west of 6<sup>th</sup> Street.
  2. The proposed wireless facility is at least 2,500 feet from another wireless facility.
  3. The property in question is not zoned R-1, R-2, R-3, R-4, or R-5.
- C. MODIFICATION:** Any alteration to an existing wireless telecommunications facility that does not meet the definition of "Co-Location."
- D. SMALL CELL WIRELESS FACILITY:** A wireless facility that meets both of the following requirements:
4. Each antenna is located inside an enclosure of not more than 6 cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements would fit within an imaginary enclosure of not more than 6 cubic feet.
  5. All other wireless equipment associated with the facility is cumulatively not more than 25 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.
- E. MICRO WIRELESS FACILITY:** A Small Cell Wireless Facility that is not more than 24 inches in length, 15 inches in width, and 12 inches in height and that does not have an exterior antenna more than 11 inches in length.
- F. WIRELESS FACILITY SUPPORT STRUCTURE:** Any structure (meeting the definition of "structure" in this Ordinance) that has antennas or other telecommunication equipment attached to it. Wireless Facility Support Structure may be purpose-built Wireless Facility Support Structure, or may be buildings, telephone poles, billboards, or other structures, provided that the requirements of this section are met.

**59.30. Activities Not Requiring Zoning Approval.** The following activities do not require zoning approval of any kind, but shall be subject to the Small Cells Wireless Communication Facilities Deployment Ordinance Section 239.000:

- A. The construction of a Small Cell Wireless Facility or Micro Wireless Facility within a Right-of-Way on an existing Structure or new Wireless Support Structure under 40 feet in height within a Right-of-Way.
- B. The replacement of a Small Cell Wireless Facility with a Small Cell Wireless Facility that is not larger or heavier, in compliance with applicable codes.
- C. Routine maintenance of a Small Cell Wireless Facility, utility pole, or Wireless Support Structure.
- D. Co-Location of a Small Cell Wireless Facility with a previously approved Small Cell Wireless Facility.
- E. The installation, placement, maintenance, operation, or replacement of a Micro Wireless Facility that is suspended on existing cables strung between utility poles or Wireless Support Structures in compliance with applicable codes.
- F. The construction or installation of a Small Cell Wireless Facility or Micro Wireless Facility located upon a campus of an institution of higher education.

**59.40. Permitted Activities with Administrative Approval.** The following activities shall be considered permitted uses of land, and shall require administrative approval and a permit from the Township, but not Special Use Approval, nor Site Plan approval from the Planning Commission or Zoning Board of Appeals:

- A. Modifications to a previously approved wireless facility, including Modifications to Small Cell and Micro Wireless Facilities that are not exempt from zoning approval under Subsection C. In order to be approved, this activity must meet the criteria in Section 59.70.
- B. Co-Locations on a previously approved wireless facility, including Co-Locations on Small Cell and Micro Wireless Facilities that are not exempt from zoning approval under Subsection D. In order to be approved, this activity must meet the criteria in Section 59.70.
- C. Replacement of a Wireless Facility Support Structure with a new structure of the same or lower height. In order to be approved, this activity must meet the criteria in Section 59.80.

- D. New wireless facilities utilizing a pre-existing structure, including new Small Cell and Micro Wireless Facilities that are not exempt from zoning approval under Subsection D. In order to be approved, this activity must meet the criteria in Section 59.80.
- E. Constructing a new Wireless Facility Support Structure under 40 feet in height, including Wireless Facility Support Structure for new Small Cell and Micro Wireless Facilities that are not exempt from zoning approval under the Small Wireless Communications Deployment Act (Public Act 365 of 2018), as described in Subsection D. In order to be approved, this activity must meet the criteria in Section 59.80.
- F. Constructing a Geographically Exempt Facility. In order to be approved, this activity must meet the criteria in Section 59.80.

**59.50. Activities Requiring Special Use Approval.** The following activities shall require Special Use Approval and Site Plan Approval from the Planning Commission as described in Article 65.

- A. Constructing a new Wireless Facility Support Structure between 40 and 199 feet in height that is not a Geographically Exempt Facility as defined in Section 59.40.F. In order to be approved, this activity must meet the criteria in Section 59.80, and the Special Use Approval Criteria in Article 65.
- B. Constructing a new Wireless Facility Support Structure 200 feet in Height or taller. In order to be approved, this activity must meet the criteria in Section 59.80, and the Special Use Approval Criteria in Article 65.
- C. Increasing the height of an existing Wireless Facility Support Structure to 110% of its original height, or taller. In order to be approved, this activity must meet the criteria in Section 59.80, and the Special Use Approval Criteria in Article 65.
- D. Replacement of a Wireless Facility Support Structure with a new structure that is taller than the previous structure. In order to be approved, this activity must meet the criteria in Section 59.80, and the Special Use Approval Criteria in Article 65.
- E. If, during an Administrative Approval under this Article, an application is deemed to fail one or more of these criteria, the applicant shall have the option to apply for a Special Land Use approval from the Planning Commission, which shall have the authority to approve the application, despite the lack of compliance with one or more of the sections above. The Planning Commission shall be under no obligation to approve any Special Land Use application that it does not deem to meet the criteria of this Ordinance.

**59.60. Application Requirements.** In order to be considered complete, applications must contain the following information:

- A. All forms and fees required by the Township.

- B. A Site Plan meeting the requirements of Section 64.60.C.
- C. Name, address, phone number of Wireless Facility Support Structure owner; name, address and phone number of contact persons for engineering, maintenance and other notice purposes.
- D. Organization name, address, phone number, and contact person of each co-locator and the operational status of the equipment.
- E. Notification of date of lease expiration and/or cessation of operation of any equipment and date of removal.
- F. Wireless Facility Support Structure plans and a report from a qualified and licensed professional engineer which:
  - 1. Describes the Wireless Facility Support Structure height and design, including a cross section and elevation.
  - 2. Documents the height above grade for all potential mounting positions for co-located antennas and the minimum separation distance between antennas.
  - 3. Describes the Wireless Facility Support Structure's capacity, including the number and type of antennas/equipment that it can accommodate.
  - 4. Documents what steps the applicant will take to avoid interference with established public safety telecommunications;
  - 5. Includes an engineer's stamp and registration number
  - 6. Includes the total cumulative square footage of wireless equipment, both existing and proposed.
  - 7. Indicates that the proposed Wireless Facility Support Structure complies with regulations administered by the Federal Communications Commission and the Federal Aviation Administration.
  - 8. Information necessary to allow determination of compliance with Building Code, Electrical Code and other applicable Township Ordinances.
  - 9. Information showing that the facility will not cause interference with any nearby existing telecommunications facilities.
  - 10. All information necessary to determine compliance with all applicable requirements.

- G. A letter of intent committing the Wireless Facility Support Structure owner and his or her successors to allow the shared use of the Wireless Facility Support Structure if an additional user agrees in writing to meet reasonable terms and conditions for shared use. Further, a request to co-locate antennas on a Wireless Facility Support Structure shall not be unreasonably refused. No provider or lessee or agent thereof shall unreasonably fail to cooperate to accommodate Co-Location.
- H. A letter of support and approval from the owner of the property or right-of-way where the wireless facility is, or is proposed to be, located.
- I. Any specific relevant information listed in Section 59.70 (for Co-Location and Modifications) and/or Section 59.80 (for New Facilities).
- J. Any other information deemed necessary by the Township to evaluate the request, and requested by the Township in writing.

**59.70. Requirements for Approval – Co-Locations and Modifications.** In order to be approved, Co-Locations and Modifications must meet the following standards:

**A. Ground Equipment and Accessory Structures.** All applications shall comply with the following:

- 1. Ground equipment accessory to the wireless telecommunications facility must meet the minimum setback requirement for accessory structures in the zoning district it is located within, and shall not be located in a front yard.
- 2. The base of the Wireless Facility Support Structure and all associated equipment and accessory structures must be surrounded by a locked, opaque screening fence at least six feet in height, or a solid screening row of evergreens, at least six feet tall at planting.

**B. Lighting.** All applications shall comply with the following.

- 1. Wireless Facility Support Structure designed specifically for wireless telecommunications antennas shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the Federal Aviation Administration or other federal or state authority for a particular Wireless Facility Support Structure.
- 2. Site lighting shall comply with Article 54.



**C. Signs and Advertising.** All applications shall comply with the following:

1. The use of any portion of a Wireless Facility Support Structure for signs other than warning or equipment information signs is prohibited, except when either of the following circumstances are met.
  - (i) The Wireless Facility Support Structure contained signage prior to containing telecommunications equipment.
  - (ii) The Wireless Facility Support Structure is designed for human habitation.

**D. Interference.** All applications shall comply with the following:

1. No new or existing telecommunications service shall interfere with other telecommunications, whether commercial, public, or otherwise.
2. All applications for new service shall be accompanied by an intermodulation study by a qualified and licensed professional engineer which provides a technical evaluation of existing and proposed transmissions and indicates all potential interference problems.

**E. Specific Requirements for Co-Locations and Modifications:** Applications for Co-Locations and Modifications shall comply with the following,

1. The applicant must submit a structural analysis, signed and sealed by a licensed engineer, demonstrating that the Wireless Facility Support Structure, in its present condition, has the structural capacity to support any proposed new antennae or other Wireless Facility Support Structure-mounted equipment.
2. The applicant must submit the results of an inspection of the condition of the Wireless Facility Support Structure and equipment compound, noting any potential problems with the facility that could impact the health, safety, and welfare of the surrounding area, or the effective provision of service from the facility. Any concerns raised by the inspection must be corrected during construction of the Modifications or Co-Locations.
3. The facility must be in compliance with all applicable Federal Communications Commission regulations.
4. The Township may require the Wireless Facility Support Structure to be painted non-reflective gray.
5. The height of the Wireless Facility Support Structure may be increased. However, an increase in the height of the Wireless Facility Support Structure to more than 110% of its previous height shall require Special Use Approval and Site Plan Approval from the Planning Commission.

**59.80. Requirements for Approval – New Facilities.** In order to be approved, all new wireless facilities, except those specifically exempted from Zoning Approval under Section 59.30 must meet the following requirements:

- A. **Justification.** A proposed wireless facility shall not be established unless the communications equipment/antenna(s) planned for the proposed location cannot be accommodated on an existing structure within the area of the proposed Wireless Facility Support Structure due to one of the following reasons:
  - 1. The planned equipment would exceed the structural capacity of the existing or approved Wireless Facility Support Structure as documented by a qualified and licensed engineer, and the existing or approved Wireless Facility Support Structure cannot be reinforced, modified or replaced to accommodate the planned or equivalent equipment at a reasonable cost.
  - 2. The planned equipment would cause interference materially impacting the usability of other existing equipment in the vicinity as documented by a qualified and licensed professional engineer and the interference cannot be prevented at a reasonable cost.
  - 3. Existing Wireless Facility Support Structure within the search radius cannot accommodate the planned equipment at a height necessary to function reasonably as documented by a qualified and licensed professional engineer.
  - 4. Other unforeseen reasons that make it infeasible to locate the planned telecommunications equipment upon an existing structure.
  
- B. **Ground Equipment and Accessory Structures.** See Section 59.70.A
  
- C. **Lighting.** See Section 59.70.B.
  
- D. **Signs and Advertising.** See Section 59.70.C.
  
- E. **Interference.** See Section 59.70.D.
  
- F. **Setbacks.** All applications shall comply with the following:
  - 1. For existing structures proposed to support wireless telecommunications antennas, the existing setback of the structure considered sufficient to allow the addition of the telecommunications antennas.
  - 2. A new Wireless Facility Support Structure shall be located so that the setback from all property lines is equal to or greater than the height of Wireless Facility Support Structure.
  - 3. A new Wireless Facility Support Structure shall be located so that the setback from all dwelling units is equal to or greater than the height of the Wireless Facility Support Structure.

4. Wireless Facility Support Structure over 25 feet in height shall not be located on private property between a principal structure and a public or private street, with the following exceptions:

- (i) In industrial zoning districts, Wireless Facility Support Structure may be placed within a side yard abutting a public or private street.
- (ii) On sites adjacent to public or private streets on all sides, Wireless Facility Support Structure may be placed within a side yard abutting a public or private street.

G. **Design of Wireless Facility Support Structure.** New wireless facilities on existing structures and new Wireless Facility Support Structure under 40 feet in height shall be exempt from the following requirements. All other applications shall comply with the following:

- 1. Any new Wireless Facility Support Structure over 40 feet in height shall be designed and constructed to accommodate future Co-Locations. Wireless Facility Support Structure shall be designed to allow for future rearrangement of antennas and to accept antennas mounted at varying heights.
- 2. A new Wireless Facility Support Structure over 40 feet in height shall be a monopole design and painted non-reflective gray, unless required to be painted a different color by State or Federal regulation or law. In lieu of the gray color, the applicant may submit a design intended to camouflage or minimize the appearance of the Wireless Facility Support Structure, antennas, and equipment, for approval by the reviewing body.
- 3. The applicant must submit renderings or photo-sims of the proposed Wireless Facility Support Structure E as viewed from the following locations:
  - (i) The nearest public roadway.
  - (ii) The nearest residential dwelling unit.
  - (iii) Any other location requested by the reviewing body from which the Wireless Facility Support Structure may potentially be visible.

H. **Height.** New wireless facilities on existing structures shall be exempt from the following requirements. All other applications shall comply with the following:

- 1. The height of a Wireless Facility Support Structure shall be determined by measuring the vertical distance from the structure's point of contact with the ground to the highest point of the structure, including all antennas or other attachments.
- 2. The structure shall be the shortest possible height required to provide the service desired.

3. The applicant shall submit coverage and/or capacity information, including propagation maps and other information requested by the Township, to demonstrate the needed service improvement and why the requested height is necessary.
4. The Township may request further information, including propagation maps, demonstrating the service at lower heights, in order to determine whether the requested height is necessary.
5. Antennas and other transmission equipment, including, but not limited to, Small Cell Wireless Facility and Micro Wireless Facility, shall not extend more than five feet above the top of a Wireless Facility Support Structure, unless the structure is used for human occupancy.
6. Structures under 25 feet in height shall be automatically deemed to be "the shortest possible height" under this section and shall not be required to provide additional information.

**59.90. Timeline for Approval.** The Township will comply with all State and Federal requirements for approval timelines. In the event of changes to Federal or State law, this section shall be void and the laws in place at the time of application shall be followed.

- A. For new facilities, the Township shall request all required information within 14 business days of the application being filed. The Township shall notify the applicant if the application is deemed complete within 25 days of the application being filed. The Township shall issue a decision on the application within 90 days of the application being deemed complete by the Township.
- B. For Modifications and Co-Locations, the Township shall request all required information within 14 business days of the application being filed. The Township shall issue an approval or denial within 60 days of the application being deemed complete by the Township.
- C. Once the Township has notified an applicant that an application is incomplete, if the applicant does not provide any new information for 180 days, the application will be deemed to have been withdrawn. Any new information submitted after 180 days shall be deemed a new application for the purposes of this Ordinance and the Michigan Zoning Enabling Act.

**59.100. Annual Inspections.** All Wireless Facility Support Structure shall be inspected at regular intervals, no less than once a year, and serviced as frequently as may be necessary, to maintain the Wireless Facility Support Structure in a safe and weather-withstanding condition. Inspections shall be based on ANSI/TIA/EIA-222F or most recent applicable ANSI standards. Reports as to all inspections and servicing shall be made available to the Township upon written request.

**59.110. Information Update.** The Wireless Facility Support Structure owner or representative shall submit updated information whenever any of the following change:

- A. Name, address, phone number of Wireless Facility Support Structure owner; name, address and phone number of contact persons for engineering, maintenance and other notice purposes.
- B. Organization name, address, phone number, and contact person of each co-locator and the operational status of the equipment.
- C. Notification of date of lease expiration and/or cessation of operation of any equipment and date of removal.

59.120. **Abandonment and Removal.** At the time of construction, the applicant shall submit a performance bond to guarantee all required equipment and structures are removed in the event of abandonment. At the time of the application, the applicant shall submit two third-party contractor bids for removal of all equipment, and all structures that are specifically designed for the facility, and the bond shall be the higher of the two bids.

If the Wireless Facility Support Structure is not used for as a wireless telecommunications facility for any period of six consecutive months, it must be removed at the expense of the property owner and/or owner of the Wireless Facility Support Structure. If the property owner and/or owner of the Wireless Facility Support Structure fail to remove the Wireless Facility Support Structure, the bond shall be forfeited, and the bond amount shall be used by the Township to remove all structures and equipment associated specifically with the wireless telecommunications facility.

# Memorandum

**Date:** 7 September 2023  
**To:** Township Board  
**From:** Vanessa Street, Parks Director  
**Subject:** Parks 5-Year Plan Consultant

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## **Objectives**

Motion to Board: To hire Karen High as a limited-term Consultant for preparing an updated 5-year Parks and Recreation Plan to enable options for DNR grant funding for Oshtemo community future parks and recreation sustainability and growth.

## **Background**

Michigan Department of Natural Resources requires an active 5-year Parks & Recreation Plan for entities to apply for Michigan Natural Resources Trust Fund (MNRTF) grants. Our current plan expires Dec 31, 2023. Developing a recreation plan is exceptionally time consuming. In addition to normal responsibilities of planning, committee work, maintenance and upkeep of parks and facilities, and leading volunteers in my four-months as Parks Director, I feel bringing in Karen High to complete the 5-year Parks & Recreation Plan update will benefit the Township by providing a cohesive, comprehensive plan to meet the State of Michigan Department of Natural Resources requirements.

Two of the three previous plans have enlisted help from consultants. The consultants were as follows:

- 2009-2013 Plan was prepared by McKenna Associates, a community planning firm.
- 2014-2018 Plan was prepared in-house by Greg Milliken, Planning Director and Karen High, Parks Administrator.
- 2019-2023 Plan was led by Julie Johnson, Planning Director, with other Township staff and consultants from the Greenways Collaborative and OCBA Landscape Architects.

Karen High, as Oshtemo's recently retired Parks Director is highly familiar, experienced, and capable with the specificity of this work and could provide Oshtemo Charter Township with a well-qualified plan update to keep Oshtemo Parks on track for future funding that may provide Oshtemo residents with appropriate space for regularly requested community/recreational activities and optimal use of well-maintained parks and facilities that are significantly frequented.

## **Information Provided**

Proposal for Professional Services for Community Parks & Recreation 5-Year Plan

## **Core Values**

Sustainability, Professionalism, Integrity

**Proposal for Professional Services  
to assist with the development of  
Oshtemo Township's  
Community Parks and Recreation Plan**

**Date:** September 12, 2023

**Prepared by:** Karen High (Consultant)

**Prepared for:** Charter Township of Oshtemo (Client)

**Background:** The Michigan Department of Natural Resources (DNR) offers a variety of recreation grant programs to local units of government. To be eligible to apply, applicants must have an approved Community Parks and Recreation Plan, also referred to as a Recreation Plan, on file with the DNR Grants Management Division. DNR approval is valid for five years. For continued eligibility, a new Recreation Plan must be prepared and submitted every five years.

Oshtemo Township's current Community Parks and Recreation Plan, titled *GO! Green Oshtemo*, was approved by the DNR in 2019. To remain eligible for future recreation grants, a new plan must be submitted by February 1, 2024.

As outlined by the DNR, the intent of the Recreation Plan is to create an inventory of existing facilities and resources, identify community recreation and open space needs, and set a plan of action for a five-year period. Public meetings, plan content and the adoption process are specified by the DNR in Guidelines for the Development of Community Parks and Recreation Plans. For more details, visit [https://www.michigan.gov/-/media/Project/Websites/dnr/Documents/Grants/FOD-Grants/IC1924\\_Community\\_Open\\_Space\\_Greenway.pdf?rev=075df302a12f4e90aedc0ae30dbb2785](https://www.michigan.gov/-/media/Project/Websites/dnr/Documents/Grants/FOD-Grants/IC1924_Community_Open_Space_Greenway.pdf?rev=075df302a12f4e90aedc0ae30dbb2785)

**Services Provided:** Development of a Recreation Plan takes a significant amount of staff time. Parks Director Vanessa Street has a limited amount of time to complete the Plan due to her other responsibilities. Karen High has the necessary qualifications, experience and abilities to assist with development of the plan. She is amenable to providing professional services to assist with development of the plan under the direction of Parks Director Vanessa Street and in accordance with DNR guidelines.

**Compensation:** Karen High will charge Oshtemo Township at the rate of \$60.00 per hour. The client will be invoiced every two weeks. Payment is due within 30 days of receipt. If/when consultant reaches 80 hours on the project (\$4,800), client and consultant will evaluate the project status and determine whether continued services are needed to complete the project. Either Client or Consultant may choose to terminate the agreement at this point.

**Terms of Agreement:** The term of this agreement will begin on the date of this agreement and will remain in force until the completion of the Services, subject to earlier termination as provided in this agreement. In the event that either Client or Consultant wishes to terminate this Agreement prior to the completion of the Services, that Party will be required to provide 10 days' written notice to the other party. Client or Consultant may also terminate this agreement without 10 days' written notice when Consultant reaches 80 hours on the project, as described above.

**Reimbursement of Expenses:** the Consultant will be reimbursed from time to time for reasonable and necessary expenses incurred by the Consultant in connection with providing the Services. All expenses must be pre-approved by the Client.

**Ownership of Intellectual Property:** all intellectual property and related material that is developed or produced for this project will be the sole property of the Client.

**Capacity/Independent Contractor:** In providing services under this Agreement, it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Consultant under this agreement.

**Substitution:** The Consultant may not engage a third party sub-contractor to perform some or all of the obligations outlined in this Agreement.

**Equipment:** The Consultant will provide at the Consultant's own expense, any and all equipment, software, materials and any other supplies necessary to deliver the Services in accordance with the Agreement.

**No Exclusivity:** The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of similar Services.

**Indemnification:** Each Party agrees to indemnify and hold harmless the other Party, its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any acts or omission of the indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

**Signed:**

Karen High  
Consultant

Cheri Bell  
Oshemo Township Supervisor

**Date Signed:**

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# Memorandum



**Date:** 09/06/2023  
**To:** Township Board  
**From:** I.T. Director  
**Subject:** Meeting Room A/V Upgrade

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## **Objective**

Motion: To accept Intaglio quote for meeting room A/V upgrade and approve budget amendment.

## **Background**

With the continued hybrid meeting setup and the challenge to include remote participants the Township meeting room needs to be upgraded. I reached out to several local companies to get quotes for this project and Intaglio and CTI were the only 2 companies to provide quotes. Both companies were given the same wish list and access to the space to provide the Township with the best solution. Intaglio’s quote is the least expensive, their goal was to utilize the best of what we currently have and to replace the rest. CTI’s quote is a full replacement of what we have and is a high-end solution.

There is currently \$40,000.00 budgeted in 2023 and if we accept Intaglio’s solution, we will need an additional \$15,000.00 to complete this project.

## **Information Provided**

Attached quotes from Intaglio and CTI

## **Core Values**

Public Service, Innovation, Professionalism, Fiscal Stewardship



# Oshtemo Charter Township

Township meeting room upgrades

Chris Van Zoest  
Intaglio, LLC  
3106 Three Mile Rd. NW  
Grand Rapids, MI 49534  
mobile ☎16.808.1014

INTAGLIO  
[in-tai-(,)yo]



# Township meeting room upgrades

# Township meeting room upgrades

## Meeting Room: DIAS Audio System

Qty	Item	Each	Extended
<b>Audio</b>			
1	<b>AKG CS3 BU</b> Base Unit		\$1,283.26
1	<b>AKG CS3 CU 50</b> Chairman Unit with 50cm/20in gooseneck		\$391.74
8	<b>AKG CS3 DU 50</b> Delegate Unit with 50cm/20in gooseneck		\$2,527.28
9	<b>AKG CS3ECT002</b> CS3 2 meter cable with T connector		\$917.91
1	<b>Symetrix AEC Module, AEC-2</b> Dual Core AEC Coprocessor, 16/12 channels (dual/independent references)		\$763.16
1	<b>Symetrix Radius NX 12x8 Dante + USB-B</b> Programmable DSP, 12 mic/line in, 8 line out, USB audio, 1 I/O card slot, 64x64 redundant Dante, ARC		\$3,165.79
		Audio	Total: \$9,049.14
<b>Labor</b>			
1	<b>Intaglio Audio Programming</b> Audio DSP Programming, Test & Tune		\$1,500.00
1	<b>Intaglio Engineering</b> Design & Engineering		\$75.00
1	<b>Intaglio Installation</b> On-Site Labor		\$1,800.00
		Labor	Total: \$3,375.00
<b>Parts</b>			
1	<b>Intaglio Parts/Supplies</b> Installation Supplies		\$133.33
		Parts	Total: \$133.33
<b>Shipping</b>			
1	<b>Intaglio Shipping</b> Shipping and Handling.		\$360.00



# Township meeting room upgrades

	Shipping	Total:	\$360.00
<b>Meeting Room: DIAS Audio System</b>		<b>Total:</b>	<b>\$12,917.47</b>

# Township meeting room upgrades

## Meeting Room: DIAS Video System

Qty	Item	Each	Extended
<b>Audio</b>			
1	<b>Extron HDMI Ultra/1.5</b> 4K Premium High Speed HDMI Ultra-Flexible Cable - 1.5' (45 cm)		\$35.71
4	<b>Extron HDMI Ultra/12</b> 4K Premium High Speed HDMI Ultra-Flexible Cable - 12' (3.6 m)		\$270.00
2	<b>Extron HDMI Ultra/15</b> 4K Premium High Speed HDMI Ultra-Flexible Cable - 15' (4.5 m)		\$155.00
4	<b>Extron HDMI Ultra/9</b> 4K Premium High Speed HDMI Ultra-Flexible Cable - 9' (2.7 m)		\$280.00
9	<b>Planar 998-2121-00</b> 24" wide black FHD IPS LED LCD, narrow bezel, VGA, HDMI, DP, speakers		\$1,791.00
		Audio Total:	\$2,531.71
<b>Labor</b>			
1	<b>Intaglio Control Programming</b> Control System Programming		\$1,200.00
1	<b>Intaglio Engineering</b> Design & Engineering		\$75.00
1	<b>Intaglio Installation</b> On-Site Labor		\$1,440.00
		Labor Total:	\$2,715.00
<b>Parts</b>			
1	<b>Intaglio Parts/Supplies</b> Installation Supplies		\$66.67
		Parts Total:	\$66.67
<b>Shipping</b>			
1	<b>Intaglio Shipping</b> Shipping and Handling.		\$266.67
		Shipping Total:	\$266.67
<b>Video</b>			

# Township meeting room upgrades

1	<b>Crestron HD-DA4-4KZ-E</b>				\$457.89
	1:4 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support				
1	<b>Crestron HD-DA8-4K-E</b>				\$723.68
	1-8 4K DM Signal Distribution Amplifier				
		Video	Total:		\$1,181.57
	<b>Meeting Room: DIAS Video System</b>		<b>Total:</b>		<b>\$6,761.62</b>

# Township meeting room upgrades

## Meeting Room: Meeting Conference System

Qty	Item	Each	Extended
<b>Audio</b>			
1	<b>Shure MXA920W-S</b> Ceiling Array Microphone, Square, White, 24 inch		\$4,146.05
1	<b>Vaddio 999-8536-000</b> EasyUSB audio bridge system		\$861.75
		Audio Total:	\$5,007.80
<b>Video Conferencing</b>			
1	<b>Barco CX-30</b> CX-30 ClickShare Conference Set TAA Compliant, 2 dongles		\$2,413.75
1	<b>Logitech 960-001226 Rally Camera</b> Rally Camera (Black) - Includes wall bracket		\$1,364.88
		Video Conferencing Total:	\$3,778.63
<b>Display</b>			
1	<b>Chief PFCUB</b> Large Flat Panel Mobile AV Cart		\$941.05
1	<b>Samsung QN75Q70AAF</b> 75" QLED Flat 4K QHDR, 3840x2160, 240MR, Smart, WiFi, Bixby, RS-232c		\$1,859.04
		Display Total:	\$2,800.09
<b>Labor</b>			
1	<b>Intaglio Audio Programming</b> Audio DSP Programming, Test & Tune		\$1,200.00
1	<b>Intaglio Engineering</b> Design & Engineering		\$75.00
1	<b>Intaglio Installation</b> On-Site Labor		\$1,440.00
		Labor Total:	\$2,715.00
<b>Parts</b>			
2	<b>Chief CSMP9X12</b> Proximity™ Component Storage Panel, Interface		\$90.00



# Township meeting room upgrades

1	<b>Intaglio Parts/Supplies</b>			\$200.00
	Installation Supplies			
1	<b>TP-Link TL-SG1008MP V1</b>			\$145.22
	8-Port Gigabit Desktop/Rackmount Switch with 8-Port PoE+			
		Parts	Total:	\$435.22
<b>Shipping</b>				
1	<b>Intaglio Shipping</b>			\$433.33
	Shipping and Handling.			
		Shipping	Total:	\$433.33
<b>Video</b>				
1	<b>Atlona AT-HDR-EX-70C-KIT</b>			\$676.32
	4K HDR Transmitter and Receiver Set w/IR, RS-232, and PoE			
1	<b>Chief PAC810</b>			\$164.21
	VC CAMERA SHELF, 9", XL DISPLAY			
1	<b>Extron HDMI Ultra/3</b>			\$37.50
	4K Premium High Speed HDMI Ultra-Flexible Cable - 3' (90 cm)			
		Video	Total:	\$878.03
<b>Meeting Room: Meeting Conference System</b>			<b>Total:</b>	<b>\$16,048.10</b>

# Township meeting room upgrades

## Meeting Room: Audience Display system

Qty	Item	Each	Extended
<b>Display</b>			
2	<b>Samsung QN75Q70AAF</b> 75" QLED Flat 4K QHDR, 3840x2160, 240MR, Smart, WiFi, Bixby, RS-232c		\$3,718.08
		Display	Total: \$3,718.08
<b>Labor</b>			
1	<b>Intaglio Control Programming</b> Control System Programming		\$1,800.00
1	<b>Intaglio Engineering</b> Design & Engineering		\$75.00
1	<b>Intaglio Installation</b> On-Site Labor		\$2,880.00
		Labor	Total: \$4,755.00
<b>Parts</b>			
1	<b>Intaglio Parts/Supplies</b> Installation Supplies		\$200.00
		Parts	Total: \$200.00
<b>Shipping</b>			
1	<b>Intaglio Shipping</b> Shipping and Handling.		\$400.00
		Shipping	Total: \$400.00
<b>Video</b>			
2	<b>Atlona AT-HDR-EX-70C-KIT</b> 4K HDR Transmitter and Receiver Set w/IR, RS-232, and PoE		\$1,352.64
1	<b>Chief PFCUB</b> Large Flat Panel Mobile AV Cart		\$941.05
1	<b>Chief PFMUB</b> Large Confidence Monitor Cart 3' to 4'		\$825.79
1	<b>Crestron HD-DA4-4KZ-E</b> 1:4 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support		\$457.89

# Township meeting room upgrades

1	<b>Extron HDMI Ultra/15</b>				\$77.50
	4K Premium High Speed HDMI Ultra-Flexible Cable - 15' (4.5 m)				
5	<b>Extron HDMI Ultra/6</b>				\$268.75
	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)				
		Video	Total:		\$3,923.62
			<b>Meeting Room: Audience Display system</b>	<b>Total:</b>	<b>\$12,996.70</b>

## Meeting Room: Wireless Audio

Qty	Item		Each	Extended	
<b>Audio</b>					
1	<b>Shure SLXD24/B87A-H55</b>			\$782.89	
	Wireless Vocal System with BETA 87A- H55				
		Audio	Total:	\$782.89	
<b>Labor</b>					
1	<b>Intaglio Audio Programming</b>			\$900.00	
	Audio DSP Programming, Test & Tune				
1	<b>Intaglio Engineering</b>			\$75.00	
	Design & Engineering				
1	<b>Intaglio Installation</b>			\$720.00	
	On-Site Labor				
		Labor	Total:	\$1,695.00	
<b>Shipping</b>					
1	<b>Intaglio Shipping</b>			\$73.33	
	Shipping and Handling.				
		Shipping	Total:	\$73.33	
			<b>Meeting Room: Wireless Audio</b>	<b>Total:</b>	<b>\$2,551.22</b>

# Township meeting room upgrades

## Meeting Room: 4th Camera Addition Hardware

Qty	Item	Each	Extended
<b>Labor</b>			
1	<b>Intaglio Control Programming</b> Control System Programming		\$750.00
1	<b>Intaglio Engineering</b> Design & Engineering		\$75.00
1	<b>Intaglio Installation</b> On-Site Labor		\$540.00
		Labor	Total: \$1,365.00
<b>Shipping</b>			
1	<b>Intaglio Shipping</b> Shipping and Handling.		\$86.67
		Shipping	Total: \$86.67
<b>Video</b>			
1	<b>Blackmagic Design MINI CONVERTER UPDOWNCROSSHD</b> Updown cross mini converter, standard, high definition video format		\$159.00
1	<b>Extron HDMI Ultra/6</b> 4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)		\$53.75
1	<b>Marshall VSW-2000</b> 4x1 3G/HD/SD SDI Switcher		\$434.09
		Video	Total: \$646.84
	<b>Meeting Room: 4th Camera Addition Hardware</b>	<b>Total:</b>	<b>\$2,098.51</b>
	<b>Project Subtotal:</b>		<b>\$53,373.62</b>



# Township meeting room upgrades

## Project Summary

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<b>Equipment:</b>	<b>\$36,753.62</b>
<b>Labor:</b>	<b>\$16,620.00</b>
<b>Grand Total:</b>	<b>\$53,373.62</b>

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**Client:** Jon Gibson

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**Date**

---

**Contractor:** Intaglio, LLC

---

**Date**



# PROPOSAL

## Oshtemo Township

Upgrade/Replace AV equipment

### DATE

Thursday, 24 August 2023

### PREPARED BY

John Lawrence

Design Consultant

# Scope of Work

**Proposal Number:** J23230146

**Proposal Date:** 8/24/2023

**Prepared for:** Oshtemo Township

**Attn:** Jon Gibson

**Phone:** (269) 375-4260

**Email:** jgibson@oshtemo.org

**Prepared by:** John Lawrence

**Phone:** (269) 330-8820

**Email:** john.lawrence@cti.com

**Bill to:** Oshtemo Township  
7275 West Main Street  
Kalamazoo, MI 49009

**Ship to:** Oshtemo Township  
7275 West Main Street  
Kalamazoo, MI 49009

**CTI to install updated video conferencing technology in the Township Hall. The new Zoom-dedicated system provides simple to host and join access via the existing Crestron touch panel. Each of the dais member will experience audio and visual improvements. The mobile TVs have the capability of connecting into the overall Zoom system and also the option to be used individually elsewhere.**

## Displays

The front of the space will receive one 50" LG TV on a Chief mount providing the audience a better viewing angle of shared content. Three 75" LG TVs will be installed onto Chief mobile carts for individual or duplicate content needs. The three mobile TVs will connect to a wall plate via SDI (only the main 75" TV with camera) and ethernet cable.

## Video

A highlight of this upgrade is each dais member will have one Televic uniCOS T/MM10 all in one tabletop station. Microphone activation button, 10" capacitive touch screen with adjustable tilt (0° to 90°)- Anti-fingerprint coating- Microphone and request list control when configured as chairperson- USB for charging- and a video camera. Gooseneck microphones will be added to each station. The podium will receive one Confidea FLEX station. Televic in and our injectors allow content to be received and sent from the tabletop stations. Crestron DM extenders and 6x6 distribution center will aid in transferring content to the displays. and the mobile carts.

The Plixus MME provides all the processing and signal handling required for the system. CoCon Meeting Suite, and Televic Management Center are required services while one year of Televic service agreement has been added.

The Televic stations will ingest with a Poly G7500 Zoom unit. To utilize the system including its cameras and microphones, you must join a Zoom meeting. This will be allowable by a single button join press from the existing Crestron touch panel. By joining via touch panel, the TVs, cameras and microphones become live. An end user must join the same Zoom meeting from a laptop or smart device and share.

The rear of the room featuring the three mobile TV carts can be used as mirrored displays by connecting to the ethernet wall plates. A SDI port is available for the “center” mobile TV’s mounted camera. The TV carts can be disconnected from the Zoom system and be transported elsewhere to be used individually. When the TVs are connected to the system, the existing Crestron touch panel is used to select which source input and cameras for the Zoom meeting.

### **Audio**

A Biamp TesiraFORTE DAN CI will assist with audio transmission. In the rear room, one white Shure MXA920 ceiling tile microphone array will provide quality transmission sound to the far end. One Sennheiser wireless handheld microphone is added to the system.

### **Control**

The existing DMPS3-4K-150 and Crestron touch panels will continue to be used while a Netgear M4250 will help facilitate the technology. Xpanel to be provided for remote touch panel access.

### **Various**

Existing projectors and projection screens to be removed.



# Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

## Proposal Summary

Description	Price
Equipment	\$87,040.24
Implementation Services	\$41,974.48
Subtotal	\$129,014.72
Tax	\$0.00
<b>Grand Total</b>	<b>\$129,014.72</b>

## Recommended

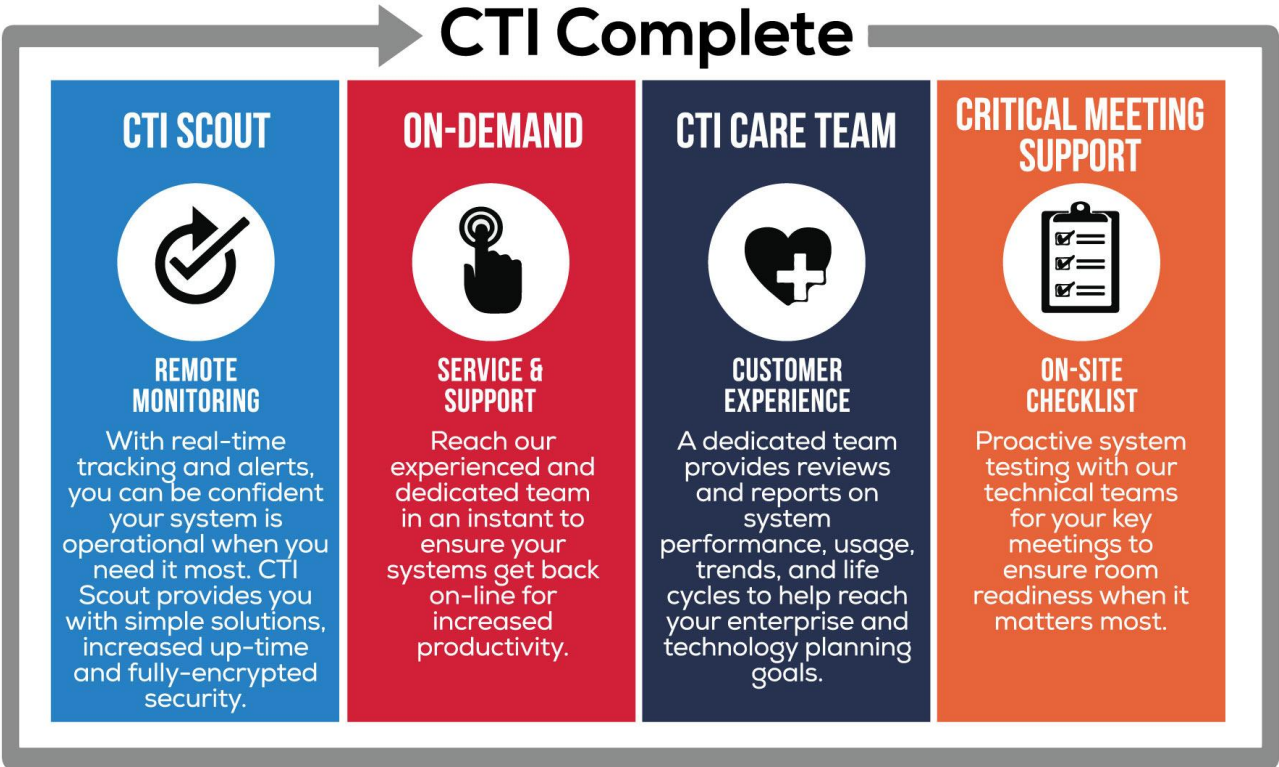
Description	Price
2 Additional Years CTI Complete Service Agreement	\$10,971.27
4 Additional Years CTI Complete Service Agreement	\$21,942.54

## Down Payment Requirements

Down payment of 60% required to initiate order.

# Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



# Bill of Materials

## Upgrade/Replace AV equipment

Manufacturer	Description	Qty	Unit Price	Ext. Price
<b>Display Systems Equipment: \$7,147.78</b>				
LG	75"	3	\$1,328.24	\$3,984.72
CHIEF	Micro-Adjust Fixed Wall Mount, Medium	1	\$136.80	\$136.80
LG	50"	1	\$628.24	\$628.24
CHIEF	4' - 6' LFP MOBILE CART	3	\$799.34	\$2,398.02
<b>Video Systems Equipment: \$70,492.92</b>				
Crestron	DigitalMedia 8G+ 4K60 4:4:4 HDR Receiver & Room Controller 100	3	\$641.18	\$1,923.54
Televic	GSM immune gooseneck microphone of 40 cm with screwlock. Bi-color led ring indication (red / green). Windscreen included. Not to be used with Confidea FLEX G4	10	\$144.71	\$1,447.10
Magewell	USB 2.0/3.0 DONGLE, 1-channel HDMI. Plug and Play. Windows/Linux/Mac. Replaces p/n 32011 (X1100DUSBHDMI).	3	\$263.53	\$790.59
Televic	The Plixus Multimedia Engine is a 19" rack-mountable device that provides all the processing and signal handling required for a multimedia system.	1	\$6,717.65	\$6,717.65
Crestron	DM Lite 4K60 4:4:4 Receiver for HDMI Signal Extension over CATx Cable	1	\$235.29	\$235.29
Televic	CoCon Meeting Suite Combined discussion, voting, signage	1	\$8,058.82	\$8,058.82
Crestron	6x6 DigitalMedia Distribution Center	1	\$3,235.29	\$3,235.29
Crestron	DM Lite 4K60 4:4:4 Transmitter for HDMI Signal Extension over CATx Cable, Wall Plate, White	1	\$264.71	\$264.71
Televic	Management software to configure and route video streams on the Plixus network between several inputs and	1	\$1,610.59	\$1,610.59

	outputs (Plixus V-IN, Plixus V-OUT, Plixus MME, Lingua ID-MM, uniCOS F/MM) using an intuitive matrix UI.			
Crestron	Wall Plate 4K DigitalMedia 8G&#43; Receiver & Room Controller 100, White Textured	1	\$452.94	\$452.94
Televic	Video output box to extract video content from the Plixus network through an HDMI connection. By default, the HD-SDI from the Plixus MME is available on the HDMI connection. Routing other video channels available on the Plixus network requires CoCon Video Routing. Flexible video channel selection available through the optional video selector (Plixus V-SEL) or dry contacts.	4	\$1,447.06	\$5,788.24
Marshall	4x1 3G/HD/SD SDI Switcher	1	\$351.76	\$351.76
Marshall	5x PTZ Camera IP/3GSDI (Black)	1	\$488.24	\$488.24
Televic	Video input box to inject video content to the Plixus network through an HDMI connection. A video channel injected through the box is routed to one of the six video channels available on the Plixus network (CoCon Video Routing required). Content sharing functionality available through the optional video request panel (Plixus V-REQ) or dry contacts.	1	\$1,447.06	\$1,447.06
Televic	1-Year Service Level Agreement. <ul style="list-style-type: none"> <li>◆ Unlimited Remote Phone/Email Support</li> <li>◆ Unrestricted Teamviewer Support</li> <li>◆ Advanced Replacements on Core Products</li> </ul>	1	\$2,395.29	\$2,395.29
Televic	A touch screen tabletop station that can be configured both as a delegate or chairman unit including: <ul style="list-style-type: none"> <li>- Microphone activation button</li> <li>- Screw lock microphone connector</li> <li>- Loudspeaker</li> </ul> - 10" capacitive touch screen with adjustable tilt (0° to 90°) <ul style="list-style-type: none"> <li>- Anti-fingerprint coating</li> <li>- Microphone and request list control when configured as chairperson</li> <li>- USB for charging</li> </ul>	9	\$3,323.53	\$29,911.77

	<ul style="list-style-type: none"> <li>- Additional USB for connection to nameplate</li> <li>- Integrated camera</li> <li>- Mifare card reader for authentication</li> <li>- Headphone connector</li> </ul> <p>Can be powered over Plixus network or externally D-MIC type microphone to be ordered separately.</p>			
Poly	PRE-CONFIGURED FOR ZOOM:POLY G7500 4K BASE UNIT & TC8:G7500 4K VIDEO CODEC & WIR	1	\$4,435.74	\$4,435.74
CHIEF	VC CAMERA SHELF, 9", XL DISPLAY	1	\$139.48	\$139.48
Televic	<p>The Confidea FLEX is a touch enabled tabletop conference unit including:</p> <ul style="list-style-type: none"> <li>- Multifunctional button for delegate, chairman and dual use</li> <li>- Screw lock microphone connector</li> <li>- Loudspeaker</li> <li>- 5,2" capacitive touch screen</li> <li>- Tactile reference</li> <li>- Haptic feedback</li> <li>- Anti-fingerprint coating</li> <li>- NFC card reader</li> <li>- 2 x Headphone connector</li> </ul> <p>Can be powered over Plixus network. D-MIC type microphone to be ordered separately. Based on licenses the unit can unlock more functionality (To be ordered separately per unit. See "Confidea FLEX" under chapter "Software".)</p>	1	\$798.82	\$798.82
<b>Audio Systems Equipment: \$6,895.94</b>				
Shure	Ceiling Array Microphone, Square, White, 24 inch	1	\$3,521.71	\$3,521.71
Sennheiser	Digital wireless handheld set. Includes (1 ) EW-D EM digital 19 1/2" single channel receiver , (1) EW-D SKM? digital handheld transmitter with mute switch, (1) MMD 835? microphone module, (1) MZQ1? microphone clip, (1) NT 12-5 CW+ power supply with country adapters?, (1) rack mount kit and AA batteries, frequency range: (470 - 526 MHz)	1	\$591.88	\$591.88
Biamp	TesiraFORTE DAN CI	1	\$2,782.35	\$2,782.35

<b>Control Systems Equipment: \$2,221.24</b>				
OFE	OFE DMPS3-4K-150	1	\$0.00	\$0.00
Netgear	M4250 26G4F POE PLUS PLUS MN S	1	\$2,221.24	\$2,221.24
<b>Installation Materials: \$282.36</b>				
CTI	CTI Supplied Wall Plates	3	\$94.12	\$282.36

# Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

## Terms

### Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

### Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

### Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of Oshtemo Township for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

# Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at john.lawrence@cti.com or .
3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J23230146 - \$129,014.72

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
CTI Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Memorandum



**Date:** September 12th, 2023  
**To:** Township Board  
**From:** Zach Pearson, Public Works Project Manager  
**Subject:** Croyden Ave Restoration

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## **Objective**

Receive Township Board approval to award the contract for greenspace restoration along Croyden Ave to ProTurf Management LLC (\$5,525.98 plus \$300.00 for watering, total cost \$5,825.98)

## **Background**

Public Works has previously completed a sidewalk project connecting Drake Rd. to Maple Hill Dr. that included streetlight installation. Restoration of the greenspace between the sidewalk and the back of the curb for the road was completed as part of the process. The area outside the walk was largely left undisturbed with the original intent being to contract with the Kalamazoo Nature Center to install native prairie grasses. It was subsequently determined the area's limited extent was inappropriate for prairie grasses. Additionally, the existing scrub brush and other vegetation has started to intrude over the walk, creating a state that is not easily maintained by the Oshtemo Maintenance department due to ruts and grading issues.

In partnership with the Parks and Maintenance departments, Public Works solicited bids for the proper restoration needed along Croyden Ave to provide a mowable surface adjacent to the outside of the sidewalk. Three (3) contractors provided bids: Naylor Landscape Management, Niewoonder & Sons Landscape, and ProTurf Management LLC.

ProTurf Management LLC is the low bidder at \$5,525.98 with an option for watering the newly seeded area for \$300 (\$150 per occurrence.) Public Works, Parks, and Maintenance recommend proceeding with ProTurf Management LLC and the option for watering. No additional funds are requested for this project. Costs will be split between Public Works and the Parks Department. Public Works funds will come from 101-506-97600.PLATSW Capital Outlay for Local Street Sidewalk repair & maintenance. Parks Department funds will come from 101-756-93100 Maintenance Services.

## **STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE**

Approval to spend \$5,825.98 from 101-506-97600.PLATSW (\$2,912.99) and 101-756-93100 Maintenance Services (\$2,912.99) to complete the restoration of greenspace along the Croyden Ave sidewalk.

## **Attachments**

Naylor Landscape Management bid  
Niewoonder & Sons Landscape bid  
ProTurf Management LLC bid.



Taxes \$9.20

**Estimate Total \$14,123.62**

We are a full-service maintenance and landscaping company and offer the following services that would go well with your quoted project.

**CORE SERVICES (must select a minimum of three services).**

Weekly Lawn Mowing with Edging (we don't do bi-weekly mowing, 1 x mows or short term mowing)

\*Lawn Care Program – 4 Applications (standalone service)

\*Chemical Weeding – 4 Applications

\*Garden Bed Maintenance – Weekly, Bi-Weekly or Monthly (standalone service w/chemical weeding)

Spring Clean-up (1 Occurrence)

Fall Clean-up (up to 2 Occurrences)

Shrub Pruning – 2 Occurrences

Mulch Garden Beds (1 Occurrence)

\*Services that don't require the minimum

**OTHER SERVICES (in addition to the 3-core services) Pricing available upon request:**

Aeration

Overseeding

Beach Clean-up – Weekly, Bi-Weekly or Monthly

Lawn Shrub Tree Care

Mulch Garden Beds

Preventative Grub Control (in conjunction with Lawn Care Program)

Spring/Fall Flowers

Irrigation Service: Start-up, Winterization, Mid-Season Check, Repair

Snow Removal Services (Plowing, Sidewalks, Salting) \*\*Must have a maintenance contract with us\*\*

Holiday Decorating (\$1200 Minimum)

## TERMS & CONDITIONS

**PAYMENTS AND DISBURSEMENTS:** Client is responsible for obtaining any financing he deems necessary to comply with this Agreement. If Client is obtaining financing from a third party, Client agrees to apply for such financing without delay and this Agreement is subject to Client being approved for such financing. All payments are due and payable as specified in the proposal. In the event any portion of the payment is not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2.0% service charge and in addition Naylor Landscape Management, Inc. reserves the right to cancel this agreement. Client is liable for all legal and collection fees on unpaid accounts.

It is hereby provided that the title to all material to be furnished to the Client by Naylor Landscape Management, Inc., shall be and remain in Naylor Landscape Management, Inc. until all sums of money called for in this proposal have been fully paid, and that until said sums are so paid said materials shall (by our acceptance here of we agree) remain personal and movable property in whatsoever manner they may be annexed to realty; that in case of default in the payment provided in this proposal, Naylor Landscape Management, Inc. is authorized to enter said premises and take possession of and remove said materials at any time.

Michigan law entitles Naylor Landscape Management, Inc. to file a mechanics lien to secure payment for the labor and/or materials provided. The failure to pay the amount indicated in this proposal upon completion may result in the filing a mechanics lien upon the property. No lien will be released until the amount due, accrued interest, and a processing and release fee in the amount of \$50.00 is all paid in full.

**LABOR AND MATERIALS:** Contractor agrees to furnish the materials for the project and complete the work to be done in a workmanlike manner. All materials furnished under this Agreement shall be construction grade and meet industry standards. Where brand names have been specified, Contractor may at his option select substitutes when such substitutions are due to unavailability or other circumstances beyond Contractor's control. All substitutions shall be consistent in quality and character to the selections previously specified. Contractor shall pay all subcontractors, laborers, and material suppliers.

**SPECIAL CONSIDERATIONS:** It is understood that when matching existing conditions such as color, size, planes and texture, Contractor will provide materials so as to match, as closely as possible, the existing materials. However, Contractor does not guarantee materials will match existing conditions.

**DISCLAIMED WORK:** No painting, staining, soil testing, surveying or engineering is included in this Agreement unless expressly specified. Contractor is not responsible for any abnormal or unusual pre-existing conditions including, but not limited to, damage caused by termites or dry rot, filled ground of ground of inadequate bearing capacity, rock and other material not removable by ordinary hand tools, inadequate electrical wiring systems for load imposed by the work under this Agreement, and plumbing, gas, waste and waterlines not shown on documents or plans furnished by Client. Correction of any such violations or abnormal conditions by Contractor shall be considered additional work.

**ADDITIONAL WORK:** Contractor shall promptly notify Client of any additional requirements necessary to facilitate the project's completion. Any additional work required or ordered by Client (or any regulatory agency having jurisdiction over the project) shall be set forth in a signed change order, and the agreed price shall become due and payable as agreed upon between Contractor and Client. Contractor, his employees, subcontractors and agents are unauthorized to perform any additional work or to enter into any agreement to perform additional work unless agreed to in writing by Client and Contractor through a properly executed change order, which shall become an integral part of this Agreement. Additional requirements due to unforeseen site conditions will also be considered additional work. Incidental damage or reconfiguration and/or resulting repair to irrigation systems or private utilities brought upon by the work or is necessary to complete the work will be considered additional work. It is the Client's responsibility to notify Contractor and mark irrigation systems and private utilities prior to start of work.

**PROPERTY RIGHTS AND RESTRICTIONS:** Client represents that he owns the property described as "property address," or has authority to order and sign for work. Client shall locate and point out the boundary lines of the property to Contractor. Client shall be solely responsible for accuracy of markers and boundary lines indicated to Contractor and as detailed on plans and specifications approved by Client. If a land survey is required for any reason to confirm markers or boundary lines the Client agrees to pay for such survey. Prior to the start of construction, Client shall give Contractor a copy of any restrictions, easements or rights of way relating to the property.

**ACCESS AND FACILITIES:** Client agrees to provide free access to work areas for workers and vehicles, and to provide areas to store materials and debris. Unless otherwise specified, all water, sewer, gas and electric utilities from the servicing agency to the point of entry at Client's property line (or to the metering device if such devices are required) are the responsibility of Client. Client agrees, at Client's expense, to provide electricity at the project site as may be required by Contractor.

**START, DELAY AND COMPLETION OF WORK:** Contractor agrees to commence work and to continue to work in a timely fashion so as to insure the projects consistent development and ultimate completion. Contractor is bound by the terms and conditions regarding start of work imposed by any licensing or regulatory agency having jurisdiction over the project. Contractor shall not be held responsible for project delays caused by "acts of God", civil unrest, acts of Client or Client's agent, inclement weather, strikes, labor disputes, material shortages, licensing or regulatory agency inspections, or any other actions beyond the Contractor's control. Client acknowledges liability for delay damages and/or trip costs caused by their failure to provide access to the premises, to promptly respond to selection requests or any other interference with the project. It is the client's responsibility to request and acquire all necessary building permits and any necessary landscape plan approval from their neighborhood association prior to start of work.

**CANCELLATION CLAUSE:** Option of Client to terminate contract in the event of Contractor's failure to complete work. If the Contractor shall refuse to or fail to perform the work with such diligence and force as specified in this contract, or shall fail to complete said work in a timely manner, or if Contractor does not perform the work in a professional manner according to green industry standards, Client reserves the right to give written notice to the Contractor of its intention to terminate this contract unless said violations of the specifications are corrected within ten (10) working days after serving of said notice. If after ten (10) working days the violations have not been corrected or satisfactory arrangements for the completion thereof made, this contract may, at the option of the Client, be terminated. In the event of termination, payment in full for all services performed to date by the terminated Contractor shall be made

immediately at the time of termination. Option of Contractor to terminate contract in the event of Clients failure to make timely payments as specified or to abide by all terms and conditions as outlined by this Agreement hereto, also, but not limited to any actions by the client to circumvent, interrupt or otherwise, any relationship with a subcontractor and the Contractor. The Contractor's option to terminate will be immediate and communicated in writing.

**DAMAGE AND INSURANCE:** Contractor agrees to carry worker's compensation and general liability insurance to insure the Client against damages or defects caused by Contractor, his employees, or any agents acting in his behalf. A valid insurance certificate will be furnished upon request.

**QUALITY ASSURANCE REPORT:** It is further understood that any/all completed work provided by Naylor Landscape Management, Inc. under contract and/or billed on a time and material basis will include a Quality Assurance Report (QAR) and will be compiled at the completion of all work. Furthermore, the Client agrees by virtue of their acceptance of this contract to make themselves or a representative available, at a time of their convenience, at the completion of the specified work to do a final inspection of the performed contractual services and to sign the QAR acknowledging all work has been completed and the contract and all specifications thereof have been met by Naylor Landscape Management, Inc.

**MISCELLANEOUS:** Contractor may subcontract all or any portion of the work and may assign this Agreement to another Contractor, provided such assignments shall not affect the rights and privileges of Client under this Agreement. In case one or more of the provisions of this Agreement or any application thereof shall be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions and any other application thereof shall not in any way be impaired thereby. If any legal action shall be instituted to interpret or enforce this Agreement, the prevailing party shall be entitled to recover all litigation costs, including reasonable attorneys' fees. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.

**LIMITED WARRANTY:** Naylor Landscape Management, Inc. guarantees all plant material, sodding, and workmanship subject to the following conditions:

- Failure by Client to pay by the terms set forth herein will cause the warranty provided by Naylor Landscape Management, Inc. to become null and void.
- All plant material shall be in vigorous condition at date of planting, and unless otherwise specified carry a 100% guarantee for one year following the date of installation. Within that first year, one replacement will be made for any unsatisfactory plant materials. Labor and delivery fees are part of this warranty. This is a limited warranty because the client is responsible for the care of the plants in order to assure survival. Transplanted plants, bulbs, annuals and hybrid tea roses are not a part of this guarantee. Please note, however, that Contractor is not liable under this limited warranty for actual or consequential damage from "acts of God," excessive weather conditions (extreme cold/drought, windstorm, etc.), soil conditions, abuse, vandalism, insufficient/improper watering, poor drainage, salt damage, herbivorous animals, insect damage or disease, plants supplied by Contractor and installed by Client, plants supplied by Client and installed by Contractor and any other factors beyond the control of the Contractor.
- All hardscape areas (decks, brick walkways and patios, retaining walls, etc.) have a 100% guarantee for two years following date of installation. Within the first two years if for any reason the hardscape fails under normal use due to workmanship, we will repair and/or replace as necessary. Hardscapes on new construction sites will not be warranted for settlement unless subsoil has been allowed to settle for a minimum of one year or proof is provided that the sub soils are undisturbed and/or have been adequately compacted.
- Naylor Landscape Management is not responsible for lawn seeding failures due to the numerous conditions required to grow grass that are beyond our control (i.e. under watering, over watering, torrential downpours, wash outs, lack of light, excessive wind, fungus, drought, heat stress, insect infestations, existing weed seed, soil contamination, vandalism such as foot traffic, auto traffic, etc.) We will re-seed any areas that are thin or fail to fill in within eight weeks at an additional cost upon your request. An optional seeding warranty and aftercare program is available upon client's request. This program is only available prior to completion of seeding work and is generally not available for small repairs or patch work.
- Under no circumstances will Contractor refund money in lieu of our warranty (ies).
- This limited standard warranty extends only to the Client and is not transferable.

#### ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. Naylor Landscape Management, Inc. and agents working on its behalf are authorized to do the work as specified. Payments will be made as outlined above and as per Naylor Landscape Management's terms and conditions. I have read, understood and agree to the Naylor Landscape Management, Inc.'s terms and conditions provided on the back of this proposal.

#### DEPOSIT & PAYMENT

A 50% deposit is required to schedule and start the job. Naylor reserves the right to bill progress payments for any work completed by the end of each month whether or not the entire project is complete. This will become due upon receipt of progress invoice. The remaining balance of payment will become due on completion of the work.

Estimate authorized by: \_\_\_\_\_

Company Representative

Signature Date: \_\_\_\_\_

Estimate approved by: \_\_\_\_\_

Customer Representative

Signature Date: \_\_\_\_\_

# Proposal



**Naylor Landscape Management, Inc.**

**Client Name:** Oshtemo Township  
**Project Name:** Oshtemo Township Sidewalks along Croyden-Landscape Install  
**Jobsite Address:** 927 North Drake Road Kalamazoo, Michigan 49006      **Billing Address:** 7275 West Main Street Kalamazoo, MI 49009  
**Estimate ID:** EST3457215  
**Date:** Sep 15, 2022

## DESCRIPTION

We propose to furnish all labor, materials, and equipment to complete the work described herein. All work is to be completed in a workmanlike manner according to standard practices in accordance with the corresponding specifications and drawings (if applicable). All work and materials will be warranted as specified in Naylor Landscape Management’s terms and conditions, unless stated otherwise.

We do our best to calculate the appropriate amount of soil for the completion of your project. Occasionally we need to use more soil than we calculate. This shortage may be due to some of the following plus other unknown conditions, underground debris, bad soils, rocks, or difficult estimating situations. If a substantial amount of additional soil is needed additional charges may apply.

**IRRIGATION & PRIVATE UTILITIES:** If you advise us as to where the private utilities and irrigation lines run, we will try to protect them. However, sometimes there is a conflict that can not be avoided. When this happens **Naylor will repair irrigation damage on a time and material basis.** Other utilities will apprise you of the damage and coordinate with the contractor you would like to repair the utility. Naylor is not responsible for the cost incurred to repair the damaged utility.

**PUBLIC UTILITIES:** Naylor will contact MISS DIG and have all public utilities marked when required for digging underground.

**Irrigate new lawn area along Croyden Ave-5x/wk for 3 weeks** **\$6,906.30**

Irrigate new lawn area along Croyden Boulevard

**New lawn after care program & warranty** **\$735.35**

New lawn after care program

Includes two (2) follow-up fertilizations approximately 30-days apart and up to two (2) follow-up seedings of bare and thin if necessary. If weeds exceed 20% they will be treated with the appropriate weed control product. If topsoil is required to repair washouts, rill or areas that have settled, it will be charged additionally at \$70.00 per cu. yd. delivered, spread and fine graded. Lawn mowing and watering are to be done by the client per NLM instruction and is not included.

- 76 lbs. Follow-Up Fertilizer - 22-10-6
- 76 lbs. Follow-Up Fertilizer
- Round 2-4 Fertilizer - 50 lb. bag - Anderson 25-0-3 NSN Fertilizer
- 19.235 1000 sq. ft. LSTC Lawn Care Program Fertilizer & Weed Control Products - 4 Application Program
- 10 each Miscellaneous After Care Seeding Materials - Materials used to reseed

bare areas and control weed gr

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<b>Subtotal</b>	\$7,641.65
<b>Taxes</b>	\$0.00
<b>Estimate Total</b>	<b>\$7,641.65</b>

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We are a full-service maintenance and landscaping company and offer the following services that would go well with your quoted project.

**CORE SERVICES (must select a minimum of three services).**

Weekly Lawn Mowing with Edging (we don't do bi-weekly mowing, 1 x mows or short term mowing)

\*Lawn Care Program – 4 Applications (standalone service)

\*Chemical Weeding – 4 Applications

\*Garden Bed Maintenance – Weekly, Bi-Weekly or Monthly (standalone service w/chemical weeding)

Spring Clean-up (1 Occurrence)

Fall Clean-up (up to 2 Occurrences)

Shrub Pruning – 2 Occurrences

Mulch Garden Beds (1 Occurrence)

\*Services that don't require the minimum

**OTHER SERVICES (in addition to the 3-core services) Pricing available upon request:**

Aeration

Overseeding

Beach Clean-up – Weekly, Bi-Weekly or Monthly

Lawn Shrub Tree Care

Mulch Garden Beds

Preventative Grub Control (in conjunction with Lawn Care Program)

Spring/Fall Flowers

Irrigation Service: Start-up, Winterization, Mid-Season Check, Repair

Snow Removal Services (Plowing, Sidewalks, Salting) \*\*Must have a maintenance contract with us\*\*

Holiday Decorating (\$1200 Minimum)

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the payment is not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2.0% service charge and in addition Naylor Landscape Management, Inc. reserves the right to cancel this agreement. Client is liable for all legal and collection fees on unpaid accounts.

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Michigan law entitles Naylor Landscape Management, Inc. to file a mechanics lien to secure payment for the labor and/or materials provided. The failure to pay the amount indicated in this proposal upon completion may result in the filing a mechanics lien upon the property. No lien will be released until the amount due, accrued interest, and a processing and release fee in the amount of \$50.00 is all paid in full.

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**SPECIAL CONSIDERATIONS:** It is understood that when matching existing conditions such as color, size, planes and texture, Contractor will provide materials so as to match, as closely as possible, the existing materials. However, Contractor does not guarantee materials will match existing conditions.

**DISCLAIMED WORK:** No painting, staining, soil testing, surveying or engineering is included in this Agreement unless expressly specified. Contractor is not responsible for any abnormal or unusual pre-existing conditions including, but not limited to, damage caused by termites or dry rot, filled ground of ground of inadequate bearing capacity, rock and other material not removable by ordinary hand tools, inadequate electrical wiring systems for load imposed by the work under this Agreement, and plumbing, gas, waste and waterlines not shown on documents or plans furnished by Client. Correction of any such violations or abnormal conditions by Contractor shall be considered additional work.

**ADDITIONAL WORK:** Contractor shall promptly notify Client of any additional requirements necessary to facilitate the project's completion. Any additional work required or ordered by Client (or any regulatory agency having jurisdiction over the project) shall be set forth in a signed change order, and the agreed price shall become due and payable as agreed upon between Contractor and Client. Contractor, his employees, subcontractors and agents are unauthorized to perform any additional work or to enter into any agreement to perform additional work unless agreed to in writing by Client and Contractor through a properly executed change order, which shall become an integral part of this Agreement. Additional requirements due to unforeseen site conditions will also be considered additional work. Incidental damage or reconfiguration and/or resulting repair to irrigation systems or private utilities brought upon by the work or is necessary to complete the work will be considered additional work. It is the Client's responsibility to notify Contractor and mark irrigation systems and private utilities prior to start of work.

**PROPERTY RIGHTS AND RESTRICTIONS:** Client represents that he owns the property described as "property address," or has authority to order and sign for work. Client shall locate and point out the boundary lines of the property to Contractor. Client shall be solely responsible for accuracy of markers and boundary lines indicated to Contractor and as detailed on plans and specifications approved by Client. If a land survey is required for any reason to confirm markers or boundary lines the Client agrees to pay for such survey. Prior to the start of construction, Client shall give Contractor a copy of any restrictions, easements or rights of way relating to the property.

**ACCESS AND FACILITIES:** Client agrees to provide free access to work areas for workers and vehicles, and to provide areas to store materials and debris. Unless otherwise specified, all water, sewer, gas and electric utilities from the servicing agency to the point of entry at Client's property line (or to the metering device if such devices are required) are the responsibility of Client. Client agrees, at Client's expense, to provide electricity at the project site as may be required by Contractor.

**START, DELAY AND COMPLETION OF WORK:** Contractor agrees to commence work and to continue to work in a timely fashion so as to insure the projects consistent development and ultimate completion. Contractor is bound by the terms and conditions regarding start of work imposed by any licensing or regulatory agency having jurisdiction over the project. Contractor shall not be held responsible for project delays caused by "acts of God", civil unrest, acts of Client or Client's agent, inclement weather, strikes, labor disputes, material shortages, licensing or regulatory agency inspections, or any other actions beyond the Contractor's control. Client acknowledges liability for delay damages and/or trip costs caused by their failure to provide access to the premises, to promptly respond to selection requests or any other interference with the project. It is the client's responsibility to request and acquire all necessary building permits and any necessary landscape plan approval from their neighborhood association prior to start of work.

**CANCELLATION CLAUSE:** Option of Client to terminate contract in the event of Contractor's failure to complete work. If the Contractor shall refuse to or fail to perform the work with such diligence and force as specified in this contract, or shall fail to complete said work in a timely manner, or if Contractor does not perform the work in a professional manner according to green industry standards, Client

reserves the right to give written notice to the Contractor of its intention to terminate this contract unless said violations of the specifications are corrected within ten (10) working days after serving of said notice. If after ten (10) working days the violations have not been corrected or satisfactory arrangements for the completion thereof made, this contract may, at the option of the Client, be terminated. In the event of termination, payment in full for all services performed to date by the terminated Contractor shall be made immediately at the time of termination. Option of Contractor to terminate contract in the event of Clients failure to make timely payments as specified or to abide by all terms and conditions as outlined by this Agreement hereto, also, but not limited to any actions by the client to circumvent, interrupt or otherwise, any relationship with a subcontractor and the Contractor. The Contractor's option to terminate will be immediate and communicated in writing.

DAMAGE AND INSURANCE: Contractor agrees to carry worker's compensation and general liability insurance to insure the Client against damages or defects caused by Contractor, his employees, or any agents acting in his behalf. A valid insurance certificate will be furnished upon request.

QUALITY ASSURANCE REPORT: It is further understood that any/all completed work provided by Naylor Landscape Management, Inc. under contract and/or billed on a time and material basis will include a Quality Assurance Report (QAR) and will be compiled at the completion of all work. Furthermore, the Client agrees by virtue of their acceptance of this contract to make themselves or a representative available, at a time of their convenience, at the completion of the specified work to do a final inspection of the performed contractual services and to sign the QAR acknowledging all work has been completed and the contract and all specifications thereof have been met by Naylor Landscape Management, Inc.

MISCELLANEOUS: Contractor may subcontract all or any portion of the work and may assign this Agreement to another Contractor, provided such assignments shall not affect the rights and privileges of Client under this Agreement. In case one or more of the provisions of this Agreement or any application thereof shall be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions and any other application thereof shall not in any way be impaired thereby. If any legal action shall be instituted to interpret or enforce this Agreement, the prevailing party shall be entitled to recover all litigation costs, including reasonable attorneys' fees. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan.

LIMITED WARRANTY: Naylor Landscape Management, Inc. guarantees all plant material, sodding, and workmanship subject to the following conditions:

- Failure by Client to pay by the terms set forth herein will cause the warranty provided by Naylor Landscape Management, Inc. to become null and void.
- All plant material shall be in vigorous condition at date of planting, and unless otherwise specified carry a 100% guarantee for one year following the date of installation. Within that first year, one replacement will be made for any unsatisfactory plant materials. Labor and delivery fees are part of this warranty. This is a limited warranty because the client is responsible for the care of the plants in order to assure survival. Transplanted plants, bulbs, annuals and hybrid tea roses are not a part of this guarantee. Please note, however, that Contractor is not liable under this limited warranty for actual or consequential damage from "acts of God," excessive weather conditions (extreme cold/drought, windstorm, etc.), soil conditions, abuse, vandalism, insufficient/improper watering, poor drainage, salt damage, herbivorous animals, insect damage or disease, plants supplied by Contractor and installed by Client, plants supplied by Client and installed by Contractor and any other factors beyond the control of the Contractor.
- All hardscape areas (decks, brick walkways and patios, retaining walls, etc.) have a 100% guarantee for two years following date of installation. Within the first two years if for any reason the hardscape fails under normal use due to workmanship, we will repair and/or replace as necessary. Hardscapes on new construction sites will not be warranted for settlement unless subsoil has been allowed to settle for a minimum of one year or proof is provided that the sub soils are undisturbed and/or have been adequately compacted.
- Naylor Landscape Management is not responsible for lawn seeding failures due to the numerous conditions required to grow grass that are beyond our control (i.e. under watering, over watering, torrential downpours, wash outs, lack of light, excessive wind, fungus, drought, heat stress, insect infestations, existing weed seed, soil contamination, vandalism such as foot traffic, auto traffic, etc.) We will re-seed any areas that are thin or fail to fill in within eight weeks at an additional cost upon your request. An optional seeding warranty and aftercare program is available upon client's request. This program is only available prior to completion of seeding work and is generally not available for small repairs or patch work.
- Under no circumstances will Contractor refund money in lieu of our warranty (ies).
- This limited standard warranty extends only to the Client and is not transferable.

#### ACCEPTANCE OF PROPOSAL

The above prices and specifications are satisfactory and are hereby accepted. Naylor Landscape Management, Inc. and agents working on its behalf are authorized to do the work as specified. Payments will be made as outlined above and as per Naylor Landscape Management's terms and conditions. I have read, understood and agree to the Naylor Landscape Management, Inc.'s terms and conditions provided on the back of this proposal.

#### DEPOSIT & PAYMENT

A 50% deposit is required to schedule and start the job. Naylor reserves the right to bill progress payments for any work completed by the

end of each month whether or not the entire project is complete. This will become due upon receipt of progress invoice. The remaining balance of payment will become due on completion of the work.

Estimate authorized by: \_\_\_\_\_  
Company Representative

Signature Date: \_\_\_\_\_

Estimate approved by: \_\_\_\_\_  
Customer Representative

Signature Date: \_\_\_\_\_

E. Niewoonder & Sons Landscape  
2319 N. Drake Rd.  
Kalamazoo, MI 49009

Oshtemo Township  
Attn; Zack Pearson  
Re; lawn seeding at Croyden St. sidewalks

Date 8-22-2022

Discussed with Greg Fountain and Zach Pearson at site.

Brushhog existing weeds in specific areas (6' from curb and new sidewalk edge)

Topdress rough areas (budget 20 yards)

Grade for maintainable lawn maintenance

Hydroseed with rye-fescue seed mix

Mow, topdress and seed area near retention pond

Total Proposal	\$ 9,500.00
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Thank you,

Ed Niewoonder



Lawn Care & Snow Plowing  
 6219 W Main St  
 Kalamazoo MI 49009

# LANDSCAPE PROPOSAL

Date	Proposal #
8/20/2023	7209

Name / Address	
Oshtemo Charter Township	
Service Address	

Office Phone #	269-353-7666
Web Site	www.proturfmanagement.com
Contact	Email
Dave Timmer: landscape/irrigation construction	dave@proturfmanagement.com
Cell Phone #	269-492-2263

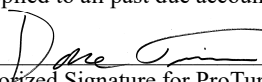
We agree to furnish labor, material, supplies and equipment- complete in accordance with the specifications below:		Terms		
		Net 15		
Item	Description	Qty	Rate	Total
Landscape Crew Labor	Brush hog area that hasn't been mowed approx 490'x20'	2	150.00	300.00
Landscape Crew Labor	Area from Drake road to exit			
Landscape Crew Labor	Spray area that is to be Harley raked and rock hounded	17000	0.012	204.00
Landscape Crew Labor	Harley rake and rock hound area to prep for hydroseed	17000	0.08	1,360.00
Landscape Crew Labor	spread topsoil	2	150.00	300.00
Processed Top Soil		10	33.50	335.00
Delivery		1	60.00	60.00
50% Deposit required for work to be scheduled			<b>Total:</b>	

### ACCEPTANCE OF PROPOSAL

I authorize ProTurf Management LLC to do the specified work; payment will be made as outlined above. I fully understand this proposal and accept it as written.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return one signed copy of this proposal within 15 days. A financial charge of 2% (Annual Rate of 24%) or a minimum service of \$5.00 will be applied to all past due accounts. All work shall be professionally performed in accordance with industry standards. We are fully insured.

  
 Authorized Signature for ProTurf Management LLC



Lawn Care & Snow Plowing  
 6219 W Main St  
 Kalamazoo MI 49009

# LANDSCAPE PROPOSAL

Date	Proposal #
8/20/2023	7209

Name / Address	
Oshtemo Charter Township	
Service Address	

Office Phone #	269-353-7666
Web Site	www.proturfmanagement.com
Contact	Email
Dave Timmer: landscape/irrigation construction	dave@proturfmanagement.com
Cell Phone #	269-492-2263

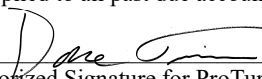
We agree to furnish labor, material, supplies and equipment- complete in accordance with the specifications below:		Terms		
		Net 15		
Item	Description	Qty	Rate	Total
10,001-20,000sf	Hydroseeding: Mulch, tack, seed, fertilizer- Tall fescue blend Note: If we have a major rain storm and all your hydroseed washes out we will respray at 50% of the original cost. We will perform a touchup spray up to 10% of the original square footage at no additional cost.	17000	0.16	2,720.00
Landscape Crew Labor		1	150.00	150.00
Erosion Blanket 8' x 112.5'	install erosion control	2	48.49	96.98
50% Deposit required for work to be scheduled			<b>Total:</b>	\$5,525.98

### ACCEPTANCE OF PROPOSAL

I authorize ProTurf Management LLC to do the specified work; payment will be made as outlined above.  
 I fully understand this proposal and accept it as written.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please return one signed copy of this proposal within 15 days. A financial charge of 2% (Annual Rate of 24%) or a minimum service of \$5.00 will be applied to all past due accounts. All work shall be professionally performed in accordance with industry standards. We are fully insured.

  
 Authorized Signature for ProTurf Management LLC



Lawn Care & Snow Plowing  
 6219 W Main St  
 Kalamazoo MI 49009

# LANDSCAPE PROPOSAL

Date	Proposal #
8/23/2023	7217

Name / Address	
Oshtemo Charter Township	
Service Address	

Office Phone #	269-353-7666
Web Site	www.proturfmanagement.com
Contact	Email
Dave Timmer: landscape/irrigation construction	dave@proturfmanagement.com
Cell Phone #	269-492-2263

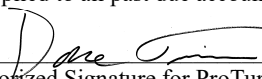
We agree to furnish labor, material, supplies and equipment- complete in accordance with the specifications below:		Terms		
		Net 15		
Item	Description	Qty	Rate	Total
Landscape Crew Labor	Per time price to water 17,000 sf of hydroseed along Croyden	2	150.00	300.00
50% Deposit required for work to be scheduled			<b>Total:</b>	\$300.00

### ACCEPTANCE OF PROPOSAL

I authorize ProTurf Management LLC to do the specified work; payment will be made as outlined above.  
 I fully understand this proposal and accept it as written.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return one signed copy of this proposal within 15 days. A financial charge of 2% (Annual Rate of 24%) or a minimum service of \$5.00 will be applied to all past due accounts. All work shall be professionally performed in accordance with industry standards. We are fully insured.

  
 Authorized Signature for ProTurf Management LLC

# Memorandum



**Date:** September 7, 2023  
**To:** Township Board  
**From:** James Porter, Legal Department  
**Subject:** Fire and Safety Special Assessment District No. 2

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## **Objectives**

To adopt the Resolution Authorizing Plans and Cost Estimate for consideration of the establishment of the Fire and Safety Special Assessment District No. 2 and set the public hearing on the establishment of the District for September 26, 2023.

## **Recommended Motion**

I make the motion to adopt the Resolution Authorizing Plans and Cost Estimate to consider the establishment of the Fire and Safety Special Assessment District No. 2 and set the hearing on the establishment of the District for September 26, 2023.

## **Background**

I know the Board is aware of the increasing cost of operating the Fire Department and the strain on the Fire Department's budget. After a fairly extensive analysis, it is clear that much of the financial burden put on the Fire Department comes from those areas that are zoned as commercial, multi-family and high-density residential within the Township. We split the Police Special Assessment District for the same reason the Fire Department is requesting that we split the Fire Special Assessment District. The Fire Department is requesting that we do the same to allow for a different allocation of the costs in the new District.

## **Information Provided**

Attached you will find the excerpt of Meeting Minutes that includes a Resolution Authorizing Plans and Cost Estimate for the establishment the Fire and Safety Special Assessment District No. 2, and a map of the Fire and Safety Special Assessment District No. 2.

## **Core Values**

Sustainability



**CHARTER TOWNSHIP OF OSHTEMO**

**KALAMAZOO COUNTY, MICHIGAN**

**Excerpt of Minutes of a Regular Meeting of the Township Board  
Held at the Township Hall on Tuesday, September 12, 2023**

Members Present:

Members Absent:

The Supervisor stated that the Township Wide Special Assessment District for Fire Protection was established by the voters in 1966. Since that time, the increased demands on the Fire Department and Public Safety Department, has placed an increased financial burden on the Fire Departments budget. After thorough analysis of the response calls by the Townships Fire Department, it has been verified that a significant number of calls are coming from property developed to serve commercial, multi-family and high-density residential areas of the Township. In order to equitably distribute the proportional cost of operating the fire and safety services in the Township, the Board believes it is necessary to create a new Township Fire and Safety Special Assessment District to address the increased calls in the areas of the Township developed for commercial, multi-family and high-density residential development and to assess costs accordingly.

The Supervisor stated that, under Public Act 33 of 1951, as amended, and under Public Act 188 of 1954, as amended, the Township Board desires to create a new Township Fire and Safety Special Assessment District No. 2 for the purpose of defraying the cost of fire and safety protection in areas of the Township, which were developed to serve commercial, multi-family and high-density residential uses which required a higher degree of fire and safety services. The Township Board desires to estimate the cost to be defrayed upon the Township Fire and Safety Special Assessment District. The Township Board, if it desires to proceed further, shall declare its intent to establish the new Special Assessment District and shall fix a time and place to hear objections to the estimate and the creation of the Oshtemo Charter Township, Township Fire and Safety Special Assessment District No. 2.

After a discussion on the foregoing, it was moved by \_\_\_\_\_, supported by \_\_\_\_\_, to adopt the following resolution:

**RESOLUTION AUTHORIZING PLANS AND COST ESTIMATE**

WHEREAS, the Oshtemo Charter Township Board, under Act 33 of 1951, as amended and under Act 188 of 1954, as amended, has tentatively determined to establish the Oshtemo Charter Township, Fire and Safety Special Assessment District No.2, which District shall be separated

from the General Fire and Safety Protection Special Assessment District to create a Special Assessment District designed to serve commercial, multi-family and high density residential areas of the Township requiring a higher degree of fire and safety services, as set forth **ON THE ATTACHED MAP LABELED** “Oshtemo Charter Township Fire And Safety Special Assessment District #2”.

**ALL LANDS NOT LYING WITHIN THE DESCRIBED AREA SHALL REMAIN WITHIN THE OSHEMO CHARTER TOWNSHIP, TOWNSHIP WIDE GENERAL FIRE PROTECTION SPECIAL ASSESSMENT DISTRICT; and**

WHEREAS, the Township is authorized to establish Fire and Safety Special Assessment Districts for the purpose of defraying the cost of fire and safety protection and to specially assess the property of the Township benefitted thereby.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Oshtemo Charter Township Assessor, be directed to verify the legal description of the Oshtemo Charter Township, Township Fire and Safety Special Assessment District No. 2, which shall be separate from the Oshtemo Charter Township, Township Wide General Fire Protection Special Assessment.

2. That the Township Supervisor be directed to provide an estimate of the cost allocation for fire and safety protection in the new Township Fire and Safety Special Assessment District No. 2, in areas of the Township, which will be defrayed by the establishment of the proposed Oshtemo Charter Township, Township Fire and Safety Special Assessment District No. 2.

3. That the foregoing items be filed with the Township Clerk upon completion of the same.

4. That all resolutions and parts of resolution insofar as they conflict with the provisions of this resolution may and the same hereby are rescinded.

Upon roll call vote, the following voted yes:

The following voted no:

The following abstained:

The Supervisor declared the motion carried and duly adopted.

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Dusty Farmer, Township Clerk

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CERTIFICATE

I, DUSTY FARMER, Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing constitutes a true copy of an Excerpt of the minutes of a regular meeting of the Oshtemo Charter Township Board held on \_\_\_\_\_, at which meeting \_\_\_\_\_ members were present as indicated said minutes and voted thereon as set forth, that said meeting was held in accordance of the Open Meetings Act of the State of Michigan.

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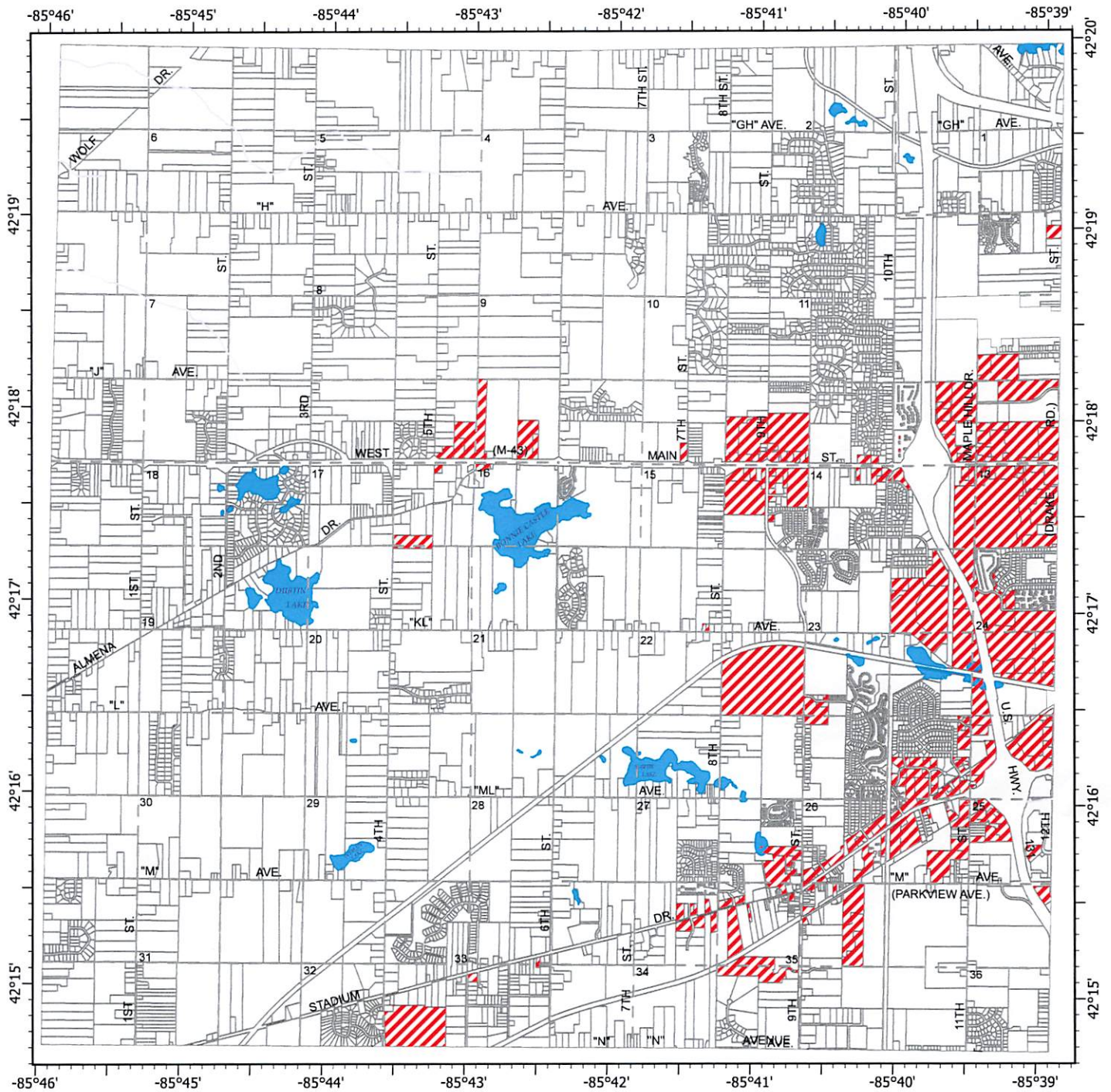
Dusty Farmer, Township Clerk









# Oshtemo Charter Township

## Fire & Safety Special Assessment District #2

Kalamazoo County, Michigan



### Legend

-  Fire and Safety Special Assessment District #2
-  Other Parcels
-  Section Lines
-  Oshtemo Township Boundary
-  Water Bodies
-  Waterways





**Budget Amendment Requests**

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
8/22/2023	Lubbert	General	101-701-70300	Salary PC/ZBA	\$ 15,000.00	101-000-40000	Carryover	\$ 15,000.00	N	This line item was not moved to the recommended column for 2023, so the dollars were not budgeted.	NO	NO
			<b>Total</b>		\$ 15,000.00	<b>Total</b>		\$ 15,000.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
8/23/2023	Street	Parks	107-756-80800	Consultant	\$ 10,000.00	107-756-97400	Capital Outlay Imp	\$ 10,000.00	Y	Survey for Fruit Belt Trail to determine the validity of a property owner claim to 30 ft of the property.	No	Yes
			<b>Total</b>		\$ 10,000.00	<b>Total</b>		\$ 10,000.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
8/23/2023	Bell	General	101-249-96300	Contracted Services	\$ 5,000.00	101-000-4000	Carryover	\$ 5,000.00	N	Surevey of Township Hall and Township Park property to reconfigure the legal description.	Yes	No
			<b>Total</b>		\$ 5,000.00	<b>Total</b>		\$ 5,000.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
9/4/2023	Gibson	Parks	107-756-85300	Telephones	\$ 2,600.00	101-000-40000	Carryover	\$ 2,600.00	N	Drake Farm Phone lines for the year. These were not put in the 2023 budget.	no	no
			<b>Total</b>		\$ 2,600.00	<b>Total</b>		\$ 2,600.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
9/5/2023	McComb	Capital	211-344-98100	Capital/Facilities	\$ 5,000.00	211-344-98100	Capital/Facilities	\$ 5,000.00	Y	Our fire station exhaust air handler broke and we need a replacement part, plus a spare for each end of the connection for the trucks. We are not asking for new funds, we are reallocating water softener funds.	No	Yes
			<b>Total</b>		\$ 5,000.00	<b>Total</b>		\$ 5,000.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
9/5/2023	Gibson	I.T.	101-228-97000	Capital Outlay	\$15,000.00	101-000-40000	Carryover	\$15,000.00	N	Additional money to cover meeting room A/V upgrade	Yes	no
			<b>Total</b>		\$ 15,000.00	<b>Total</b>		\$ 15,000.00				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
9/7/2023	Horner/Elliot	General	101-509-97600.PLATSW	ocal Street sidewalk repair & Main	\$2,912.99	101-509-97600.PLATSW	cal Street sidewalk repair & Ma	\$ 2,912.99	Yes	Approval to spend \$2,912.99 from local streets sidewalk repair & maintenance budget on greenspace restoration.	No	Yes
			<b>Total</b>		\$ 2,912.99	<b>Total</b>		\$ 2,912.99				

Date	Dept. Head	Fund Name	Funds Requested To			Funds Requested From			Authorization Only (no BA)?	Explanation of Request	Previously Discussed?	Within Approved Budget?
			GL Number	Description	Amount	GL Number	Description	Amount				
9/7/2023	Street	Maintenance Services	101-756-93100	Maintenance Services	\$ 2,912.99	101-756-93100	Maintenance Services	\$ 2,912.99	Yes	Approval to spend \$2,912.99 from maintenance services on greenspace restoration.	No	Yes
			<b>Total</b>		\$ 2,912.99	<b>Total</b>		\$ 2,912.99				

Grand Total	\$ 58,425.98
Total Added to Budget	\$ 37,600.00
Authorization Only	\$ 20,825.98
Total Not Previously Discussed with TB	\$ 38,425.98

REVIEW DATE 9/12/2023

SIGNATURE

*Cheri B*