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

March 13, 2018
BOARD WORK SESSION
6:00 p.m.
AGENDA

A. Call to Order
B. Public Comment
C. Update from Kalamazoo County
D. Request to Enter into Closed Session to Discuss:
    a. Attorney Memorandum Regarding KL Landfill, and
    b. Property Acquisition
E. Board/Committee Appointments
F. Other Updates & Business

REGULAR MEETING
7:15 p.m.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Comment on Non-Agenda Items
4. Consent Agenda
    a. Approve Minutes – February 27, 2018, Regular Meeting
    b. Receipts & Disbursements Report
    c. Revenue/Expenditure Report
    d. Drake Farmstead Park Phase II Budget Amendment
    e. NFPA 1 Fire Code 2018 edition - Second Reading
    f. 2018 Meeting Dates
    g. Purchasing Policy Amendments
    h. RCKC Non-Motorized Facility "Umbrella" Agreements
5. Consideration of KL Ave Future Path Retaining Wall – MDOT Bridge Project
6. Master Plan Amendment – Public Hearing
7. Consideration of Transfer of Class C/SDM Liquor License for EOA-O, LLC/Cekola/Jac's Oshtemo
8. Consideration of Consultant Work & Budget Amendment for Sidewalk Design & Estimating in Areas of Sanitary Sewer Phase I Projects
9. Other Township Business
10. Public Comment
11. Board Member Comments
12. Adjournment

Policy for Public Comment
Township Board Regular Meetings, Planning Commission & ZBA Meetings

All public comment shall be received during one of the following portions of the Agenda of an open meeting:

a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

b. After an agenda item is presented by staff and/or an applicant, public comment will be invited.
At the close of public comment there will be board discussion prior to call for a motion.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

All public comment offered during public hearings shall be directed, and relevant, to the item of business on which the public hearing is being conducted. Comment during the Public Comment or Citizen Comment on Non-Agenda Items may be directed to any issue.

All public comment shall be limited to four (4) minutes in duration unless special permission has been granted in advance by the Supervisor or Chairperson of the meeting.

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

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

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

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

While this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official to respond at a later date.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name; it is not required unless the speaker wishes to have their comment recorded in the minutes.

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

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

REVENUE AND EXPENDITURE REPORT FOR OSHTEMO CHARTER TOWNSHIP

PERIOD ENDING 03/31/2018

% Fiscal Year Completed: 24.66

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ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - General Fund					
Revenues					
40100	Carryover	1,181,889.00	1,251,965.00	1,251,965.00	0.00
40300	Current Real Property Tax	779,470.00	779,470.00	779,470.00	0.00
40400	Street Lights Tax	147,412.00	147,412.00	147,412.00	0.00
40900	Act 198 Tax Collection	2,500.00	2,500.00	2,500.00	0.00
43000	Payments in Lieu of Taxes	2,000.00	2,000.00	2,000.00	0.00
44500	Other Tax Related Revenue	0.00	0.00	(1,488.62)	100.00
44700	Property Tax Admin Fee	330,671.00	330,671.00	330,671.00	0.00
45200	Animal Licenses	200.00	200.00	200.00	0.00
45300	Manufactured Home Comm Fees	3,000.00	3,000.00	3,000.00	0.00
45400	Hawkers/Peddlers	100.00	100.00	100.00	0.00
47500	Miscellaneous	10,000.00	10,000.00	5,748.00	42.52
47600	Reimburse Revenue	13,000.00	13,000.00	13,000.00	0.00
47700	SRS-Right of Way	16,000.00	16,000.00	16,000.00	0.00
57400	SRS-Sales Tax Statutory	75,068.00	75,068.00	75,068.00	0.00
57500	SRS-Sales Tax Constitutional	1,758,164.00	1,758,164.00	1,758,164.00	0.00
57600	Other Grants	929,030.00	929,030.00	929,030.00	0.00
60500	Cable Fees	200,000.00	200,000.00	154,812.18	22.59
60700	Election Reimbursement	10,000.00	10,000.00	10,000.00	0.00
61500	Planning Fees	40,000.00	40,000.00	36,575.00	8.56
61700	Metal Recycling Revenue	3,400.00	3,400.00	3,400.00	0.00
63400	Grave Openings	10,000.00	10,000.00	4,086.28	59.14
64300	Sales of Lots	3,000.00	3,000.00	2,400.00	20.00
64500	Monument Installations	0.00	0.00	(226.80)	100.00
66500	Interest Earned	6,000.00	6,000.00	6,000.00	0.00
69900	SMBA Facility Fee	20,000.00	20,000.00	0.00	100.00
TOTAL REVENUES		5,540,904.00	5,610,980.00	5,529,886.04	1.45
Expenditures					
96540	Transfer to Police Fund	38,400.00	38,400.00	38,400.00	0.00
96550	Transfer to Other Funds	5,000.00	5,000.00	5,000.00	0.00
96560	Transfer to Parks Fund	220,000.00	220,000.00	220,000.00	0.00
70200	Salaries	145,026.00	145,026.00	117,541.45	18.95
70300	Salary-Staff	0.00	0.00	(192.81)	100.00
71500	Payroll Taxes - FICA	11,076.00	11,076.00	9,023.13	18.53
72200	Pension Plan	11,583.00	11,583.00	10,476.53	9.55
70200	Salaries	110,179.00	110,179.00	89,526.50	18.74
71500	Payroll Taxes - FICA	8,429.00	8,429.00	6,946.00	17.59
72200	Pension Plan	8,814.00	8,814.00	7,984.10	9.42
70200	Salaries	91,848.00	91,848.00	74,142.60	19.28
71500	Payroll Taxes - FICA	6,902.00	6,902.00	5,611.16	18.70
72200	Pension Plan	7,218.00	7,218.00	6,509.76	9.81
73000	Postage	4,500.00	4,500.00	4,251.43	5.52
70200	Salaries	28,000.00	28,000.00	24,170.00	13.68
71500	Payroll Taxes - FICA	2,142.00	2,142.00	1,849.00	13.68
72800	Supplies	8,400.00	8,400.00	8,372.26	0.33
73000	Postage	9,500.00	9,500.00	9,518.83	(0.20)
80800	Precinct Workers	40,000.00	40,000.00	40,925.00	(2.31)
90300	Legal Notices	3,000.00	3,000.00	3,000.00	0.00
72800	Supplies	3,000.00	3,000.00	2,186.08	27.13
80500	Computer Support	60,000.00	60,000.00	34,978.78	41.70
97000	Capital Outlay	24,000.00	28,275.00	25,728.00	9.01
70200	Salaries	115,795.00	115,795.00	93,908.32	18.90
70300	Board of Review Salaries	2,500.00	2,500.00	2,500.00	0.00
71500	Payroll Taxes - FICA	8,858.00	8,858.00	7,200.88	18.71
72200	Pension Plan	9,264.00	9,264.00	8,388.54	9.45
72800	Supplies	4,000.00	4,000.00	4,000.00	0.00
73000	Postage	6,000.00	6,000.00	3,019.45	49.68
80700	Contracted Appeals	55,000.00	55,000.00	50,876.60	7.50
82000	Engineering Fees	15,000.00	15,000.00	12,066.25	19.56
82600	Legal Fees	2,200.00	2,200.00	2,200.00	0.00
87000	Mileage	800.00	800.00	800.00	0.00
90300	Legal Notices	1,200.00	1,200.00	1,200.00	0.00
95800	Education/Dues	5,500.00	5,500.00	5,500.00	0.00
97000	Capital Outlay-Equipment	14,000.00	14,000.00	14,000.00	0.00
72800	Supplies	1,500.00	1,500.00	1,500.00	0.00
75100	Vehicle Maintenance	3,000.00	3,000.00	2,898.46	3.38
75300	Grounds Maint Equipment	3,200.00	3,200.00	2,912.98	8.97
75700	Tools & Supplies	1,500.00	1,500.00	1,453.55	3.10
76000	Facility Supplies	3,200.00	3,200.00	2,552.07	20.25
76600	Expendable Supplies	3,800.00	3,800.00	3,466.36	8.78
80500	Contracted Snow Removal	1,000.00	1,000.00	1,000.00	0.00
80600	Contracted Lawn Maintenance	11,000.00	11,000.00	11,000.00	0.00
80700	Weed Ordinance Mowing	500.00	500.00	500.00	0.00
80800	Contracted Grave Openings	10,000.00	10,000.00	7,450.00	25.50
86800	Fuel, Oil & Grease	1,800.00	1,800.00	1,729.56	3.91

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - General Fund					
Expenditures					
92000	Water	2,000.00	2,000.00	1,865.49	6.73
92100	Electric	22,000.00	22,000.00	17,890.93	18.68
92300	Heat	7,000.00	7,000.00	5,734.31	18.08
93100	Maintenance Services	23,000.00	23,000.00	21,975.68	4.45
97400	Capital Outlay	160,500.00	160,500.00	160,500.00	0.00
82500	Accounting & Audit Fees	58,000.00	58,000.00	57,580.00	0.72
82600	Legal Fees	10,000.00	10,000.00	8,658.00	13.42
71600	Health & Life Insurance	191,500.00	191,500.00	151,390.99	20.94
72500	Retiree Health Care	54,000.00	54,000.00	54,000.00	0.00
91100	Worker's Compensation	16,000.00	16,000.00	14,624.95	8.59
91200	General Insurance	36,400.00	36,400.00	36,042.00	0.98
70200	Salaries	106,319.00	106,319.00	79,295.42	25.42
70400	In Lieu Of Insurance	6,000.00	6,000.00	4,875.00	18.75
71500	Payroll Taxes - FICA	8,271.00	8,271.00	6,217.15	24.83
72200	Pension Plan	8,478.00	8,478.00	7,381.32	12.94
72800	Supplies	12,000.00	12,000.00	11,192.00	6.73
73000	Postage	12,000.00	12,000.00	9,500.00	20.83
75100	Vehicle Maintenance	1,500.00	1,500.00	1,063.90	29.07
80800	Contracted Services	67,500.00	67,500.00	65,600.00	2.81
82000	Engineering Fees	12,000.00	12,000.00	11,014.65	8.21
85300	Telephone	8,000.00	8,000.00	7,074.27	11.57
86800	Fuel, Oil & Grease	1,000.00	1,000.00	975.33	2.47
87000	Mileage	1,200.00	1,200.00	958.23	20.15
87200	New Hire Expenses	1,000.00	1,000.00	750.00	25.00
90300	Legal Notices	15,000.00	15,000.00	12,503.68	16.64
93300	Equipment Maintenance	6,000.00	6,000.00	6,396.38	(6.61)
95600	Household Hazard Waste	15,000.00	15,000.00	7,784.33	48.10
95700	Newsletter	16,000.00	16,000.00	8,785.18	45.09
95800	Education/Dues	20,000.00	20,000.00	16,654.81	16.73
95900	Trash Collection	46,750.00	46,750.00	46,750.00	0.00
96100	BOR/MTT Refunds	0.00	0.00	(3,160.78)	100.00
96300	Contingency Items	8,136.00	8,136.00	8,136.00	0.00
97600	Capital Outlay	20,000.00	20,000.00	(68,960.04)	444.80
97700	Capital Outlay / Equipment	5,000.00	5,000.00	5,000.00	0.00
70200	Salaries	256,118.00	256,118.00	207,292.73	19.06
71500	Payroll Taxes - FICA	15,885.00	15,885.00	12,425.43	21.78
72200	Pension Plan	20,489.00	20,489.00	18,536.00	9.53
72800	Supplies	1,000.00	1,000.00	974.01	2.60
80800	Contracted Legal Counsel/Temp Paraleg.	1,000.00	1,000.00	1,000.00	0.00
83000	Departmental Billings	(120,000.00)	(120,000.00)	(120,000.00)	0.00
87000	Mileage	250.00	250.00	222.75	10.90
95500	Law Library/Archives	12,000.00	12,000.00	10,325.48	13.95
95800	Education/Dues	1,000.00	1,000.00	1,000.00	0.00
97000	Capital Outlay	8,000.00	8,000.00	8,000.00	0.00
70200	Salaries	40,074.00	40,074.00	40,074.00	0.00
71500	Payroll Taxes - FICA	3,066.00	3,066.00	3,066.00	0.00
72200	Pension Plan	3,206.00	3,206.00	3,206.00	0.00
72800	Supplies	6,000.00	6,000.00	6,000.00	0.00
73000	Postage	0.00	500.00	478.10	4.38
92600	Street Lighting	145,000.00	145,000.00	134,378.20	7.33
95200	Road Project Costs	584,000.00	649,301.00	389,419.44	40.02
95300	Storm Sewer Costs	0.00	0.00	(12,035.73)	100.00
95800	EDUCATION/DUES	1,000.00	1,000.00	842.80	15.72
97600	Capital Outlay	2,202,000.00	2,202,000.00	2,189,281.77	0.58
70200	Salary	113,561.00	113,561.00	91,328.91	19.58
70300	SALARY-PC/ZBA	12,000.00	12,000.00	12,000.00	0.00
71500	Payroll Taxes - FICA	7,541.00	7,541.00	5,974.98	20.77
72200	Pension Plan	7,886.00	7,886.00	7,117.90	9.74
72800	Supplies	4,500.00	4,500.00	4,400.00	2.22
73000	Postage	3,000.00	3,000.00	3,000.00	0.00
80100	GIS Expense	6,000.00	6,000.00	5,141.53	14.31
80800	Consultants	31,840.00	31,840.00	31,762.89	0.24
82000	Engineering Fees	5,000.00	5,000.00	5,000.00	0.00
82600	Legal Fees	35,000.00	35,000.00	35,000.00	0.00
87000	Mileage	300.00	300.00	300.00	0.00
90300	Legal Notices	25,000.00	25,000.00	24,363.64	2.55
95800	Education/Dues	4,000.00	4,000.00	3,730.00	6.75
TOTAL EXPENDITURES		5,540,904.00	5,610,980.00	4,887,726.83	12.89
Fund 101 - General Fund:					
TOTAL REVENUES		5,540,904.00	5,610,980.00	5,529,886.04	1.45
TOTAL EXPENDITURES		5,540,904.00	5,610,980.00	4,887,726.83	12.89
NET OF REVENUES & EXPENDITURES		0.00	0.00	642,159.21	100.00

REVENUE AND EXPENDITURE REPORT FOR OSHTEMO CHARTER TOWNSHIP

PERIOD ENDING 03/31/2018

% Fiscal Year Completed: 24.66

ACCOUNT DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 107 - Parks					
Revenues					
40100	Carryover	193,678.00	193,678.00	193,678.00	0.00
46000	Donations - Restricted	0.00	0.00	(400.00)	100.00
46200	Grant Revenues	213,500.00	213,500.00	197,150.00	7.66
46300	Drake Farmstead Capital Campaign	150,000.00	150,000.00	150,000.00	0.00
47200	Rental Fee - Grange	4,000.00	4,000.00	3,100.00	22.50
47300	Rental Fee - Oshtemo Community Center	9,000.00	9,000.00	6,250.00	30.56
47400	Rental Fee - Twp Park Pavilion	6,000.00	6,000.00	5,190.00	13.50
47500	Rental Fee - Flesher Pavilion	2,500.00	2,500.00	1,450.00	42.00
47600	Rental Fee - Flesher Gazebo	200.00	200.00	200.00	0.00
66500	Interest Earned	7,000.00	7,000.00	7,000.00	0.00
67500	Transfer from General Fund	220,000.00	220,000.00	220,000.00	0.00
TOTAL REVENUES		805,878.00	805,878.00	783,618.00	2.76
Expenditures					
70210	Salaries	75,607.00	75,607.00	65,614.47	13.22
71500	Payroll Taxes - FICA	5,860.00	5,860.00	5,084.56	13.23
72200	Pension Plan	5,311.00	5,311.00	4,904.55	7.65
72800	Program/Marketing Supplies	2,000.00	2,000.00	2,000.00	0.00
75100	Vehicle Maintenance	1,000.00	1,000.00	848.21	15.18
75300	Grounds Maint Equipment	3,800.00	3,800.00	2,887.09	24.02
75700	Tools & Supplies	300.00	300.00	266.53	11.16
76000	Facility Supplies	3,900.00	3,900.00	3,823.06	1.97
76600	Expendable Supplies	3,800.00	3,800.00	3,776.40	0.62
80500	Contracted Snow Removal	1,000.00	1,000.00	1,000.00	0.00
80800	Consultant	72,200.00	72,200.00	70,792.01	1.95
82500	Accounting & Audit Fees	2,500.00	2,500.00	2,400.00	4.00
82600	Legal Fees	2,000.00	2,000.00	2,000.00	0.00
86800	Fuel, Oil & Grease	1,500.00	1,500.00	1,363.90	9.07
92000	Water	800.00	800.00	800.00	0.00
92100	Electric	9,700.00	9,700.00	8,111.05	16.38
92300	Heat	2,000.00	2,000.00	1,585.58	20.72
93100	Maintenance Services	23,500.00	23,500.00	22,224.43	5.43
95800	Education/Dues	800.00	800.00	3.60	99.55
97400	Capital Outlay/Improvements	562,300.00	562,300.00	561,851.86	0.08
97700	Capital Outlay/Equipment	15,000.00	15,000.00	15,000.00	0.00
98100	Capital Outlay/Drake House	8,000.00	8,000.00	6,749.17	15.64
98400	ROW Projects/Maint	3,000.00	3,000.00	3,000.00	0.00
TOTAL EXPENDITURES		805,878.00	805,878.00	786,086.47	2.46
Fund 107 - Parks:					
TOTAL REVENUES		805,878.00	805,878.00	783,618.00	2.76
TOTAL EXPENDITURES		805,878.00	805,878.00	786,086.47	2.46
NET OF REVENUES & EXPENDITURES		0.00	0.00	(2,468.47)	100.00

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - Fire					
Revenues					
40100	Carryover	355,623.00	359,898.00	359,898.00	0.00
40200	Current Property Tax Levy	1,461,947.00	1,461,947.00	1,461,947.00	0.00
40900	Act 198 Tax Collection	540.00	540.00	540.00	0.00
43000	Payments in Lieu of Taxes	27,000.00	27,000.00	27,000.00	0.00
47500	Miscellaneous	0.00	0.00	(102.90)	100.00
47700	False Alarm Fines	500.00	500.00	500.00	0.00
47800	PEO Mileage Reimbursement	1,000.00	1,000.00	1,000.00	0.00
48000	Federal Grant	0.00	0.00	(19,873.80)	100.00
66500	Interest Earned	2,000.00	2,000.00	2,000.00	0.00
67300	Transfer from Other Funds	5,000.00	5,000.00	5,000.00	0.00
TOTAL REVENUES		1,853,610.00	1,857,885.00	1,837,908.30	1.08
Expenditures					
70200	Salaries	634,026.00	634,026.00	513,426.44	19.02
70400	In Lieu Of Insurance	2,340.00	2,340.00	1,890.00	19.23
71500	Payroll Taxes - FICA	50,722.00	50,722.00	41,781.69	17.63
71600	Health & Life Insurance	100,570.00	100,570.00	76,959.19	23.48
72200	Pension Plan	50,722.00	50,722.00	45,247.85	10.79
72500	Clothing Allowance	19,764.00	19,764.00	18,327.38	7.27
72600	Retiree Health Care	39,600.00	39,600.00	39,600.00	0.00
82500	Accounting & Audit Fees	5,000.00	5,000.00	4,650.00	7.00
82600	Legal Fees	3,000.00	3,000.00	3,000.00	0.00
87000	Mileage	500.00	500.00	460.50	7.90
95500	Education Reimbursement	2,000.00	2,000.00	2,000.00	0.00
95900	Continuing Education	35,185.00	35,185.00	30,733.51	12.65
96300	Admin Contingency	5,000.00	5,000.00	5,000.00	0.00
70500	Fire Pay - On Call	70,238.00	70,238.00	59,786.93	14.88
70600	Relief Driver Pay	102,201.00	102,201.00	87,748.03	14.14
70700	Education & Training	34,879.00	34,879.00	33,377.31	4.31
70800	Work Detail Pay	4,955.00	4,955.00	4,685.72	5.43
70900	Station Staffing/Part Time	125,603.00	125,603.00	103,704.75	17.43
71500	Payroll Taxes - FICA	4,972.00	4,972.00	4,079.96	17.94
71800	Fire Dept Maintenance	5,000.00	5,000.00	3,038.11	39.24
72200	Pension Plan	34,287.00	34,287.00	29,325.95	14.47
72800	Supplies	8,000.00	8,000.00	7,910.04	1.12
72900	Petty Cash	500.00	500.00	500.00	0.00
75500	EMS Supplies	6,246.00	6,246.00	4,894.32	21.64
75700	Tools & Supplies	3,000.00	3,000.00	2,977.18	0.76
76000	Training Supplies	6,700.00	6,700.00	6,700.00	0.00
76100	Public Education	6,211.00	6,211.00	6,211.00	0.00
76600	Equipment	17,128.00	17,128.00	17,128.00	0.00
80900	Computer Operations	57,530.00	61,805.00	57,930.19	6.27
85100	Radio Maintenance	4,760.00	4,760.00	4,575.50	3.88
85300	Telephone	13,040.00	13,040.00	12,023.05	7.80
86700	Vehicle Operations	105,420.00	105,420.00	92,679.81	12.09
86800	Fuel	30,000.00	30,000.00	27,198.03	9.34
87100	Physical Exams	28,850.00	28,850.00	28,653.00	0.68
87200	New Hire Expenses	2,500.00	2,500.00	1,757.00	29.72
91200	General Insurance	138,961.00	138,961.00	128,877.30	7.26
92000	Water	1,500.00	1,500.00	1,377.97	8.14
92100	Electric	25,000.00	25,000.00	19,417.16	22.33
92300	Heat	16,000.00	16,000.00	12,441.99	22.24
93100	Building Maintenance	24,700.00	24,700.00	22,316.56	9.65
93300	Equipment Maintenance	22,000.00	22,000.00	21,483.79	2.35
96100	BOR/MTT Refunds-Operations Fund	0.00	0.00	(1,167.63)	100.00
96300	Operations Contingency	5,000.00	5,000.00	5,000.00	0.00
TOTAL EXPENDITURES		1,853,610.00	1,857,885.00	1,589,707.58	14.43
Fund 206 - Fire:					
TOTAL REVENUES		1,853,610.00	1,857,885.00	1,837,908.30	1.08
TOTAL EXPENDITURES		1,853,610.00	1,857,885.00	1,589,707.58	14.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	248,200.72	100.00

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 207 - Police					
Revenues					
40200	Current Property Tax Levy	1,289,272.00	1,289,272.00	1,289,272.00	0.00
45200	Liquor License Fees	18,000.00	18,000.00	17,500.00	2.78
65000	Ordinance Violations-8th District Cou	40,000.00	40,000.00	32,573.20	18.57
65100	General Ordinance Violations	1,500.00	1,500.00	1,312.00	12.53
65400	False Security Alarm Fines	0.00	0.00	(2,100.00)	100.00
65600	Parking Violations	5,000.00	5,000.00	3,880.00	22.40
65700	Rental Housing Inspection Application	3,000.00	3,000.00	2,430.00	19.00
65800	Sidewalk Permit/Inspection	1,500.00	1,500.00	1,400.00	6.67
66500	Interest Earned	600.00	600.00	600.00	0.00
67500	Transfer from General Fund	38,400.00	38,400.00	38,400.00	0.00
TOTAL REVENUES		1,397,272.00	1,397,272.00	1,385,267.20	0.86
Expenditures					
70200	Salary/Contract Administrator	1,000.00	1,000.00	1,000.00	0.00
71500	Payroll Taxes - FICA	77.00	77.00	77.00	0.00
72200	Pension Plan	80.00	80.00	80.00	0.00
72800	Supplies	1,000.00	1,000.00	1,000.00	0.00
80200	Protection Contract - KC	1,182,936.00	1,182,936.00	985,780.00	16.67
80300	KCSD Satellite Office	11,000.00	11,000.00	11,000.00	0.00
82500	Accounting & Audit Fees	1,600.00	1,600.00	883.75	44.77
82600	Legal Fees-8th District Court	40,000.00	40,000.00	40,000.00	0.00
96100	BOR/MTT Refunds	0.00	0.00	(510.40)	100.00
97000	Capital Outlay	25,000.00	25,000.00	25,000.00	0.00
71500	Payroll Taxes - FICA	400.00	400.00	395.94	1.02
72200	Pension Plan	500.00	500.00	471.90	5.62
72800	Supplies	500.00	500.00	500.00	0.00
80900	Parking Enforcement Officers	5,000.00	5,000.00	4,719.03	5.62
87000	PEO Mileage	1,000.00	1,000.00	1,000.00	0.00
70200	Salaries	33,304.00	33,304.00	27,188.88	18.36
71500	Payroll Taxes - FICA	2,548.00	2,548.00	2,082.43	18.27
72200	Pension Plan	2,664.00	2,664.00	2,419.38	9.18
72800	Supplies	1,500.00	1,500.00	1,500.00	0.00
82600	Legal Fees	7,500.00	7,500.00	7,500.00	0.00
TOTAL EXPENDITURES		1,317,609.00	1,317,609.00	1,112,087.91	15.60
Fund 207 - Police:					
TOTAL REVENUES		1,397,272.00	1,397,272.00	1,385,267.20	0.86
TOTAL EXPENDITURES		1,317,609.00	1,317,609.00	1,112,087.91	15.60
NET OF REVENUES & EXPENDITURES		79,663.00	79,663.00	273,179.29	242.92

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 211 - Fire Equipment					
Revenues					
40100	Carryover	154,613.00	154,613.00	154,613.00	0.00
40200	Current Property Tax Levy	365,487.00	365,487.00	365,487.00	0.00
43000	Payments in Lieu of Taxes	8,000.00	8,000.00	8,000.00	0.00
47500	Miscellaneous	0.00	0.00	(28,645.02)	100.00
66500	Interest Earned	1,500.00	1,500.00	1,500.00	0.00
67300	Sales-Fixed Assets	200,000.00	200,000.00	200,000.00	0.00
TOTAL REVENUES		729,600.00	729,600.00	700,954.98	3.93
Expenditures					
76600	Personal Protective Equipment	42,225.00	42,225.00	28,666.84	32.11
82500	Accounting & Audit Fees	1,000.00	1,000.00	900.00	10.00
96100	BOR/MTT Refunds	0.00	0.00	(291.91)	100.00
97600	Vehicle	575,000.00	575,000.00	575,000.00	0.00
98000	Equipment & Facilities	106,375.00	106,375.00	106,375.00	0.00
98800	Contingency	5,000.00	5,000.00	5,000.00	0.00
TOTAL EXPENDITURES		729,600.00	729,600.00	715,649.93	1.91
Fund 211 - Fire Equipment:					
TOTAL REVENUES		729,600.00	729,600.00	700,954.98	3.93
TOTAL EXPENDITURES		729,600.00	729,600.00	715,649.93	1.91
NET OF REVENUES & EXPENDITURES		0.00	0.00	(14,694.95)	100.00

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	AVAILABLE BALANCE (ABNORMAL)	% BDGT USED
Fund 249 - Building						
Revenues						
40100	Carryover	69,816.00	69,816.00		69,816.00	0.00
66400	Interest on Investments	700.00	700.00		700.00	0.00
TOTAL REVENUES		70,516.00	70,516.00		70,516.00	0.00
Expenditures						
70200	Salaries/Clerical	33,304.00	33,304.00		27,188.62	18.36
71500	Payroll Taxes - FICA	2,548.00	2,548.00		2,082.43	18.27
72200	Pension Plan	2,664.00	2,664.00		2,419.37	9.18
82400	Contracted Bldg Plan Review	1,800.00	1,800.00		0.00	100.00
82500	Accounting & Audit Fees	1,200.00	1,200.00		1,100.00	8.33
82600	Legal Fees	7,500.00	7,500.00		7,500.00	0.00
95800	Education/Dues	1,500.00	1,500.00		1,500.00	0.00
97600	Capital Outlay	20,000.00	20,000.00		20,000.00	0.00
TOTAL EXPENDITURES		70,516.00	70,516.00		61,790.42	12.37
Fund 249 - Building:						
TOTAL REVENUES		70,516.00	70,516.00		70,516.00	0.00
TOTAL EXPENDITURES		70,516.00	70,516.00		61,790.42	12.37
NET OF REVENUES & EXPENDITURES		0.00	0.00		8,725.58	100.00

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 490 - Sewer					
Revenues					
65000	Mortgage/Contract/SAD/FF	660,000.00	660,000.00	647,202.50	1.94
66400	Interest on Investments	2,000.00	2,000.00	2,000.00	0.00
68000	Benefit Fees	182,000.00	182,000.00	151,383.52	16.82
68200	Debt Proceeds	425,000.00	425,000.00	425,000.00	0.00
68300	Debt Service Connection Charges	42,746.00	42,746.00	42,746.00	0.00
68500	Surcharge	30,000.00	30,000.00	23,651.95	21.16
69600	Miscellaneous Revenue	360,000.00	360,000.00	360,000.00	0.00
TOTAL REVENUES		1,701,746.00	1,701,746.00	1,651,983.97	2.92
Expenditures					
70200	Salaries/Clerical	55,575.00	55,575.00	44,342.11	20.21
71500	Payroll Taxes - FICA	4,252.00	4,252.00	3,432.27	19.28
72200	Pension Plan	4,446.00	4,446.00	3,996.66	10.11
80800	Audit Fees	1,500.00	1,500.00	1,400.00	6.67
81000	Legal Fees	10,000.00	10,000.00	10,000.00	0.00
82000	Engineering Fees	853,000.00	853,000.00	823,032.66	3.51
95800	Professional Fees	25,000.00	25,000.00	24,000.00	4.00
96400	Construction Costs	171,000.00	171,000.00	(46,015.14)	126.91
99600	Debt Service	255,000.00	255,000.00	255,000.00	0.00
TOTAL EXPENDITURES		1,379,773.00	1,379,773.00	1,119,188.56	18.89
Fund 490 - Sewer:					
TOTAL REVENUES		1,701,746.00	1,701,746.00	1,651,983.97	2.92
TOTAL EXPENDITURES		1,379,773.00	1,379,773.00	1,119,188.56	18.89
NET OF REVENUES & EXPENDITURES		321,973.00	321,973.00	532,795.41	65.48

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 491 - Water					
Revenues					
40100	Carryover	77,428.00	77,428.00	77,428.00	0.00
65000	Mortgage/Contract/SAD/FF	40,000.00	40,000.00	40,000.00	0.00
66400	Interest on Investments	2,000.00	2,000.00	2,000.00	0.00
68000	Benefit Fees	45,000.00	45,000.00	41,300.00	8.22
68100	Curb Box Fees	30,000.00	30,000.00	30,000.00	0.00
68500	Surcharge	70,000.00	70,000.00	44,197.59	36.86
TOTAL REVENUES		264,428.00	264,428.00	234,925.59	11.16
Expenditures					
70200	Salaries/Clerical	15,502.00	15,502.00	12,546.71	19.06
71500	Payroll Taxes - FICA	1,186.00	1,186.00	959.91	19.06
72200	Pension Plan	1,240.00	1,240.00	1,121.80	9.53
80800	Audit Fees	1,500.00	1,500.00	1,400.00	6.67
82000	Engineering Fees	5,000.00	5,000.00	4,516.35	9.67
82600	Legal Fees	10,000.00	10,000.00	10,000.00	0.00
95800	Professional Fees	25,000.00	25,000.00	24,000.00	4.00
96400	Construction Costs	175,000.00	175,000.00	172,828.20	1.24
96600	Curb Box Installations	30,000.00	30,000.00	30,000.00	0.00
TOTAL EXPENDITURES		264,428.00	264,428.00	257,372.97	2.67
Fund 491 - Water:					
TOTAL REVENUES		264,428.00	264,428.00	234,925.59	11.16
TOTAL EXPENDITURES		264,428.00	264,428.00	257,372.97	2.67
NET OF REVENUES & EXPENDITURES		0.00	0.00	(22,447.38)	100.00

PERIOD ENDING 03/31/2018
% Fiscal Year Completed: 24.66

ACCOUNT	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 900 - DDA Fund					
Revenues					
40100	Carryover	48,000.00	48,000.00	48,000.00	0.00
40300	Current Real Property Tax	132,000.00	132,000.00	132,000.00	0.00
66500	Interest Earned	400.00	400.00	400.00	0.00
TOTAL REVENUES		180,400.00	180,400.00	180,400.00	0.00
Expenditures					
70300	Salaries-Staff	2,000.00	2,000.00	2,000.00	0.00
72800	Supplies	500.00	500.00	500.00	0.00
73000	Postage	500.00	500.00	500.00	0.00
80100	Community Events	750.00	750.00	750.00	0.00
80800	Consultants	72,000.00	72,000.00	69,892.80	2.93
82500	Accounting & Audit Fees	2,000.00	2,000.00	1,900.00	5.00
82600	Legal Fees	2,000.00	2,000.00	2,000.00	0.00
90300	Legal Notices	500.00	500.00	500.00	0.00
93300	Repairs and Maintenance	6,000.00	6,000.00	5,620.00	6.33
97500	Capital Outlay/Obligated Projects	94,150.00	94,150.00	89,190.75	5.27
TOTAL EXPENDITURES		180,400.00	180,400.00	172,853.55	4.18
Fund 900 - DDA Fund:					
TOTAL REVENUES		180,400.00	180,400.00	180,400.00	0.00
TOTAL EXPENDITURES		180,400.00	180,400.00	172,853.55	4.18
NET OF REVENUES & EXPENDITURES		0.00	0.00	7,546.45	100.00
TOTAL REVENUES - ALL FUNDS		12,544,354.00	12,618,705.00	12,375,460.08	1.93
TOTAL EXPENDITURES - ALL FUNDS		12,142,718.00	12,217,069.00	10,702,464.22	12.40
NET OF REVENUES & EXPENDITURES		401,636.00	401,636.00	1,672,995.86	316.55

Memorandum

Date: March 9, 2018

To: Township Board

From: Karen High, Parks Director

Subject: Update on Drake Farmstead Park Phase II Contract for Professional Design Services and Request for Budget Amendment

OBJECTIVE

To inform the Board of a recommendation from the Parks Committee to enter into a contract with OCBA for professional design services for Drake Farmstead Park Phase II. Contract amount for MNRTF grant scope is $14,750 plus $6,000 allowance for topographic surveying and $4,000 allowance for geotechnical evaluation and materials testing during construction for a total of $24,750. Additional items, outside the MNRTF grant scope, include $2,850 for trail design and $1,600 to update the Drake Farmstead Park Master Plan. Total contract amount is $29,200. No new funds are requested. However, a budget amendment is needed to shift funds within the Parks budget. (See attached Budget Amendment form for details.)

INFORMATION

In December 2017, the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees recommended that Oshtemo Township receive a $136,500 development grant for Phase II improvements to Drake Farmstead Park. The Township Board authorized match funds of $58,500 on March 14, 2017. Total project funding is $195,000.

Grant funds will become available after approval by the Legislature and appropriation to the Michigan Department of Natural Resources (DNR). This is a formality and is expected to occur in the near future. In the meantime, the DNR recommends that Oshtemo make arrangements with a design professional in order to proceed as soon as funds are appropriated.

The Parks Committee carefully considered the best approach for implementing this next phase of improvements at Drake Farmstead Park. At their February 22, 2018 meeting, they recommended that the Township Board approve a contract with OCBA for $29,200. OCBA's scope of work includes developing final design and construction documents, assisting with bidding, and providing construction administration services during construction for trails, picnic shelter and outdoor classroom, parking, and site furnishings.

Three items in OCBA's contract are outside of the MNRTF grant scope but would best be completed concurrently with the project. These items include designing trails for the reconstructed prairie area ($1,250) and for an extended trail system to and around the pond on the adjacent property to the west of the Farmstead ($1,600) and updating the Drake Farmstead Park Master Plan graphic to reflect recent changes ($1,600).

7275 W. Main Street
Kalamazoo, MI 49009
(269) 216-5220
Fax (269) 375-7180
www.oshtemo.org

Working with the Township Parks Committee, OCBA prepared the Master Plan for Drake Farmstead Park in 2015 and thus are very familiar with the opportunities and constraints presented by the site. They provided design services for driveway improvements, a barrier-free ramp, and site work surrounding the multi-purpose building at the Drake Farmstead in 2017. In addition, OCBA provided professional design services for Oshtemo's MNRTF development projects at both Township Park and Flesher Field and are familiar with the grant requirements and coordination required by the Michigan DNR. For these reasons, as well as a reasonable percentage project fee of 8%, the Parks Committee recommends that the Township Board proceed with entering into an agreement with OCBA for landscape architectural design and contract document services.

Clear Form

BUDGET AMENDMENT REQUEST

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

Date: 03/09/2018

Department Head Name: Karen High

Fund Name: 107 Parks

			Amount	
Additional Funds Request for: (description and GL number)	Consultant - Drake Farmstead Phase II	107-756-80800.DRFMP2	$ 7,200.00	
				$ 7,200.00
Funds requested from: (description and GL number)	Capital Outlay/Improvements - Drake Farmstead Phase II	107-756-97400.DRFMP2	$ 7,200.00	
				$ 7,200.00

Explanation of request:

In preparing the 2018 budget, $20,000 was planned for consulting services for the MNRTF project at Drake Farmstead Park. Actual cost is $14,750 plus a $10,000 allowance for topographic survey and geotechnical evaluation, resulting in a deficit of $4,750. The survey and geotechnical cost was anticipated but was included in the construction budget rather than the consultant budget. In the same consultant line item of the 2018 budget, $5,000 was planned for trail design and land management. Actual cost for trail design ($2,850) and Forest Management Plan ($3,000) is $5,850, resulting in a deficit of $850. The Master Plan Update is a new expense and no funds were budgeted, resulting in a deficit of $1,600. This budget amendment proposes moving $7,200 ($4,750+$850+$1,600=$7,200) from the capital outlay/improvements line item for Drake Farmstead Park to this consultant line item to cover these consulting costs. This can be compensated by reducing the construction contingency to approximately 9%.

Supervisor Review: Pending
(pending or date reviewed)

Board Authorization: Pending
(pending or date authorized)

Memo

charter township
oshtemo
est. 1839

To: Oshtemo Charter Township Board

From: James W. Porter JWP

Date: February 23, 2018

Subject: Adoption of New National Fire Protection Association ("NFPA 1") Fire Code

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OBJECTIVE

To accept for first reading the proposed NFPA 1 Fire Code, 2018 Edition, Ordinance

BACKGROUND

As with all national codes, they are updated on a periodic basis, and your Township Fire Department is requesting the Board to adopt the newest fire prevention code known as the National Fire Protection Association ("NFPA 1") Fire Code, 2018 Edition, along with annexes and index as set forth in the proposed Ordinance.

INFORMATION PROVIDED

Attached you will find a proposed Ordinance adopting the NFPA 1 Fire Code, 2018 Edition, with certain changes specific to Oshtemo Charter Township.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

To accept for consideration and first reading the attached NFPA 1 Fire Code, 2018 Edition, and set for second reading on March 13, 2018.

CHARTER TOWNSHIP OF OSHTEMO ORDINANCE NO. _____

ADOPTION OF NFPA 1 FIRE CODE

Adopted: _____, 2018

Effective: _____, 2018

An Ordinance to adopt by reference the NATIONAL FIRE PROTECTION ASSOCIATION ("NFPA 1") FIRE CODE, 2018 EDITION, and ANNEXES and INDEX; to prescribe regulations for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion; to amend certain provisions of the said NFPA 1 FIRE CODE 2018 relating to regulations for the safeguarding of life and property; application; conflicts between different codes; open fires; gas fired grills, existing apartments buildings and means of egress inspections; and to repeal existing Ordinances or parts of Ordinances in conflict herewith.

THE CHARTER TOWNSHIP OF OSHTEMO

KALAMAZOO COUNTY, MICHIGAN,

ORDAINS:

SECTION I. TITLE.

This Ordinance shall be known and cited as the "Oshtemo Charter Township Fire Code Ordinance."

SECTION II. PURPOSE.

This Ordinance is adopted pursuant to the authority vested in townships by Section 1 of 1945 PA 246, as amended (MCL 41.181), Section 13 of 1947 PA 359, as amended (MCL 42.13) and Section 5 of 1951 PA 33, as amended (MCL 41.805), the purpose of which is to adopt a Uniform Fire Code with annexes, index, and amendments thereto; to prescribe regulations for the safeguarding to a reasonable degree of life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises.

SECTION III. ADOPTION OF "NFPA 1 FIRE CODE, 2018 EDITION"

A certain document or booklet, which is marked and entitled as "NFPA 1 FIRE CODE, 2018 EDITION" and the annexes and index thereto, said Code being published by the National Fire Protection Association, except Annexes B, C and D which shall be excluded from adoption, official copies of which are on file in the office of the Township Clerk and which may be examined by the general public during regular business hours or by appointment, is hereby adopted by reference as if fully set forth herein. Each and all of the regulations, provisions, penalties, conditions and terms thereof, except as excluded herein or as they may hereafter be modified, shall be deemed adopted and made a part hereof by this reference as if fully set forth in this Ordinance.

SECTION IV. CONFLICTS.

Section 1.3.1 of the said NFPA 1 FIRE CODE, 2018 EDITION, regarding "Conflicts" is hereby amended to add Section 1.3.3.1 as follows:

1.3.3.1. Where a conflict between this document and the Michigan Construction Code occurs, the specific requirements of the Michigan Construction Code shall apply, except as otherwise provided herein.

SECTION V. BOARD OF APPEALS.

Section 1.10.1.1.2 of the said NFPA 1 FIRE CODE, 2018 EDITION, is hereby amended to read as follows:

1.10.1.1.2. A Board of Appeals shall be established consisting of five to seven members and alternate members who shall be appointed by the Charter Township of Oshtemo Board of Trustees by reason of education, experience, and knowledge and are deemed to be competent to sit in judgment on matters concerning this Code and its enforcement.

SECTION VI. OPEN FIRES.

Sections 10.10.4 through 10.10.8 of the said NFPA 1 FIRE CODE, 2018 EDITION, is hereby amended by the deletion of subsections 10.10.4 through 10.10.8 thereunder and by the addition of the following language:

10.10.4 Open fires, incinerators and cooking equipment shall be regulated by a separate Township Ordinance.

SECTION VII. MONITORING FOR INTEGRITY

Section 13.7.1.4.2 of said NFPA 1 Fire Code, 2018 Edition, is hereby amended to read as follows:

13.7.1.4.2 Fire alarm systems required by the Michigan or International Building Code shall be monitored by a listed central station as defined by NFPA 72. A Certificate or Placard shall be issued by a recognized listing organization that has listed the prime contractor for all newly installed fire alarm systems in commercial occupancies in accordance with NFPA 72. This regulation shall apply to all fire alarm systems that are newly installed in commercial occupancies for which permits are required by the Township of Oshtemo on or after May 1, 2018. Any existing fire alarm system in a commercial occupancy wherein the fire alarm control panel and/or alarm system components are to be replaced shall be considered newly installed for the purposes of this section. Also, where there is reasonable cause due to non-compliance or faulty conditions, the fire code official may require an existing fire alarm system meet the same requirement as a newly installed system. Central station service in full compliance with NFPA 72 shall be maintained at the protected property, so long as the requirement for the fire system exists.

SECTION VIII. EXISTING APARTMENT BUILDINGS.

Section 13.7.2.17.1 of the said NFPA 1 Fire Code, 2018 Edition, is hereby amended to read as follows:

13.7.2.17.1 Apartment buildings with more than two stories or with more than 11 dwellings units, other than those meeting 13.7.2.17.2, shall be provided with a fire alarm system in accordance with 13.7 and NFPA 101, except as modified by 30.3.4.1 through 30.3.4.6.5 of NFPA 101.

SECTION IX. FIRE ALARM EVACUATION.

Any time an alarm signal sounds within a building, all occupants of the building shall immediately begin to evacuate the structure in an orderly fashion or relocate to the predetermined location as approved by the Authority Having Jurisdiction for the subject building until a recall or dismissal signal is given by the Oshtemo Charter Township Fire Department. Failure to evacuate shall constitute a municipal civil infraction subject to the penalties as set forth in Section XI.

SECTION X. FIRE CODE ENFORCEMENT.

Consistent with Chapter 1 of the Uniform Fire Code, NFPA 1, Oshtemo Charter Township is the Authority Having Jurisdiction to enforce the present Fire Code. Oshtemo Charter Township hereby designates as its exclusive enforcing official the Township Fire Chief and/or his duly authorized representative with the authority to issue municipal civil infractions or municipal ordinance violation notices upon any party determined to be in violation of the Oshtemo Charter Township Fire Code Ordinance.

SECTION XI. MAINTAINING ACCESS TO FIRE HYDRANTS.

In accordance with the adopted NFPA1 Fire Code, 2018 Edition, it shall be unlawful to obscure from view, damage, deface, obstruct or restrict the access to any fire hydrant or any Fire Department connection for the pressurization of fire suppression systems, including fire hydrants and Fire Department connections that are located on public or private streets and access lanes, or on private property. In order to avoid the obscuring or obstruction of fire hydrants, there shall be a 3-foot (914 mm) clear space maintained around the circumference of all fire hydrants. If any fire hydrant is obscured from view or its use obstructed by an abutting property owner, the Fire Department shall give notice of the obstruction to the abutting property owner, requesting him/her to remove the obstruction in accordance with these provisions. The property owner shall be given ten (10) days in which to comply. Upon failure to comply, the Fire Chief, or his designated representative may cause the removal of such obstructions.

SECTION XII. VIOLATIONS.

Any person, firm, association, partnership, corporation, or governmental entity that violates any of the provisions of this Ordinance or the Uniform Fire Code adopted hereunder shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
1st Offense within 3-year period*	$ 75.00	$ 500.00
2nd Offense within 3-year period*	$ 150.00	$ 500.00
3rd Offense within 3-year period*	$ 325.00	$ 500.00
4th or More Offense within 3-year period*	$ 500.00	$ 500.00

* Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which the Charter Township of Oshtemo has incurred in connection with the municipal civil infraction. In no case, however, shall costs of less than $9.00 nor more than $500.00 be ordered. In addition, the Charter Township of Oshtemo shall have the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation of this Ordinance exists shall constitute a separate violation of this Ordinance.

SECTION XIII. EFFECTIVE DATE, SEVERABILITY AND REPEAL OF CONFLICTING ORDINANCES.

The within Ordinance shall take effect immediately upon its publication following adoption by the Township Board. The provisions of this Ordinance are hereby declared to be severable. If any clause, sentence, paragraph, section or subsection is declared void or inoperable for any reason, it shall not affect any other part or portion thereof. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

DUSTY FARMER, CLERK
CHARTER TOWNSHIP OF OSHTEMO

4.f.

Oshtemo Township Board Meeting Dates – 2018
2nd Tuesday of the Month – 6:00 p.m. Board Work Session
4th Tuesday of the Month – 6:00 p.m. – Public Comment Session
All Regular Meetings – 7:15 p.m.

January 9
January 23 – Board Meeting - IT Work Group – 6 pm

February 13
February 20 – Board Meeting - Joint Boards - 6 pm
February 27

March 13
March 27 – Board Meeting - IT Work Group - 6 pm
March 27 – 7:15 pm

April 10

May 15
May 22 – Board Meeting - Joint Boards - 6 pm

June 12
June 26

July 10
July 24 – Board Meeting - IT Work Group – 6 pm
July 24 – 7:15 pm

August 14
August 27 – Budget Work Session- 1:00 - 3:00 p.m.
August 28 - Budget Work Session- 5:00 - 7:00 p.m.
Regular Meeting- 7:15 p.m.

September 11
September 18 – Board Meeting - Joint Boards – 6 pm
September 25- Budget Work Session- 4:00 – 8:00 p.m.

October 9
October 23

November 13
November 27 – Board Meeting - IT Work Group – 6pm
November 27 – 7:15

December 11

4.g.

OSHTEMO CHARTER TOWNSHIP

PURCHASING POLICY

Amendment Date: ~~November 14, 2017~~

General Purpose:

The purpose of this purchasing policy is to ensure the efficient procurement of appropriate goods and services for use in the normal and routine operation of the Charter Township of Oshtemo. This policy ensures the accountability, transparency, and ethical behavior of Township purchasing representatives yet supports an efficient process.

Summary Statement of Policy:

The policy is designed to serve as a guide for all purchases by Township employees and elected officials on behalf of Oshtemo Township.

Actual Policy as Written:

All purchases are ultimately the responsibility of the Township Supervisor and the Board of Trustees. Department Heads, ~~key staff,~~ and assigned employees shall be responsible for purchasing goods and services for their departments/area, such as for certain standard supplies and services. All purchases must be budgeted for, and properly documented, in accordance with this policy. This policy does not afford anyone the ability to make purchases in excess of what has been budgeted for their specific department budget. ~~Department Heads include Planning Director, Assessor, Attorney, Maintenance Director, and Fire Chief. Key staff include Parks Administrator and Township Engineer.~~ Purchasers shall not consider appropriations contained in the budget as a mandate to expend funds, nor does the budget constitute authorization to commit the Township to purchases, as such authorization originates from the provisions in this policy. This purchasing policy is based on dollar thresholds. The practice of separating the work of vendors into separate invoices to circumvent ~~is a violation of~~ the policy is prohibited.

Purchases should be awarded to the lowest responsible bidder. Consideration shall be given to: quality of goods/services; conformity with specifications; suitability to the requirements of the township; delivery of goods; and past performance of vendor. The Township shall attempt to purchase the highest quality goods and services in the best interest of the Township. In this process, the Township shall serve as an equal opportunity purchaser, favoring local vendors only when all other factors are equal.

Department Heads and ~~Key Staff~~ shall conduct ~~periodic (at least quarterly) and annual~~ monthly review of funds assigned to them. They shall provide a summary to the Supervisor as to the financial position and any variances of their department.

Non-Discrimination Requirements:

In accordance with the requirements of 1976 P.A. 453 (Michigan Civil Rights Act) and 1976 P.A. 220 (Michigan Handicapped Rights Act) and the Oshtemo Charter Township Non-Discrimination Ordinance No. 549 adopted August 27, 2013, to the greatest extent possible, the Township will do business with vendors of goods and services which "do not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, familial status, citizenship, gender identity, sexual orientation, genetic information, or because of a physical or mental disability/handicap that is unrelated to the person's ability to perform the duties of a particular job or position. Any vendor found to not comply with these requirements shall be ineligible to do business with the Township.

~~Authorization to Purchase~~

~~Petty Cash:~~

~~Miscellaneous purchases under $25 may be made using the petty cash fund. Petty cash is maintained by the Treasurer. Receipts must be submitted to the Treasurer for reimbursement. The Treasurer shall keep petty cash in his/her office and may designate additional areas in which petty cash may kept; e.g., in the Fire Department.~~

~~The Treasurer will review petty cash disbursements prior to replenishing the fund. Records of pretty cash distribution will be kept in the Treasurer's office and are available at all times for review.~~

~~Credit Cards (for employee use):~~

~~Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one time non routine items. Treasurer manages credit card availability to employees. Purchaser must submit detailed receipt to Clerk's office.~~

~~Purchases made on credit cards are subject to transaction and credit limits established for each individual card. A minimum transaction of five dollars ($5) is required for all credit card transactions.~~

~~Credit Cards (for payments made to Township):~~

~~Payments made to the Township for tax payments, application fees, etc. can be made using a credit card. The purchaser pays any fee established by the credit card company.~~

~~INSERT GRAPHIC~~

~~Employee~~ Authorization to Purchas~~ing~~e:

Purchasers are authorized and required to make purchases of goods or services through the formal requisition process using the purchase order program. Employees must get the following requisition authorization depending on the type of purchase they are requesting. Note: Supervisor, Treasurer or Clerk may determine any particular item can be presented for information to the Township Board. Department Heads will review budget monthly and submit reports, revisions and request amendments (use electronic Budget Amendment Journal Correcting Form – T Drive) to the Township Supervisor. The Supervisor, Clerk and Treasurer will review the budget quarterly to verify purchases are being made in accordance with purchasing policy and annual budget.

1) *Purchases that have been budgeted for in the annual budget $2,000 or less:* Purchaser initiates requisition using purchase order program, and Department Heads shall monitor sum of purchases for adherence to annual budget. The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition.

2) *Purchases that have been budgeted for in the annual budget for operations (no maximum) or for capital items $2,000 - $10,000*: Purchaser initiates requisition using purchase order program, and Department Heads shall monitor sum of purchases for adherence to annual budget.~~Purchaser must receive written or verbal authorization to purchase from their Department Head or Supervisor. Department Head or Supervisor shall monitor the sum of purchases for adherence to annual budget.~~ The Township Supervisor, Treasurer, or Clerk must then review and approve the requisition. The Department Head~~/Key Staff~~ must report this purchase to the Township Clerk requesting that the purchase be placed on the ~~Board which is typically accomplished through the~~ receipts and disbursements summary report issued monthly to the Township Board.

3) *Purchases that have been budgeted for in the annual budget for capital items >$10,000*: Capital purchases that have been budgeted for in the annual budget, including but not limited to large capital items such as vehicle purchases, road construction, water construction, and sewer construction, shall not require further Township Board approval. These capital items will be detailed to the Township Board during the annual budget meeting process. These items will be included in the annual budget in the blue detail line items within each General Ledger category. Department Heads will provide a written update on the consent agenda or presentation at the meeting will be provided to the Board on the purchasing process used and the selected vendor or contractor.

4) *Purchases that have not been budgeted for in the annual budget, less than or equal to $2,000*: Purchaser must first receive authorization from their Department Head and Supervisor, Clerk or Treasurer. Department Head ~~/key staff~~/Supervisor shall identify source of fund from the annual budget. Upon authorization, purchaser shall make requisition request using the purchase order program. The Township Board will be informed via

receipts and disbursements reports, and the Board will make budget, line item, adjustments for all such purchases no less than quarterly.

5) *Purchases that have not been detailed in the annual budget greater than $2,000, or purchases that end up costing more than the detailed amount in the annual budget:* Purchaser must first receive recommendation from their Department Head and the Township Supervisor. The Township Board must then both approve the requisition and amend the annual budget. Purchaser then creates requisition in the purchase order program.

Using the above guidelines, a purchase order must be generated ~~approval shall be secured~~ before the purchase is made.

There are three means by which the Township selects a service provider or material product. These are: a) sealed bids, b) informal quotes, and c) sole source purchasing. Refer to detail on each, below. It is the practice of Oshtemo Township to provide vendors with fair and equal opportunities to compete for work. Summaries shall state method used. Department Heads will review the method of procurement for vendor or service providers with the Township Supervisor.

Selecting Vendors/Service Providors:

A. Sealed Bid Procedure:

Sealed bids may be obtained using a request for proposal (RFP), a set of detailed specifications, or contract documents (plans and specifications). Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of appropriate professionals, contractors, or vendors. A minimum of three bids are recommended for all purchases over $10,000. Employees may choose to seek multiple bids for purchases less than or equal to $10,000 as well. The Township may choose to forego the bidding procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of bidding.

All bids received by the ~~Supervisor's Office~~ Township will be time/date stamped when received. All bids must be sealed when received; unsealed bids will not be accepted. Bids will be opened by the Township Supervisor or personnel appointed by the Supervisor at the place and time described in the bid advertisement and shall be open to the public. Once the bid opening process is complete, staff will prepare a written purchase recommendation. If approved, staff will inform the winning bidder. The Township reserves the right to reject any and all bids and is not required to accept the lowest bid. In general, the Township works in accordance with the Qualifications-Based Selection (QBS)*.

(*From online: "Qualifications-Based Selection (QBS) is a procurement process established by the United States Congress as a part of the Brooks Act[1] (Public Law 92-582; see also 40 USC

1101 et. seq.)[2] and further developed as a process for public agencies to use for the selection of architectural and engineering services for public construction projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee." Additional information on QBS in Michigan is available at www.qbs-mi.org).

B. Quoting Procedure:

Quotes may be obtained by means of discussion and/or written outline scope of services request. A minimum of three quotes from professionals, contractors, or vendors is recommended for substantive purchases. The Township may choose to forego the quoting procedure due to circumstances that would result in a savings to the Township and if the quality of services provided will not be diminished due to the lack of quoting.

All quotes received by the Supervisor's Office or designee will be time/date stamped when received. Quotes do not need to be sealed. Quotes may be opened at the time they are received. The approving party must approve or deny all purchases that have been quoted according to purchasing standards previously stated. The Township reserves the right to reject any and all quotes and is not required to accept the lowest quote. In general, the Township works in accordance with the quality based selection on all quotes.

C. Sole Source Purchasing:

In recognition that certain products and services are clearly superior and/or compatible with township operations, the approving party may determine that a specific product or vendor be the sole source of purchasing for the Township. In doing so, the items will be purchased without a formal bidding process. Examples of sole source purchasing include engineering, information technology, insurances, and auditing services.

Purchaser will periodically evaluate composite billings and compare sole source vendor with other vendors, for comparison of pricing and quality, and provide summary of review and decision. Suggested review period is every three years.

		~~Required Approvals~~					~~Typical Methods~~		
	~~Amount~~	~~Dept. Head / Key Staff~~	~~Twp. Supervisor~~	~~Clerk~~	~~Treasurer~~	~~Twp. Board~~	~~3 Quotes~~	~~Sealed Bids~~	~~Sole Source~~
~~Items Approved in Annual Budget~~	~~< $2,000~~	~~X or~~	~~X~~	~~X~~	~~X~~	-	-	-	~~X~~
	~~Operations and Capital~~	~~X~~	~~X~~	~~X~~	~~X~~	-	~~X~~	-	~~X~~

	items <$10,000								
	Capital Items *	X	X	X	X	-	X	X	X

* Capital Items are (see page 2 definition)

		Required Approvals					Typical Methods		
	Amount	Dept. Head / Key Staff	Twp. Supervisor	Clerk	Treasurer	Twp. Board	3 Quotes	Sealed Bids	Sole Source
Items Not-budgeted	< $2,000	X	X	X	X	-	-	-	-
	> $2,000	X	X	X	X	X	X	X	X

Methods of Payment:

Petty Cash:

Miscellaneous purchases under $25 may be made using the petty cash fund in accordance with this policy. Petty cash is maintained by the Treasurer. Receipts must be submitted to the Treasurer for reimbursement. The Treasurer shall keep petty cash in his/her office and may designate additional areas in which petty cash may kept; e.g., in the Fire Department.

The Treasurer will review petty cash disbursements prior to replenishing the fund. Records of pretty cash distribution will be kept in the Treasurer's office and are available at all times for review.

Checks:

Checks are the standard form of payment from the Township. A check will be issued through the purchase order process, unless another form of payment is requested.

Credit Cards (for employee use):

When no other payment method is available, Township credit cards may be used to make purchases from vendors where credit terms are not available (such as travel) as well as for one time non

routine items. Treasurer manages credit card availability to employees. **Please see the Township's Credit Card Policy**. Purchaser must submit detailed receipt to Clerk's office.

Purchases made on credit cards are subject to transaction and credit limits established for each individual card. A minimum transaction of five dollars ($5) is required for all credit card transactions.

~~**Checks:**~~

Contracts:

In general, all contracts are approved through the Township Supervisor who by law is the purchasing agent for the Township. The Supervisor signs the contracts and may do so if signature aligns with purchasing policy herein (budget) and state law. The Treasurer and Clerk co-sign the payments.

Education and Training:

The employee's Department Head shall approve all requests for continuing education, conferences, and external training, prior to registration. Department Head shall approve based on annual budgeted education/training line item and shall not exceed the annual appropriated amount without budget amendment per previous guidelines.

Cooperative Government Contracts:

Should the Township be able to secure quality products at favorable prices by joining with other local units of government, or participating in a State of Michigan or federal government purchasing program, the Township Supervisor may waive the formal bidding process.

Emergency Purchases:

Emergency purchases can be authorized only when health, safety, and/or welfare of Township residents or their property are endangered through unexpected circumstances, when normal operations of the Township would be severely hampered by a long delay, or when Township property or employees are endangered through unexpected circumstances. Normal purchasing procedures outlined in this policy may be suspended when such circumstances exist. In the case of an emergency situation, the Township Supervisor, Treasurer, Clerk, ~~or~~ Fire Chief, or Maintenance Director can authorize the immediate purchase of any materials, supplies, equipment, or services needed to resolve the emergency situation. The Supervisor will report all emergency purchases to the Township Board at its next scheduled meeting.

Change Orders (Within Annual Budget Detail):

Staff & Supervisor are expected to document all change orders through the purchase order program in excess of 10% of the original contracted price. Approval is subject to Supervisor review and approval and availability of funds.

Change Orders: (Outside Annual Budget Detail):

Supervisor or Staff will include up to an additional 10% of contract or specified lump sum amount in all project budgets for capital projects when submitting request to Township Board to award contract. Request will identify source of payment funds. As with any other budget approval, Board approval shall be subject to monies availability in either annual budget or in Township reserves. Subsequently, Supervisor can approve change orders within the additional approved budget amount. Supervisor shall work in consultation with consultants and/or Staff to make determination.

Tax Exempt Status:

Section 4 of the General Sales Tax Act, MCL 205.54(5); MSA 7.524(5) and Michigan Sales and Use Tax Rule, 1979 AC, R205.79, provide that sales to the United States Government, the State of Michigan and their political subdivisions, departments and institutions are not taxable when ordered and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. Statement is available upon request from the Clerk's office.

Forms:

Every Township vendor is required to complete an IRS W-9 form or have this form on record prior to the release of payment for goods and services.

Documentation:

When a purchase order is requested all supporting documentation should be attached to the requisition within the purchase order program (bids, board resolution, etc.). Once a purchase order requisition is approved, all invoices for goods and services ~~shall be returned to the Clerk's Office for processing.~~ will be attached in the accounts payable program. ~~The requisition shall be submitted to the Clerk's Office once approved. All supporting documentation should be attached to the requisition within the purchase order program (bids, board resolution, etc.).~~

This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board, and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members, Department Heads, and employees.

4.h.

Memo

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works

Date: March 8, 2018

Subject: Road Commission of Kalamazoo County Non-Motorized Facility "Umbrella" Agreements

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OBJECTIVE

To obtain Township Board approval for Supervisor to sign the Road Commission of Kalamazoo County (RCKC) Non-Motorized Facility "Umbrella" Agreements.

BACKGROUND

The RCKC has changed its policy on non-motorized facility agreements. In the past, a separate agreement between Oshtemo and the RCKC was required for each non-motorized facility that Oshtemo planned to construct. Now, one generic agreement will be needed for each type of non-motorized facility that Oshtemo intends to construct.

DISCUSSION:

The RCKC Non-Motorized Facility Policy from the RCKC webpage contains three template agreements for non-motorized facilities. Specifically, the three agreements are:

- Non-Motorized Facility
- Sidewalk Funded by Township Special Assessment District
- Sidewalk Funded by Township or Other Funds

The templates were used to develop three umbrella agreements. Two minor modifications were made to the template agreement:

- The phrase "more specifically" was deleted from the third paragraph because the specificity was not needed for a general agreement. The specificity will be provided in other documents such as the RCKC application for non-motorized facilities.

- The last condition was added to ensure the agreement is periodically reviewed.

Completion of these umbrella agreements will support Oshtemo plans to construct non-motorized facilities along Stadium Drive and KL Ave. It will also support any plans to construct sidewalks with the USDA sewer project, and the non-motorized plan to be developed by the ***Go!* Green Oshtemo** initiative.

Oshtemo Township Non-Motorized Facility "Umbrella" Agreement

WHEREAS, the Township of Oshtemo (hereinafter referred to as "Oshtemo") is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and:

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, Oshtemo desires to build non-motorized paths in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way;

WHEREAS, because the intended location of the non-motorized path is within the county road right-of-way, it is necessary for Oshtemo to obtain the consent of the RCKC prior to commencing construction of the non-motorized paths, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which the RCKC will grant its consent to Oshtemo to construct the non-motorized paths within the county road right-of-way;

NOW, THEREFORE, in consideration of the aforementioned premises and in furtherance thereof, it is hereby mutually agreed as follows:

1. Oshtemo will make application and apply for a permit and/or non-motorized facility project approval from the RCKC and agrees to abide by all terms and conditions imposed upon permit and non-motorized facility project applications. Oshtemo will construct the non-motorized path in accordance with the plans and designs prepared by its consultant or engineer and approved by Oshtemo, and the RCKC. Any deviation from the plans and designs must receive the prior written approval of Oshtemo and the RCKC. Oshtemo shall develop a non-motorized path project design package and submit the design package including a copy of the storm water drainage plan and calculations to the RCKC for review. The RCKC shall make final design decisions regarding non-motorized facility location with regard to driveways, intersection, signage, and drainage features in the county road right-of-way.

2. As owner of the facility, Oshtemo agrees to assume or assign to third parties as applicable, total and exclusive responsibility for maintenance, winter maintenance (including, but not limited to snow removal), signage, repair, and restoration of the non-motorized path for so long as the non-motorized path may exist. If, however, the non-motorized facility is a paved shoulder, RCKC will do maintenance, winter maintenance, repair, and restoration. RCKC reserves the right to require the removal of the non-motorized facility when necessary to accommodate a roadway improvement of the RCKC. In such an instance, Oshtemo shall be responsible for all costs associated with the removal and relocation of the non-motorized facility and for restoration of the county road right-of-way where the non-motorized path is located, to a condition reasonably similar to that in effect prior to the construction of the non-motorized path.

3. Oshtemo shall be responsible for all costs not covered by other funding. Oshtemo shall be responsible for RCKC staff time and administrative expenses related to this project. Prior to project advertisement by the Michigan Department of Transportation (MDOT), Oshtemo will deposit a check for ninety (90) percent of the estimated local cost of the construction project plus the RCKC overhead factor. All other invoices will be based on actual costs incurred. After construction is complete, the RCKC will conduct a final accounting to determine if any further payment is due or if a refund is due to Oshtemo. If bids come in ten (10) percent or less over the consultant's/engineer's estimate then the project will proceed to award. Oshtemo shall be responsible for all costs over the amount covered by Federal Transportation Alternatives funds. If

bids come in more than 10 percent over the consultant's/engineer's estimate, then Oshtemo will have an opportunity to request to reject all bids, or to proceed to award. If bids come in under the consultant's/engineer's estimate then the project will proceed to award. Any extras or increases which exceed the original programmed amount will be paid by Oshtemo.

4. For increased or extra items that may not be eligible for other funding, Oshtemo shall generate a Work Order for RCKC review prior to the work being done by the Contractor. The RCKC will invoice Oshtemo the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.

5. Oshtemo shall provide construction engineering services as stated in the MDOT Program Application for this project and in the MDOT Construction Manual. Construction engineering includes all of the file documentation and review Oshtemo shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. Oshtemo will also provide a copy of the project construction file to the RCKC for its records.

6. Oshtemo will agree to have its Consultant attend a project update meeting every two weeks or as needed to review the status of the project with the Contractor and to process construction status and payment request reports. Construction Engineering includes construction staking, right-of-way staking, materials sampling and testing, and acting as a storm water operator. Every two weeks, Oshtemo shall prepare a written report including inspector daily reports, Davis Bacon Wage Documentation review, status of materials certifications, materials testing reports, the MDOT contractor pay estimate, and any other submittal requirements.

7. Oshtemo shall reimburse the RCKC's cost in reviewing and administering the contract.

8. Oshtemo shall be responsible for any required land acquisition (including temporary grading permits). Oshtemo will submit the proposed right-of-way acquisitions for approval prior to acquiring the necessary additional right-of-way and shall have a qualified right-of-way specialist certify the right-of-way file prior to submitting it to the RCKC.

9. Oshtemo shall complete the RCKC tree notification form for any tree removals within the existing county road right-of-way. Compensation required by the property owner, in accordance with RCKC written policy, will be paid by Oshtemo. All county road right-of-way encroachments shall adhere to RCKC policy, any adjustments will be paid by Oshtemo.

10. Oshtemo agrees to be responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, Oshtemo shall submit a letter to the RCKC stating that they have reviewed utility conflicts, and have addressed any necessary utility relocation.

11. Upon completion of the installation of the non-motorized path, and final approval having been granted by the RCKC to Oshtemo, Oshtemo agrees to save harmless, indemnify and defend the RCKC from any and all claims for bodily injury or property damage or any other claims relating to or arising out of the construction, operation, use or continuing existence of the non-motorized path within the county road right-of-way.

12. This agreement shall be in effect as between the parties hereto upon the affixation of the signatures of the duly authorized officers of the RCKC and Oshtemo.

13. Both parties agree that changes may be requested to this agreement at any time. Any changes to this agreement shall not be in effect until the affixation of the signatures, and dated, by the duly authorized officers of the RCKC and Oshtemo. Both parties agree to review the agreement as necessary, but no later than January 1, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and their seals affixed hereto the day and year written below.

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO

By:_____

Joanna I. Johnson

Its: Managing Director

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Joanna Johnson, to me personally known, who, being by me duly sworn, did say that she is the Managing Director of the Board of County Road Commissioners of Kalamazoo County, Michigan, named in and which executed the within instrument and that said instrument was signed on behalf of said Road Commission, and said Managing Director acknowledged said instrument to be the free act and deed of said Commission.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

CHARTER TOWNSHIP OF OSHTEMO

By:_____

Elizabeth Heiny-Cogswell

Its: Supervisor

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Elizabeth Heiny-Cogswell, to me personally known, who, being by me duly sworn, did say that she is the Supervisor of the Charter Township of Oshtemo, Michigan, the municipal corporation named in and which executed the within instrument and that said instrument was signed on behalf of said Charter Township of Oshtemo, and said Elizabeth Heiny-Cogswell acknowledged said instrument to be the free act and deed of said municipal corporation.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

Oshtemo Township Sidewalk Funded by Township Special Assessment District "Umbrella" Agreement

WHEREAS, the Township of Oshtemo (hereinafter referred to as "Oshtemo") is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and:

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, Oshtemo desires to build sidewalks in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way;

WHEREAS, because the intended location of the sidewalk is within the county road right-of-way, it is necessary for Oshtemo to obtain the consent of the RCKC prior to commencing construction of the sidewalk, and;

WHEREAS, it is the desire and objective of the parties hereto, to set forth their mutual understanding with respect to the conditions under which the RCKC will grant its consent to Oshtemo to construct the sidewalk within the county road right-of-way;

NOW, THEREFORE, in consideration of the aforementioned premises and in furtherance thereof, it is hereby mutually agreed as follows:

1. Oshtemo will apply for a sidewalk project approval from the RCKC and agrees to abide by all terms and conditions imposed upon such approval. Oshtemo will construct the sidewalk in accordance with the plans and designs prepared by its consultant or engineer and approved by Oshtemo and the RCKC. Any deviation from the plans and designs must receive the prior written approval of Oshtemo and the RCKC. Oshtemo shall develop a sidewalk project design package and submit the design package including a copy of the storm water drainage plan and calculations to the RCKC for review. The RCKC shall make final design decisions regarding non-motorized facility location with regard to driveways, intersection, signage, and drainage features in the county road right-of-way.

2. As owner of the facility, Oshtemo agrees RCKC has no responsibility for sidewalk maintenance, winter maintenance (including, but not limited to snow removal/shoveling), signage, repair, and restoration of the sidewalk for so long as the sidewalk may exist. RCKC reserves the right to remove the sidewalk at its expense when necessary to accommodate a roadway improvement of the RCKC, but has no responsibility to relocate the sidewalk.

3. Oshtemo shall be responsible for all costs not covered by other funding. Oshtemo shall be responsible for RCKC staff time and administrative expenses related to this project. Prior to project advertisement by the Michigan Department of Transportation (MDOT), Oshtemo will deposit a check for ninety (90) percent of the estimated local cost of the construction project plus the RCKC overhead factor. All other invoices will be based on actual costs incurred. After construction is complete, the RCKC will conduct a final accounting to determine if any further payment is due or if a refund is due to Oshtemo. If bids come in ten (10) percent or less over the consultant's/engineer's estimate then the project will proceed to award. Oshtemo shall be responsible for all costs over the amount covered by other funds. If bids come in more than 10 percent over the consultant's/engineer's estimate, then Oshtemo will have an opportunity to request to reject all bids, or to proceed to award. If bids come in under the consultant's/engineer's estimate then the project will proceed to award. Any extras or increases which exceed the original programmed amount will be paid by Oshtemo.

4. For increased or extra items that may not be eligible for other funding, Oshtemo shall generate a Work Order for RCKC review prior to the work being done by the Contractor. The RCKC will invoice Oshtemo the amount of the Work Order as soon as it is determined. The amount of the Work Order is due within thirty (30) days of the invoice.

5. Oshtemo shall provide construction engineering services as stated in the MDOT Program Application for this project and in the MDOT Construction Manual. Construction engineering includes all of the file documentation and review necessary to close out the project, and is the responsibility of Oshtemo. Oshtemo shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. Oshtemo will also provide a copy of the project construction file to the RCKC for its records.

6. Oshtemo will agree to have its Consultant attend a project update meeting every two weeks or as needed to review the status of the project with the Contractor and to process construction status and payment request reports. Construction Engineering includes construction staking, right-of-way staking, materials sampling and testing, and acting as a storm water operator. Every two weeks, Oshtemo shall prepare a written report including inspector daily reports, Davis Bacon Wage Documentation review, status of materials certifications, materials testing reports, the MDOT contractor pay estimate, and any other submittal requirements.

7. Oshtemo shall reimburse the RCKC's cost in reviewing and administering the contract.

8. Oshtemo shall be responsible for any required land acquisition (including temporary grading permits). Oshtemo will submit the proposed right-of-way acquisitions for approval prior to acquiring the necessary additional right-of-way and shall have a qualified right-of-way specialist certify the right-of-way file prior to submitting it to the RCKC.

9. Oshtemo shall complete the RCKC tree notification form for any tree removals within the existing county road right-of-way. Compensation required by the property owner, in accordance with RCKC written policy, will be paid by Oshtemo. All county road right-of-way encroachments shall adhere to RCKC policy, any adjustments will be paid by Oshtemo.

10. Oshtemo agrees to be responsible for all utility reconfiguration costs associated with project. Prior to advertisement of the project, Oshtemo shall submit a letter to the RCKC stating that they have reviewed utility conflicts, and have addressed any necessary utility relocation.

11. This agreement shall be in effect as between the parties hereto upon the affixation of the signatures of the duly authorized officers of the RCKC and Oshtemo.

12. Both parties agree that changes may be requested to this agreement at any time. Any changes to this agreement shall not be in effect until the affixation of the signatures, and dated, by the duly authorized officers of the RCKC and Oshtemo. Both parties agree to review the agreement as necessary, but no later than January 1, 2022.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers and their seals affixed hereto the day and year written below.

BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO

By:_____

Joanna I. Johnson

Its: Managing Director

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Joanna Johnson, to me personally known, who, being by me duly sworn, did say that she is the Managing Director of the Board of County Road Commissioners of Kalamazoo County, Michigan, named in and which executed the within instrument and that said instrument was signed on behalf of said Road Commission, and said Managing Director acknowledged said instrument to be the free act and deed of said Commission.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

CHARTER TOWNSHIP OF OSHTEMO

By:_____

Elizabeth Heiny-Cogswell

Its: Supervisor

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Elizabeth Heiny-Cogswell, to me personally known, who, being by me duly sworn, did say that she is the Supervisor of the Charter Township of Oshtemo, Michigan, the municipal corporation named in and which executed the within instrument and that said instrument was signed on behalf of said Charter Township of Oshtemo, and said Elizabeth Heiny-Cogswell acknowledged said instrument to be the free act and deed of said municipal corporation.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

Oshtemo Township Sidewalk Funded by Township or Other Funds
"Umbrella" Agreement

WHEREAS, the Township of Oshtemo (hereinafter referred to as "Oshtemo") is a municipal corporation organized under the laws of the State of Michigan, and is located in the County of Kalamazoo, State of Michigan, and:

WHEREAS, the Board of County Road Commissioners of the County of Kalamazoo (hereinafter referred to as "RCKC") is a public body corporate, located within the County of Kalamazoo, State of Michigan, and;

WHEREAS, Oshtemo desires to build sidewalks in accordance with plans and designs prepared by its consultant/engineer within the county road right-of-way;

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2. As owner of the facility, Oshtemo agrees RCKC has no responsibility for maintenance, winter maintenance (including, but not limited to snow removal/shoveling), signage, repair, and restoration of the sidewalk for so long as the sidewalk may exist. RCKC reserves the right to remove the sidewalk at its expense when necessary to accommodate a roadway improvement of the RCKC, but has no responsibility to relocate the sidewalk.

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5. Oshtemo shall provide construction engineering services as stated in the MDOT Program Application for this project and in the MDOT Construction Manual. Construction engineering includes all of the file documentation and review necessary to close out the project, and is the responsibility of Oshtemo. Oshtemo shall prepare a final as built set of plans for the project and provide it to the RCKC. The as built plans shall be submitted on Mylar with the original signature page, and in electronic format (AutoCAD and PDF) on CD. Oshtemo will also provide a copy of the project construction file to the RCKC for its records.

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BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF KALAMAZOO

By:_____

Joanna I. Johnson

Its: Managing Director

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Joanna Johnson, to me personally known, who, being by me duly sworn, did say that she is the Managing Director of the Board of County Road Commissioners of Kalamazoo County, Michigan, named in and which executed the within instrument and that said instrument was signed on behalf of said Road Commission, and said Managing Director acknowledged said instrument to be the free act and deed of said Commission.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

CHARTER TOWNSHIP OF OSHTEMO

By:_____

Elizabeth Heiny-Cogswell

Its: Supervisor

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

On this _____ day of _____, 2017, before me, a Notary Public, in and for said County and State, personally appeared Elizabeth Heiny-Cogswell, to me personally known, who, being by me duly sworn, did say that she is the Supervisor of the Charter Township of Oshtemo, Michigan, the municipal corporation named in and which executed the within instrument and that said instrument was signed on behalf of said Charter Township of Oshtemo, and said Elizabeth Heiny-Cogswell acknowledged said instrument to be the free act and deed of said municipal corporation.

_____
_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

Memo

charter township oshtemo est. 1839

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works

Date: March 9, 2018

Subject: Local Participation, MDOT US-131 Bridge Replacements over KL Avenue, Retaining Wall through North Revetment for Planned KL Ave Non-Motorized Facility

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OBJECTIVE

Board Members are requested to consider participating with MDOT in the cost to construct bridge design elements required to complete the Township's planned Non-Motorized Facility adjacent to KL Avenue, under the two new bridges. MDOT has provided a cost estimate of $135,245 (see attached email) for the retaining wall with a concrete fascia. This option is recommended by Oshtemo's KL Avenue Trailway Consultant (see attached). Please note from the consultant's letter, that as the design matures Oshtemo may also wish to consider the addition of concrete texturing and/or graffiti resistant coatings in order to enhance aesthetics and reduce Township maintenance costs.

MDOT has requested that Oshtemo commit to participate in the retaining wall as an item of work by mid-March. Otherwise, MDOT has stated they will proceed to complete their project design without the wall. This would cause Oshtemo to bear the cost of designing and removing the earth revetment and installing the required retaining wall when Oshtemo builds its planned non-motorized facility. The much higher cost anticipated for a future removal and reconstruction project under the new bridges more that justifies the Township's election to participate now. We would anticipate that formal agreements would be executed in late 2018 or early 2019. Expenditures would most likely occur in 2019 or 2010.

BACKGROUND

In 2015 Oshtemo began concept planning for a non-motorized facility along KL Avenue. The facility is recognized as a safety-need by MDOT for the pedestrian and non-motorized traffic generated by numerous residential housing units along KL Avenue. Oshtemo's concept planning evolved into detailed design work with the consulting firm OCBA. This work was interrupted in 2017 when MDOT abruptly announced that they would be replacing the bridges in 2020; bridge design was underway on an accelerated schedule; cross-over lanes and related items of work would start in 2019; and Oshtemo was informed there was no longer room for the trailway. After months of additional dialog with MDOT, accommodation of the non-motorized facility was acknowledged as viable with a modest design change (an estimated $15,000 construction cost increase).

A retaining wall was always anticipated to be a part of the Township's non-motorized facility. The pre-2017 design anticipated reconstructing the existing revetments and installing an earth retaining structure. The new bridge creates design constraints that has caused the wall extent and type of structure to be changed, however the overall anticipated cost is not fundamentally different from MDOT's cost estimate for the concurrent construction. Please also know that staff is continuing to dialog with MDOT, RCKC and others to seek a more equitable distribution of the cost share.

INFORMATION PROVIDED

MDOT Email with Cost Estimate (Concrete Fascia Option = $135,245)
OCBA Recommendation of Fascia Option (plus other potential additions)

Subject: FW: KL Sheet Piling Wall

From: Gehrcke, Rachel (MDOT) [mailto:GehrckeR@michigan.gov]
Sent: Tuesday, February 06, 2018 11:00
To: Jamie Baker <jbaker@oshtemo.org>; Halloran, Mike (MDOT) <HalloranM@michigan.gov>; Liu, Zhizhen (MDOT) <Liuz@michigan.gov>; Pfeiffer, Pete (MDOT) <PfeifferP@michigan.gov>; O'Neill, Michelle (MDOT) <ONeillM@michigan.gov>; Occhiuto, Charles (MDOT) <OCCHIUTOC@michigan.gov>
Subject: KL Sheet Piling Wall

Hi all,

The cost estimates for the retaining wall options for the path along KL Ave are:

Concrete Fascia Option (including sheeting, concrete, steel reinforcement and shear studs): $135,245

Steel Cap Option (including sheeting and steel channel placed over the sheeting sections): $131,733

A reminder that this is just our engineer estimate for the cost.

Thanks!
Rachel

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to which it is addressed and may contain legally privileged, confidential information, or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of the e-mail message is strictly prohibited. If you have received this message in error, please notify me by e-mail reply, and delete the original message from your system.

8 March 2018

Mr. Marc Elliot
Director of Public Works
Charter Township of Oshtemo
7275 West Main Street
Kalamazoo, Michigan 49009

Re: KL Avenue Non-Motorized Trail MDOT Retaining Wall

Dear Marc:

On February 2, 2018, Oshtemo Township staff, Road Commission of Kalamazoo County staff, and KL Avenue Non-Motorized Trail design team members met with Michigan Department of Transportation (MDOT) staff members to review and discuss the revised design for the abutment reconstruction at the U.S. 131 overpass at KL Avenue. Following this meeting, MDOT staff forwarded sample plans and the cost estimate for a proposed sheet piling wall with an optional cast-in-place concrete fascia.

OCBA, Inc. and Wightman & Associates, Inc. have reviewed the sample plans for the proposed retaining wall for maintenance concerns as MDOT has stated that the retaining wall maintenance will be the Township's responsibility. A sheet piling retaining wall does not have a great aesthetic value and would require periodic maintenance of surface treatments like painting or cathodic protection to minimize the corrosion of the metal surface. In addition, the proposed wall will be located approximately 2'-0" from the northern asphalt trail edge at the narrowest point in the abutment. Due to the undulating shape of the sheet piling, there would be multiple metal edges that trail users could potentially encounter if the trail users left the asphalt paving.

In addition to the steel piling wall, MDOT staff has proposed the option of a cast-in-place fascia with steel channel cross-section across the top of the wall. The cast-in-place concrete fascia as shown in the MDOT sample plans with the shear studs welded to the sheet piling would be a better alternative to pre-cast panels, as discussed during the meeting, as the cast-in-place construction method minimizes the travel of water between the concrete fascia and the sheet piling. The sample plans also show a cast-in-place "c" shaped cap over the top of the retaining wall. This cast-in-place "c" shaped concrete cap would be a preferable option for installation as it would be constructed and cast with the concrete fascia and would create a seamless cap to prevent water from traveling between the fascia and the sheet piling. The relatively smooth face of the concrete fascia could potentially reduce issues with trail users if they encounter the retaining wall face. Aesthetically, form liners and concrete coloring additives could be added to the project to make the concrete fascia more visually appealing.

In reviewing the cost estimate, the proposed sheet piling wall with concrete fascia, including sheeting, concrete, steel reinforcement and shear studs, appears to be in line with current pricing for this type of retaining wall systems. While the concrete fascia would add to the cost of the wall, we believe that the added safety and visual aesthetics, along with the reduced maintenance, make the concrete fascia a worthwhile investment.

OCBA, Inc. and Wightman & Associates, Inc. believe that if Oshtemo Township decides to move forward with the retaining wall construction as part of MDOT's U.S. 131 overpass reconstruction project, the Township should accept the option of the sheet piling with cast-in-place fascia with the revision of the proposed retaining wall section to include the "c" shaped cast-in-place cap in lieu of the proposed steel channel cross-section in order to minimize future potential maintenance issues.

If you have any questions regarding this recommendation, please do not hesitate to call.

Sincerely,

O'BOYLE, COWELL, BLALOCK & ASSOCIATES, INC.

Rachel Hughes-Nilsson, LLA, ASLA
Associate

Copies: S. Carlisle, B. Baker, Wightman & Associates, Inc.

CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO COUNTY, MICHIGAN

Resolution of the Oshtemo Charter Township Planning Commission Approving and Recommending for Final Approval the Oshtemo Charter Township Master Plan Amendment 2017

December 14, 2017

WHEREAS, the Planning Commission, pursuant to Section 39 of the Act, sent notices by first class mail of its intent to prepare Master Plan Amendment 2017 to the designated entities listed in Section 39 of the Act on or about February 13, 2017; and

WHEREAS, the Planning Commission completed proposed Master Plan Amendment 2017 and submitted the same to the Township Board seeking authorization to distribute the same on or about October 5, 2017, and

WHEREAS, the Township Board at a regular Board meeting of October 10, 2017, pursuant to Section 41 of the Act, approved the distribution of Master Plan Amendment 2017, in the manner prescribed by Section 39 of the Act, to the designated entities listed under Section 41 of the Act for comment; and

WHEREAS, Notice of Transmittal of Master Plan Amendment 2017 and Request for Comment was distributed on October 11, 2017, and a notice of public hearing was prepared, pursuant to Section 43 of the Act, and the same was served upon all of the designated entities in a manner prescribed by Section 39 of the Act, on October 11, 2017; and

WHEREAS, the notice of public hearing was properly published in a newspaper of general circulation on or about November 26, 2017, pursuant to Section 43 of the Act; and

WHEREAS, the Planning Commission has held the public hearing on Master Plan Amendment 2017 on December 14, 2017, as required by Section 43 of the Act.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission for Oshtemo Charter Township that Master Plan Amendment 2017, including the following:

Rural Character Preservation Strategy
Maple Hill Drive South Sub-Area Plan
Future Land Use Plan

is hereby approved; and

IT IS FURTHER RESOLVED AND RECOMMENDED to the Oshtemo Charter Township Board that Oshtemo Charter Township Master Plan Amendment 2017 be given final approval by the Oshtemo Charter Township Board, which reserved to itself the right to approve or reject Master Plan Amendment 2017, pursuant to Section 43 of the Act as implemented under Section 81.010 of the Township's Planning Commission Enabling Ordinance effective October 16, 2009.

A motion was made by Dusty Farmer, seconded by Fred Antosz, to adopt the foregoing Resolution.

The following voted "Aye":

Cheri Bell, Fred Antosz, Ollie Chambers, Dusty Farmer, Mary Smith,

The following voted "Nay": None

The following were absent: Kathleen Garland-Rike
Bruce VanderWeele

The Planning Commission Chairman declared that the Resolution has been adopted.

Cheri Bell, Chairperson
Oshtemo Charter Township Planning Commission

****

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Planning Commission, held on December 14, 2017, at which meeting __five__ 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.

Cheri Bell, Planning Commission Chairperson

Memo

To: Oshtemo Charter Township Board
Planning Commission

From: Julie Johnston, AICP

Date: March 7, 2018

Mtg. Date: March 13, 2018

Subject: Draft Master Plan Update

OBJECTIVE

Consideration of approval of the draft Master Plan Update.

BACKGROUND

Public Act 33 of 2008, Michigan Planning Enabling Act, requires local jurisdictions to review their master plans every five years to determine if updates are required. After an assessment of the 2011 Oshtemo Township Master Plan, the Planning Commission concluded that updates were needed. The draft Master Plan Update includes four main chapters, as follows:

Introduction and Planning Drivers: Outlines the demographic changes occurring in the Township that influence planning decisions.

Rural Character Preservation Strategy: Details the goals and strategies for preserving rural properties and character within the western 2/3rds of the Township. This section includes the detailed environmental mapping conducted by Western Michigan University and the public outreach steps taken to develop the proposed strategies.

Maple Hill Drive South Sub-Area Plan: This Plan was based off a recommendation in the 2011 Master Plan, which indicated this particular area of the Township was prime for redevelopment and a more detailed sub-area plan was needed. The recommendations in the Sub-Area Plan are based on community outreach and careful consideration of the Planning Commission with regard to the uniqueness of this area and its location in that portion of the Township slated for more intense development.

Future Land Use Plan: This section of the Update replaces the 2011 Future Land Use Chapter. Incremental alterations to the Future Land Use Map have been proposed to address changing conditions and support the planning drivers that are affecting the Township. These changes mainly include the development of two new Districts, as follows:

Transitional Office District (replaces Transitional Mixed-Use District)
There are several areas in the Township that could benefit from a district that serves as a buffer between existing commercial uses and/or transportation networks and adjacent residential uses. The use of a Transitional Office District is intended to mitigate the compatibility issues that often arise between higher intensity development and residential uses.

This district replaces the previous Transitional Mixed-Use District, which allowed commercial development. The Planning Commission felt commercial uses were adequately addressed under the existing commercial land use designations and within the Maple Hill, West Main, and 9th Street sub-area plans.

Development envisioned for the Transitional Office District include primarily office and institutional uses. Office uses like financial institutions, professional service firms, medical facilities, and personal service establishments would be permitted. Institutional uses include churches, schools, daycare centers, libraries, post offices and other public buildings, and public recreation. The District would also allow medium density residential uses, such as duplexes and senior-oriented complexes.

Public/Government District
The primary uses found in this district are publicly owned properties like Township parks, libraries, cemeteries and governmental buildings. The placement of this district within the Future Land Use Map is to identify those areas of the Township where these types of uses are expected to continue well into the future.

In addition, the Neighborhood Commercial "Nodes" were eliminated and instead specific boundaries for the Neighborhood Commercial District were more clearly defined. The Village Commercial area was redefined as the Village Core District and the boundaries were established around 9th Street and Stadium Drive. The remaining area of the old Village Commercial District were designated as Local Commercial and Transitional Office.

Public Outreach

A variety of public input has been garnered since the start of the Master Plan update. These opportunities included the following:

1. Rural Character Preservation Strategy:
   - Online Community Mapping Tool – to share thoughts and opinions on rural character.
   - Design Workshop - offered various exercises aimed at evaluating different types/forms of development and selecting preferred design approaches which are consistent with rural character.
   - Flyers were mailed directly to all households within the area of the Township zoned Rural Residential, approximately the west two-thirds of Oshtemo inviting them to participate in the online mapping tool and design workshop.
   - Public Meeting – Planning Commission meeting where the draft recommendations were presented. Participants of previous outreach efforts were invited to attend and give input.

2. Maple Hill South Sub-Area Plan:
   - Design Workshop – participants were led through various exercises aimed at establishing a preferred development character for the area, including land use types, circulation routes, public amenities, and other considerations.
   - Flyers were mailed directly to over 300 property owners and households within approximately ¼ to ½ mile from the subject area.
   - Open House – reported out the draft Plan and allowed interested citizens an opportunity to share their views. Participants of the Design Workshop were specifically invited to attend.

3. Future Land Use Plan:
   - Open House – presentation of the proposed changes to the Future Land Use Map and an opportunity for interested citizens to provide input.
   - Online Survey – the Future Land Use documents were placed on our website and an online survey was generated to solicit further input on the Plan.

In addition to the specific outreach meetings noted above, the Planning Commission held eight public work sessions throughout the development of the Master Plan. Some of these work sessions were aimed at a specific focus area of the update and participants interested in that section of the Plan were invited to attend. Also, copies of the separate sections of the Plan have been provided on the Township's website as the drafts have been completed throughout this process.

The Planning Commission held their required public hearing on the draft Master Plan Update on December 14, 2017. An invitation was sent to the email list of attendees accumulated throughout the development of the Plan and notice was placed in the Kalamazoo Gazette and on Mlive. Approximately 20 interested persons were in attendance and seven persons provided verbal comment on the plan. At the conclusion of the public hearing, the Planning Commission forwarded a recommendation of approval of the draft Master Plan Update to the Township Board.

On January 25, 2018, the Township Board held a joint meeting with the Planning Commission to review the draft Master Plan Update and answer any questions from the Board. The meeting minutes are attached.

Final Recommendation

A small number of changes to the draft Update were presented to the Planning Commission at their February 22nd meeting. These amendments have not been seen by the Township Board and included:

- Page 10: The pie chart changed to include all of the generational segments to reach 100 percent.

- Page 14 and 15: The **National and Emerging Housing Type Trends** subsection was updated to indicate that the Township should consider the "missing middle" housing that is not as prevalent in our community. A question was raised as to whether this subsection considered current housing stock, particularly apartments. Clarification was added to the section that it is the housing between single-family and large apartment buildings that should be promoted.

- Page 31 through 35: The **Rural Character Goals, Policies and Action Strategies** were reorganized so that all of the policies and action strategies for a particular goal were located under that specific goal. The previous Plan was organized where all of the goals were stated, then all of the policies, and then the action strategies. Now, the policies and action strategies for a particular goal are located immediately after that goal statement.

- Page 45: Level of service for West Main Street was added to the **Vehicular Transportation** subsection.

- Page 57: Under **Non-Motorized Circulation and Connections**, the words "*and planned*" were added to the sentence "Connections to existing *and planned* pedestrian networks outside of the sub-area, such as to the neighborhoods to the south, will be required."

The Planning Commission was amenable to these changes, believing they were positive improvements to the plan. Their revised recommendation of approval to the Township Board now includes these amendments.

INFORMATION PROVIDED

Master Plan Update – Draft (excluding appendix)

A digital copy of the complete draft Master Plan Update, including the appendix, can be found at: http://www.oshtemo.org/wp-content/uploads/2018/03/Complete-Draft-03-07-2018.pdf

Meeting Minutes: December 14, 2017 – Excerpt
January 25, 2018
February 22, 2018 - Excerpt

Oshtemo Township Master Plan Update

2017

Charter Township of Oshtemo
Kalamazoo County, Michigan
Draft Report, February 14, 2018

Acknowledgments

This document is an update addendum to the 2011 Oshtemo Township Master Plan. It was prepared by the Oshtemo Township Planning Commission through the engagement of citizens and stakeholders of the Township at various meetings, workshops and an online engagement portal. This Plan recognizes the contributions of all who participated in the planning process.

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Introduction and Planning Drivers

Oshtemo Township Master Plan Update 2017

Sub-Area
PRISMACOLOR
Dragonfly

Introduction

This 2017 Master Plan Update document is an addendum to the Oshtemo Township 2011 Master Plan, which was originally adopted by the Township Board on September 11, 2012, upon recommendation by the Township Planning Commission. This 2017 Master Plan Update was adopted by the Township on _____, 2017.

According to the Michigan Planning Enabling Act (P.A. 33 of 2008), the Planning Commission is required to review the master plan at least every five years and determine whether updates to the plan are necessary. Consistent with the Act, the Township Planning Commission has determined that this 2017 Master Plan Update is necessary to account for changing conditions and emerging trends, including increased growth pressures and new economic realities facing the Township.

The primary purpose of the 2017 Master Plan Update is four-fold:

1. To document key trends influencing land use planning and development at the local level
2. To prepare a new Rural Character Preservation Strategy
3. To prepare a new sub-area plan for Maple Hill Drive South
4. To outline minor modifications to the Future Land Use Plan and Map

This document includes four chapters. The first three chapters supplement the original 2011 Master Plan. The fourth chapter, Future Land Use Plan, replaces Chapter 8 from the 2011 Master Plan.

Planning Drivers

As a framework for the evaluations and proposals included in this 2017 Master Plan Update, this "planning drivers" narrative documents the key local, state, and national trends which are influencing planning and development decisions at the local level.

Population Trends and Projections

Within the United States, total population is on the rise. The U.S. population passed the 300 million mark in 2006 and stands at 317 million as of November 2013. Further, the U.S. population is projected to cross the 400 million mark by 2051. Notably, the U.S. is alone among industrialized nations experiencing substantial population growth.[1]

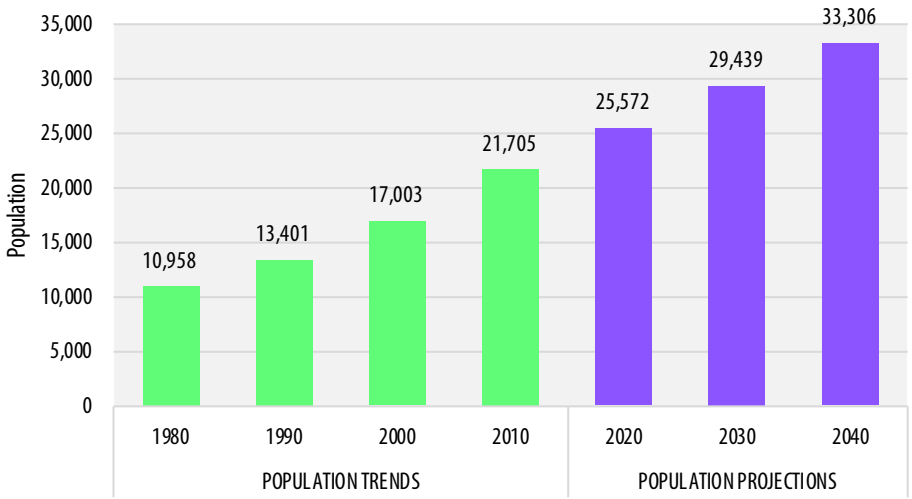
At the local level, population growth is steady and strong. Between 1980 and 2010, Oshtemo Township's population nearly doubled, from 10,958 to 21,705. Projections from the 2011 Master Plan suggest that the Township's population will continue to increase steadily, reaching more than 33,000 residents by the year 2040. (See **Figure 1**)

Although the projections from the 2011 Master Plan are somewhat dated, they are consistent with outside data sources such as Esri's Demographic and Income Profile, which indicates that the Township's population stands at 22,671 as of 2016 and is expected to increase to 23,575 by 2021. Thus, the 2011 Master Plan projections are determined to be reasonable and appropriate for planning purposes in this 2017 Master Plan Update.

Data Conclusion: Expected population growth will result in continued demand for more housing and services in Oshtemo Township.

1 Paragraph Sources: U.S. Census Bureau Projections Show a Slower Growing, Older, More Diverse Nation a Half Century from Now. U.S. Census Bureau, December 12, 2012; The Next 100 Million. By Arthur C. Nelson and Robert E. Lang. Planning Magazine, January 2007.

Figure 1
Population Trends and Projections
Oshtemo Township, 1980-2040



Population Source: U.S. Census Bureau
Population Projection Source: Oshtemo Township Master Plan 2011

Population, Household and Family Growth

Over the next 5 years, the number of citizens, households and families within Oshtemo Township is expected to expand at an annual rate that is close to the national average. However, Oshtemo Township's annual population, household and family growth rates are nearly triple those of the State of Michigan as a whole. (See **Table 1** and **Table 2**)

Data Conclusion: Expected population, household and family growth will result in continued demand for more housing and services in Oshtemo Township.

Table 1
Population, Household and Family Trends and Estimates
Oshtemo Township, 2010-2021

CATEGORY	2010	2016	2021
Population	21,705	22,671	23,575
Households	9,708	10,077	10,465
Families	4,787	4,897	5,048

Source: Esri Demographic and Income Profile, 2016

Table 2
Population, Household and Family Growth Rates
Oshtemo Township, Michigan and United States, 2016-2021

GEOGRAPHY	2016 - 2021 ANNUAL GROWTH RATE ESTIMATES		
	POPULATION	HOUSEHOLDS	FAMILIES
Oshtemo Township, MI	0.79%	0.76%	0.61%
Michigan	0.23%	0.28%	0.16%
United States	0.84%	0.79%	0.72%

Source: Esri Demographic and Income Profile, 2016

Diversity

At both the national and local level, trends point toward increasing population diversity. For the United States, the following statistics demonstrate changing demographics:[2]

- Minorities account for 37% of the U.S. population as of 2012
- Minorities will account for 57% of the U.S. population by 2060
- The Hispanic population will more than double, from 53 million in 2012 to 129 million by 2060
- The U.S. will become a majority-minority nation for the first time in 2043

Within Oshtemo Township, based on Esri's Demographic and Income Profile, the white population will dip from 80.0% of the total population in 2010 to 76.0% in 2021, while minority races will all increase during the same time period.

Data Conclusion: Increasingly diverse citizens may require varied services, housing, shopping, and recreational options within Oshtemo Township.

2 Paragraph Sources: U.S. Census Bureau Projections Show a Slower Growing, Older, More Diverse Nation a Half Century from Now. U.S. Census Bureau, December 12, 2012.

Generational Composition

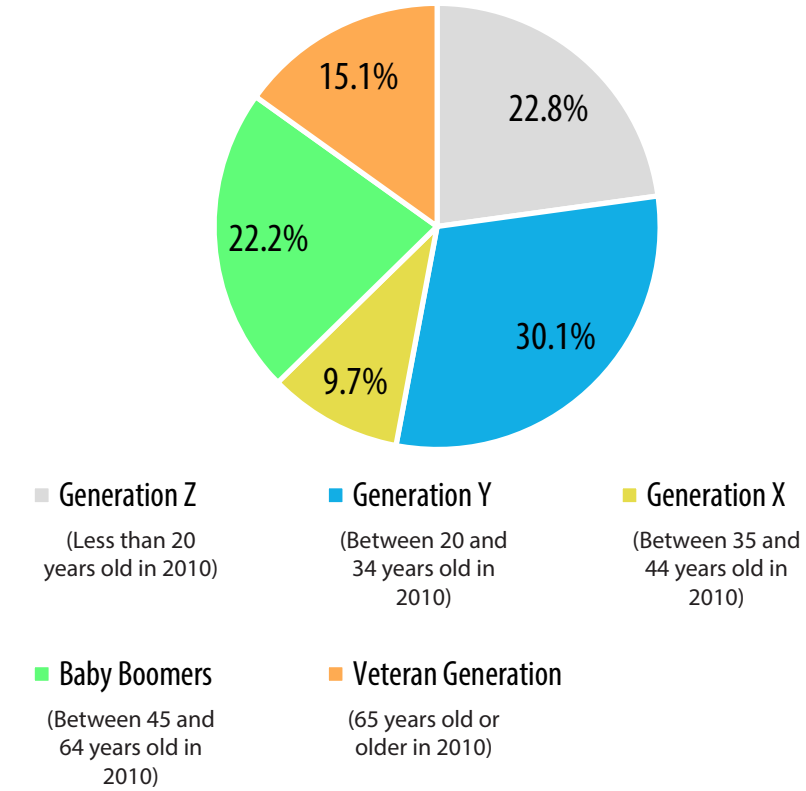
Community planning must respond to the services different age groups will demand. Therefore, it is important to identify the composition of local residents by age cohort. **Figure 2** shows the generational composition of Oshtemo Township as of 2010. The "Veteran Generation", comprised of those who in 2010 were age 65 or older, contains 15.1% of the Township population. The "Baby Boomers", who were 45 to 64 years old in 2010, comprise 22.2% of the population. "Generation X", who were 35 to 44 years old in 2010, makes up 9.7% of the Township population. "Generation Y", who were between 20 and 34 years old in 2010, comprises the largest segment of the Township population at 30.1%. Finally, "Generation Z", who were less than 20 years old in 2010, comprises 22.8% of the Township population.

Two key generational trends are occurring at the national level. First, the Baby Boomer generation is aging. This is demonstrated by the growth in the age groups containing citizens 55 years and older. Within the U.S. between 2015 and 2060, the 55 to 64 age population will increase from 83 million to 97 million. During this same time, the 65+ age population will double from 48 million to 92 million. The 85+ age population will triple from 6 million to 18 million. A second key generational trend is the growth in Generation Y, which numbered 73 million in 2000, and will increase to 82 million by 2030. The growth in the U.S. population aged 20 to 29 alone will increase from approximately 38 million citizens to 44 million citizens over a 15 year span.[3]

Data Conclusion: Planning policies in Oshtemo Township must recognize the needs and preferences of age groups such as the aging Baby Boomers and the growing Generation Y.

3 Paragraph Source: Projections of the Population by Selected Age Groups and Sex for the United States: 2015 to 2060. U.S. Census Bureau, December 2012.

Figure 2
Generational Composition
Oshtemo Township, 2010



Source: 2010 U.S. Census

Age Trends and Estimates

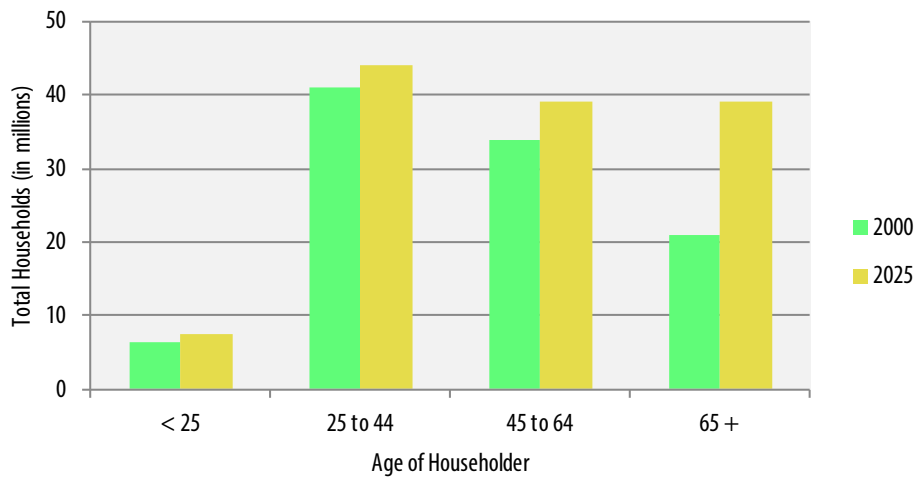
As shown in **Figure 3**, households within the United States are increasingly becoming older. Although all household types are expected to grow within the U.S. between 2000 and 2025, the number of households headed by a householder older than 65 years is expected to nearly double, from just over 20 million households to just under 40 million.

Figure 4 illustrates the various age groups within Oshtemo Township and their changing composition (percentage) of the overall Township population as of 2010, 2016 and 2021. The only age group which grew as a percentage of the total population between 2010 and 2016, and which is also expected to grow through 2021, is the 65 years and older age group. (The 35 to 44 years age group declined between 2010 and 2016, but is expected to grow slightly through 2021.) The age group with the sharpest decline between 2010 and 2021 was the 20 to 34 years age group (2.1 percentage point decline). However, the 20 to 34 years age group still makes up the largest segment of the Township's population.

Median age trends and estimates also demonstrate an aging population. The Township's median age increased from 32.3 years in 2010 to 33.6 years in 2016. The median age is expected to further increase to 35.6 years by 2021.

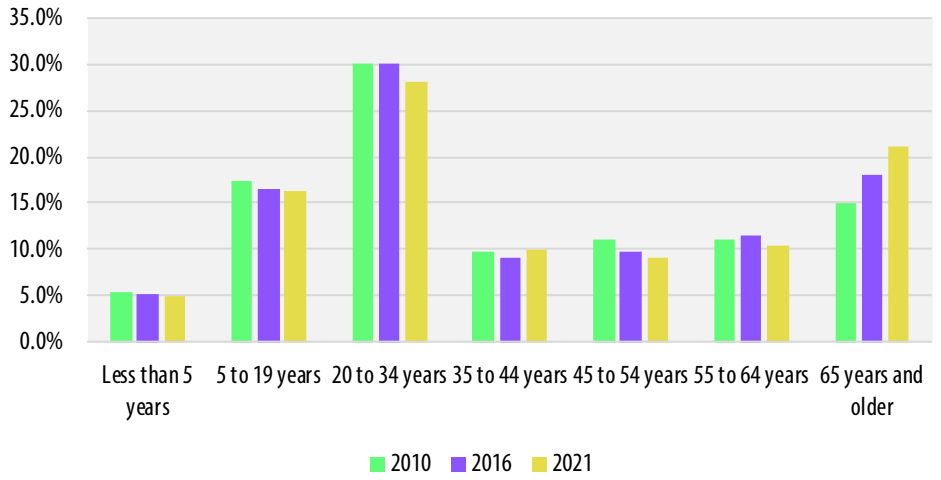
Data Conclusion: An aging population will impact the type of services needed and preferences for housing, transportation, recreation, shopping, and other amenities.

Figure 3
Households by Age of Householder
United States, 2000-2025



Source: Housing for Niche Markets, Capitalizing on Changing Demographics. Urban Land Institute, 2005.

Figure 4
Age Group Trends and Estimates
Oshtemo Township, 2010-2021



Source: Esri Demographic and Income Profile, 2016

Tapestry Segmentation and Lifestyle Characteristics

Various commercial data services, including Esri, provide demographic analyses which identify certain lifestyle characteristics from traditional demographic data. These analyses go beyond income, age, and employment and assess the lifestyle characteristics of populations and address subjects like housing type preferences, spending habits, leisure preferences, and family associations.

Esri's Tapestry Segmentation is a geodemographic system that identifies 68 distinctive markets in the U.S. based on socioeconomic and demographic characteristics to provide an accurate, comprehensive profile of U.S. consumers. Of the 68 tapestry segments within the United States, six are found in Oshtemo Township, the largest segment being the College Town segment, followed by Retirement Communities and Green Acres. (See **Table 3**)

As developed by Esri, a detailed "profile" for each of the six tapestry segments found within Oshtemo Township is included in the **Appendix**. The sidebar on the next page includes a narrative description for the Top 3 tapestry segments within Oshtemo Township.

Data Conclusion: Planning policies in Oshtemo Township must recognize the lifestyle preferences of its citizenry, as documented in the tapestry profile.

Housing

Housing data for this section was obtained from Esri's Housing Profile for Oshtemo Township. As can be expected in a community with a growing population, the total number of housing units within Oshtemo Township has increased since 2010 and is expected to continue to increase through 2021. (See **Figure 5**) Overall demand for housing is on the rise, as evidenced by a decline in the housing vacancy rate from 8.9% in 2010 to 7.3% by 2021. This comparatively low vacancy rate (the State-wide vacancy rate is approximately 15%) also demonstrates a tight housing market. Finally, the overall value of housing within Oshtemo Township is expected to increase, from a median value of $188,646 in 2016 (average value of $194,779) to $204,238 by 2021 (average value of $212,149).

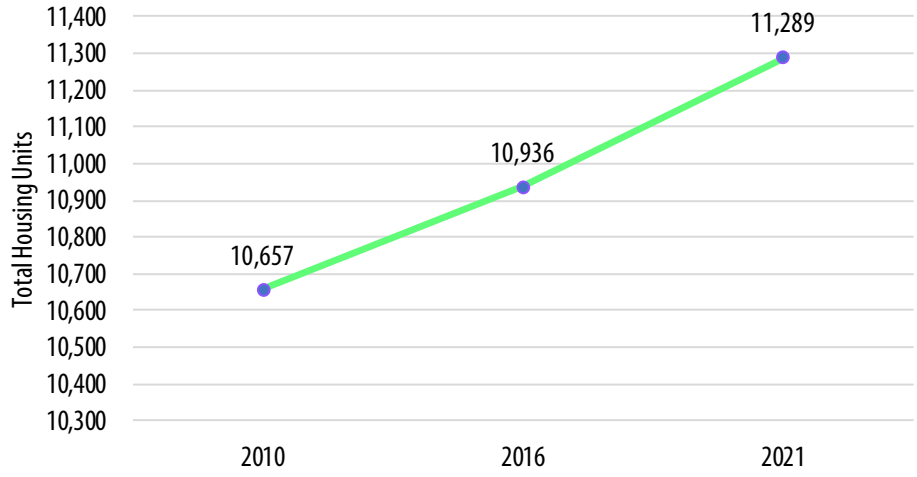
Data Conclusion: High demand for new housing will lead to housing unit growth and a tight local housing market will contribute to higher housing unit values.

Table 3
Tapestry Segmentation
Oshtemo Township, 2016

TAPESTRY SEGMENT	2016
College Towns	37.3%
Retirement Communitieis	17.1%
Green Acres	13.5%
Exurbanites	10.8%
Middleburg	10.7%
Old and Newcomers	10.7%
TOTALS	**100.0%**

Source: Esri Tapestry Segmentation Area Profile

Figure 5
Housing Unit Trends and Estimates
Oshtemo Township, 2010-2021



Source: Esri Housing Profile, 2016

Who Are We?
Top 3 Community Tapestry Segments in Oshtemo Township

College Towns

About half the residents of College Towns are enrolled in college, while the rest work for a college or the services that support it. Students have busy schedules, but make time between studying and part-time jobs for socializing and sports. Students that are new to managing their own finances tend to make impulse buys and splurge on the latest fashions. This digitally engaged group uses computers and cell phones for all aspects of life including shopping, school work, news, social media, and entertainment. College Towns are all about new experiences, and residents seek out variety and adventure in their lives.

Retirement Communities

Retirement Communities neighborhoods are evenly distributed across the country. They combine single-family homes and independent living with apartments, assisted living, and continuous care nursing facilities. Over half of the housing units are in multi unit structures, and the majority of residents have a lease. This group enjoys watching cable TV and stays up-to-date with newspapers and magazines. Residents take pride in fiscal responsibility and keep a close eye on their finances. Although income and net worth are well below national averages, residents enjoy going to the theater, golfing, and taking vacations. While some residents enjoy cooking, many have paid their dues in the kitchen and would rather dine out.

Green Acres

The Green Acres lifestyle features country living and self-reliance. They are avid do-it-yourselfers, maintaining and remodeling their homes, with all the necessary power tools to accomplish the jobs. Gardening, especially growing vegetables, is also a priority, again with the right tools, tillers, tractors, and riding mowers. Outdoor living also features a variety of sports: hunting and fishing, motorcycling, hiking and camping, and even golf. Self-described conservatives, residents of Green Acres remain pessimistic about the near future yet are heavily invested in it.

Content and Imagery Source: Esri Tapestry Segmentation Profile

National and Emerging Housing Type Trends

Since the middle of the twentieth century, the single-family detached home has played a dominant role in the housing market. Owning such a home was widely considered the primary element of the "American Dream." A strong economy, the development of the interstate highway system, favorable tax laws, and easy financing led to rapid development of the suburbs with predominantly low-density housing. The home-ownership rate soared, reaching nearly 70% by the mid-2000s. However, the "Great Recession" that hit in late 2007 brought a housing market crash whose impacts are still felt today. Recovery from the recession has occurred, but the characteristics of the housing market appear to have moved in a different direction, steered by various demographic changes occurring within the United States. These changes include racial and ethnic diversification, a growing immigrant population, and an increasing percentage of non-traditional households. However, the growth and evolving preferences of the Baby Boomers and Generation Y has also had a major impact on housing supply and demand.

Once preferring large-lot detached homes, the aging Baby Boomer generation (born 1946 to 1964) is expanding the nation's senior population and increasing demand for "downsized" units and housing that caters to the needs of seniors. Despite a preference for many to age in place, a large number of Baby Boomers will be in search of new housing. According to housing market researcher Arthur C. Nelson, when those age 65 and older move, 80% will vacate single-family houses, but only 41% will move back into single-family units; the other 59% will located in multiple-family units.[4]

Now entering the housing market, Generation Y (those born between the early 1980s and the early 2000s) will account for 75% to 80% of the owner-occupied housing absorbed by people under 65 before 2020.[5] Different from their parents living preferences, this generation prefers housing in mixed-use urban environments and increasingly views renting as an advantageous option.

The following statistics demonstrate the changing trends and emerging preferences related to housing types:

- Since 2009, the number of owner-occupied housing units has fallen by over 300,000, while the number of renter occupied-housing units has risen by over 3 million[6]
- Renting is more appealing across all age groups, all parts of the U.S., city, suburb, small town and rural[7]
- The groups that are growing the fastest are people in their mid-20s and empty-nesters in their 50s. These are the groups that are most likely to seek an alternative to low-density, single-family housing.[8]
- More than 60% of Generation Y would prefer to live in a single-family dwelling. However, while this generation prefers single-family development, they do not have the financial resources to afford this type of product. They have been hit hard by the recession as they've entered independent adulthood. This has reduced their income and limited their ability to form households and attain homeownership.[9]
- The projected need for new housing units between 2005 and 2030 is equally divided between attached units including apartments, townhouses and condos, and small lots (on less than 1/6 acre), with no net increase projected in the need for houses on larger lots[10]

4 Paragraph Source: Robert Steuteville, "The Coming Housing Calamity," New Urban News, June 2011.

5 Source: "Demographic Challenges and Opportunities for U.S. Housing Markets," Bipartisan Policy Center, March 2012.

6 Source: Ryan Noonan, "Understanding the Trend in Multi-Family Housing Growth During the Recovery", Economic and Statistics Administration, November 25, 2013.

7 Source: Jeffery Gundlach, Doubleline Capital CEO, as reported by ThinkAdvisor.com, May 7, 2014.

8 Source: Urban Land Institute, Higher Density Development: Myth or Fact, 2005

9 Source: 2011 National Community Preference Survey by the National Association of Realtors; RLCO Consumer Research Data; and, Bipartisan Policy Center, "Demographic Challenges and Opportunities for U.S. Housing Markets", March 2012.

10 Source: John Pitkin and Dowell Myers, "U.S. Housing Trends: Generational Changes and the Outlook to 2050", 2008.

- Americans' ideal communities have a mix of houses, places to walk, and amenities within an easy walk or close drive. Only 12% say they would prefer a suburban neighborhood with houses only[11]

Data Conclusion: National housing type trends suggest that communities should endeavor to provide a diversified housing stock that offers greater housing choice for individuals of all lifestyles and ages. In suburban America, few options for moderate-density housing exist, whereas low-density housing (single-family detached homes) and high-density housing (apartment complexes) are prevalent. The "gap" of moderate-density housing can be filled by "missing middle" housing types such as duplexes, fourplexes, townhouses and live/work units.

Economic Trends -- "Placemaking" as an Economic Development Tool

According to the Michigan Economic Development Corporation, "placemaking" or "place-based economic development" aims to create quality places where people want to live, work, play and learn. It is driven by the economic imperative that businesses must attract and retain talent in order to succeed.[12]

The idea of using sense of place as an economic development tool has been growing in momentum and now is firmly entrenched throughout the State. In fact, the State of Michigan is building its economic development model on the idea of placemaking. Simplified, the idea of placemaking is to celebrate those elements that define a community -- the spaces, the culture and the quality of life -- to attract a range of new businesses and investments.

The age of providing tax breaks to lure industrial development and even the age of industrial or manufacturing growth as the primary pieces of economic development are over. While this may have hurt Michigan's economy over the last decade, the shifts in the economy have the potential to benefit the long term growth of a sustainable economy throughout the State, and locally in Kalamazoo and Oshtemo Township. A new economic development strategy for Oshtemo Township and the larger region will be the marketing of, and investments toward, its high quality of life, business districts, neighborhoods, educational and cultural institutions, public school system, natural amenities, and access to recreational and outdoor amenities.

11 Source: National Association of Realtors, "The 2011 Community Preference Survey", March 2011.
12 Source: "Placemaking." Michigan Economic Development Corporation. https://www.miplace.org/communities/placemaking/ Accessed April 2017.

The following eight "assets of place" should be considered by the Township as focus areas for the implementation of place-based economic development through planning and zoning policies as well as investment decisions.[13]

1. Physical Design & Walkability
2. Green Initiatives (the way we use natural resources)
3. Arts & Culture
4. Entrepreneurship
5. Multiculturalism & the Global Workforce
6. Messaging & Technology
7. More Transportation Choices
8. Education & Institutions as an Anchor

Data Conclusion: The Township should promote the eight assets of place in its planning and zoning policies and investment decisions, seeking to create quality places where people want to live, work, play and learn.

13 Source: The Economics of Place: The Value of Building Communities Around People. Edited by Colleen Layton, Tawny Pruitt & Kim Cekola. Michigan Municipal League. 2011.

Planning Drivers Conclusions

As documented in the following analysis, there are a handful of key factors that will continue to influence the direction of planning and development within Oshtemo Township.

Population, household, and family growth at the local level is leading to an increased demand for housing during the next 5 to 10-year planning horizon. The population of Oshtemo is expected to increase by close to 1,000 persons by 2021. With an average household size of 2.21 persons, housing is expected to increase by at least 460 units. Comparatively low vacancy rates (approximately 7% for Oshtemo in comparison to 15% for Michigan) demonstrate a tight housing market and will contribute to increased housing values. In addition, the changing housing trends suggest the Township should offer a more diversified housing stock, providing greater choice. For example, the groups that are growing the fastest in the housing market are people in their mid-20's and empty-nester's in the mid- to late-50's. Both of these groups are likely to seek alternative housing styles like multi-unit housing, townhouses, attached condominiums, and site condominiums on small, manageable lots.

In addition to housing, the increasingly diverse population (ages, ethnicities, lifestyles, etc.) of Oshtemo Township will require more varied services, shopping, transportation, and recreational options. The variation of services to address a more diverse population will primarily be private-market driven. However, the planning policies and regulatory requirements of the Township must recognize the lifestyle preferences of its citizenry, specifically of differing age groups like the Baby Boomers and the growing Generation Y. One way to assist with varied economic development opportunities is to encourage "placemaking" as a tool to create quality places where people want to live, work, play, and learn. Incorporating the eight "assets of place" tools into the regulatory requirements of development helps to define Oshtemo and its culture, hopefully attracting a range of new businesses and investments.

Rural Character Preservation Strategy

Oshtemo Township Master Plan Update 2017

Rural Character Vision Statement for the Study Area:

Appreciate, preserve, protect and enhance the natural and built environment of rural Oshtemo Township in a way that honors its traditional rural lifestyle, natural habitats and environmentally sensitive lands, agricultural lands and enterprises, historic and cultural resources, scenic vistas, and recreational amenities, while allowing for limited and compatible low-density residential development, as well as limited service uses.

Introduction

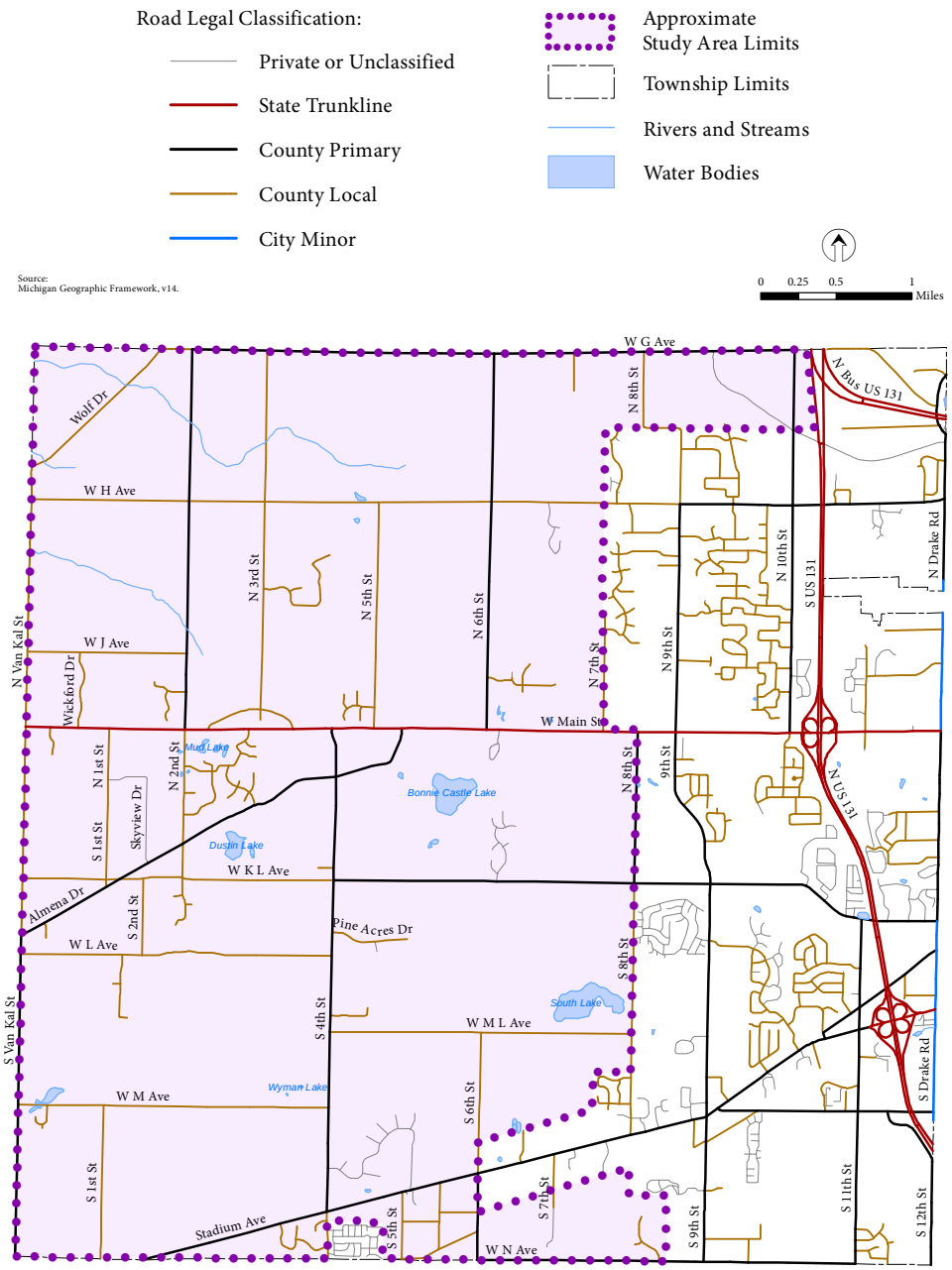
What is rural character? Certainly, the qualities or characteristics that define rural character are different depending on the perspective of the person who is asked the question. Regardless of the answer, it is clear that more people are attracted to the intrinsic qualities of rural areas, whether it is the agrarian lifestyle, natural landscapes, or low-density development patterns. The natural and social value of rural areas is being increasingly recognized, including the key contributions that rural areas provide to food production and the local economy, as well as the environmentally significant lands that are preserved within rural areas. Given the importance and attraction of rural areas, communities are recognizing the critical need to identify and preserve cherished rural characteristics so that they can be enjoyed for future generations.

The Future Land Use Map of the 2011 Oshtemo Township Master Plan identifies the majority of the western half of Oshtemo for Rural Residential use (refer to Figure 8.1 in the 2011 Plan). The Master Plan calls for this area to include a mixture of predominantly residential and agricultural use of a rural and low-density character. The Plan also calls for the protection and preservation of natural features within the area and the rural character it defines. As a supplement to this vision, this Rural Character Preservation Strategy establishes an implementation approach to achieve that vision. This strategy has been established with a thorough understanding of existing conditions of the area and direct engagement of area residents and stakeholders.

Study Area

The general study area for this Rural Character Preservation Strategy is shown on **Map 1**. In total, the study area encompasses approximately 15,200 acres or slightly less than 24 square miles.

Map 1
Study Area and Road Network



Existing Conditions Assessment

Transportation Network

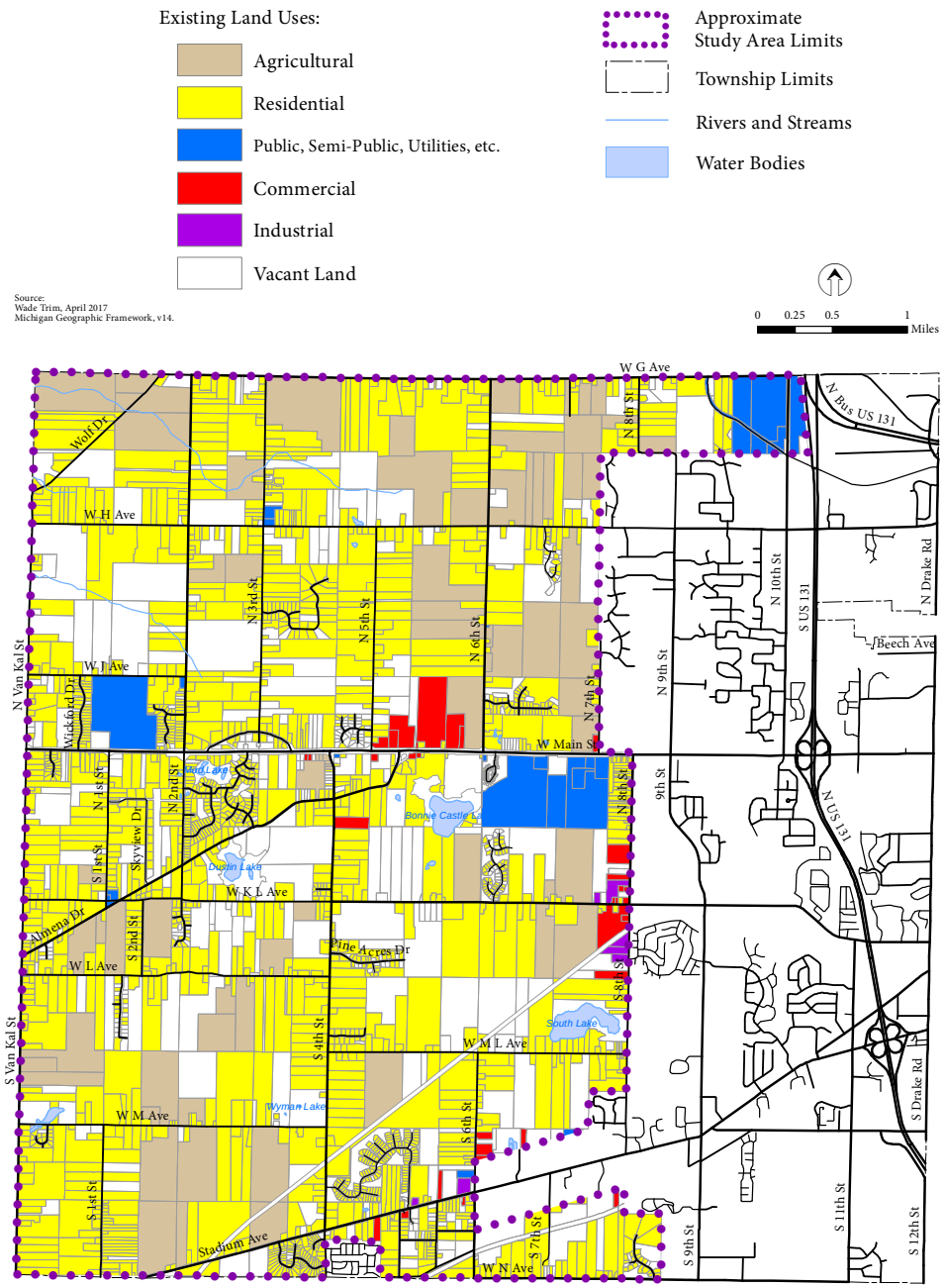
The road network within the study area is shown on **Map 1**. One state highway, West Main Street (M-43), traverses through the study area. M-43 is a five-lane road east of 2nd Street and a two-lane road west of 2nd Street. County primary roads within the study area include portions of West G Avenue, West KL Avenue, Stadium Avenue, 4th Street, 2nd Street, Almena Drive and Van Kal Street. These county primary roads are generally paved two-lane roads. The remainder of the roads in the study area are either county local roads or private/unclassified roads. These roads are typically paved 2-lane roads.

Land Use Patterns

The existing land uses within the study area are illustrated on **Map 2**. Of the total study area acreage, approximately half is currently utilized for residential purposes, of which is primarily low-density single-family residential use. (It should be noted that if a property is occupied by a single-family dwelling, the entire property is classified as residential use. Thus, the percentage of the study area dedicated to residential use is somewhat misleading, as in many cases, only a small portion of the property is occupied by a dwelling while the larger remaining portion of the property is open.) Generally, residential land use is scattered throughout the study area.

Consisting of farmsteads and/or cultivated land, agricultural use is found scattered throughout the study area (accounting for approximately 17% of the study area). Vacant or undeveloped lands comprise approximately 25% of the study area. Other land uses within the study area include Public, Semi-Public and Utilities (3%), Commercial (1%), and Industrial (<1%).

Map 2
Existing Land Use Map



Public Water and Sanitary Sewer Availability

At present, only a small portion of the study area has access to public water service. Generally, these public water lines have been extended into the study area in response to water well contamination from the KL Avenue landfill. An even smaller portion of the study area has access to public sanitary service. **Map 3** shows the locations of existing public water and sanitary sewer lines in the study area.

Rural Natural Features

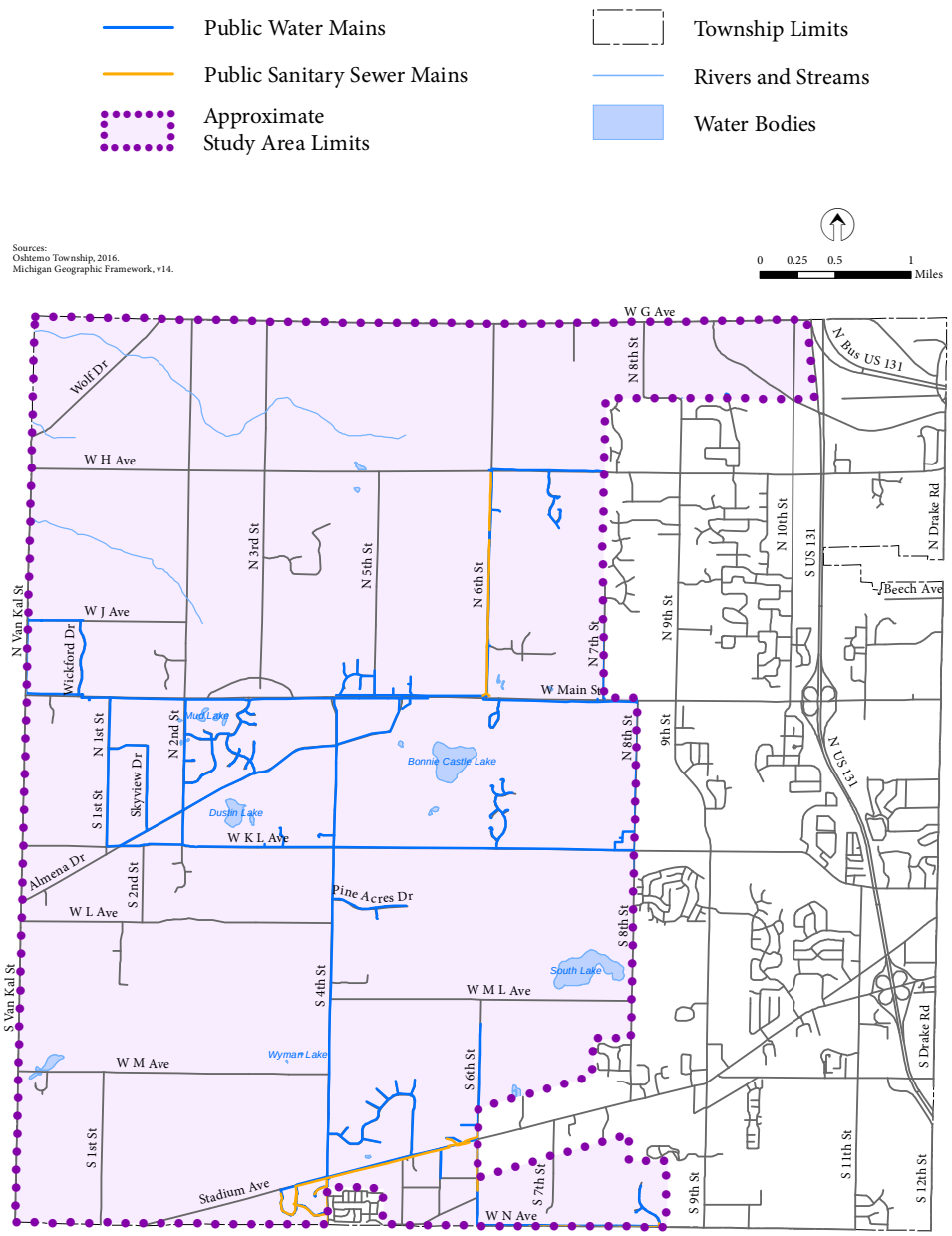
At the end of 2016, the W.E. Upjohn Center for the Study of GIS and Geographical Change at Western Michigan University conducted a mapping study for Oshtemo Township related to natural features. The goal of the project was to accurately locate natural features that contribute to the quality of life and rural character of Oshtemo Township. Community resources were identified through the use of quality data sources and state-of-the-art geographic information science techniques. Special emphasis was given to the delineation of natural features and areas that would have an affect on community planning and zoning decisions.

The natural resource inventory covered the following elements:

- Existing protected areas and greenspace
- Hydrology
- Topography
- Soils
- Vegetation
- Viewsheds

Using the natural features GIS data as developed by the W.E. Upjohn Center, a series of maps have been prepared, which are included and described on the following pages. The complete W.E. Upjohn Center natural features report is included in the **Appendix**.

Map 3
Public Utilities



Hydraulic resources are illustrated on **Map 4**, including rivers, lakes, wetlands, and groundwater recharge areas (groundwater recharge is the process by which groundwater resources are replenished through drainage from the soil). The benefits of these hydraulic resources are numerous, including the provision of wetland habitat, improved water quality, and the recreational value of water bodies.

Steep slopes within Oshtemo Township, as derived either through a Digital Elevation Model or soil surveys, are illustrated on **Map 5**. Slopes and varied topography may provide visual aesthetic appeal, while steep slopes pose limitations to development. Improper development within steep slop areas can also lead to hazards such as erosion and sedimentation.

According to the natural features report, the soils in Oshtemo Township are generally sandy loams, which means that they have high value for agricultural production, but present a number of limitations to development. **Map 6** illustrates the soil erodibility or "K" factor within Oshtemo Township. The K factor considers the susceptibility of a particular soil to erosion and the rate of water runoff from that soil. Soils with low K factor values resist erosion, while soils with higher K factor values are more susceptible to erosion.

Soils in Oshtemo Township which present septic tank limitations are illustrated on **Map 7.** Due mostly to poor filtration and slow percolation, these soils represent limitations to septic tank absorption fields, where effluent from a septic tank can be distributed into the soil.

Map 8 illustrates the areas in Oshtemo Township that have dense forest cover (greater than 65% forest cover density) and those dense forest areas which are visible from a public road. In addition to visible forested areas, **Map 9** also shows rolling hill locations (slopes greater than 12%) which are visible from public roads. These areas provide important woodland habitat and contribute to scenic beauty.

Map 4
Hydrologic Resources Map

Rivers

Lakes

Wetlands

Water Recharge Areas:

15"

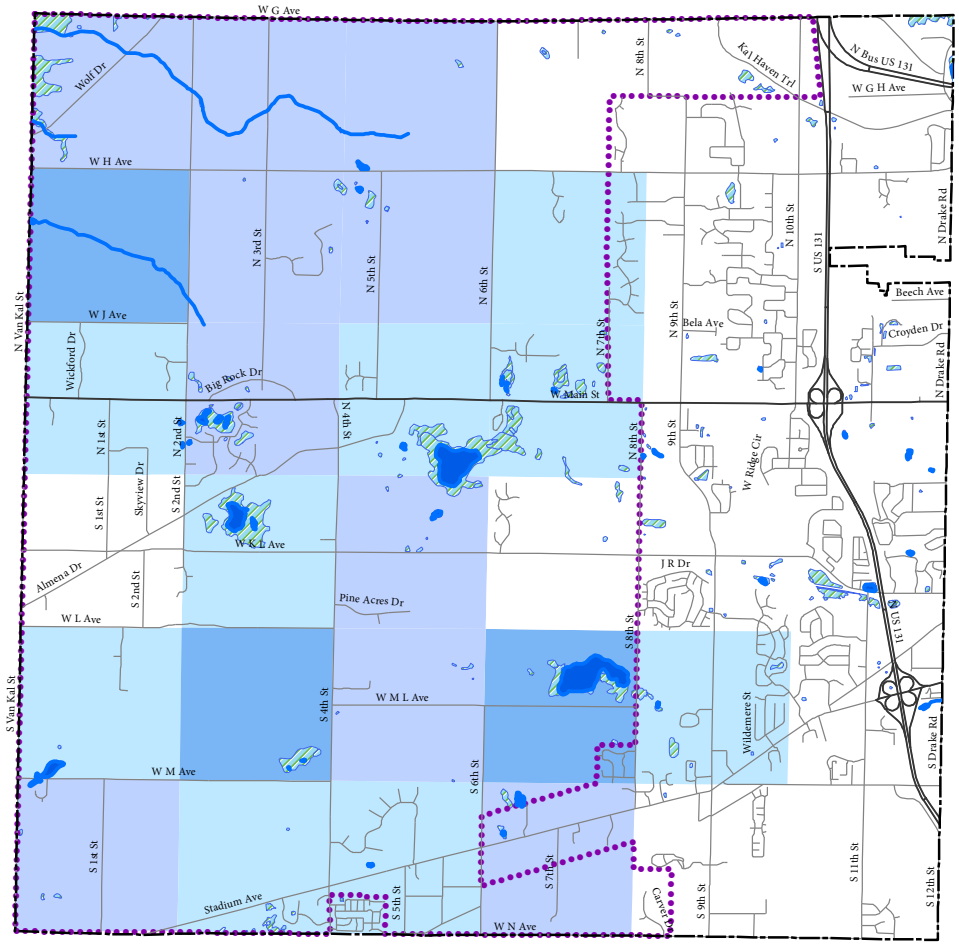
16"

17"

Approximate Study Area Limits

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center

0 0.25 0.5 1 Miles



Map 5
Steep Slopes Map

DEM Derived Slope

18 - 25%

> 25%

Soil Survey Slope Classes

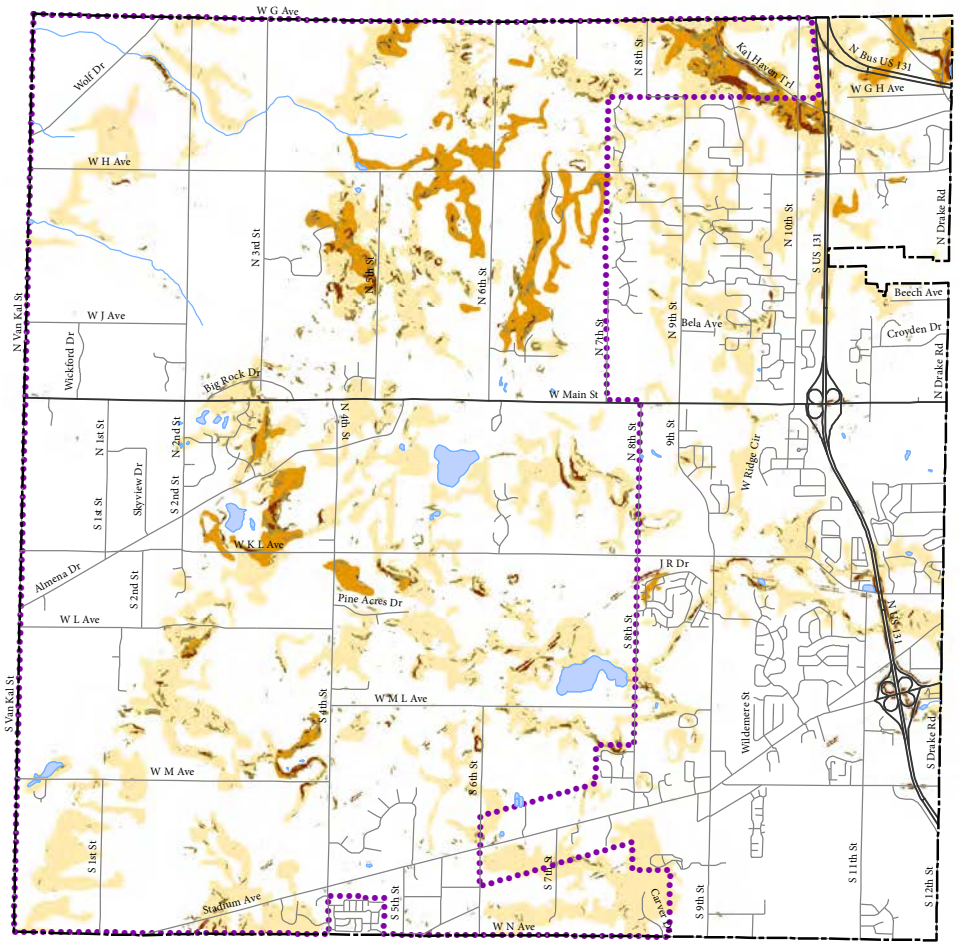
D: 12 - 18%

E: 18 - 45%

Approximate Study Area Limits

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center

0 0.25 0.5 1 Miles



Map 6
Soil Erodibility "K" Factor Map*

K Factor

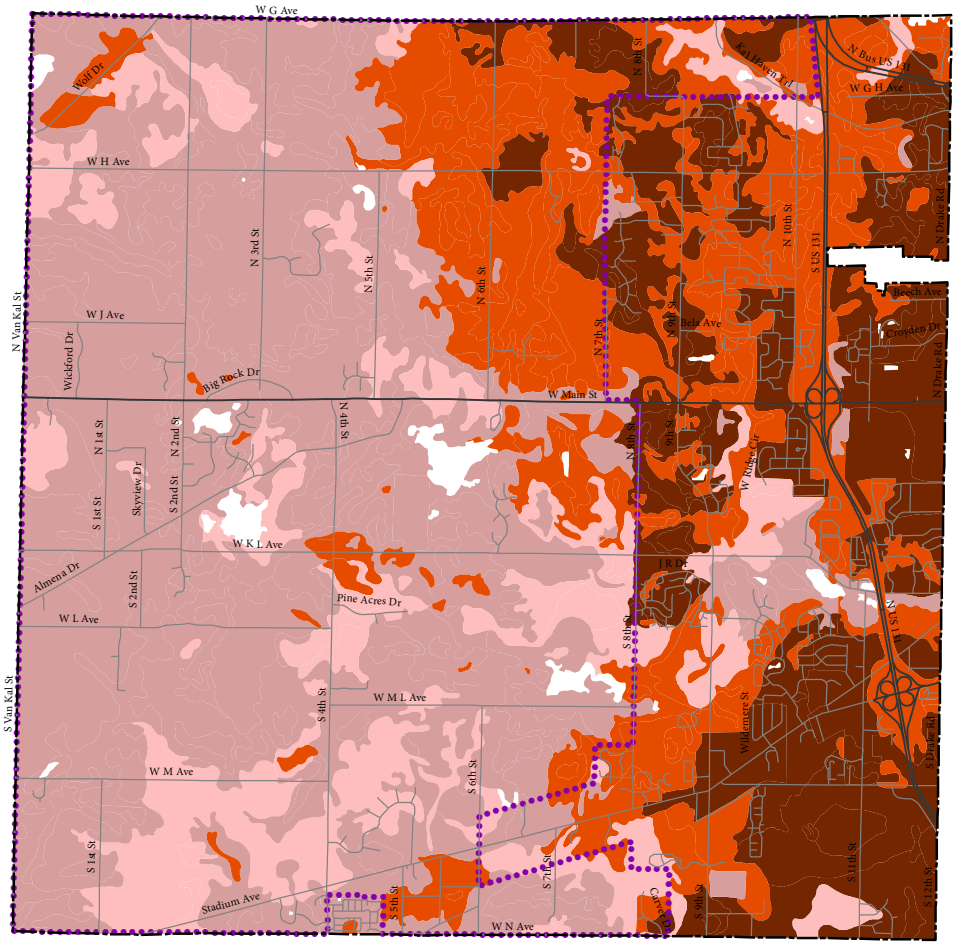
- 0 - 0.15
- 0.15 - 0.20
- 0.20 - 0.24
- > 0.24

Approximate Study Area Limits

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center

*For a detailed explanation, refer to the methodology used in the W.E. Upjohn Center Report.

0 0.25 0.5 1 Miles



Map 7
Septic Tank Limitations Map

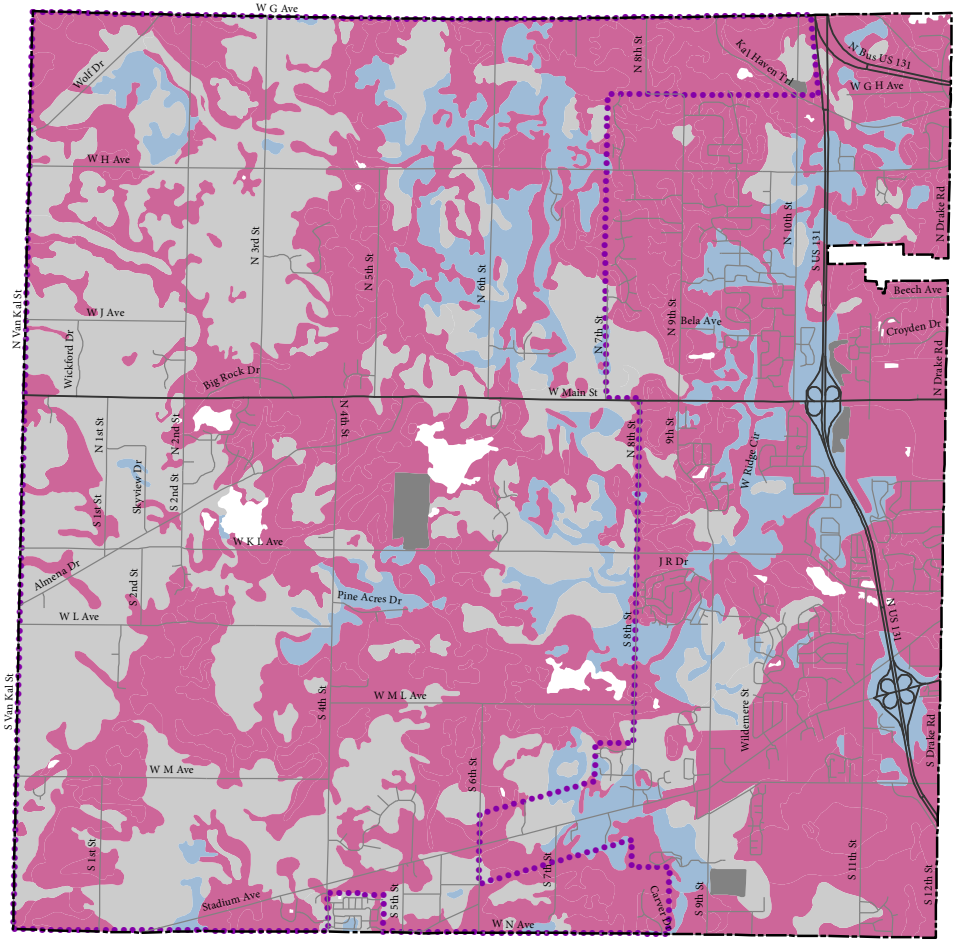
Septic System Limitations:

- Severe
- Moderate
- Slight
- Variable

Approximate Study Area Limits

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center

0 0.25 0.5 1 Miles



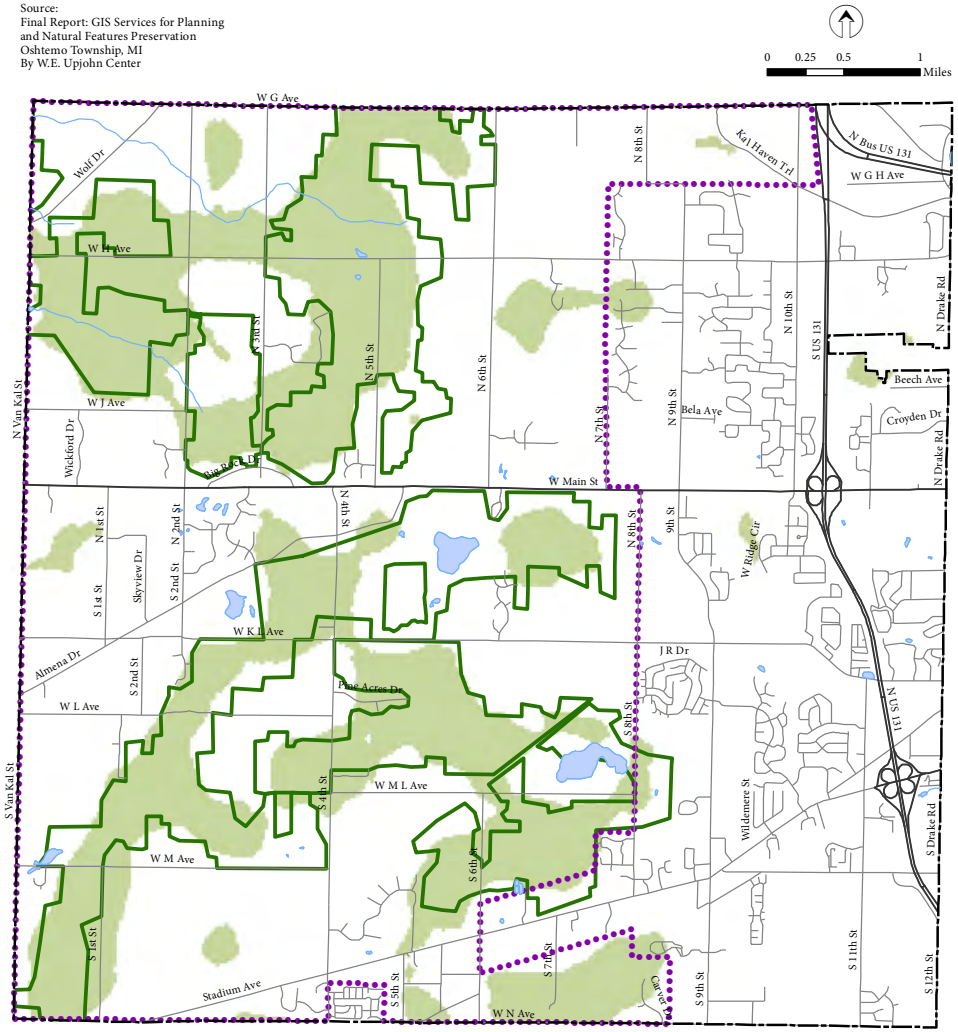
Map 8
Dense Forests Map

> 65% Forest Cover Density (1/4 Mile)

Approximate Study Area Limits

Visible Dense Forest

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center



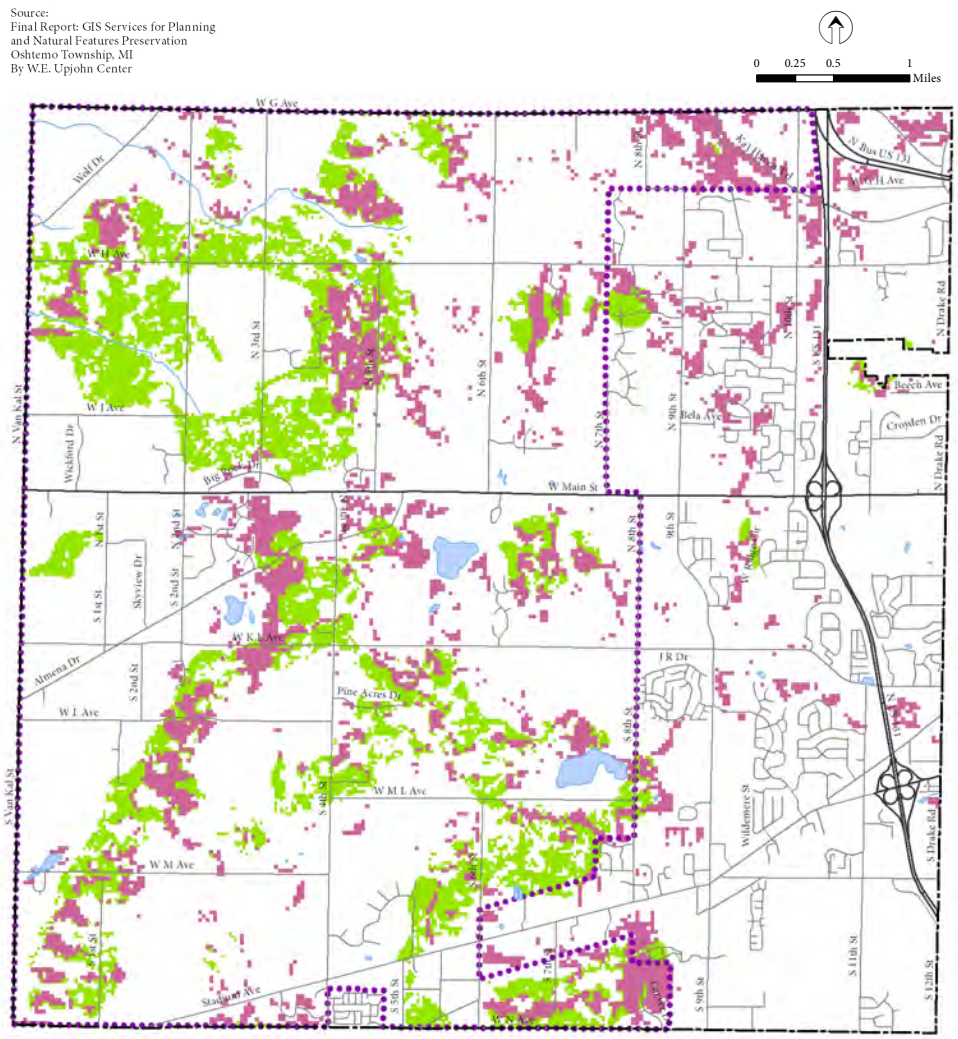
Map 9
Visible Rolling Hills and Dense Forests Map

Visible Rolling Hills

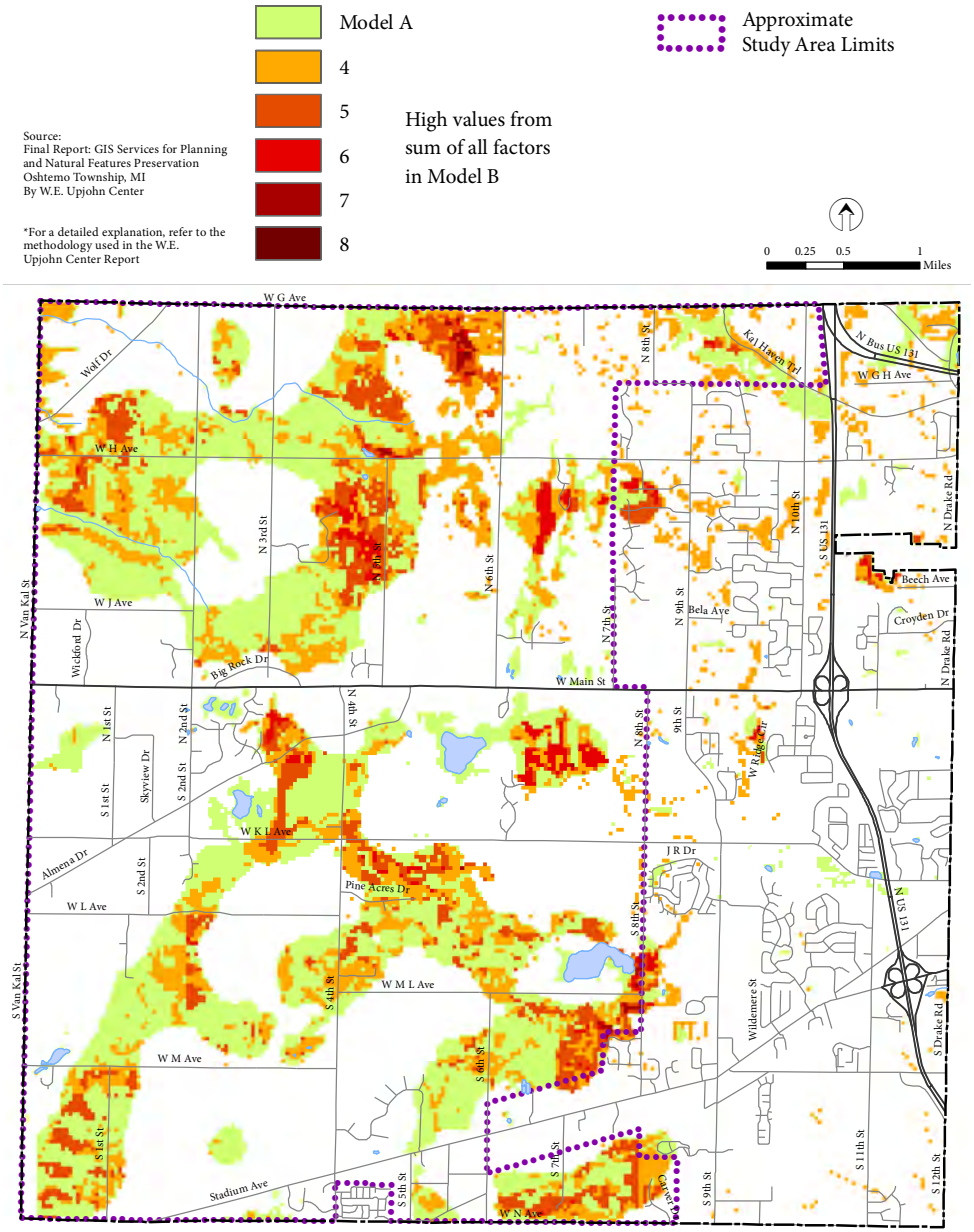
Visible Dense Forest

Approximate Study Area Limits

Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center



Map 10
High Value Resources Map*



Source:
Final Report: GIS Services for Planning and Natural Features Preservation
Oshtemo Township, MI
By W.E. Upjohn Center

*For a detailed explanation, refer to the methodology used in the W.E. Upjohn Center Report

As a means to quantify the combination of natural resources in the Township, the W.E. Upjohn report mapped "high value resources," representing an aggregation of the resources and limitations to development including wetlands, high groundwater recharge, moderate slope, important agricultural land, high soil erodibility, severe limitations to septic, dense forest, visibility of dense forest, and visibility of rolling forested hills. These high value resources are illustrated on **Map 10**.

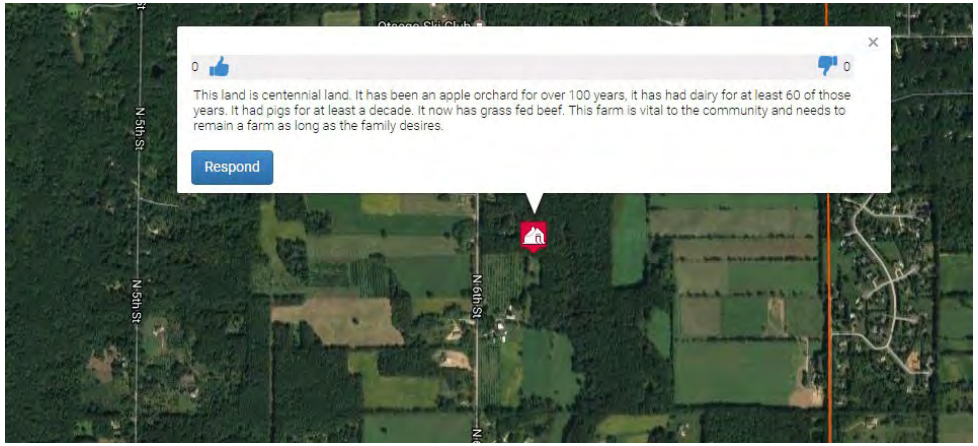
Community Input

Community Remarks Online Mapping Tool

To engage residents, property owners and other community stakeholders in the development of the Rural Character Preservation Strategy, Community Remarks, a "comment mapping" web-based survey instrument was developed. This engagement tool allowed for citizens to conveniently post their ideas, comments, and concerns to the website and relate them to a specific geographic area. Several topic areas were pre-established as a guide for the type of comments that the Township was looking to receive. These topics included:

- Natural Resources
- Historic and Cultural Resources
- Transportation
- Agricultural Production
- Viewsheds
- Recreation
- Land Use and Development
- Economy

The availability of the community comment map was widely advertised, including a mailer which was sent to all property owners within the study area in late 2016.



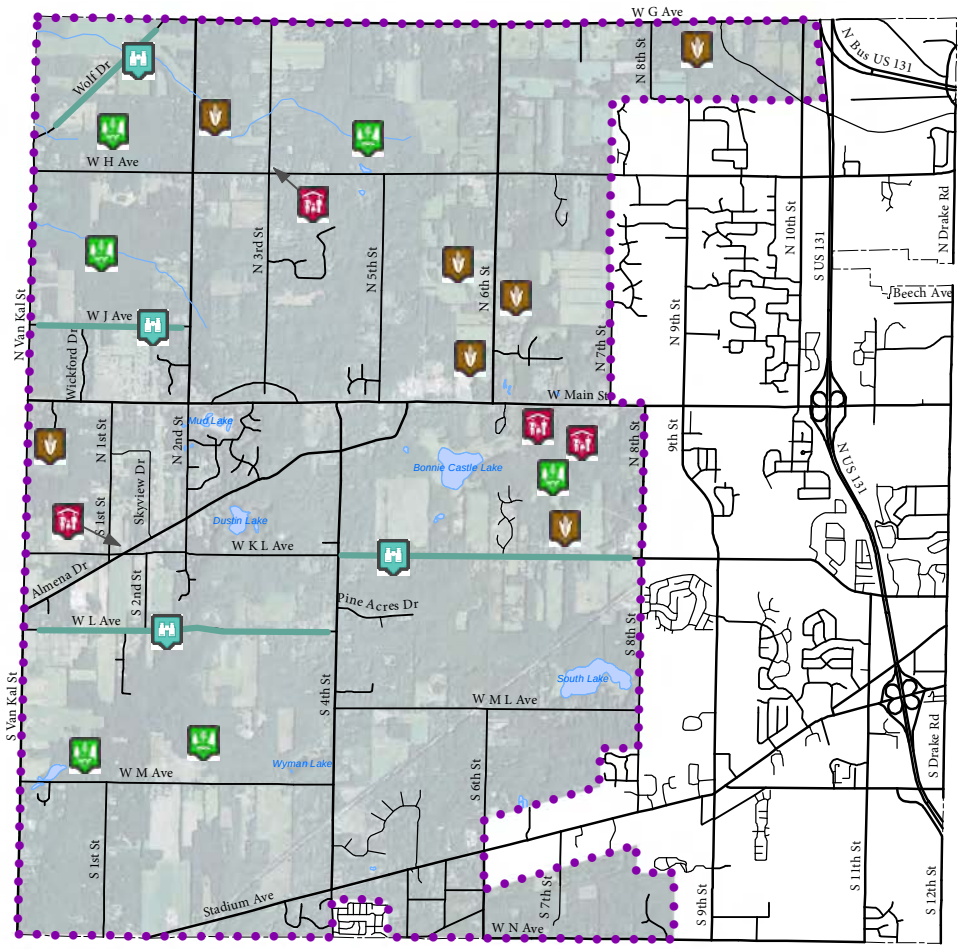
Map 11
Sites of Importance Noted on Community Comment Map*

Scenic/Natural Road
Cultural, Civic or Recreational Site
Natural Habitat
Agricultural Operation or Land
Approximate Study Area Limits
Township Limits
Rivers and Streams
Water Bodies

*As identified on community comment map engagement tool.

Base Data Source:
Michigan Geographic Framework, v14.

0 0.25 0.5 1 Miles



Based on the comments received through the community comment tool, a summary Sites of Importance Map has been prepared and is included in this section (**Map 11**). As can be seen, a variety of specific locations in the study area were identified as sites of importance which contribute to rural character. Several stretches of scenic/natural roads were identified, including Wolf Drive in the northwestern corner of the Township, West J Avenue, West KL Avenue, and West L Avenue. Six specific locations were identified as providing important natural habitat, scattered throughout the study area. Similarly, several locations containing existing agricultural operations or land were identified. Finally, several cultural, civic or recreational sites were identified as being important to rural character. These sites included a church, Township Hall and recreational areas.

A variety of other general comments were submitted on the community comment map tool. Related to the topic of natural features, common themes included:

- Continue and protect important farmland
- Protect forested areas which provide important natural habitat
- Concern about subdivision/condominium development in pristine natural areas
- Respect private property rights, including farmers right to use and sell land

Related to transportation, beyond the identification of stretches of scenic/natural roads, several locations were identified as being dangerous, having traffic concerns, or generally in need of improvement. These included Van Kal Street, between West KL Avenue and M-43, the intersection of Van Kal at Almena, the curve on Almena, south of M-43, the intersection of M-43 and 6th Street, and the intersection of 2nd and West J Avenue.

In general, related to the topic of agricultural production, there was clear support for the continuance and protection of important farmland within the study area.

Related to the topic of land use and development, common themes included:

- Concern about subdivision/condominium development in pristine natural areas
- Support for protection of important natural areas such as forested lands
- Concern about the "parcelization" of large lots into smaller lots for development, which can't be undone
- Some support for clustered residential development which keeps agricultural land and/or open space

Rural Character Alternatives Workshop

In the Winter of 2017, a Rural Character Alternatives Workshop was held at the Township Hall. In total, more than 60 interested citizens attended the workshop.

Rural Character Compatible Use Survey

A key component of the workshop was a survey related to rural character compatible uses. Attendees were given a short survey that listed a variety of types of rural (or potentially rural) uses, such as farm stands, wedding barns, and seed supply stores. Respondents were asked if such uses are not appropriate in the study area, appropriate in the study area with no limitations, or appropriate in the study area with limitations. For each use, they were also asked to indicate potential negative impacts that may result from such uses (i.e., traffic, property values, public services).

Table 4
Rural Character Compatible Use Survey Results
Rural Character Alternatives Workshop, February 2017

Response	Land Use								
	Agri-Tourism	Agri-Business	Winery/ Brewery/ Tasting Room	Race Courses	Farm Implement Sales	Storage/ Ware-housing	Shooting Ranges/ Game Clubs	Commercial/ Riding Stables	Green-houses/ Plant Nurseries
	% of Votes	% of Votes	% of Votes	% of Votes	% of Votes	% of Votes	% of Votes	% of Votes	% of Votes
Not Appropriate in Study Area	8%	29%	6%	67%	24%	22%	57%	2%	0%
Appropriate in Study Area Generally with No Limitations	29%	12%	27%	4%	25%	12%	2%	42%	37%
Appropriate in Study Area but with Limitations	63%	59%	67%	29%	51%	67%	41%	56%	63%

Table 4 is a summary of the results of this exercise. Of the land uses listed in the survey, the ones which were voted as being "most appropriate" (highest percentage of votes as appropriate, either appropriate with no limitations or appropriate with limitations) within rural areas included: Greenhouses/Plant Nurseries (100%); Commercial/Riding Stables (98%); Winery/Brewery/Tasting Room (94%); and, Agri-Tourism (92%). The land uses which were voted as being "least appropriate" (highest percentage of votes as not appropriate) within rural areas included: Race Courses (67%); and, Shooting Ranges/Game Clubs (57%).

Residential Design Alternatives Exercise

A second key exercise asked attendees to work in groups to evaluate four alternative residential design concept plans for a 96 acre site in a rural location (the site was not located in Oshtemo Township). The four design alternatives each employed different approaches to development of the site, as described and illustrated in this section.

Alternative A sought to maximize density as allowed by current Oshtemo Township zoning, with no provision for open space.

- 53 total lots
- Approx. minimum lot sizes of 1.5 acres
- O% preserved open space

Alternative B sought to maximize density as allowed by the Oshtemo Township zoning ordinance's "open space" development option.

- 90 total lots
- Approx. minimum lot sizes of 0.5 acres
- 40% preserved open space

Alternative C employed the "large lot/low density" approach to rural preservation, ensuring a low overall density, large lots and generous setbacks.

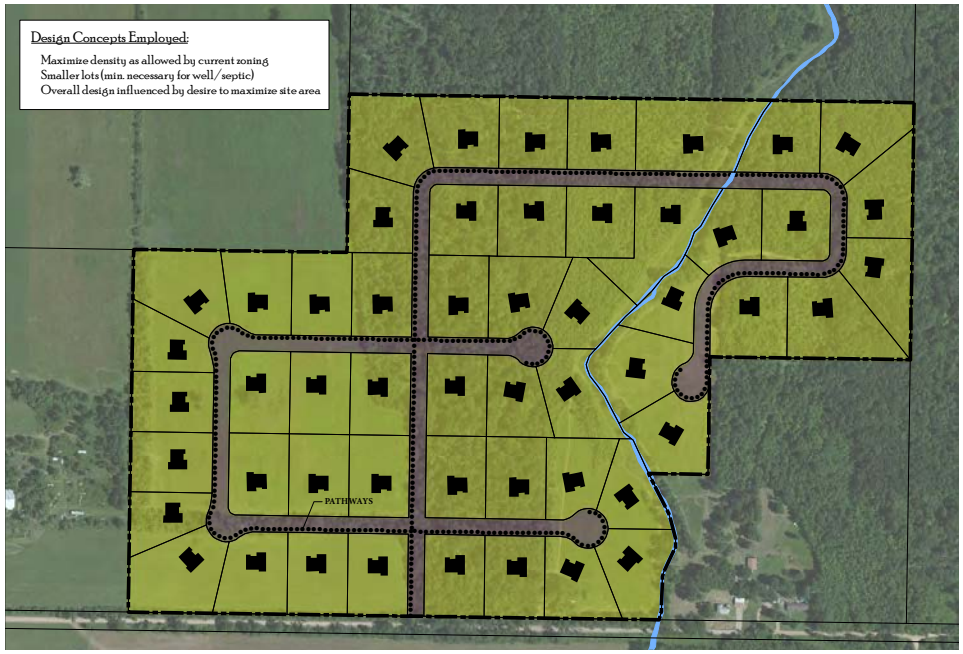
- 25 total lots
- Approx. minimum lot sizes of 3 acres
- 7% preserved open space

Alternative D sought a low overall density but proposed smaller lot sizes in order to preserve site features such as agricultural land and woodlands.

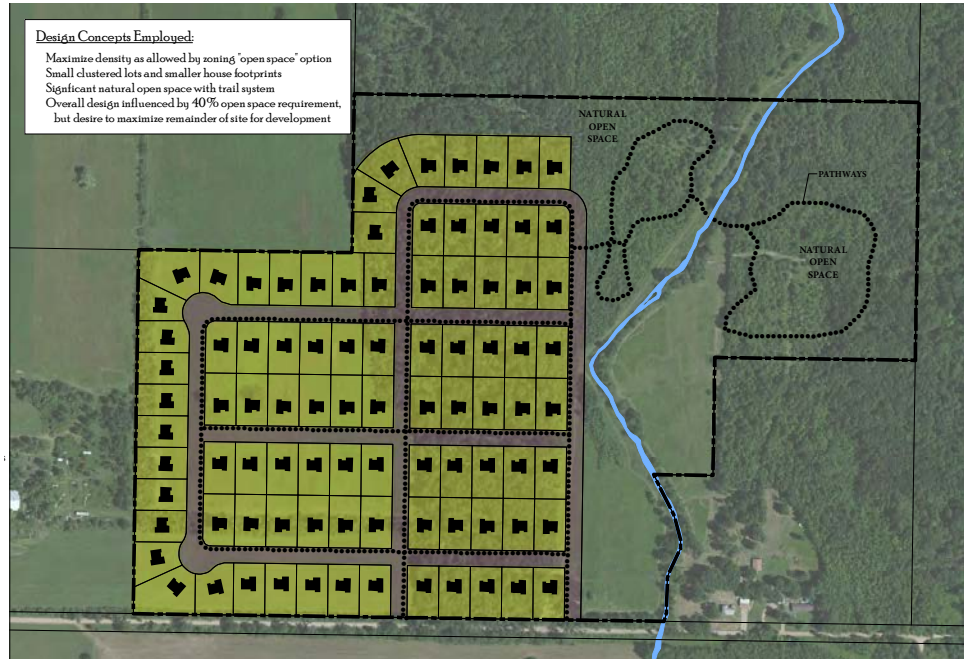
- 25 total lots
- Approx. minimum lot sizes of 1.5 acres
- 50% preserved open space

Small groups (10 total) were each provided with an evaluation worksheet, which prompted the group to work together to rank each alternative based on specific objectives, such as farmland preservation or natural resource protection. On the whole, Alternative D received the broadest support as the alternative which was most effective at preserving rural character.

Design Alternative A

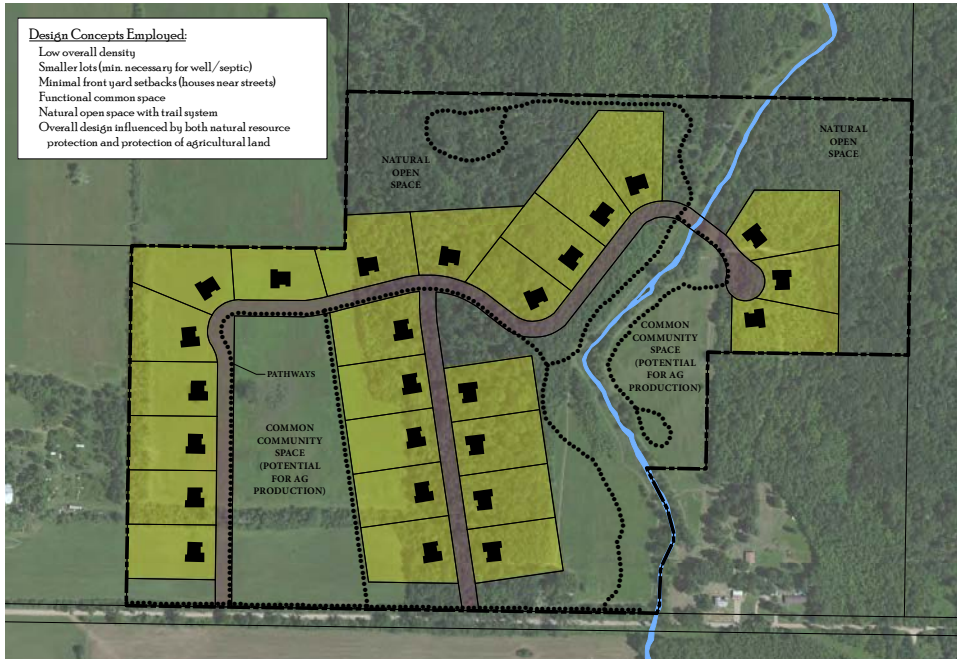


Design Alternative B



Design Alternative C

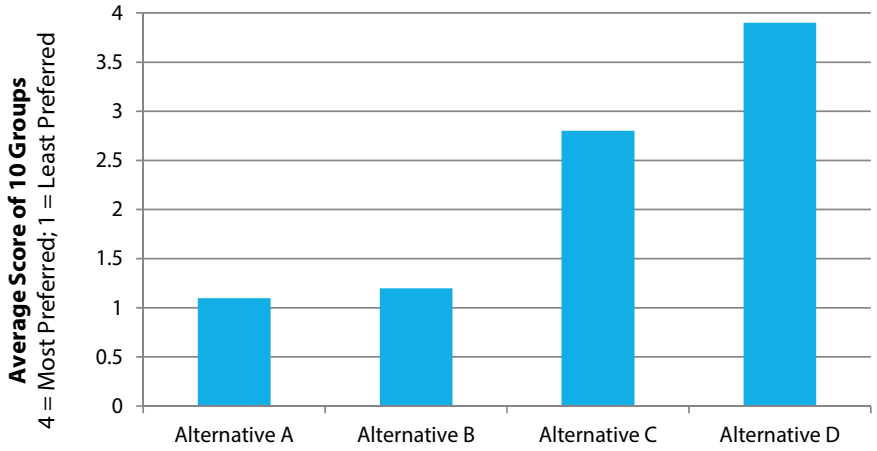
Design Alternative D



Below is a summary of each group's general findings (see also **Figure 6**).

- Group 1 – Overall, this group indicated a preference for Alternatives C and D that "look more rural residential for both the residents and surrounding neighbors.
- Group 2 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives C, A and B
- Group 3 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives C, B and A
- Group 4 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives C, A and B
- Group 5 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives C, A and B
- Group 6 – This group determined that all but one alternative (Alternative D) "even approaches preservation of rural character"
- Group 7 – Alternative C was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives D, A and B (tie for A and B)
- Group 8 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives C, B and A
- Group 9 – Alternative D was ranked as most effective at preserving the various components of rural character listed on the worksheet, followed by Alternatives B, C and A
- Group 10 – Alternative D was ranked as most effective at preserving natural resources, agricultural production/farmland, scenic viewsheds, and recreation. Alternative C was ranked as most effective at preserving private property rights, motorized transportation (traffic flow, efficiency, safety), and efficiency/capacity of community services.

Figure 6
Residential Design Alternatives Evaluation Results



Rural Character Preservation Strategic Plan

Oshtemo Township has long recognized the value of the agricultural lands, natural habitats, and rural countryside of the western portion of the Township. The 2011 Master Plan confirmed the Township's vision for this area and plans for it to remain "rural residential." Throughout the course of this planning process, the citizens and stakeholders of the Township were clear in their desire to maintain the exceptional rural character of this area, preserving it for future generations. Based upon the existing conditions findings, the desires of the community as uncovered during the various engagement efforts, and direction provided by Township leaders and staff, this section outlines a vision and strategic plan for rural character preservation in Oshtemo Township.

This section first establishes a vision statement as the foundation for rural character preservation within the study area, followed by a series of goals that more specifically define what rural character means to the community. A series of policies are then introduced, which provide more specific statements that seek to clarify the intent of each goal. Finally, action strategies are outlined, which serve as practical and trackable means for achieving the goals.

Rural Character Vision Statement for the Study Area:

Appreciate, preserve, protect and enhance the natural and built environment of rural Oshtemo Township in a way that honors its traditional rural lifestyle, natural habitats and environmentally sensitive lands, agricultural lands and enterprises, historic and cultural resources, scenic vistas, and recreational amenities, while allowing for limited and compatible low-density residential development, as well as limited service uses.

Rural Character Goals, Policies and Action Strategies

Five overarching rural character goals have been established for the study area, which embody the Township's desires related to the following categories of rural character: Rural Development and Services; Agricultural Lands and Enterprises; Natural Environment and Open Space; Historic and Cultural Resources; and, Recreation. In support of the goals for each category, a series of policies have been established. Additionally, selected policies are illustrated on the graphic included later in this section (**Figure 7**).

Additionally, a series of action strategies are outlined within each of the five categories. These action strategies are intended to be practical steps which will aide in the implementation of the overall vision for preserving rural character in the study area. Also included is a map which provides a geographic reference for selected action strategies (**Map 12 - Action Strategies**).

Rural Development and Services (RDS) Goal

Provide for development of low density residential land use that is both compatible with, and enhances, the rural agrarian lifestyle and natural environmental character of the study area. Further, allow for limited service uses that support the needs of residents and the agricultural economy of the study area.

Rural Development and Services (RDS) policies

Policy RDS-1: Consistent with the Oshtemo Township Future Land Use Plan, direct higher density residential, commercial, industrial and other urban land use and development to the eastern portion of Oshtemo Township where such use is most appropriate and can be accommodated by existing public facilities and services.

Policy RDS-2: Support low density, rural compatible residential development in a manner which minimizes any loss of the study area's rural character.

Policy RDS-3: Minimize the conversion of agricultural and/or environmentally significant land into residential development within the study area.

Policy RDS-4: The design of new residential developments shall incorporate existing, desirable landscape elements, whether natural or man-made, such as farmland, scenic views, open space, wetlands, stream corridors, and steep slopes.

Policy RDS-5: The removal or disturbance of significant and/or sensitive natural features associated with development activity, such as large trees, woodlands, wetlands, steep slopes, or floodplains, shall be avoided.

Policy RDS-6: Site design treatments, including building architecture, materials, signage, and other site amenities, shall be specifically chosen for consistency with the rural agrarian lifestyle of the study area, rather than a suburban, "anywhere USA" style.

Policy RDS-7: Consistent with the Oshtemo Township Future Land Use Plan, encourage farm and agricultural-related businesses, as well as locally oriented service establishments, to be located within strategic nodes or hamlets within the study area. Specifically, these nodes shall include Stadium Drive at 5th Street and West Main Street at Almena Drive.

Policy RDS-8: Limit public infrastructure investment within the study area to only that which is necessary to support the health, safety and welfare of the area, and where such investment does not lead to new development which is out of character with the study area.

Rural Development and Services (RDS) Action Strategies

Action Strategy RDS-1: Evaluate potential zoning ordinance amendments to the AG District to specifically establish a very low density sliding-scale approach to the number of new building sites allowed, based on the size of the parent parcel.

Action Strategy RDS-2: Evaluate and consider increasing the overall minimum lot size within the RR District from 1.5 acres to as much as 3 acres. Consideration may also be given to the creation of two separate RR Districts, based upon an investigation of current parcelization conditions, with one having a more restrictive minimum lot size.

Action Strategy RDS-3: Amend the Open Space Community Development Option within the zoning ordinance to require at least 50 percent of the parent parcel to be preserved as open space.

Action Strategy RDS-4: Amend both the Open Space Community Development Option and the Open Space Preservation Residential Development Option within the zoning ordinance to incentivize exceptional design and community benefits through a density bonus.

Action Strategy RDS-5: Explore the merger of the two open space development options within the zoning ordinance into a single open space development option.

Action Strategy RDS-6: Review the zoning ordinance and map to ensure that land is available to accommodate a planned mixture of farm service business and other locally oriented service establishments within the strategic nodes or hamlets located at Stadium Drive at 5th Street and West Main Street at Almena Drive.

Action Strategy RDS-7: Develop rural character design standards as a guide for the design and layout of non-residential development within the study area.

Action Strategy RDS-8: Work with road jurisdictions to formulate a transportation network that accepts limited congestion and travel delays on major roadways to minimize the widening of secondary roads, paving of gravel roads, other similar road construction projects that would negatively impact natural resources, neighborhoods, and overall rural character.

Action Strategy RDS-9: Investigate the establishment of a purchase of development rights program, land banking program, tax policy changes, or other incentives to encourage the owners of large, undeveloped properties to keep them as preserved open space.

Agricultural Lands and Enterprises (AG) Goal

Recognize, preserve, protect, and expand the study area's important and valued agricultural lands and enterprises.

Agricultural Lands and Enterprises (AG) policies

Policy AG-1: Facilitate a vibrant local agricultural economy by supporting existing farmlands and agricultural enterprises through land use policies, development codes and incentives that encourage the continued use of land for farming.

Policy AG-2: Protect agricultural lands and enterprises within the study area from conflicting development through stringent zoning controls and the directing of higher density urban growth to the eastern portion of Oshtemo Township.

Policy AG-3: Promote sustainable agricultural practices, with its emphasis on environmental stewardship, wholesome food production, and a locally-oriented customer base.

Policy AG-4: Allow and encourage small-scale farming activities and the keeping of horses or other livestock within the study area.

Policy AG-5: Encourage and promote agricultural tourism within the study area, at an appropriate scale and intensity that limits impacts to adjacent properties, public services and the natural environment.

Policy AG-6: Support the existence and expansion of the local foods movement within the study area, through the allowance of farmers markets, food stands and food co-operative facilities.

Agricultural Lands and Enterprises (AG) Action Strategies

Action Strategy AG-1: Review and amend the zoning ordinance, as necessary, to allow agri-tourism and agri-business within the AG and/or RR Districts, with appropriate development restrictions to ensure compatibility with adjacent land uses and available public services. Specific uses to consider are those which were supported by the community as listed in Table 4.

Action Strategy AG-2: Review and amend the zoning ordinance, as necessary, to clarify and ensure that the open space development options allow for required open spaces to be utilized for agricultural purposes.

Action Strategy AG-3: Investigate the use of tax abatements as an economic development incentive for new investments in agriculture.

Action Strategy AG-4: Support the agricultural community in the use of existing legislative tools and techniques such as the Farmland and Open Space Preservation Act and farmland conservation easements.

Action Strategy AG-5: Consider the allowance of alternative energy facilities (solar/wind) within the AG District as a means to support environmental sustainability and provide supplementary income to property owners.

Natural Environment and Open Space (NE) Goal

Strive for the protection of important natural resources and open spaces that contribute to the health of natural systems, wildlife habitats, community character, and quality of life.

Natural Environment and Open Space (NE) Policies

Policy NE-1: Protect sensitive and other environmentally significant areas, such as water resources, wetlands, woodlands, floodplains, scenic vistas, and wildlife habitats.

Policy NE-2: Work to create and preserve a connected system of open spaces and natural corridors within the study area.

Policy NE-3: Support and facilitate the acquisition of important open spaces for the benefit and enjoyment of the public and for the long-term quality of the community.

Policy NE-4: Commit to a network of natural beauty roads to support rural character and a healthy natural environment, through the establishment of natural buffer strips along the edges of primary and secondary roadways.

Natural Environment and Open Space (NE) Action Strategies

Action Strategy NE-1: Support and explore a variety of mechanisms for open space acquisition, to include land dedication, conservation easements, and outside funding for the public purchase of environmentally significant lands.

Action Strategy NE-2: Develop and adhere to storm water best management practices to minimize the negative impacts that development can have on runoff and water quality.

Action Strategy NE-3: Develop and adopt restrictions within the subdivision and site condominium ordinance, consistent with the extent of the High Value Resources Map (**Map 10**), which would protect the most critical concentrations of natural resources within the study area.

Action Strategy NE-4: Consider the adoption of a tree-protection ordinance that minimizes the impact of development and protects existing viewsheds along county roads.

Action Strategy NE-5: Require a natural features inventory as part of the site plan review and approval process.

Action Strategy NE-6: Determine which roads should be designated as natural beauty roads within the study area and adopt provisions within the zoning ordinance that limit or prohibit the removal of native or natural vegetation within the required front setback areas along such roads.

Action Strategy NE-7: Develop a plan to inventory, evaluate, protect, and enhance the green infrastructure system of Oshtemo Township, consisting of a series of interconnected habitats, natural features, and related amenities.

Historic and Cultural Resources (HC) Goal

Recognize, protect and promote the historic character and assets found within the study area.

Historic and Cultural Resources (HC) Policies

Policy HC-1: Allow and encourage the appropriate adaptive reuse of historic farm buildings and other historic structures.

Policy HC-2: Promote public and private partnerships that seek to conserve the historic assets of the study area.

Policy HC-3: Ensure that the design of buildings, signage, and other development amenities is consistent with the study area's historic agrarian character.

Policy HC-4: Support the efforts of local community groups to promote community spirit and celebrate the historic rural character of the study area through community events and similar activities.

Historic and Cultural Resources (HC) Action Strategies

Action Strategy HC-1: Expand the Township's website for educational purposes to include information on historical places and structures within the study area.

Action Strategy HC-2: Support the efforts of the agricultural community, preservation groups, historical societies and other community groups to develop and promote cultural and heritage tourism opportunities.

Action Strategy HC-3: Work with the Oshtemo Historical Society to develop a program to recognize outstanding preservation work of individual historic buildings and places including barns and farm houses.

Action Strategy HC-4: Support the efforts of local property owners in the nomination of eligible historic properties to the National Register of Historic Places.

Recreation (REC) Goal

Provide for a system of passive open spaces, low-intensity recreational facilities, and non-motorized connections within the study area for the long-term benefit of area residents and the Township as a whole.

Recreation (REC) Policies

Policy REC-1: Continue to cooperate with neighboring jurisdictions and regional entities in the provision of regional recreational facilities, greenways and non-motorized networks.

Policy REC-2: Support and facilitate the acquisition of significant natural lands and the establishment of additional passive outdoor recreation activities within the study area.

Policy REC-3: The design of recreational facilities should incorporate, where possible, the preservation and use of existing points of historic and scenic interest.

Policy REC-4: Encourage the inclusion of open spaces, low-intensity recreational facilities, and bicycle and pedestrian linkages, in conjunction with new and established developments.

Recreation (REC) Action Strategies

Action Strategy REC-1: Maintain and implement a 5-year DNR approved Recreation Plan to be used as a short term and long term guide for recreation improvements and to ensure eligibility for certain State recreation grant opportunities.

Action Strategy REC-2: Maintain and implement a Non-Motorized Facilities Plan to be used as a short term and long term vision for non-motorized networks within Oshtemo Township and connections to the region.

Action Strategy REC-3: Seek and secure funding from Federal, State, local and private sources for the acquisition and/or development of passive recreational facilities, greenways, and non-motorized facilities within the study area.

Figure 7
Oshtemo Township Rural Character Preservation Strategy
Selected Illustrated Policies

Rural Development and Services (RDS)

Policy RDS-2: Support low density, rural compatible residential development in a manner which minimizes any loss of the study area's rural character.

Policy RDS-3: Minimize the conversion of agricultural and/or environmentally significant land into residential development within the study area.

Policy RDS-4: The design of new residential developments shall incorporate existing, desirable landscape elements, whether natural or man-made, such as farmland, scenic views, open space, wetlands, stream corridors, and steep slopes.

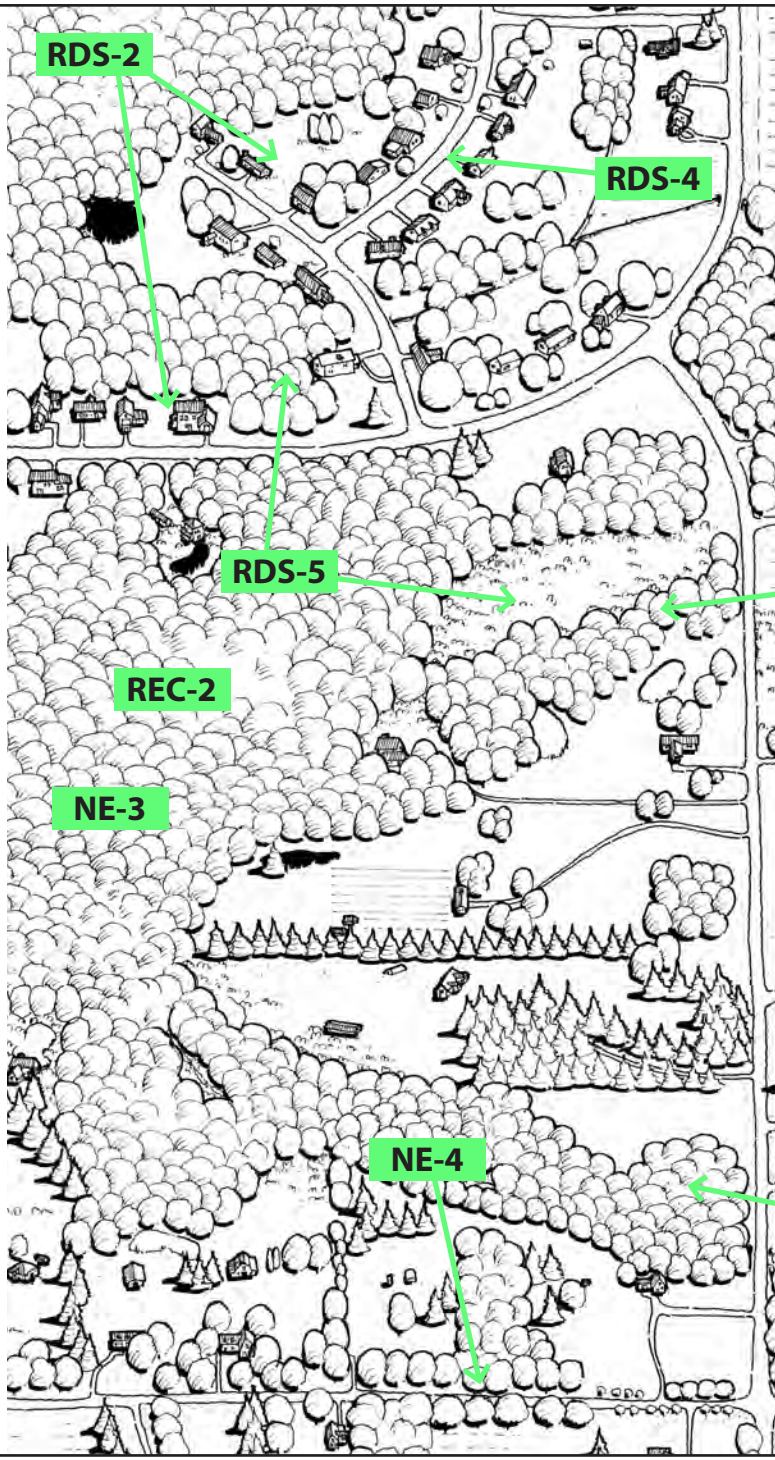
Policy RDS-5: The removal or disturbance of significant and/or sensitive natural features associated with development activity, such as large trees, woodlands, wetlands, steep slopes, or floodplains, shall be avoided.

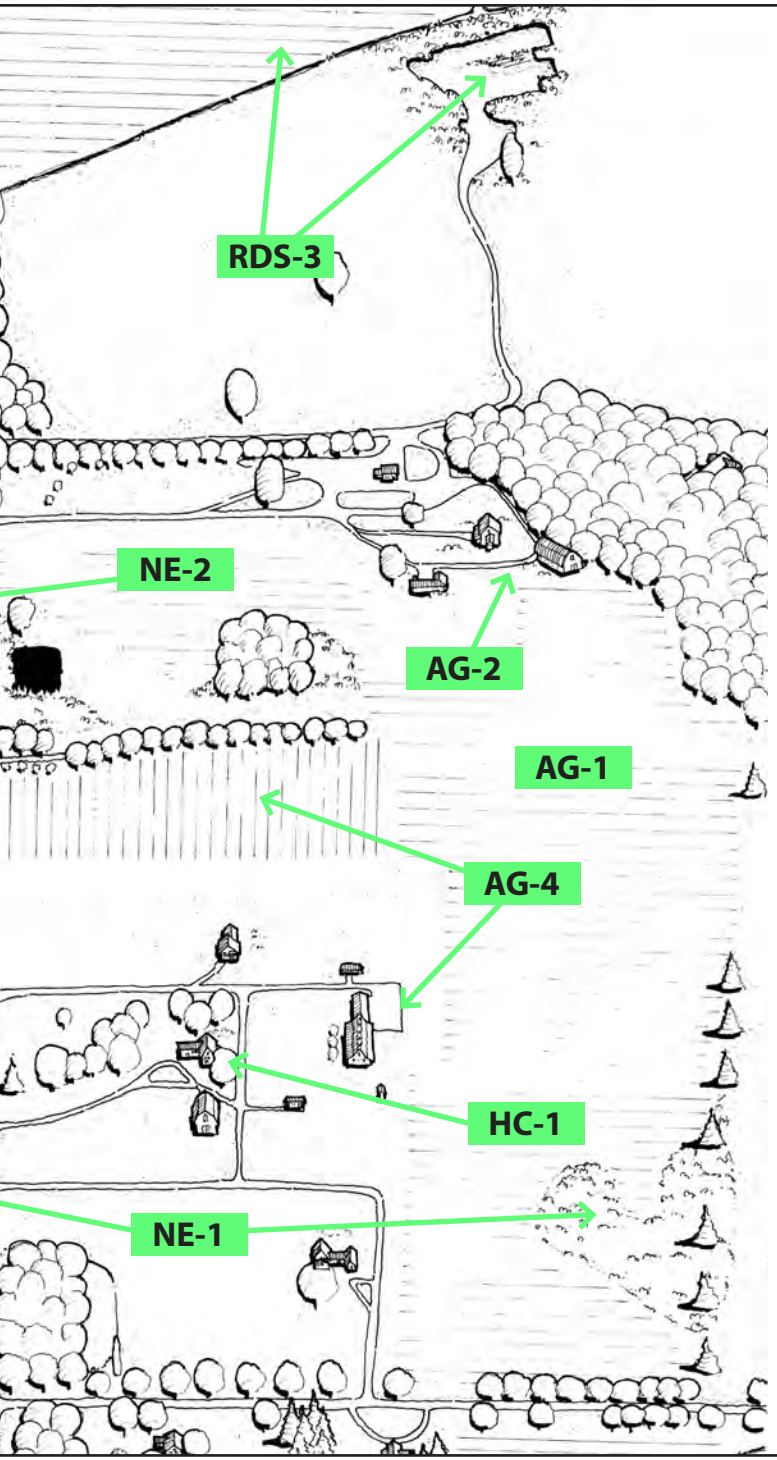
Agricultural Lands and Enterprises (AG)

Policy AG-1: Facilitate a vibrant local agricultural economy by supporting existing farmlands and agricultural enterprises through land use policies, development codes and incentives that encourage the continued use of land for farming.

Policy AG-4: Allow and encourage small-scale farming activities and the keeping of horses or other livestock within the study area.

Policy AG-2: Protect agricultural lands and enterprises within the study area from conflicting development through stringent zoning controls and the directing of higher density urban growth to the eastern portion of Oshtemo Township.

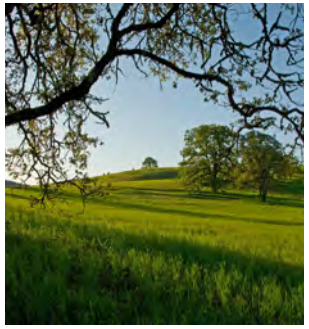




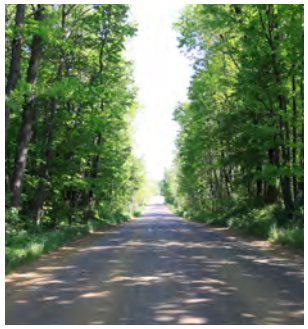
Natural Environment and Open Space (NE)

Policy NE-1: Protect sensitive and other environmentally significant areas, such as water resources, wetlands, woodlands, floodplains, scenic vistas, and wildlife habitats.

Policy NE-2: Work to create and preserve a connected system of open spaces and natural corridors within the study area.



Policy NE-3: Support and facilitate the acquisition of important open spaces for the benefit and enjoyment of the public and for the long-term quality of the community.



Policy NE-4: Commit to a network of natural beauty roads to support rural character and a healthy natural environment, through the establishment of natural buffer strips along the edges of primary and secondary roadways.

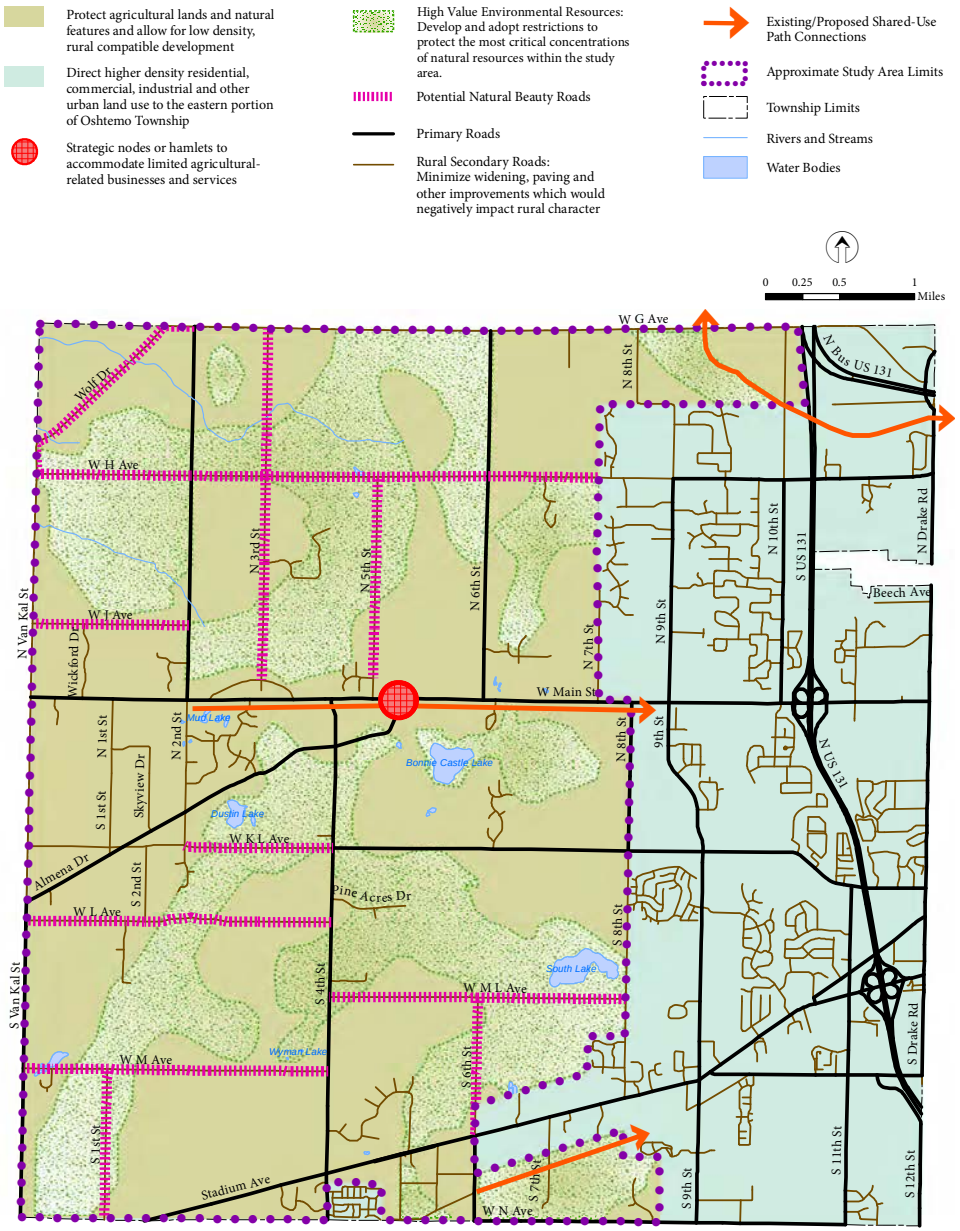
Historic and Cultural Resources (HC)

Policy HC-1: Allow and encourage the appropriate adaptive reuse of historic farm buildings and other historic structures.

Recreation (REC)

Policy REC-2: Support and facilitate the acquisition of significant natural lands and the establishment of additional passive outdoor recreation activities within the study area, utilizing a variety of funding for this purpose, including Federal, State, local and private sources.

Map 12
Rural Character Action Strategies



Action Strategy Implementation Matrix

Table 5 has been prepared as an implementation matrix, which can be utilized by Township leaders as a guide to execute the strategies contained in this plan. It includes a listing of all action strategies, a general priority for the strategy, an approximate timeframe for completion, and the responsible leaders and participants for the strategy. A key explaining the table can be found immediately below.

Implementation Matrix Key

PRIORITY	
A	Most Important
B	Very Important
C	Important

ABBREVIATIONS	
TB	Township Board
PC	Planning Commission
PARKS	Parks Committee/Friends of the Parks
TS	Township Staff
KCRC	Kalamazoo County Road Commission
MDOT	Michigan Department of Transportation
PO	Property Owners

Table 5
Rural Character Action Strategies - Implementation Matrix

Strategy ID	Action Strategy	Priority	Timeframe	Responsibility	
				Project Lead	Other Participants
RURAL DEVELOPMENT AND SERVICES (RDS)					
RDS-1	Evaluate potential zoning ordinance amendments to the AG District to specifically establish a very low density sliding-scale approach to the number of new building sites allowed, based on the size of the parent parcel.	A	1-2 years	PC, TS	TB
RDS-2	Evaluate and consider increasing the overall minimum lot size within the RR District from 1.5 acres to as much as 3 acres. Consideration may also be given to the creation of two separate RR Districts, based upon an investigation of current parcelization conditions, with one having a more restrictive minimum lot size.	A	1-2 years	PC, TS	
RDS-3	Amend the Open Space Community Development Option within the zoning ordinance to require at least 50 percent of the parent parcel to be preserved as open space.	B	1-2 years	PC, TS	TB
RDS-4	Amend both the Open Space Community Development Option and the Open Space Preservation Residential Development Option within the zoning ordinance to incentivize exceptional design and community benefits through a density bonus.	A	1-2 years	PC, TS	TB
RDS-5	Explore the merger of the two open space development options within the zoning ordinance into a single open space development option.	C	2+ years	PC, TS	TB
RDS-6	Review the zoning ordinance and map to ensure that land is available to accommodate a planned mixture of farm service business and other locally oriented service establishments within the strategic nodes or hamlets located at Stadium Drive at 5th Street and West Main Street at Almena Drive.	B	1-2 years	PC, TS	TB
RDS-7	Develop rural character design standards as a guide for the design and layout of non-residential development within the study area	C	2+ years	PC, TS	
RDS-8	Work with road jurisdictions to formulate a transportation network that accepts limited congestion and travel delays on major roadways to minimize the widening of secondary roads, paving of gravel roads, other similar road construction projects that would negatively impact natural resources, neighborhoods, and overall rural character.	A	Ongoing	TS	TB, PC, KCRC, MDOT
RDS-9	Investigate the establishment of a purchase of development rights program, land banking program, tax policy changes, or other incentives to encourage the owners of large, undeveloped properties to keep them as preserved open space.	A	1-2 years	TS	TB, PC
AGRICULTURAL LANDS AND ENTERPRISES (AG)					
AG-1	Review and amend the zoning ordinance, as necessary, to allow agri-tourism and agri-business within the AG and/or RR Districts, with appropriate development restrictions to ensure compatibility with adjacent land uses and available public services. Specific uses to consider are those which were supported by the community as listed in Table 4.	B	1-2 years	PC, TS	TB
AG-2	Review and amend the zoning ordinance, as necessary, to clarify and ensure that the open space development options allow for required open spaces to be utilized for agricultural purposes.	B	1-2 years	PC, TS	TB
AG-3	Investigate the use of tax abatements as an economic development incentive for new investments in agriculture	C	2+ years	TB	PC, TS, PO
AG-4	Support the agricultural community in the use of existing legislative tools and techniques such as the Farmland and Open Space Preservation Act and farmland conservation easements.	A	Ongoing	TS	PO
AG-5	Consider the allowance of alternative energy facilities (solar/wind) within the AG District as a means to support environmental sustainability and provide supplementary income to property owners.	B	1-2 years	PC, TS	TB

Table 5
Rural Character Action Strategies - Implementation Matrix (cont.)

Strategy ID	Action Strategy	Priority	Timeframe	Responsibility	
				Project Lead	Other Participants
NATURAL ENVIRONMENT AND OPEN SPACE (NE)					
NE-1	Support and explore a variety of mechanisms for open space acquisition, to include land dedication, conservation easements, and outside funding for the public purchase of environmentally significant lands.	B	Ongoing	TB	PC, TS
NE-2	Develop and adhere to storm water best management practices to minimize the negative impacts that development can have on runoff and water quality.	A	1-2 years	PC, TS	TB
NE-3	Develop and adopt restrictions within the subdivision and site condominium ordinance, consistent with the extent of the High Value Resources Map (Map 10), which would protect the most critical concentrations of natural resources within the study area.	A	1-2 years	PC, TS	TB
NE-4	Consider the adoption of a tree-protection ordinance that minimizes the impact of development and protects existing viewsheds along county roads.	C	2+ years	PC, TS	TB
NE-5	Require a natural features inventory as part of the site plan review and approval process.	C	2+ years	PC, TS	TB
NE-6	Determine which roads should be designated as natural beauty roads within the study area and adopt provisions within the zoning ordinance that limit or prohibit the removal of native or natural vegetation within the required front setback areas along such roads	A	1-2 years	PC, TS	TB
NE-7	Develop a plan to inventory, evaluate, protect, and enhance the green infrastructure system of Oshtemo Township, consisting of a series of interconnected habitats, natural features, and related amenities.	A	1-2 years	PC, TS	TB
HISTORIC AND CULTURAL RESOURCES (HC)					
HC-1	Expand the Township's website for educational purposes to include information on historical places and structures within the study area.	B	1-2 years	TS	PO
HC-2	Support the efforts of the agricultural community, preservation groups, historical societies, and other community groups to develop and promote cultural and heritage tourism opportunities.	B	Ongoing	TS	PO
HC-3	Work with the Oshtemo Historical Society to develop a program to recognize outstanding preservation work of individual historic buildings and places including barns and farm houses.	C	2+ years	TS	PO
HC-4	Support the efforts of local property owners in the nomination of eligible historic properties to the National Register of Historic Places.	B	Ongoing	TS	PO
RECREATION (REC)					
REC-1	Maintain and implement a 5-year DNR approved Recreation Plan to be used as a short term and long term guide for recreation improvements and to ensure eligibility for certain State recreation grant opportunities.	B	At least every 5 years	PR, TS	TB
REC-2	Maintain and implement a Non-Motorized Facilities Plan to be used as a short term and long term vision for non-motorized networks within Oshtemo Township and connections to the region.	B	At least every 5 years, or as necessary	PR, TS	TB
REC-3	Seek and secure funding from Federal, State, local and private sources for the acquisition and/or development of passive recreational facilities, greenways and non-motorized facilities within the study area.	B	Ongoing	TS	TB, PC, PR

Maple Hill Drive South Sub-Area Plan

Oshtemo Township Master Plan Update 2017

To engage community members, the Maple Hill Drive South Sub-Area planning process included a Visual Preference Survey. This image was the highest ranked image in the Public Amenities category.

Introduction

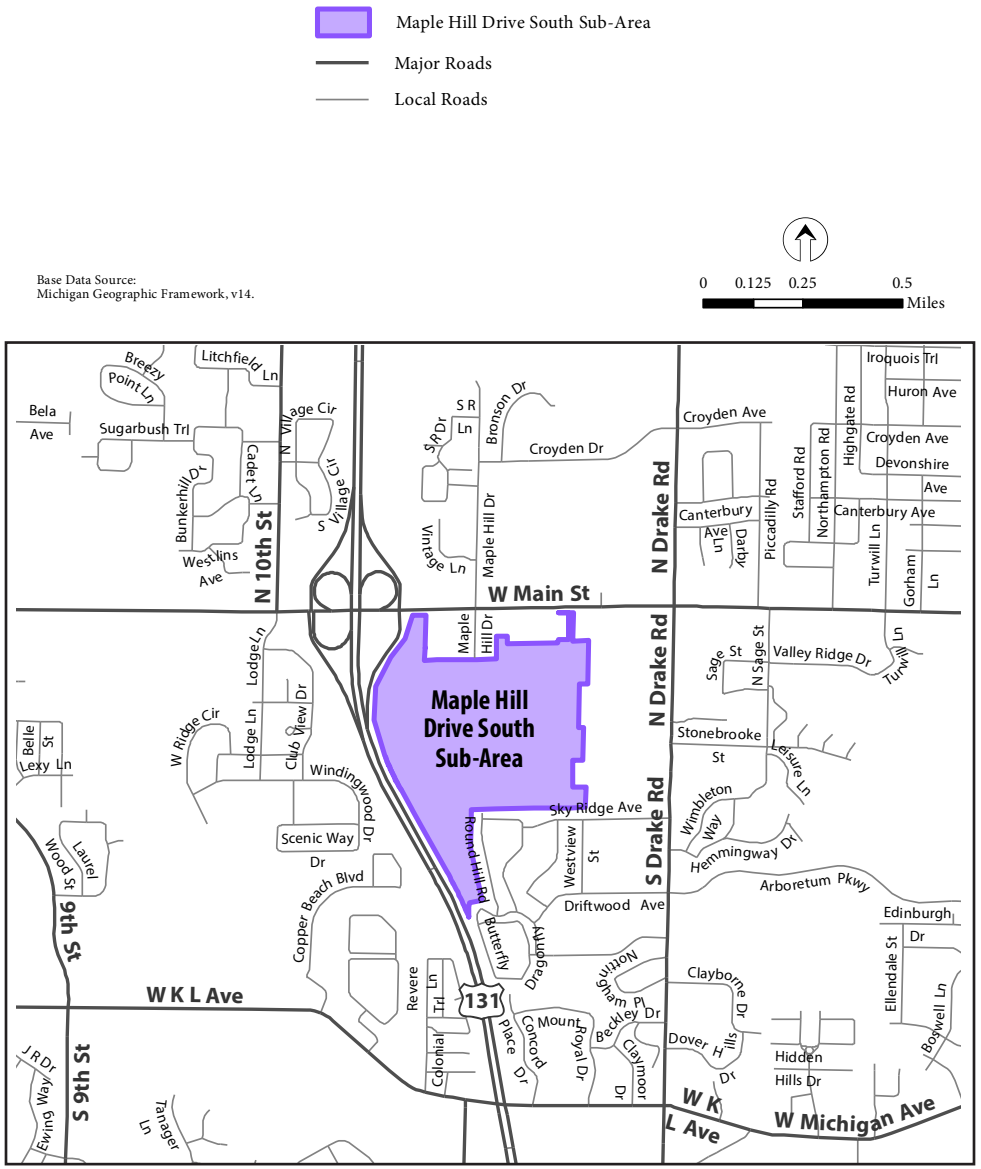
This Maple Hill Drive South Sub-Area Plan, adopted by the Oshtemo Township Planning Commission on _____, 2017, is hereby incorporated as a sub-area plan of the Oshtemo Township Master Plan 2011. A sub-area plan is an individual component of the overall Master Plan that provides a deeper evaluation of a specific area, such as a local business district or a neighborhood. A sub-area plan includes a vision, goals, principles, and future land use map just like the overall Master Plan, although in more detail than the Township-wide Plan.

The Oshtemo Township Master Plan 2011 specifically calls out the Maple Hill Drive South area as a sub-area (refer to Figure 8.1, Future Land Use) and recommends that a detailed sub-area plan be developed. As noted in the Master Plan 2011, the Maple Hill Drive South area is currently comprised of an existing golf course and smaller adjacent properties, and has strong potential to accommodate new development due to its location near West Main Street and US-131. Although the existing golf course is a "man-made" green space area, it exists as the only singificant green space within this heavily developed portion of the Township. Given the strong potential for redevelopment of the site, it is critical to undertake a sub-area study, where a preferred development character can be identified, consistent with community goals and market demand.

Study Area Context

The Maple Hill Drive South Sub-Area is located within the eastern portion of Oshtemo Township along the south side of West Main Street (M-43), between the US-131 interchange and the Township's border with the City of Kalamazoo (Drake Road forms the city-township boundary). More specifically, the sub-area is located to the south of West Main Street at the southern terminus of Maple Hill Drive. US-131 forms the sub-area's western boundary, while existing residential neighborhoods are located adjacent to the south. Existing commercial development, accessed by either West Main Street or Drake Road, is located immediately adjacent to the sub-area to the north and east. The sub-area location is shown on **Map 13**. In total, the Maple Hill Drive South Sub-Area comprises approximately 143 acres of land.

Map 13
Maple Hill Drive South Sub-Area Location Map



Existing Conditions Assessment

Existing Land Use Pattern

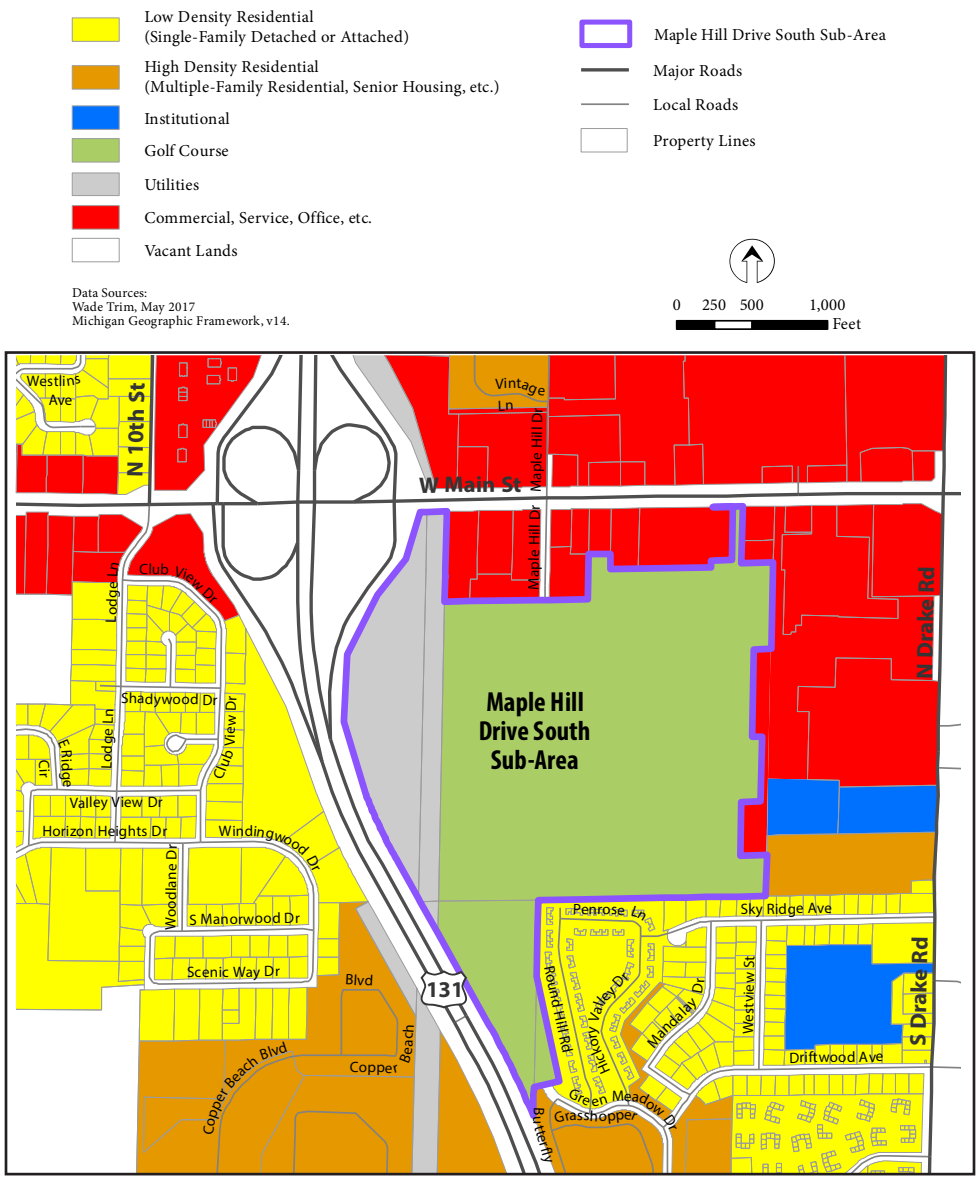
The sub-area consists of six separate parcels of land, including:

- Three parcels which combine to make up the Prairies Golf Club
- Two Consumers Energy electrical utility corridor parcels
- One parcel owned by the Michigan Department of Transportation (MDOT) and used as a maintenance garage

The commercial areas adjacent to the sub-area to the north (fronting West Main Street) and east (fronting Drake Road) include primarily automobile-oriented development, strip centers, and big box retail, along with adjacent outlots developed as service and retail uses. To the south is a mix of established low and medium density residential development. These include single-family detached subdivisions and residential attached condominiums. Multiple-family apartment complexes are slightly further to the south of the sub-area. The existing land use pattern of the sub-area and vicinity is shown on **Map 14**.

Given its close proximity to the sub-area, it is important to note a new commercial development currently under construction. This project, called Westgate, is located just north of the sub-area. Access to the

Map 14
Existing Land Use Pattern



development will be provided by West Main Street and Maple Hill Drive, and the project will also have frontage along US-131. The development will consist of several large big box retail stores, smaller retail stores, offices, three hotels, and several restaurants.

Existing Zoning Pattern

The Maple Hill Drive South Sub-Area is presently zoned a combination of several zoning districts. The largest portion of the sub-area, generally encompassing the central portion of the golf course, is zoned R-2: Residence District, while the southern portion of the golf course is zoned R-4: Residence District. The MDOT maintenance garage site is presently zoned I-1: Industrial District. Finally, small segments of the sub-area near West Main Street are zoned C: Local Business District. **Map 15** shows the existing zoning pattern of the sub-area and vicinity.

Public Services/Infrastructure

Vehicular Transportation

The primary vehicular routes providing access to the sub-area are West Main Street (M-43) to the north and North Drake Road to the east. Immediately to the west of the sub-area is US-131, a limited access interstate freeway with a controlled access interchange at West Main Street. Adjacent to the sub-area, West Main Street is a five-lane road (center turn lane) with a speed limit of 45 miles per hour. In 2015, according to MDOT, West Main Street had an average daily traffic count (AADT) of 29,900 vehicles. According to the Kalamazoo Area Transportation Study 2045 Plan, the segment of West Main Street adjacent to the sub-area is not presently "deficient" (where traffic volume exceeds capacity); however, segments of West Main Street both to the west and east of of the sub-area are considered deficient. According to the 2045 Plan, treatment strategies for deficient road segments include: reducing person trips or vehicle miles/hours traveled; shifting automobile trips to other modes; and, improving roadway operations (signal timing, turning lanes, etc.).

Maple Hill Drive intersects West Main Street just to the north of the sub-area (at a signalized intersection) and terminates into a cul-de-sac at the northern edge of the sub-area. To the north, across West Main Street,

Map 15
Existing Zoning Pattern

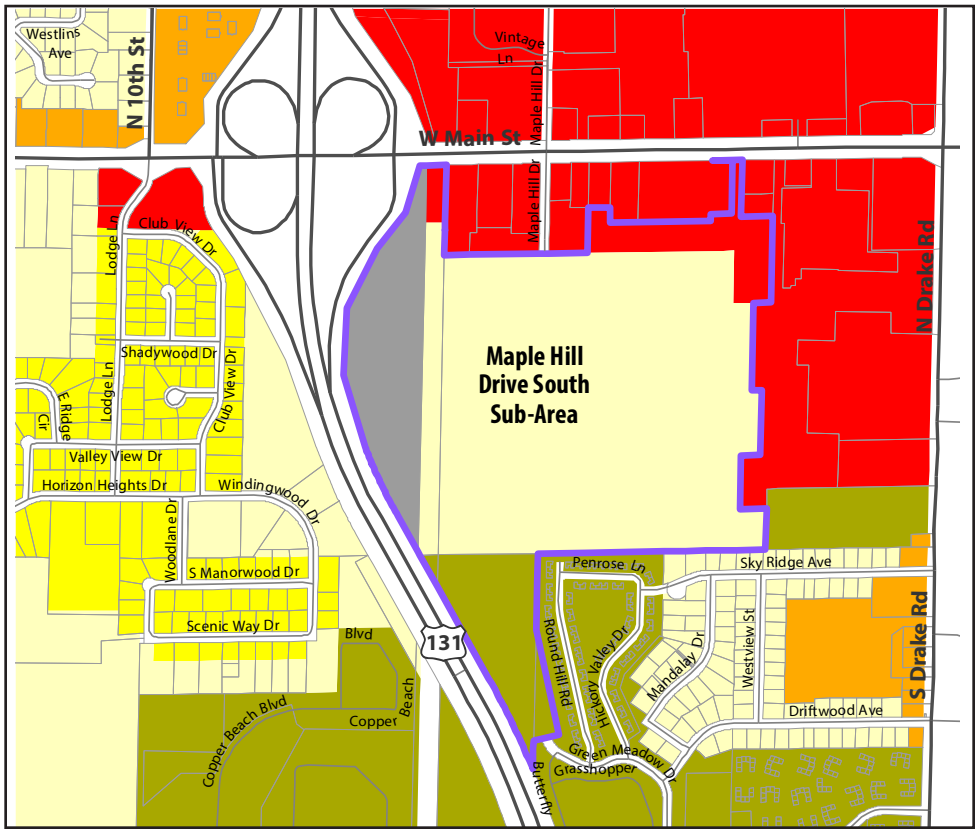
Zoning Districts:

- R-1, Residence
- R-2, Residence
- R-3, Residence
- R-4, Residence
- I-1, Industrial
- C, Local Business

- Maple Hill Drive South Sub-Area
- Major Roads
- Local Roads
- Property Lines

Data Sources:
Oshtemo Township Zoning Map
Michigan Geographic Framework, v14.

0 250 500 1,000 Feet



Maple Hill Drive provides access to numerous commercial and residential developments, including the new Westgate development noted earlier.

East of Maple Hill Drive along West Main Street, an existing driveway (unsignalized intersection) provides access to the existing golf course clubhouse. Just beyond that driveway is a signalized intersection with an unnamed service road, which provides access to the commercial properties immediately adjacent to the sub-area to the east.

Approximately one-quarter mile to the east of the sub-area is Drake Road, a County Primary Road. Drake Road is a five-lane road (center turn lane).

Several residential streets are located to the south of the sub-area, including Skyridge Avenue, Penrose Lane, and Green Meadow Road; however, none of these streets extend within, or provide access to, the sub-area.

Public Transit

The sub-area is served by the Metro Transit (KMetro) bus system. Several bus lines serve the sub-area, including: Route 14, West Main; Route 3, West Michigan; and Route 7, Alamo. KMetro's ten year vision (adopted in 2015) includes a recommendation to convert two of these routes into "high frequency fixed routes." According to KMetro, a high frequency fixed route would operate at 15 minute intervals in the busiest travel times. Faster, more predictable service would attract new riders and save all passengers significant amounts of time that they spend waiting for buses (these routes currently operate on 30 minute intervals for trips and have an unpredictable finish time). Riders would be able to make more trips in less time and have a higher level of mobility.

Non-Motorized Transportation

The sub-area is not currently served by non-motorized transportation routes such as trails or sidewalks. Presently, sidewalks are located along both sides of West Main Street to the north of the sub-area. No sidewalks are located on the west side of Drake Road near the sub-area. However, a planned 10-foot wide pathway along Drake Road is expected to be con-

structed in 2018. The existing residential neighborhoods to the south of the sub-area are not served by sidewalks. The nearest regional trail route is the Kal-Haven Trail, which is located approximately 2 miles north of the sub-area.

Utilities

The Maple Hill Drive South Sub-Area and properties in the vicinity are presently served by a network of public water and sewer utilities (see **Map 16**).

Public water mains run along both West Main Street and Drake Road near the sub-area. A 12-inch diameter water main extends to the north edge of the sub-area along Maple Hill Drive, and an 8-inch water main extends into the sub-area along the golf course clubhouse driveway. An 8-inch water main also extends near the southern edge of the sub-area along Round Hill Road.

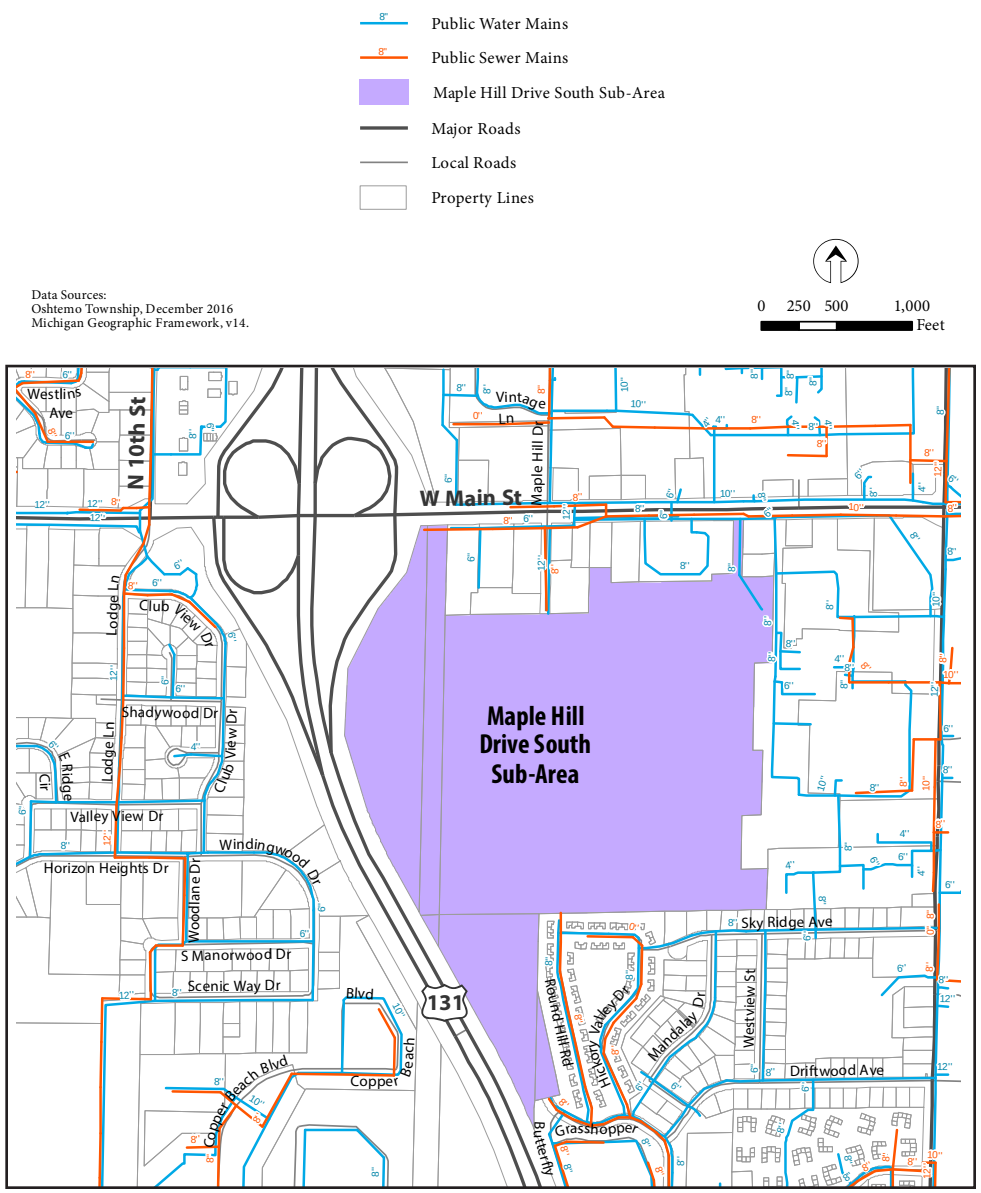
Public sanitary sewer mains run along both West Main Street and Drake Road near the sub-area. An 8-inch diameter sanitary sewer main extends to the north edge of the sub-area along Maple Hill Drive. An 8-inch sanitary sewer main also extends to the southern edge of the sub-area along Round Hill Road.

Natural Features

An existing golf course occupies much of the sub-area and features open space, trees and vegetation. Because of its significant size, the golf course is an important green space area. Further, it is one of the few large green space areas in this portion of the Township.

In terms of develoment constraints, the Maple Hill Drive South Sub-Area does not presently contain natural features that would prohibit or significantly hinder construction activity. The site is generally flat, with a few small ponds and some tree rows (part of the existing golf course). No streams or creeks extend through or near the sub-area. According to the National Wetlands Inventory, no wetlands are found in the sub-area. According to FEMA, no portion of the sub-area is within a 100-year floodplain.

Map 16
Public Utilities



Community Input

The primary means of community input in the Maple Hill Drive South Sub-Area planning process was a workshop held in March 2017. The purpose of the workshop was to inform and engage community members as part of the planning process to craft development preferences for the Maple Hill Drive South Sub-Area. In total, more than 50 interested citizens attended the workshop. Later in the planning process, an open house was held, where the draft plan was presented to the public for review and comment.

Visual Preference Survey

One key element of the workshop was a visual preference survey, a technique for obtaining feedback related to physical design character through the ranking of a series of representative images. **Table 6** provides a snapshot of the average score for each photo, as voted by the workshop attendees. Additionally, image sheets displaying the ranked images for each category are included in this section.

In general, the visual preference survey results revealed a clear preference for lower-density residential development as opposed to higher-density residential development. Most preferred was single-family attached or detached development with densities of less than 8 units per acre. There was a general distaste for conventional multiple family development (apartments) and multi-story (3+ stories) high density residential development.

Mixed-use development that scored well included those that exhibited high quality building architecture and site amenities, were 2-3 stories in height, and had ground level retail with upper story residential/office. The most favored commercial images were those that featured local commercial establishments with high quality building architecture, site amenities, and landscaping. Big-box and strip commercial development was less preferred. Streets that incorporated pedestrian, bicycle and non-motorized amenities were most preferred. Images which featured public amenities, such as sidewalk cafes and community green space, were overwhelmingly preferred. The detailed results of the visual preference survey are provided in the **Appendix**.

Table 6
Visual Preference Survey Image Scores by Category

Residential		Mixed Use		Commercial	
Photo Number	Photo Avg. Score	Photo Number	Photo Avg. Score	Photo Number	Photo Avg. Score
R-2	1.2	MU-4	1.2	C-7	0.9
R-4	0.5	MU-3	1.0	C-8	0.8
R-10	0.3	MU-2	0.2	C-2	0.1
R-1	0.1	MU-6	0.1	C-5	0.0
R-8	-0.2	MU-1	-0.1	C-1	0.0
R-9	-0.5	MU-7	-0.2	C-3	-0.3
R-7	-0.5	MU-5	-0.3	C-9	-0.3
R-3	-0.7	MU-10	-0.4	C-10	-0.4
R-5	-1.1	MU-9	-0.5	C-6	-0.8
R-6	-1.3	MU-8	-0.7	C-4	-1.5

Office		Streets/Sidewalks /Transit		Public Amenities	
Photo Number	Photo Avg. Score	Photo Number	Photo Avg. Score	Photo Number	Photo Avg. Score
O-5	1.0	S-2	2.1	PA-4	1.9
O-6	0.5	S-4	1.1	PA-6	1.6
O-2	0.4	S-7	0.9	PA-9	1.4
O-3	0.0	S-6	0.5	PA-1	1.4
O-10	-0.1	S-9	0.5	PA-8	1.2
O-9	-0.2	S-8	0.4	PA-2	0.9
O-8	-0.7	S-5	-0.2	PA-3	0.9
O-4	-0.8	S-10	-0.2	PA-7	0.3
O-7	-0.8	S-3	-0.4	PA-10	-0.5
O-1	-1.8	S-1	-0.5	PA-5	-0.6

While the visual preference survey revealed a preference for lower-density single-family development, the location of the sub-area (along major transportation routes and in close proximity to established commercial and higher intensity development) supports a denser residential product. Also, the Township Future Land Use Map directs higher intensity development toward this eastern edge of the Township, nearest the City of Kalamazoo. Given these factors, there is an opportunity to allow for increased residential densities within the sub-area.

Residential Development

Photo R-2: Rank #1 - Score 1.2

Photo R-4: Rank #2 - Score 0.5

Photo R-10: Rank #3 - Score 0.3

Photo R-1: Rank #4 - Score 0.1

Photo R-8: Rank #5 - Score -0.2

Mixed-Use Development

Photo MU-4: Rank #1 - Score 1.2

Photo MU-3: Rank #2 - Score 1.0

Photo MU-2: Rank #3 - Score 0.2

Photo MU-6: Rank #4 - Score 0.1

Photo MU-1: Rank #5 - Score -0.1

Commercial Development

Photo C-7: Rank #1 - Score 0.9

Photo C-8: Rank #2 - Score 0.8

Photo C-2: Rank #3 - Score 0.1

Photo C-5: Rank #4 - Score 0.0

Photo C-1: Rank #5 - Score 0.0

Office Development

Photo O-5: Rank #1 - Score 1.0

Photo O-6: Rank #2 - Score 0.5

Photo O-2: Rank #3 - Score 0.4

Photo O-3: Rank #4 - Score 0.0

Photo O-10: Rank #5 - Score -0.1

Streets/Sidewalks/Transit

Photo S-2: Rank #1 - Score 2.1

Photo S-4: Rank #2 - Score 1.1

Photo S-7: Rank #3 - Score 0.9

Photo S-6: Rank #4 - Score 0.5

Photo S-9: Rank #5 - Score 0.5

Public Amenities

Photo PA-4: Rank #1 - Score 1.9

Photo PA-6: Rank #2 - Score 1.6

Photo PA-9: Rank #3 - Score 1.4

Photo PA-1: Rank #4 - Score 1.4

Photo PA-8: Rank #5 - Score 1.2

However, sufficient protections would need to be implemented, such as a transition scheme consisting of the establishment of low-density uses and/or open space buffers, to ensure an appropriate relationship with adjacent low-density residential development to the south. Both the establishment of lower-density residential uses within the sub-area and and the protection of existing low-density residential uses adjacent to the sub-area were highly desired by visual preference survey participants.

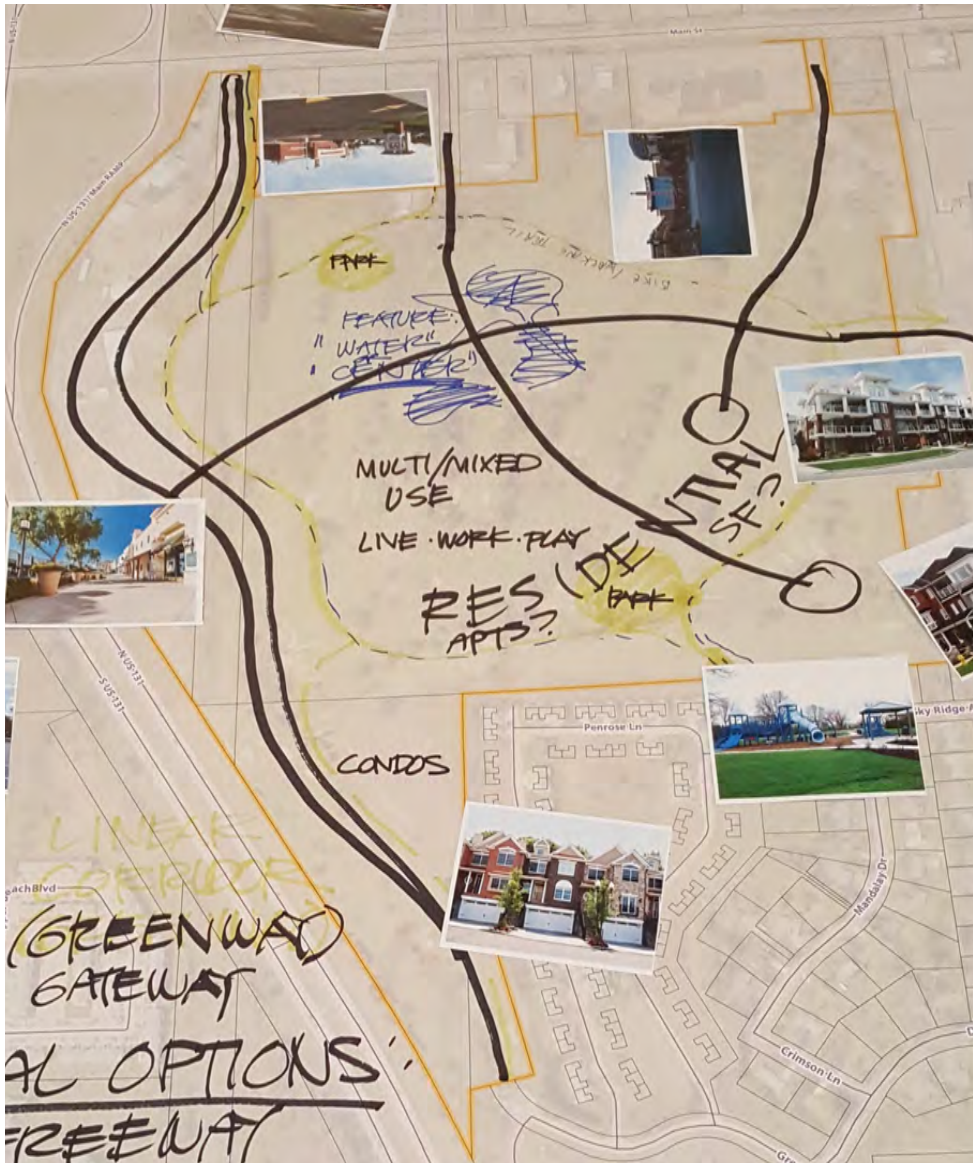
Design Exercise

A second key component of the community workshop was a design exercise, where small groups (eight total) were formed and asked to identify design concepts and ideas for future development within the study area. To support this effort, small groups were given large aerial photographs of the study area, along with pre-established categories with precedent descriptions/imagery for land use types, building types and circulation route types. Below is a summary of the key themes or "shared values" that emerged as a result of this exercise.

Land Uses

While the details of each group's site design plan differed in the layout and scale of development on the site, overall, the plans had the following in common:

- A buffer consisting of open space and complimentary recreational uses, e.g. playgrounds, parks, trails, etc. should be located along the south property line between the site and the neighborhoods to the south
- Commercial and retail uses, including mixed-use buildings, should be located along the north property line (which is consistent with existing land uses on Main Street)
- A mixture of office and mixed-use buildings should be located to the west, adjacent to US-131



One of the small group concept plans prepared during the design exercise.

Connections and Mobility

While the plans differed in how the site should be accessed or how the street network should traverse the site, several themes came out of the design process. The following provides a summary of how the design proposals dealt with connections and mobility.

- All eight groups suggested a street connection to the site from the north (Main Street) through an extension of existing streets and driveways into the site
- While three plans proposed extending the street network to make a connection to the existing neighborhoods south of the site, the majority of the plans proposed the creation of a large buffer area along the southern border
- Half of the plans proposed a street connection to the existing commercial area (and ultimately Drake Road) to the east
- Several plans suggested the creation of pedestrian trails and bicycle lanes on the site, potentially connecting into the existing street network of the neighborhoods to the south

The detailed results of the design exercise are provided in the **Appendix**.

Vision, Goals, and Principles

The Oshtemo Township Master Plan 2011 contains Goals and Objectives to describe the vision for the Township as a whole and how to achieve them. These overall goals also apply to the Maple Hill Drive South Sub-Area and will help shape the development that occurs. However, due to the unique circumstances in this sub-area, the vision, goals, and principles established herein for the sub-area will further guide future land use and development.

The vision, goals, and policies established herein depict the ideal future of the Maple Hill Drive South Sub-Area. The vision is forward-looking, anticipating that development or redevelopment will not occur immediately, but rather, will occur in line with market demand over a longer period of time, five to ten years into the future, or beyond. This plan recognizes that the existing uses currently present within the sub-area,

including the Prairies Golf Club and the MDOT maintenance garage, remain viable at the present time. However, the plan is proactive and seeks to guide future development or redevelopment of the sub-area if and when it occurs.

Vision for the Sub-Area

The long-term vision for the Maple Hill Drive South Sub-Area is to develop as an attractive and economically vibrant mixed-use district, consisting of a planned mixture of commercial, office and technology, residential, and public use, which features high quality and uniform building and site design standards, and which complements and is compatible with adjacent uses. Further, the sub-area will provide residents and visitors with a unique opportunity to meet their needs for housing, employment, services, entertainment, and recreation.

Without standards or controls, this area would likely develop at an elevated intensity due to the high traffic levels on West Main Street and the amount and success of surrounding commercial development. Uncontrolled development would likely be detrimental to the Township, especially to those residents who live south of this area. Therefore, clearly stating a vision for future land use and establishing goals and standards for improvement in this area is critical to the success of the Township's overall plan for growth and development.

Goals and Principles for the Sub-Area

Goals and principles have been established for this sub-area which describe in greater detail how the vision for future development will be accomplished. The goals and principles are organized into overarching categories: Community Life, Physical Character, Land Use, and Access.

Future market conditions may change, development trends may evolve, and new ideas may emerge that were not anticipated; this plan is flexible enough to accommodate such changes. Regardless of the different uses developed in this area, the consistency will be in these goals and principles -- they will ensure that this sub-area develops consistently with the vision outlined by the community.

Community Life Goal and Principles

Development in the Maple Hill Drive South Sub-Area will occur in a manner that enhances the existing quality of life of all those who live, work, and play in Oshtemo Township.

- Protect the integrity and quality of life of existing and future neighborhoods and surrounding residential areas through land use transitions and open space buffers.
- Open spaces and community gathering spaces should be provided within the sub-area to be used as locations to stimulate social interaction, civic events, and recreational activity.
- A distinct identity should be developed for the sub-area to promote a sense of place for the new community.
- Public spaces, such as parks and non-motorized facilities, will be encouraged within the sub-area. The use of Zoning incentives will be considered to foster the development of public spaces.

Physical Character Goal and Principles

Site and architectural design within the Maple Hill Drive South Sub-Area shall follow exceptional and complementary standards to ensure long-term appeal, and create a unique and memorable experience for visitors and residents. Form and character standards shall be established so that appearance becomes as important as the specific uses established in this area. However, such standards must be flexible enough to allow for various aesthetic interpretations.

- Building design shall be elevated with varied building heights, architectural character, and high-quality building materials that provide visual interest at a pedestrian scale.
- The physical height and bulk of buildings shall reduce in size from north to south, providing compatibility in size to the adjacent residential neighborhoods or a substantial open space buffer that helps to mitigate impacts.
- Varied styles of residential development are encouraged to attract residents of diverse ages, incomes, and lifestyles.

High-quality site and architectural design will ensure long-term appeal, and create a unique and memorable experience for visitors and residents.

- The design, layout, and amenities provided within the development shall balance both pedestrian and vehicular needs, and shall work to enhance aesthetic appeal and the overall experience for both residents and visitors.
- A streetscape aesthetic shall be designed that includes public elements and integrated signage within the sub-area.
- Sustainable development principles, such as the use of storm water best management practices and the incorporation of "green" building design, will be encouraged and incentivized, in order to enhance the quality of the natural environment and limit off-site impacts.
- The western portion of the sub-area, with high visibility from US-131 and West Main Street, shall showcase strong unified design and architectural standards, with the potential for the incorporation of gateway features highlighting entry into Oshtemo Township.

Land Use Goal and Principles

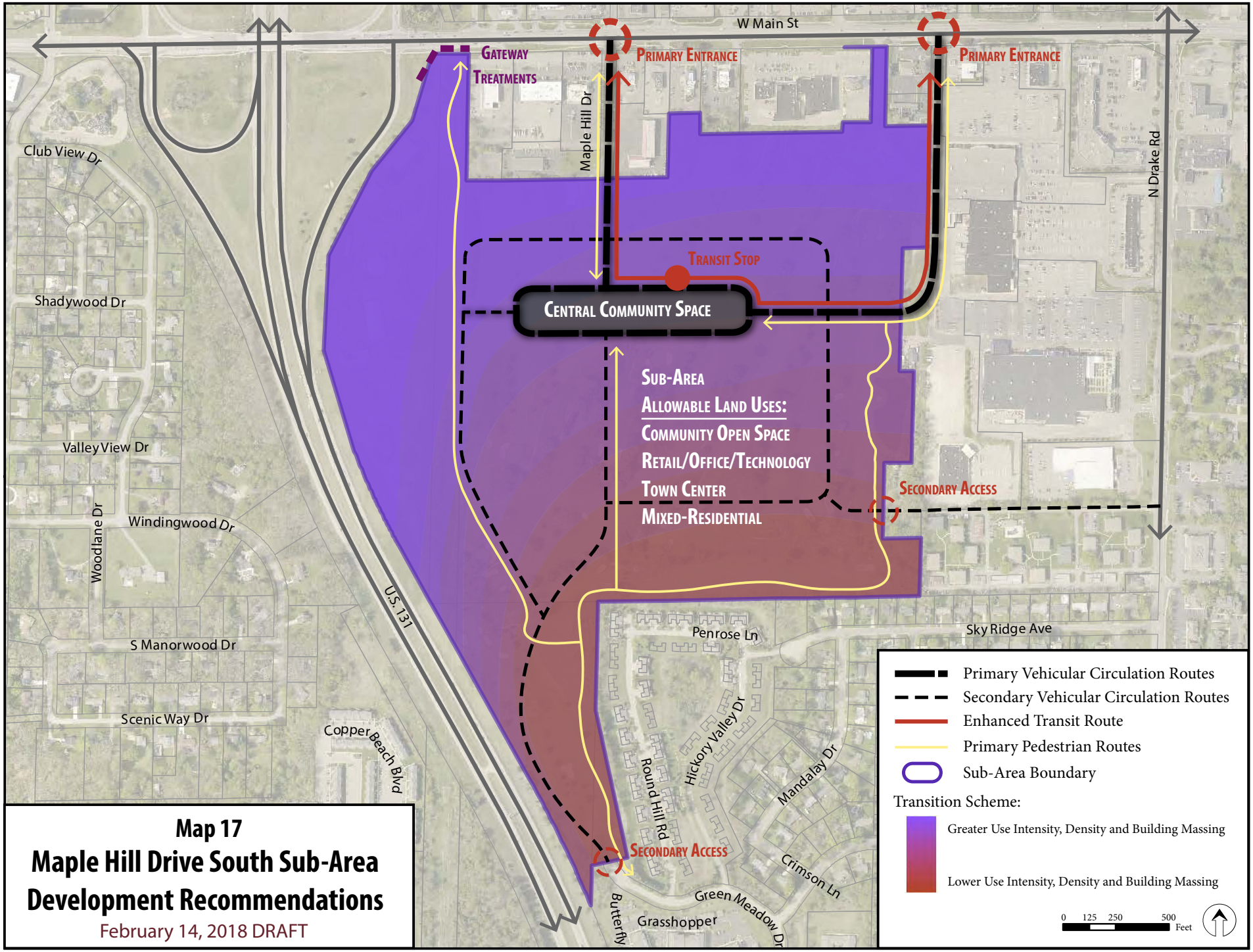
Future development in the Maple Hill South Sub-Area will include a mix of uses, complementing the commercial character of the area while respecting adjacent residential development.

- Uses in the sub-area will include a compatible mix of residential, non-residential and public space.
- Development in the sub-area shall include passive open spaces, and will be designed to be reflective of the existing landscape and natural features (tree rows, ponds, etc.) of the site. Active plazas and civic spaces shall also be integrated into the overall development.
- To ensure compatibility with adjacent development, a transitional land use scheme shall be employed, with the least intensive and lowest density land uses to be located along the southern edge of the sub-area (adjacent to established residential areas), transitioning to more intensive and higher density land uses where adjacent to the freeway and existing commercial areas.
- The southern edge of the sub-area shall be exclusively occupied by residential land uses, to ensure compatibility with adjacent established residential areas. Further, if the height and bulk of any proposed residential construction is not equivalent to the existing development, a natural greenspace buffer/ vegetative screen shall be provided.

Access Goal and Principles

A safe, efficient, and balanced multi-modal transportation network will be established within the Maple Hill Drive South Sub-Area. The primary vehicular access to the sub-area will be provided from West Main Street; however, local connections to adjacent development should also be established.

- Ensure future development complies with the Township's Access Management Plan.
- Require efficient vehicular and pedestrian interconnections between the varied development sites within the sub-area.



Map 17
Maple Hill Drive South Sub-Area Development Recommendations
February 14, 2018 DRAFT

- Design the local transportation network in a manner that discourages direct connections between commercial development and adjacent neighborhoods limiting through traffic.
- Coordinate with MDOT and the Road Commission of Kalamazoo County to ensure future road improvements are consistent with this and other plans of the Township, including the Non-Motorized Facilities Plan.
- Opportunities for enhanced transit service within the sub-area should be explored and accommodated.
- Facilitate the establishment of a pedestrian and bicycle transportation network within the sub-area, with strategic connections to the broader non-motorized transportation network.
- Parking areas should be designed and located with care, to avoid overparking the site and to ensure the focus remains on the buildings and not the parking areas. Shared parking will be strongly encouraged.
- Sidewalks should be provided on every street to promote safe and efficient pedestrian routes within the development.

Development Recommendations

Development recommendations for the sub-area, related to land use, density, circulation and connections, are further described below and are illustrated on **Map 17**.

Land Use Types

To allow flexibility in future development of the site, this sub-area plan does not specifically delineate the geographical extent of land uses that would comprise the overall mixed-use development. However, consistent with the previously listed Land Use Goals and Principles, the following specific land use types would be encouraged:

Community/Open Space

The integration of community and open space uses within the development is critical to ensure an exceptional environment for visitors and residents. A central community space area is recommended as a sub-area focal point; this space would be designed to accommodate more active community functions, such as civic events, recreation, and entertainment. Passive open space areas are also recommended to serve as buffers and places to experience and enjoy nature.

Mixed-use buildings could contain first-floor commercial, retail, and/or office uses, with upper floor office and/or residential uses.

Retail/Office/Technology

Particularly given its high visibility from US-131 and West Main Street, the sub-area is highly suitable to accommodate mixed-use or stand-alone buildings that would include retail, restaurant, entertainment, office, and technology use.

Town Center

A "town center" is envisioned as a central focal point, with compact, mixed-uses that will provide a nucleus to attract future growth. Development will allow for a mix of uses both vertically within buildings and horizontally within blocks. For example, mixed-use buildings could contain first-floor commercial, retail, and/or office uses, with upper floor office and/or residential uses. Mixed-use blocks allow for single-use buildings in a range of land uses within one block. Commercial uses, professional offices, entertainment facilities and cultural centers are encouraged. Pedestrian-oriented design is of paramount importance to create a sense of place.

Mixed Residential

The sub-area is anticipated to accommodate a wide variety of residential styles. This could include higher density residential land uses within the town center and/or where adjacent to the existing commercial development on West Main Street. Such high density residential use could be accommodated within the upper levels of mixed-use buildings or stand-alone buildings. Or, more traditional residential uses that will serve as a buffer between mixed-uses within the sub-area and the adjacent neighborhoods south of the sub-area. Varied styles and types of residential use, from small lot detached homes to attached dwelling units, are expected to be accommodated, in a coordinated, pedestrian-oriented setting.

Density

The overall recommended net density for the Maple Hill Drive South Sub-Area is 6 dwelling units per acre. Where extraordinary public benefit is provided, such as the inclusion of significant open space or civic amenities, the granting of a density bonus may be considered by the Township. Implementation of density bonuses will likely be devised on a sliding scale based on either the amount of land dedicated to a public purpose or the complexity of the public use.

Building Scale

Within the sub-area, the scale of mixed-use or stand-alone buildings is proposed to be the greatest where adjacent to established commercial areas along West Main Street and along the US-131 frontage. Within the town center component of the development, buildings should maintain a massing similar to traditional small-town downtowns. A building scale transition scheme should be employed throughout the sub-area, with the scale of buildings in the southern edge being similar to and compatible with adjacent residential development to the south.

Circulation and Connections

A conceptual internal circulation plan for the sub-area with proposed connections to adjacent properties is shown on **Map 17**. These recommendations are further summarized below.

Vehicular Circulation and Connections

The primary vehicular access to the sub-area would occur through two entrances from West Main Street. Coordination with MDOT would need to occur to ensure safe and efficient access to the site through appropriate intersection design and signalization. Additionally, the eastern-most of the two proposed primary access drives extends beyond the sub-area into an adjacent private property. Coordination with this adjacent property owner would need to occur, and consideration should be given to making this a public road that would be dedicated to the Road Commission of Kalamazoo County.

Secondary vehicular access to the sub-area is recommended to occur from the south via Green Meadow Drive. In addition to providing access to the sub-area itself, this secondary vehicular access would serve an added benefit of offering access to West Main Street for the residents to the south, including the Canterbury House Apartments. Once this access through the sub-area to West Main Street is established, the Township will work with the Road Commission of Kalamazoo County to close the connection between Green Meadow Drive and Driftwood Avenue, a local residential street, which is commonly used as a cut-through to Drake Avenue.

Secondary vehicular access into the sub-area is also recommended from Drake Road to the east, via an existing, privately owned access drive serving an adjacent apartment complex. Coordination with the adjacent property owner would need to occur, and consideration should be given to making this a public road that would be dedicated to the Road Commission of Kalamazoo County.

Transit Connection

Map 17 shows a recommended transit route extending into the sub-area via West Main Street, with a transit stop near the central community green space. This is likely to be a KMetro bus route extension/modification of its current Route 14 along West Main Street.

Non-Motorized Circulation and Connections

The establishment of an interconnected non-motorized circulation system, consisting of sidewalks, multi-use trails, crosswalks and pedestrian amenities (benches, bicycle racks, etc.), is critical for the success of the sub-area. Primary pedestrian routes recommended for the sub-area are conceptually identified in **Map 17**. Connections to existing and planned pedestrian networks outside of the sub-area, such as to the neighborhoods to the south, will be required.

Implementation/Zoning Plan

To implement the Maple Hill Drive South Sub-Area Plan, an overlay zone with design guidelines related to building form within the sub-area is recommended to be developed and adopted by the Township. The overlay zone would provide guidance on uses, densities, and other bulk requirements for the sub-area. The overlay zone would likely include regulations pertaining to the following:

- Applicability of overlay zone
- Uses permitted
- Development standards, including building and site orientation, setbacks, minimum/maximum heights, required open space, parking, etc.
- Private/common open space standards
- Incentives for public spaces/uses, through residential density and commercial square foot bonuses
- Review and approval procedures and standards

Design guidelines would also be included as part of the overlay zone, which would provide direction on more subjective issues such as the general aesthetics of architectural character, building materials, signage, and landscape elements.

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Future Land Use Plan

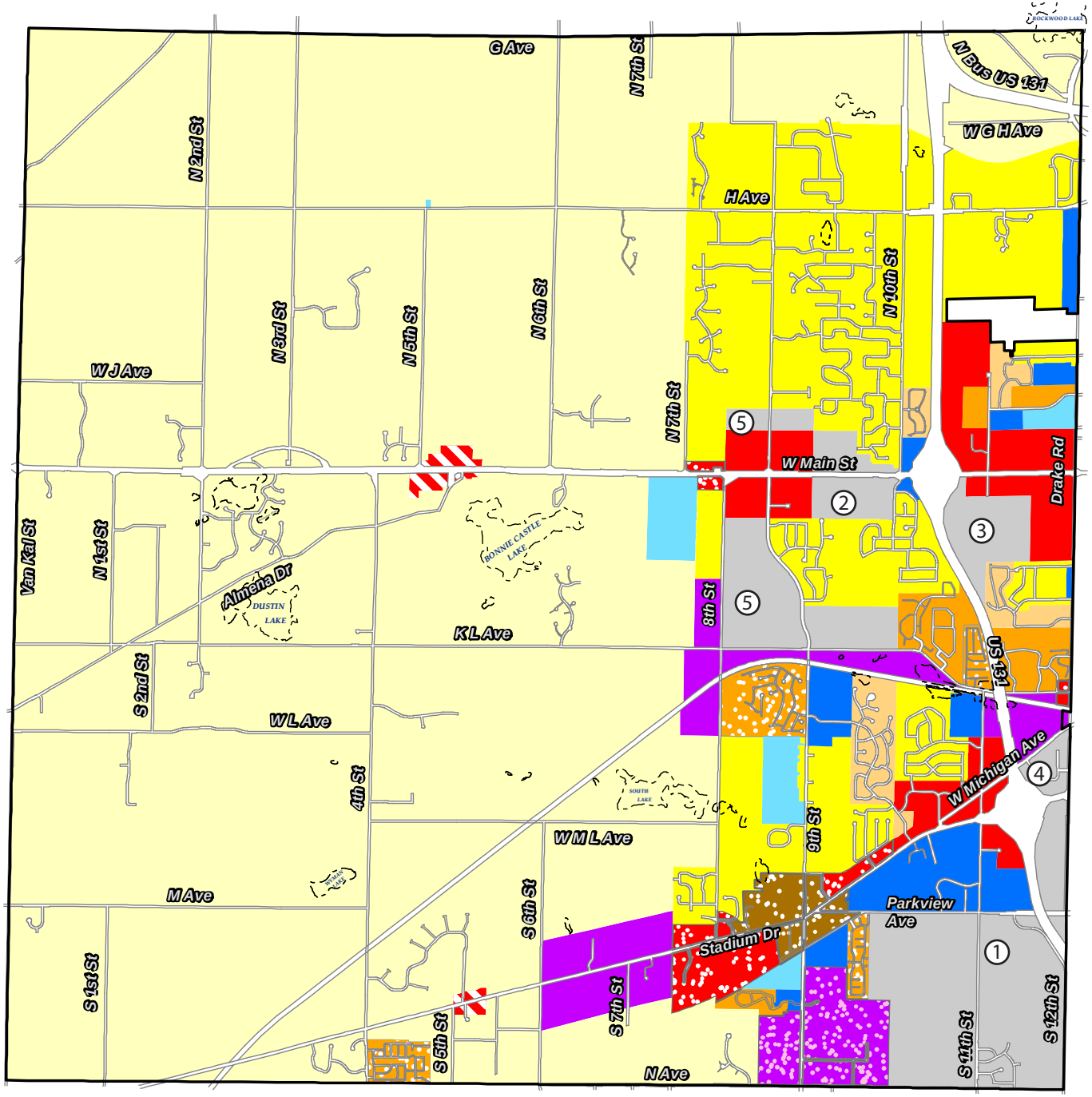
Oshtemo Township Master Plan Update 2017

Image Source: Bing Maps

Future Land Use

The Future Land Use Plan and Map (**Map 18**) defines the vision for land development in Oshtemo Township based on sound planning principles and community input, which guided this desired future. It builds on the historic development patterns of the community, factoring in the objective to preserve unique environmental features and to protect the rural character of the community. At the same time, it provides for anticipated development within the Township in appropriate places for growth.

As an update to the 2011 Master Plan, only minor modifications were made to the Future Land Use Plan and Map. These modifications reflect the desired future land use patterns for areas of the Township that have either experienced some transition of land uses since the adoption of the 2011 Plan or are areas where a new direction is warranted.



Map 18
Oshtemo Township Future Land Use Map
Proposed 2017 Update

Water Body

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

Sub-Areas:

1. Genesee Prairie
2. West Main Street
3. Maple Hill Drive South
4. Century Highfield
5. 9th Street

0 0.5 1 2 Miles

Future Land Use Designations

Thirteen future land use categories have been created to designate the desired land use pattern for the Township. Each of the districts is described in more detail in the Plan, and are summarized in the following Future Land Use Matrix. The Future Land Use Matrix compares each of the designations based on several criteria of concern to this Plan.

Rural Residential (14,467 acres)

Development Intensity: Low

The Rural Residential land use designation is the largest designation in the Township. In many ways, it is also the most diverse and the most important.

The current land use pattern within the Rural Residential designation includes residential, agricultural, and some limited commercial land uses. Low density subdivision / neighborhood development is permitted and is encouraged to utilize open space cluster development practices in order to protect and preserve the natural features in this area and the rural character it defines. Other residential uses consist of scattered-site development at low density. Units typically are served by private wells and septic systems. (Although public utilities have been extended west into portions of the Rural Residential area, this was done to address environmental concerns and not to facilitate development.)

Rural Residential Desired Future Development Pattern

- Low density residential development
- Utilization of Rural Character Preservation Strategies, such as:
  - Utilization of conservation / open space subdivisions to protect sensitive landscapes
  - Utilization of programs available – purchase of development rights, transfer of development rights, conservation easements – to protect natural features
  - Setback from natural features (surface waters, wetlands)
  - Building pad site selection based on minimal disturbance to natural features
  - Tree lines and other vegetation along road frontages selectively cleared if at all to minimize impact on rural character along County Roads

Small agricultural uses are scattered throughout this area and are an important part of the rural character of the community. These include family farms, orchards, fruit farms, and other similar operations. Because the Township does not have many significantly sized parcels and due to the value of the land, agriculture will not expand significantly in the future. However, it is an important part of the Township's history and rural character, and pre-existing farms are encouraged to continue. In addition, supporting the rural character through the allowance of agri-businesses and agri-tainment uses should be considered.

Low density residential development sensitive to natural features may occur in the rural residential designation.

There are also a number of small commercial properties scattered throughout this area that are well-established and have been located at these sites for many years. They are important to the community, many are zoned appropriately, and the Plan does not desire to remove them. These include farm stands as well as commercial uses serving the local and regional market. Besides these pre-existing uses however, the Plan does not call for any additional commercial uses in this area outside of the Neighborhood Commercial District.

Low Density Residential (2,630 acres)

Development Intensity: Low

This designation represents the majority of the neighborhoods in the Township as well as those areas planned for future neighborhood development, which will be single-family residential in nature. In time, it is envisioned that all portions of this designation will be served by public water and sewer service. Presently, portions of this area are provided with such services while other areas are served with private well and/or septic systems.

In addition to new Low Density Residential (LDR) developments, many LDR areas were developed quite a few years ago. In some instances, new development has occurred around these neighborhoods that is not consistent with single-family development. When this occurs, it is essential that adequate buffers and protection are provided to ensure the neighborhood is insulated from the effects of the adjacent uses. Examples of such buffers include enhanced setbacks, berms, landscaped green space, natural or artificial screening, or a more moderate intensity development / land use serving as a transition (such as an office or senior housing).

Of course, where the adjacent new development is a LDR neighborhood, such measures are not necessary. In other instances of older LDR areas, housing and property maintenance must be monitored and enforced so as to maintain property values in the neighborhood and not detract from the quality of the surrounding community.

Low Density Residential Desired Future Development Pattern

- Low density residential development
- Single-family residential development in connected, coordinated neighborhoods
- Preservation and protection of existing neighborhoods and residential developments from incompatible land uses
- Integration of new development into an interconnected street network
- Residential areas connected with trails and walkways
- Parks and open space included with neighborhood development to provide small recreation areas for residents

As development continues in the Township and neighborhoods are built on the available parcels in and amongst the existing neighborhoods, an interconnected street network should be established and/or maintained. Many of the existing developments have stub streets or outlots extending to undeveloped parcels providing opportunities for such a network to be established. By using these stub streets and outlots, providing for additional access points, and applying the street connectivity index (found in Chapter 5, Transportation & Community Services, of the 2012 Master Plan), the Township will ensure a safer, more efficient transportation system for its residents. As these neighborhoods connect and a street network is created, the Township's responsibility will be to ensure the network design is safe for neighborhood residents and does not become a popular, high-speed bypass, or convenient short-cut for the general population. This is accomplished through site layout, transportation planning, and as necessary, traffic calming measures (i.e. speed bumps, bump-outs, traffic circles, etc.).

Medium Density Residential (215 acres)

Development Intensity: Medium

The Medium Density Residential designation is very similar to the Low Density Residential designation. It is intended for residential development and includes areas of existing and potential future development. Development will be served by public water and sewer. The primary differences between the Low Density Residential designation and the Medium Density Residential designation is the increased density and the inclusion of two-family to four-family dwelling units and senior-oriented housing.

Like the Low Density Residential designation, concerns about adjacent development and interconnectivity within and between developments remain important. In many instances, Medium Density Residential is used as a buffer between higher intensity development and lower density residential neighborhoods. This only increases the need for sufficient buffers between uses to minimize impacts. Also, with increased density comes increased traffic. Providing and maintaining connections within and between neighborhoods is therefore a key priority here as well.

Medium Density Residential Desired Future Development Pattern

- Medium density residential development
- Two to four family residential development in coordinated communities
- Senior-oriented housing
- Preservation and protection of existing neighborhoods and residential developments
- Integration of new development into an interconnected street network
- Residential areas to be connected with trails and walkways
- Parks and open space included with neighborhood development to provide small recreation areas for residents

Duplex condominium units provide alternative residential options for township residents.

High Density Residential (248 acres)

Development Intensity: High

High Density Residential development in Oshtemo Township includes primarily apartment complexes of various configurations and sizes. All areas are on public water and sewer. Although these complexes vary in age, there was a substantial increase in the number of units in the past 10 years. Due to the significant amount of this development already present in the community, little additional land is set aside for this designation. Redevelopment and rehabilitation of the existing High Density Residential areas is envisioned.

For some of the older complexes, property maintenance is an issue that the Township needs to continue to monitoring closely. These properties shall be maintained so as not to become blighting influences and detract from the quality of the community. (This is a priority for all areas in the Township but is of greatest concern where there is a high concentration of renters.) In addition, this ensures that the housing units remain compliant with code standards and provide quality housing conditions as residents move in and out.

Where new development encroaches on lower density residential developments, adequate buffers must be provided to ensure any impacts from the proposed development is not a detriment to the adjacent properties.

High Density Residential Desired Future Development Pattern

- High density residential development
- Apartment complexes, duplexes, townhomes, and similar developments in well-designed, coordinated communities
- Complexes buffered from adjacent development to prevent impacts from adjacent properties
- Well maintained and monitored properties providing quality housing options to residents of community
- Open space, parks, and community amenities providing recreational opportunities to residents
- Connections to pedestrian and trail network as well as to public transit system

High density residential units in the township provide living options predominantly for students and seniors.

Manufactured Residential (215 acres)

Development Intensity: High

The Manufactured Residential designation represents the existing Manufactured Home Parks in the Township. Four such parks currently exist; two are fully developed and two have not built the entire facility that was originally proposed and approved. But, none of the four parks are at full capacity and therefore no additional land has been designated for this use type.

Public/Government District (206 acres)

Development Intensity: Medium

The primary uses found in this district are publicly owned properties like Township parks, libraries, cemeteries and governmental buildings. The placement of this district within the Future Land Use Map is to identify those areas of the Township where these types of uses are expected to continue well into the future.

Manufactured Residential Desired Future Development Pattern

- Continued maintenance and upkeep of parks consistent with original approvals and Michigan Manufactured Housing Commission standards
- Open space, parks, and community amenities providing recreational opportunities to residents
- Connections to pedestrian and trail network, as well as to public transit system, as available

Public/Government Desired Future Development Pattern

- Connections to pedestrian and trail networks, as well as to public transit system, for easy access to these public uses.
- Consider new locations for park facilities in the eastern portion of the Township to provide access to underserved residential populations.

Transitional Office (417 acres)

Development Intensity: Medium

There are several areas in the Township that could benefit from a district that serves as a buffer between existing commercial uses and/or transportation networks and adjacent residential uses. The use of a Transitional Office District is intended to mitigate the compatibility issues that often arise between higher intensity development and residential uses.

Development envisioned for the Transitional Office District include primarily office and institutional uses. Office uses include financial institutions, professional service firms, medical facilities, and personal service establishments. This category may include buildings occupied by single professional business or a larger multi-tenant office building. Institutional uses include churches, schools, daycare centers, libraries, post offices and other public buildings, and public recreation. The District would also include medium density residential uses, such as duplexes and senior-oriented complexes.

For all areas carrying this designation, access management will be a high priority, especially along the primary roadways of the Township. In addition, regulations will need to be considered relating to size of construction and site development to ensure compatibility with adjacent residential uses and in keeping with the intent of the District as a buffer from higher intensity uses. Ensuring that development is coordinated and consistent, such as through the Planned Unit Development (PUD) process, will assist with quality, design, and function that is desired for these areas.

Transitional Office Desired Future Development Pattern

- Office, institutional, and/or medium density residential located in well-planned developments
- Protection of the existing character of the area in which it is located through design, layout, and operation
- Incorporation of access management standards
- Successful buffers and/or transitions between adjacent land uses

Village Core (119 acres)

Development Intensity: High

The Village Core designation is located within the boundary of the Downtown Development Authority (DDA) for Oshtemo Township and where the historic "village" of Oshtemo used to reside. This area was the site of the original settlement in the Township and served for many years as the heart of the community.

The Village Core has been the subject of a considerable amount of evaluation and analysis over the past 15 years. In that time, the DDA was created and a Development Plan prepared; a Character Plan crafted to establish a vision for the future built environment, and a Form Based Code prepared to implement that vision; and a Streetscape Plan prepared for aesthetic and pedestrian right-of-way improvements within the district.

The work of the DDA has just begun. It is their hope, as well as the Township's, that properties in this area will redevelop, and the Village will become a unique place, identifiable within Oshtemo. By creating a walkable, mixed use, compact village center, it is desired for this area to once again serve this role.

The Master Plan supports the findings and conclusions of the plans prepared for the Village Core and incorporates them by reference. It is envisioned that as sites redevelop within this area, it will be done consistent with these documents.

Village Core Desired Future Development Pattern

- Development consistent with the goals and requirements of the Village Theme Development Plan, as amended over time and any supporting guidelines or regulations
- Mixed uses with higher density residential, commercial, and retail uses
- High-quality architectural design standards, consistent with the unique character of the village
- Convenient and safe pedestrian routes between activity centers
- Uniform streetscape improvements and sidewalks

The Village Core classification seeks higher density, mixed-use, pedestrian-oriented development with uniform streetscape amenities.

Neighborhood Commercial (51 acres)

Development Intensity: Low

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 a small convenience store, that will support and be compatible with nearby residential development.

Neighborhood Commercial Desired Future Development Pattern

- Be located on an arterial or a major collector street
- Be located in the rural portion of the Township to serve rural residents
- Designed to be compatible with adjacent land uses in building scale and site development
- Utilize access management techniques like shared curb cuts to reduce impact on road system

Local Commercial (186 acres)

Development Intensity: Medium

Controlling the pattern of commercial development is a critical step toward eliminating the sprawling tendencies of many commercial strip malls and big box retail establishments. The desire to curb commercial sprawl was identified through the public input process. In order to differentiate between the types of commercial development present in the Township, two specific commercial designations were created, including the Local Commercial designation.

The purpose of the Local Commercial designation is to provide low volume commercial businesses that mix well with a variety of land uses including residential, industrial, and general commercial. These uses are not high-volume / high-traffic uses with a significant number of cars

Local Commercial Desired Future Development Pattern

- Low intensity, small scale commercial uses such as offices or specialty/destination stores
- Shared parking and access, particularly along primary roads and highways
- Adequate buffers and screening from adjacent development, as necessary to protect adjacent properties

coming and going, drive-through service, and/or automobile service. (These elements or characteristics can detract from the residential character or pedestrian orientation of the surrounding area and are therefore not present in the Local Commercial designation). Examples of uses that could be found in a Local Commercial designation include professional offices, unique shops such as antique shops and specialty food shops, and generally low volume enterprises that do not operate 24 hours a day.

General Commercial (564 acres)

Development Intensity: High

The intent of the General Commercial areas is to serve both the residents of the community as well as the regional market and transient customers. Uses like big box retail, shopping centers, and auto-oriented uses would be permitted in this district.

Despite the very high intensity of existing uses present throughout this designation, the sites have been well managed and maintained to minimize the impacts of that intensity. Maintenance of these sites is paramount. Maintaining and improving on existing access management issues are also a primary concern due to the high traffic volumes and turning conflicts created by the multiple driveways onto the abutting roads. As sites develop and redevelop, opportunities to improve access situations and address other site issues of concern must be considered.

General Commercial areas in the township serve both the local and regional markets.

General Commercial Desired Future Development Pattern

- Commercial uses serving local and regional markets
- Use of the Planned Unit Development (PUD) technique to ensure consistent, cohesive development
- Implementation of the Access Management Plan as sites are developed and redeveloped
- Sidewalks, pathways, and other considerations for pedestrians internal to sites
- Use of creative/innovative stormwater management techniques and practices

As the Township works to become more pedestrian friendly, convenient, and accessible, these are areas that fall short and require attention. As possible and practical, the Township should work with property owners and developers to integrate sidewalks, pathways, and other pedestrian friendly measures into plans for these designated areas in order to better balance the needs of the pedestrian with those of the motorist.

Use of the Planned Unit Development (PUD) mechanism shall be encouraged in this area to ensure coordinated and integrated developments.

Research Office (243 acres)

Development Intensity: Medium

The Research Office designation is located on 9th Street at the southern gateway to the Township and has traditionally served as an important job center. The Future Land Use Plan encourages the continued evolution of this area as an employment hub that provides high quality job opportunities to residents. Uses might include offices, research and development, life science, corporate center, light industrial with limited impact outside the building, indoor recreation facilities, public or quasi-public institutions, financial institutions, and health care facilities.

As large parcels are developed, it is encouraged that the Planned Unit Development (PUD) tool be used. This will result in coordinated, consistent development addressing issues such as site layout, drainage, access, parking, utilities, lighting, design, signage, screening, and landscaping consistent with the desires for premier development as expressed during the public input process. Because the South 9th Street corridor is both an important gateway into the Township and also leads into the Village Core from the south, special attention should be paid to the design and layout of properties adjacent to 9th Street.

Access management principles should be applied along 9th Street as well to limit access points and encourage shared driveways and development of service drives and a local street network.

Research Office Desired Future Development Pattern

- Low intensity development of employment centers including offices, research and development, life science, corporate centers, light industrial uses with limited impact outside the building, indoor recreation facilities, public and quasi-public institutions, financial institutions, and health care facilities
- Use of the Planned Unit Development (PUD) technique on larger sites ensure consistent, cohesive development
- Enhanced setbacks, landscaping, and design along 9th Street frontage
- Use of shared access points and service drives to limit driveways on 9th Street and other primary roads, as applicable
- Screening and/or buffers provided to prevent impacts on adjacent residences

A mix of technology, research, office, recreation, and industrial uses exist in the Research Office designation.

General Industrial (464 acres)

Development Intensity: Medium

The General Industrial designation is the primary designation for industrial development in the Township and a source for many important higher wage jobs in the community. The designation includes both light and general industrial uses (including those industrial uses described in the Research Office Industrial designation above), warehouse and distribution facilities, heavy commercial, and storage facilities. They are in various locations around the Township where such development has already occurred, such as along KL Avenue, Stadium Drive, and 8th Street. It is intended that future development be consistent with the development that already exists. Heavy industrial uses should be located on large parcels where significant setbacks from property lines, particularly from street rights-of-way and residential properties can be achieved to effectively screen these uses from view.

General Industrial Desired Future Development Pattern

- Industrial development at a low to moderate intensity consistent with surrounding character and uses bringing jobs and employees to the community
- Heavy commercial (such as auto repair and contractor yards) and industrial uses on large lots with generous setbacks to maintain the rural character
- Where large parcels are developed into multiple uses, use of the PUD technique to ensure coordinated development and application of access management standards
- Providing sufficient buffers and screening to prevent impacts on adjacent property owners

Sub-Areas

The Future Land Use Map also identifies several sub-areas that have been identified for more detailed analysis. In total, five sub-areas have been identified, as follows:

1. Genesee Prairie
2. West Main between 9th Street and US-131
3. Maple Hill Drive South
4. Century Highfield
5. 9th Street

The Maple Hill Drive South Sub-Area Plan is included in this 2017 Master Plan Update report. The other four sub-area plans were prepared and included as part of the 2011 Master Plan; these sub-area plans are unchanged and remain as an integral component of the Township's Future Land Use Plan.

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Appendix

Esri Tapestry Segmentation Profiles
W.E. Upjohn Center Natural Features Report
Rural Character Workshop Summary
Maple Hill Sub-Area Workshop Results Summary

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

MINUTES OF A MEETING HELD DECEMBER 14, 2017

Agenda

PUBLIC HEARING: MASTER PLAN UPDATE
CONSIDERATION OF THE DRAFT MASTER PLAN UPDATE TO INCLUDE:

a. **Introduction and Planning Drivers**
b. **Rural Character Preservation Strategy**
c. **Maple Hill Drive South Sub-Area Plan**
d. **Future Land Use Plan**

PUBLIC HEARING: ZONING ORDINANCE AMENDMENTS
CONSIDERATION OF DRAFT ZONING ORDINANCE AMENDMENTS TO INCLUDE:

a. **Section 11.000: Definitions – specifically Section 11.237: Building Official**
b. **Section 60.000: Special Exception Uses – specifically Section 60.400: Planned Unit Development**
c. **Section 68.000: Off-Street Parking of Motor Vehicles – specifically Section 68.300: Off-Street Parking and Site Circulation Requirements**
d. **Section 77.00: Addressing Requirements for Structures**

ANY OTHER BUSINESS

a. **2018 MEETING DATES**

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, December 14, 2017, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT:	Cheri Bell, Chairperson Fred Antosz, Vice Chairperson Ollie Chambers Dusty Farmer, Secretary Mary Smith
MEMBERS ABSENT:	Kathleen Garland-Rike Bruce VanderWeele

Also present were Julie Johnston, Planning Director, James Porter, Township Attorney, Martha Coash, Meeting Transcriptionist, and approximately 20 interested persons.

Call to Order and Pledge of Allegiance

Chairperson Bell called the meeting to order at approximately 7:00 p.m.; the "Pledge of Allegiance" was recited.

Agenda

Chairperson Bell asked if there were any additions, deletions or corrections to the Agenda. Hearing none, she asked for a motion to approve the agenda.

Mr. Antosz made a motion to approve the agenda as presented. Ms. Farmer supported the motion. The motion passed unanimously.

Public Comment on Non-Agenda Items

The Chairperson called for public comment on non-agenda items. Hearing none, she moved to the next agenda item.

Approval of the Minutes from the Work Session and from the Regular Meeting of November 9, 2017

Chairperson Bell asked if there were additions, deletions or corrections to the Minutes of the Work Session or the Regular Meeting of November 9, 2017. Hearing none, she asked for a motion.

Mr. Antosz made a motion to approve the Minutes of the Work Session and the Regular Meeting of November 9, 2017 as presented. Ms. Farmer supported the motion. The motion was approved unanimously.

PUBLIC HEARING: MASTER PLAN UPDATE
CONSIDERATION OF THE DRAFT MASTER PLAN UPDATE TO INCLUDE:

a. **Introduction and Planning Drivers**
b. **Rural Character Preservation Strategy**
c. **Maple Hill Drive South Sub-Area Plan**
d. **Future Land Use Plan**

Chairperson Bell moved to the next item on the agenda, a public hearing considering the draft Master Plan and asked Ms. Johnston for her presentation.

Ms. Johnston told the Board per the requirements of Public Act 33 of 2008, Michigan Planning Enabling Act, the Master Plan must be reviewed for changes every five years, and the Planning Commission must hold a public hearing on the Master Plan Update before making a recommendation to the Township Board. This hearing allows the Planning Commission a final chance to make any changes to the draft Master Plan Update before it is forwarded to the Township Board. It is also an opportunity for the

public to voice their support or any concerns regarding the draft document before the Planning Commission makes its recommendation. She noted the process to this point to develop needed updates has taken place over the last twelve months. She indicated the draft Master Plan Update includes four main chapters:

Introduction and Planning Drivers: Outlines the demographic changes occurring in the Township that influence planning decisions and includes how changes have occurred over the last five years and how changes may occur for future planning.

Rural Character Preservation Strategy: Details the goals, policy statements and strategies for preserving rural properties and character within the western 2/3rds of the Township. This section includes the detailed environmental mapping conducted by Western Michigan University and the public outreach steps taken to develop the proposed strategies. Many months of strategy discussion have taken place to help preserve the rural character.

Maple Hill Drive South Sub-Area Plan: This Plan was based on a recommendation in the 2011 Master Plan, which indicated this particular area of the Township was prime for redevelopment and that a more detailed Sub-Area plan was needed. The recommendations in the Sub-Area Plan are based on community outreach and careful consideration of the Planning Commission with regard to the uniqueness of this area and its location in that portion of the Township slated for more intense development, including the need for buffering from neighborhoods.

Ms. Johnston noted the extensive outreach to and participation by residents at work sessions and additions/changes to the plan that were made as a result, including the importance of green space, stronger language on incentives in zoning to support public spaces in the Sub-Area, and a goal the Township to work with the Road Commission to consider closing the Driftwood access once a secondary access has been developed to connect Green Meadows to Maple Hill. Another change was made regarding evaluating building scale rather than height, to provide transitioning to protect neighborhoods to the south.

Future Land Use Plan: This section of the Update replaces the 2011 Future Land Use Chapter. Incremental alterations to the Future Land Use Map have been proposed to address changing conditions and support the planning drivers affecting the Township.

Chairperson Bell asked if there were questions from the Board for Ms. Johnston.

Mr. Antosz suggested the inclusion of a definition or example of the “street connectivity index on page 64.

Chairperson Bell suggested including explanation or clarification regarding planning drivers in the appendix, specifically “community tapestry segments.”

Ms. Farmer shared four changes to the Maple Hill Sub-area plan suggested by participants at the November 9 public workshop: 1)the importance of language to address green space preservation, 2) Stronger language on incentives and zoning to support public spaces, 3) Work with the Road Commission to close Driftwood access once a secondary access is initiated and created, and 4) a change in wording that talks about building scale rather than building height to provide protection for neighborhoods to the south.

The Chair noted the Board had received a letter from Frank Wiers and Margie DeGroot December 1st stating their concern regarding green space, buffer zones, and traffic volume.

Mr. "Z", 293 Westview, felt the language about working with the Road Commission regarding closing the Driftwood access was too vague and "should consider" should be changed to be stronger, for example, "the Township will request."

Ms. Michelle Contraris, 5015 Driftwood, shared her concern about the vague language regarding closing Driftwood access and felt it would be good to close it soon.

Ms. Melanie James, Skyridge, told the Board a number of promises made to residents at the time the condos and apartments were built were not honored, including Skyridge being used strictly as an emergency access to the condos, and a noise buffer from U.S. 131. She noted speeding vehicles from the condos and apartments result in residents coming close to being hit, and a substantial increase in broken windows from thrown rocks, which she felt was a result of minors not having enough to do. She suggested providing an activities center for them.

Mr. George White, representative of the condominium association indicated condo residents would very much object to closing off Skyridge while the result would be only one other entrance.

Ms. Anna Versale, Mandalay Drive, was concerned about the amount of traffic and advocated closing the entrance at Driftwood. She felt strongly about keeping green space available for residents and said there are many development opportunities elsewhere in the Township.

Mr. Brian Stoltz said when the Catnerbury Apartments were approved for development, the County Road Commission said there had to be two points of access, primarily for emergency vehicles and, at that time Driftwood and Green Meadow were the only alternatives. He thanked Commissioners for including wording regarding the closure of Driftwood in the document. He noted the original plans did not call for subsidized housing and that the change of demographics has resulted in many children in the neighborhood. He said many school buses travel through the neighborhood each day. He also reported he had filmed traffic from his driveway during rush hour and recorded 63 vehicles passing his home during that time, which did not agree with the 13

estimated by the Road Commission. He did not count vehicles that did not pass in front of his home. He also reported loud mufflers and much speeding from the recording.

Ms. Karen Curtis thanked the Commission for including the wording regarding closure of Driftwood access and asked that residents be informed when anything regarding that issue develops.

Hearing no further comments, Chairperson Bell closed the Public Hearing. She noted surrounding municipalities had been provided the draft of the updated Master Plan for comments. Neither the City of Kalamazoo nor the County of Kalamazoo had any concerns. She said concerns about the number of school buses expressed by Mr. Stoltz were also voiced at the November 9 public work session and that KPS confirmed that 29 buses travel through the neighborhood during the day.

The Chair moved to Board Deliberations and asked if there were comments from Trustees.

Ms. Farmer reminded the group the suggestion to include the Driftwood closure in the Plan was generated by Planning Commission members. She supports it, but noted neither the Road Commission nor the Township Fire Department would ever support if while only one entrance was left since it would be very unsafe for the neighborhood. She also explained the Township cannot dictate that the golf course stay as is, but that they can provide incentives to owners to have, sell or donate land for public space. A lot of work went into providing language in the Plan to do that – the Township is doing all it can do legally to encourage it. At the least there will be a green space buffer. She thanked Ms. Johnston for encouraging and providing so much opportunity for public engagement and thanked those who came to provide input at the various meetings. She felt the Staff and Board did a good job and produced a great document.

She concluded by saying she would support changing the wording on page 56, “Vehicular Circulation Connectors” from “*the Township should consider closing the connection between Green Meadow Drive and Driftwood Avenue*” to “*the Township will work with the Road Commission of Kalamazoo County to close the connection to Green Meadow Drive and Driftwood Avenue*,” but only after there is a secondary access.

Chairperson Bell suggested text changes:

- Page 52 of the Maple Hill Sub-Area Plan - add “recreation” as the last word in the second paragraph in the right column.
- Page 12, table three should add to 100%.

The Chair thanked Ms. Johnston for the great draft update of the Master Plan and she thanked members of the public for their continued efforts and how it educates the Planning Commission.

Ms. Smith noted the comments from the County of Kalamazoo encouraged careful consideration to the change from a golf course in future planning. She encouraged people to continue to attend meetings and said the Planning Commission would do what they can to make things work for everyone.

There was consensus to recommend the Master Plan Update as presented to the Township Board for approval; the Chair asked for a motion.

Ms. Farmer made a motion to recommend the Master Plan Update with the amendments to the draft as discussed to the Township Board for approval. Mr. Antosz supported the motion. The motion was approved unanimously.

PUBLIC HEARING: ZONING ORDINANCE AMENDMENTS
CONSIDERATION OF DRAFT ZONING ORDINANCE AMENDMENTS TO INCLUDE:

a. **Section 11.000: Definitions – specifically Section 11.237: Building Official**
b. **Section 60.000: Special Exception Uses – specifically Section 60.400: Planned Unit Development**
c. **Section 68.000: Off-Street Parking of Motor Vehicles – specifically Section 68.300: Off-Street Parking and Site Circulation Requirements**
d. **Section 77.00: Addressing Requirements for Structures**

Chairperson Bell moved to the next item on the agenda, a public hearing considering the draft Zoning Ordinance Amendments.

Ms. Johnston told the Board the initial requested changes to the Off-Street Parking Ordinance began with recommendations related to accessible spaces and the desire to ensure the Americans with Disabilities Act regulations are met. Staff recommended changes that would require the use of concrete or similar material, as opposed to asphalt, for all accessible spaces. Concrete is a more rigid product, which will allow the required slopes and cross-slopes of the accessible spaces to be more easily managed.

While reviewing the Off-Street Parking Ordinance for accessible spaces, Staff made four additional changes:

1. Amendments are recommended to Section 68.300 that reduce and re-organize the current Ordinance language into a more user-friendly configuration. Section 68.300 now just regulates parking lots and circulation aisles. Anything not related to parking lots and circulation aisles, like drive-through windows, has been moved to its own section of the code. In addition, those regulations that just reiterate that the parking lot must meet other code requirements have been removed.

2. Staff would like to change Section 68.300 to include requirements for site circulation. The current ordinance does not specifically mention circulation aisles

OSHTEMO CHARTER TOWNSHIP
TOWNSHIP BOARD OF TRUSTEES AND PLANNING COMMISSION

MINUTES OF A MEETING HELD JANUARY 25, 2018

Agenda

JOINT WORK SESSION OF THE TOWNSHIP BOARD OF TRUSTEES AND THE PLANNING COMMISSION

DISCUSSION OF DRAFT MASTER PLAN UPDATE

A meeting of the Oshtemo Charter Township Board of Trustees and the Planning Commission was held on Thursday, January 25, 2018, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

TOWNSHIP BOARD

MEMBERS PRESENT:	Libby Heiny-Cogswell, Supervisor
	Nancy Culp, Treasurer
	Dave Bushouse
	Deb Everett
	Zak Ford
	Ken Hudok
MEMBER ABSENT:	Dusty Farmer, Clerk

PLANNING COMMISSION

MEMBERS PRESENT:	Cheri Bell, Chairperson
	Fred Antosz, Vice Chairperson
	Ollie Chambers
	Micki Maxwell
	Mary Smith
	Bruce VanderWeele
	Dusty Farmer, Secretary

Also present were Julie Johnston, Planning Director, James Porter, Attorney, Marc Elliott, Public Works Director, Martha Coash, Meeting Transcriptionist, and six interested persons.

Call to Order

The meeting was called to order by Supervisor Heiny-Cogswell at approximately 7:00 p.m.

Public Comment on Non-Agenda Items

There were no public comments on non-agenda items.

Discussion of Draft Master Plan Update

Supervisor Heiny-Cogswell asked Ms. Johnston to review the Master Plan process and updates for the group.

Ms. Johnston explained Public Act 33 of 2008, Michigan Planning Enabling Act, requires local jurisdictions to review their master plans every five years to determine if updates are required. After an assessment of the 2011 Oshtemo Township Master Plan, the Planning Commission concluded that although the Plan is in good shape, some updates were needed. She said the draft Master Plan Update includes four main chapters:

- Introduction and Planning Drivers: Outlines the demographic changes occurring in the Township that influence planning decisions.

- Rural Character Preservation Strategy: Details the goals and strategies for preserving rural properties and character within the western 2/3rds of the Township. This section includes the detailed environmental mapping conducted by Western Michigan University and the public outreach steps taken to develop the proposed strategies.

- Maple Hill Drive South Sub-Area Plan: This Plan was based on a recommendation in the 2011 Master Plan, which indicated this particular area of the Township was prime for redevelopment and a more detailed sub-area plan was needed. The recommendations in the Sub-Area Plan are based on community outreach and careful consideration of the Planning Commission with regard to the uniqueness of this area and its location in that portion of the Township slated for more intense development. It is the last real undeveloped contiguous green area in this part of the Township. Public feedback reflected a desire that less density be maintained near residential neighborhoods.

- Future Land Use Plan: This section of the Update replaces the 2011 Future Land Use Chapter. Incremental alterations to the Future Land Use Map have been proposed to address changing conditions and support the planning drivers that are affecting the Township. These changes mainly include the development of two new Districts, Transitional Office and Public/Government.

In addition, the Neighborhood Commercial “Nodes” were eliminated and instead specific boundaries for the Neighborhood Commercial District were more clearly defined. The Village Commercial area was redefined as the Village Core District and the boundaries were established around 9th Street and Stadium Drive. The remaining

areas of the old Village Commercial District were designated as Local Commercial and Transitional Office.

Next, Ms. Johnston outlined the variety of public input garnered since the start of the public process. In addition to these specific outreach meetings, the Planning Commission held eight public work sessions throughout the development of the Master Plan. Some of these work sessions were aimed at a specific focus area of the update and participants interested in that section of the Plan were invited to attend.

She said the Planning Commission held the required public hearing on the draft Master Plan Update on December 14, 2017. An email invitation was sent to the email list of attendees accumulated throughout the development of the Plan and notice was placed in the Kalamazoo Gazette and on Mlive. Approximately 20 interested persons were in attendance and seven persons provided verbal comment on the plan. After the public hearing, the Planning Commission forwarded a recommendation of approval of the draft Master Plan Update to the Township Board.

Ms. Johnston concluded by saying household population and growth are leading to an increased need for housing. Currently there is a 7% vacancy rate; the tight housing market will continue to increase values. Diversified housing stock providing greater choice is indicated. Condos, townhouses and other housing stock that require low maintenance are desired by increasing numbers of empty nesters as well as those in their 20s.

Trustee Ford wondered about statistics regarding how many residents younger than 30 live with their parents.

Ms. Johnston said that statistic may be available from census data; usually if residents live with their parents they are counted as part of that household.

In response to a question from the Supervisor, Ms. Johnston indicated the 2011 Master Plan and the 2018 update being considered are two different documents; both would be in effect at the same time. The only new section in the Master Plan is the Future Land Use chapter. The two documents could be combined into one if that would be clearer.

Trustee Ford thanked Ms. Johnston and the Planning Commission for all their work on this project.

Trustee Everett asked how a timeline might be developed to address the priorities in the Master Plan update in order to stay on task.

Ms. Johnston agreed it will be important to put the priorities established into effect; that it was very clear that those who attended public sessions expect implementation. She will work with the Planning Commission to develop a plan.

In response to a question from Trustee Everett regarding storm water regulations, Ms. Johnston said she expects to address those as part of a reorganization of the Zoning Ordinance.

Trustee Ford wondered about the term “environmental sustainability” on page 37.

Ms. Johnston said ordinance language will need to be updated for solar and wind. Also needing updating is language related to RR – large parcels are currently limited to only residential uses. Property owners would like to have other opportunities to develop their land besides subdivision. The Planning Commission will study options.

Supervisor Heiny-Cogswell commented the Rural Preservation Plan, developed in concert with WMU to detail a natural features inventory, is phenomenal. She also wondered if property open to the public might be included in the Public/Government District.

Ms. Johnston said that might be a possibility; Ms. Bell said if that is considered, WMU and Kalamazoo College property should also be included.

Trustee Hudok asked if any consideration was given to allowing more density west of the existing future land use plan. Ms. Johnston said community input and past master plans did not support higher density moving west, a consistent view since the 1990s. This may need to be examined again in the future.

Trustee Hudok noted public water and sewage and better transportation have to be considered for upgrades before the Township experiences big city problems.

In response to a question from Trustt Ford, Ms. Johnston explained green infrastructure includes connectivity to parks and arboretums, etc. She indicated the Township is in good shape to start the planning process for non-motorized connections and greenways because of the work completed by WMU. Non-motorized, greenway and park planning will help to begin implementing some of the strategies from the Rural Character chapter of the Update.

There was some discussion regarding the village area. Ms. Johnston indicated no zoning changes are expected. She said the Form Based Code may be repackaged as an overlay district with design guidelines to remove negative feelings that are keeping the area from being developed, but we are not there yet.

Ms. Johnston responded to the Supervisor’s comment that she was surprised there is more local commercial to the west of the village area than the existing mixed-use village district, saying the Planning Commission looked at what exists in this location and what might develop in the future and thought local commercial was a better fit. They were trying to mirror the development plan of the Village Theme Development Plan.

Supervisor Heiny-Cogswell also wondered whether private vs. public streets should be looked at in some areas.

Mr. Elliott noted some design standards of the Road Commission are less green than we would like. Allowing reduced paved widths is a departure from the Road Commission standards to allow developments to be more “green.”.

Ms. Johnston noted private streets can be only in open space and PUD developments and they bring up issues of responsibility for upkeep and maintenance.

Supervisor Heiny-Cogswell noted the future of retail will need to be considered in light of increased online shopping.

Trustee Hudok commended Ms. Johnston for trying to provide smart planning in targeted areas.

Trustee Ford wondered about electric car recharging stations.

Ms. Johnston indicated Ordinance language should allow the Planning Commission to have some flexibility and might include vehicle charging as well as bicycle parking. The vision is already laid out in the Master Plan goals, what is needed is implementation.

Ms. Johnston said the Master Plan needs to be supported by ordinance. That was not entirely done in 2011 after the Master Plan was put in place, which caused some problems. Very specific language is needed to bring ordinance in line with the Master Plan.

There was discussion about whether greenway and non-motorized plans should be stand-alone or integrated into the Master Plan.

Attorney Porter stated that whether they are part of the master plan or stand-alone plans, neither are regulatory. They are the vision of the Township. To require development, the Township needs the regulatory teeth; they have to be in zoning for implementation. Public noticing would be required to include these documents in the Master Plan.

Ms. Bell felt it might provide continuity to have them all in one place.

Supervisor Heiny-Cogswell asked whether Planning Commission members would like to comment.

Mr. Antosz said it all comes down to developing good ordinance to support the Master Plan and it is important that as much feedback as possible from the public be included.

Ms. Smith requested that priority be given to developing sidewalks, especially on Croyden and Maple Hill. She noted people already walk in the street, and with new development, safety is even more of a consideration.

Trustee Hudok shared Ms. Smith's concern. Priority in heavier commercial and high density areas need contiguous walkways as a focus of building and construction.

Chairperson Bell thanked Ms. Johnston for her work and patience during the process to get the Master Plan update to the Township Board.

Members of the public in attendance were offered a chance for comment.

Mr. Simon Ashbrook said he owns property in a section of the Township that may be changed to local commercial. He has wanted for some time to be able to open a small family-owned meat market and is excited at the possibility of being able to do so.

Mr. Kurt Aardema, AVB, expressed his appreciation for the time Ms. Johnston and the Planning Commission have worked to develop and overall vision. They are excited to work with the Township on the next steps of development.

A representative of CTS Telecom said he was in attendance to gather information about Township development as it may pertain to an extended network and appreciated hearing the plans.

ADJOURNMENT

Having exhausted the agenda, and with there being no further business to discuss, Supervisor Heiny-Cogswell adjourned the meeting at approximately 8:30 p.m.

Minutes prepared:
January 27, 2017

Minutes approved:
_____, 2017

OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION

MINUTES OF A MEETING HELD FEBRUARY 22, 2018

OLD BUSINESS

a. **Condominium Ordinance**

ANY OTHER BUSINESS

a. **Liquor Control Ordinance**

b. **Circulation Aisle Widths**

c. **Master Plan Update requested amendments**

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, February 22, 2018, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

MEMBERS PRESENT: Cheri Bell, Chairperson
Fred Antosz
Ollie Chambers
Dusty Farmer, Secretary
Micki Maxwell
Bruce VanderWeele, Vice Chairperson
Mary Smith

MEMBER ABSENT: None

Also present were Julie Johnston, Planning Director and James Porter, Township Attorney.

Call to Order

Chairperson Bell called the meeting to order at approximately 7:04 p.m.; the "Pledge of Allegiance" was recited.

c. Master Plan Update Amendments

Chairperson Bell moved to the next item on the agenda and asked Ms. Johnston for her report.

Ms. Johnston indicated that there were a handful of recommended Master Plan amendments for the Planning Commission to consider. She stated she felt all of the suggested changes were positive improvements to the Plan, and endorsed the Planning Commission adopt them as part of their recommendation of approval to the Township Board.

Ms. Johnston went through each of the recommended changes and the reasons behind each change. The Planning Commission discussed the changes and indicated their consent.

Mr. VanderWeele made a motion to recommend the proposed changes to the Master Plan Update to the Township Board. Ms. Farmer supported the motion. The motion was approved unanimously.

Planning Commissioner Comments

Hearing none, Chairperson Bell asked for a motion to adjourn.

Adjournment

Ms. Smith made a motion to adjourn. Ms. Maxwell supported the motion. The motion was approved unanimously and Chairperson Bell adjourned the Planning Commission meeting at approximately 8:25 p.m.

Minutes prepared: February 27, 2018

Minutes approved:

Memo

To: Oshtemo Charter Township Board

From: James W. Porter

Date: March 13, 2018

Subject: Transfer of Class C/SDM Liquor License
EOA-O, LLC – Cekola – Jac's of Oshtemo

OBJECTIVE

To consider the transfer of a Class C/SDM liquor license for EOA-O, LLC. This will facilitate the transfer of the liquor license from Mangia Pizza & Pasta Company to Jac's of Oshtemo operated by Kellie and William Cekola.

BACKGROUND

Mangia Pizza & Pasta has sold out to the Cekolas, and therefore, it is necessary to transfer the liquor license for their continued operations at the site as Jac's of Oshtemo.

INFORMATION PROVIDED

Attached you will see the Liquor License Application, site plan, notice of public hearing and copy of the check issued to Oshtemo Charter Township. I have reviewed the application, in conjunction with Mr. and Mrs. Cekola and believe that service of alcohol at this facility meets the terms and conditions of the Township Ordinance.

STATEMENT OF WHAT YOU ARE ASKING BOARD TO APPROVE

After reviewing the Application, counsel believes, as set forth above, that the applicant is in compliance with the Township Liquor License Ordinance and requests approval of the Class C/SDM Liquor License transfer.

RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

February 22, 2018

EOA-O, LLC
Attorney Jocelyn Boucher
(jboucher@wnj.com)

RID # 1801-00370 **Reference/Transaction: Transfer Ownership Class C & SDM license from Mappco, LLC**

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: EOA-O, LLC

Business address and phone number: 3112 9th St, Oshtemo 49077

Home address and phone number of partner(s)/subordinates:
1. **Kellie Cekola: 2295 Woody Noll, Portage 49002 C-(269) 207-1136**
2. **William Cekola: 2295 Woody Noll, Portage 49002 C-(269) 207-1024**

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Grand Rapids District Office (616) 447-2647

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

Since this request is a transfer under MCL 436.1529(1), approval of the local unit of government is not required. However, a copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

cc: Oshtemo Twp Clerk (dfarmer@oshtemo.org)

OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
LIQUOR LICENSE APPLICATION

APPLICATION FOR LICENSE TO SELL BEER, WINE OR SPIRITS BY THE GLASS WITHIN THE TOWNSHIP

NAME AND ADDRESS OF APPLICANT(S) – Please list names and addresses of officers and directors and those having a major interest in the corporation.

William Cekola 2295 woody hill, Portage MI 49002
Kellie Cekola 2295 woody hill, Portage MI 49002

CITIZENSHIP OF APPLICANT(S) – Please include birthplace(s) and/or time and place of naturalization.

Kalamazoo, michigan, both born in

CHARACTER OF THE BUSINESS -- Please explain and include length of time in business.

Restaurant, currently 6 years in current location, planning to open new location in Oshtemo

LOCATION AND DESCRIPTION OF THE PREMISES OR PLACE OF BUSINESS WHICH IS TO BE OPERATED UNDER THE LICENSE.

3112 S. 9th Street, Kalamazoo MI 49009

OTHER APPLICATIONS FOR A SIMILAR OR OTHER LICENSE ON PREMSIES OTHER THAN THE ONE BEING REQUESTED. N/a

CRIMINAL RECORD – EVER BEEN CONVICTED OF A FELONY. N/a

AGREEMENT TO BE LAW ABIDING AND NOT VIOLATE ANY LAWS OF THE STATE OF MICHIGAN, THE UNITED STATES OR TOWNSHIP ORDINANCES.

2/27/18
(Signature and Date)

2/27/18
(Signature and Date)

✓ PLEASE PROVIDE BUILDING AND PLOT PLANS SHOWING THE ENTIRE STRUCTURE AND PREMISES, IN PARTICULAR THE AREAS WHERE THE LICENSE IS TO BE UTILITIZED. ATTACHED

PLEASE PROVIDE PLANS TO SHOW ADEQUATE OFF-STREET PARKING, LIGHTING, REFUSE DISPOSAL AND, WHERE APPROPRIATE, PLANS FOR SCREENING AND /OR NOISE CONTROL.

ALTA/NSPS LAND TITLE SURVEY

IN SECTION 26, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

SURVEY NOTES:

MONUMENTS HAVE BEEN PLACED AT ALL MAJOR CORNERS OF THE BOUNDARY OF THE SURVEYED PROPERTY, UNLESS ALREADY MARKED OR REFERENCED BY EXISTING MONUMENTS OR WITNESSES IN CLOSE PROXIMITY TO THE CORNER (TABLE A, ITEM 1).

THE 9TH STREET ADDRESS WAS OBSERVED TO BE 3112 SOUTH 9TH STREET. (TABLE A, ITEM 2)

THE PARCEL IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER INFORMATION OBTAINED FROM NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP, MAP NUMBER 26077C0175D, EFFECTIVE DATE FEBRUARY 17, 2010 (TABLE A, ITEM 3)

THE SURVEYED PARCEL (PARCELS 1 & 2 COMBINED) CONTAINS 1.41 ACRES MORE OR LESS (TABLE A, ITEM 4)

VERTICAL RELIEF SHOWN HEREON HAS BEEN OBTAINED BY A GROUND SURVEY, WITH ONE (1) FOOT CONTOUR INTERVALS, NORTH AMERICAN VERTICAL DATUM 1988 (NAVD 88), BASED ON MICHIGAN STATE CONTINUOUSLY OPERATING REFERENCE STATIONS (CORS) (TABLE A, ITEM 5).

EXTERIOR DIMENSIONS OF THE BUILDINGS AT GROUND LEVEL ARE SHOWN HEREON (TABLE A, ITEM 7(a))

SQUARE FOOTAGE OF THE EXTERIOR FOOTPRINT OF THE BUILDING AT GROUND LEVEL IS 8,708 SQUARE FEET MORE OR LESS (TABLE A, ITEM 7(b1))

BUILDING HEIGHT IS SHOWN HEREON (TABLE A, ITEM 7 (c))

SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING THIS SURVEY ARE SHOWN HEREON. PLEASE NOTE UNOBSERVABLE AREAS COVERED BY PILES OF SNOW SHOWN ON SURVEY (TABLE A, ITEM 8)

THERE ARE 76 REGULAR MARKED PARKING SPACES AND 4 ACCESSIBLE MARKED PARKING SPACES ON THE PARCEL (TABLE A, ITEM 9).

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND FROM AVAILABLE DRAWINGS ONLY. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN-SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES ARE IN THE EXACT LOCATION INDICATED ALTHOUGH THE SURVEYOR DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES (TABLE A, ITEM 11)

THE NAMES OF ADJOINING OWNERS ACCORDING TO CURRENT TAX RECORDS ARE SHOWN (TABLE A, ITEM 13)

DISTANCE TO THE NEAREST INTERSECTING STREET (SOUTH 8TH STREET) IS 187 (TABLE A, ITEM 14).

NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS WERE OBSERVED IN THE PROCESS OF CONDUCTING THE FIELDWORK (TABLE A, ITEM 16)

OFFSITE APPURTENANT EASEMENT DISCLOSED IN THE COMMITMENT FOR TITLE INSURANCE IS SHOWN HEREON (TABLE A, ITEM 19)

DEEDS OF ADJOINING PROPERTIES NOT PROVIDED.

LEGAL DESCRIPTION PER EXHIBIT "A" REFERENCED IN COMMITMENT FOR TITLE INSURANCE, COMMITMENT NO. 391046579NBU, EFFECTIVE DATE NOVEMBER 28, 2017, AS PREPARED BY CHICAGO TITLE OF MICHIGAN, INC.

LAND SITUATED IN THE STATE OF MICHIGAN, COUNTY OF KALAMAZOO, TOWNSHIP OF OSHTEMO

PARCEL 1:

COMMENCING AT THE SOUTH 1/4 POST OF SECTION 26, TOWN 2 SOUTH, RANGE 12 WEST, THENCE NORTH 0° 33' EAST ALONG THE NORTH AND SOUTH 1/4 LINE, 287.15 FEET, THENCE NORTH 89° 27' WEST 157.0 FEET TO THE PLACE OF BEGINNING; THENCE CONTINUING NORTH 89° 27' WEST 330.0 FEET; THENCE NORTH 0° 33' EAST 157.0 FEET; THENCE SOUTH 89° 27' EAST 135.0 FEET; THENCE NORTH 0° 33' EAST 84.0 FEET; THENCE SOUTH 89° 27' EAST 108.0 FEET; THENCE SOUTH 0° 33' WEST 53.0 FEET; THENCE SOUTH 89° 27' EAST 48.0 FEET; THENCE NORTH 58° 10' 11" EAST 23.02 FEET; THENCE SOUTH 89° 27' EAST 20.0 FEET; THENCE SOUTH 0° 33' WEST 151.0 FEET TO THE PLACE OF BEGINNING. ALSO GRANTING AN EASEMENT FOR INGRESS AND EGRESS OVER A STRIP OF LAND 80.0 FEET IN WIDTH, THE CENTERLINE OF WHICH IS DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 POST OF SECTION 26, TOWN 2 SOUTH, RANGE 12 WEST, THENCE NORTH 0° 33' EAST ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION 264.15 FEET FOR THE PLACE OF BEGINNING; THENCE NORTH 89° 27' WEST AT RIGHT ANGLES TO THE SAID 1/4 LINE 511.0 FEET TO A POINT OF ENDING. ALSO GRANTING A FURTHER, PERPETUAL EASEMENT RUNNING WITH THE LAND TO ERECT AND MAINTAIN A SIGN OF THE SIZE AND DIMENSIONS AS PRESENTLY EXISTS UPON THE SOUTH 6 FEET OF THE WEST 20 FEET OF THE EAST 85 FEET OF THE AFOREAID EASEMENT FOR INGRESS AND EGRESS.

TAX NUMBER: 05-26-380-048

PARCEL 2:

COMMENCING AT THE SOUTH 1/4 POST OF SECTION 26, TOWN 2 SOUTH, RANGE 12 WEST, THENCE NORTH 0° 33' EAST ALONG THE NORTH AND SOUTH 1/4 LINE, 287.15 FEET, THENCE NORTH 89° 27' WEST 352.0 FEET, THENCE NORTH 0° 33' EAST 107.0 FEET TO THE PLACE OF BEGINNING; THENCE NORTH 89° 27' WEST 135.0 FEET; THENCE NORTH 0° 33' EAST 103.0 FEET; THENCE SOUTH 89° 27' EAST 135.0 FEET; THENCE SOUTH 0° 33' WEST 103.0 FEET TO THE PLACE OF BEGINNING.

TAX NUMBER: 05-26-380-060

THAT PART OF SECTION 26, TOWNSHIP 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 26; THENCE NORTH 00° 33' 00" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 26 A DISTANCE OF 287.15 FEET; THENCE NORTH 89° 27' 00" WEST 157.00 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED; THENCE CONTINUING NORTH 89° 27' 00" WEST 330.00 FEET; THENCE NORTH 00° 33' 00" EAST PARALLEL WITH SAID NORTH AND SOUTH QUARTER LINE 210.00 FEET; THENCE SOUTH 89° 27' 00" EAST 135.00 FEET; THENCE SOUTH 00° 33' 00" WEST PARALLEL WITH SAID NORTH AND SOUTH QUARTER LINE 18.00 FEET; THENCE SOUTH 89° 27' 00" EAST 108.00 FEET; THENCE SOUTH 00°33' 00" WEST PARALLEL WITH SAID NORTH AND SOUTH QUARTER LINE 53.00 FEET; THENCE SOUTH 89° 27' 00" EAST 48.00 FEET; THENCE SOUTH 58° 10' 11" EAST 23.03 FEET; THENCE SOUTH 89° 27' 00" EAST 20.00 FEET; THENCE SOUTH 00° 33' 00" WEST PARALLEL WITH SAID NORTH AND SOUTH QUARTER LINE 151.00 TO THE POINT OF BEGINNING. CONTAINING 1.41 ACRES MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE

THIS SURVEY WAS PERFORMED WITH AN ERROR OF CLOSURE NO GREATER THAN 1 IN 5000.

THIS SURVEY COMPLIES WITH THE REQUIREMENTS OF SECTION 3, P.A. 132 OF 1970, AS AMENDED, EXCEPT FOR PAPER SIZE

ASSUMED THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 26 TO BEAR NORTH 00° 33' 00" EAST PER THE WARRANTY DEED RECORDED IN LIBER 1401, PAGE 1120, KALAMAZOO COUNTY RECORDS.

THE FOLLOWING ITEMS ARE REFERENCED IN SCHEDULE B, SECTION II, COMMITMENT FOR TITLE INSURANCE, COMMITMENT NO. 391046579NBU, EFFECTIVE DATE NOVEMBER 28, 2017, AS PREPARED BY CHICAGO TITLE OF MICHIGAN, INC.:

ITEM 9: TERMS, COVENANTS, AND CONDITIONS OF GRANT OF EASEMENT SET FORTH AS RECORDING NO. LIBER 1105, PAGE 954. THE EASEMENT IS SHOWN HEREON.

ITEM 10: TERMS, COVENANTS, AND CONDITIONS OF PARTY WALL AND RECIPROCAL EASEMENT AGREEMENT SET FORTH IN LIBER 1158, PAGE 82. THE PERIMETER OF THE SURVEYED PROPERTY IS NOT DEPICTED ON THE EXHIBIT A SKETCH. THE BUILDING LOCATED ON THE SURVEYED PROPERTY IS LABELED "RESTAURANT BUILDING" ON THE SKETCH. NO PORTION OF THE SURVEYED PROPERTY IS CONTAINED WITHIN THE AREAS DESCRIBED IN EXHIBITS B, C, D, E AND F. THE 50' WIDE EASEMENT FOR INGRESS AND EGRESS REFERENCED IN EXHIBIT "A" OF THE COMMITMENT FOR TITLE INSURANCE IS THE SAME EASEMENT DESCRIBED IN EXHIBIT G.

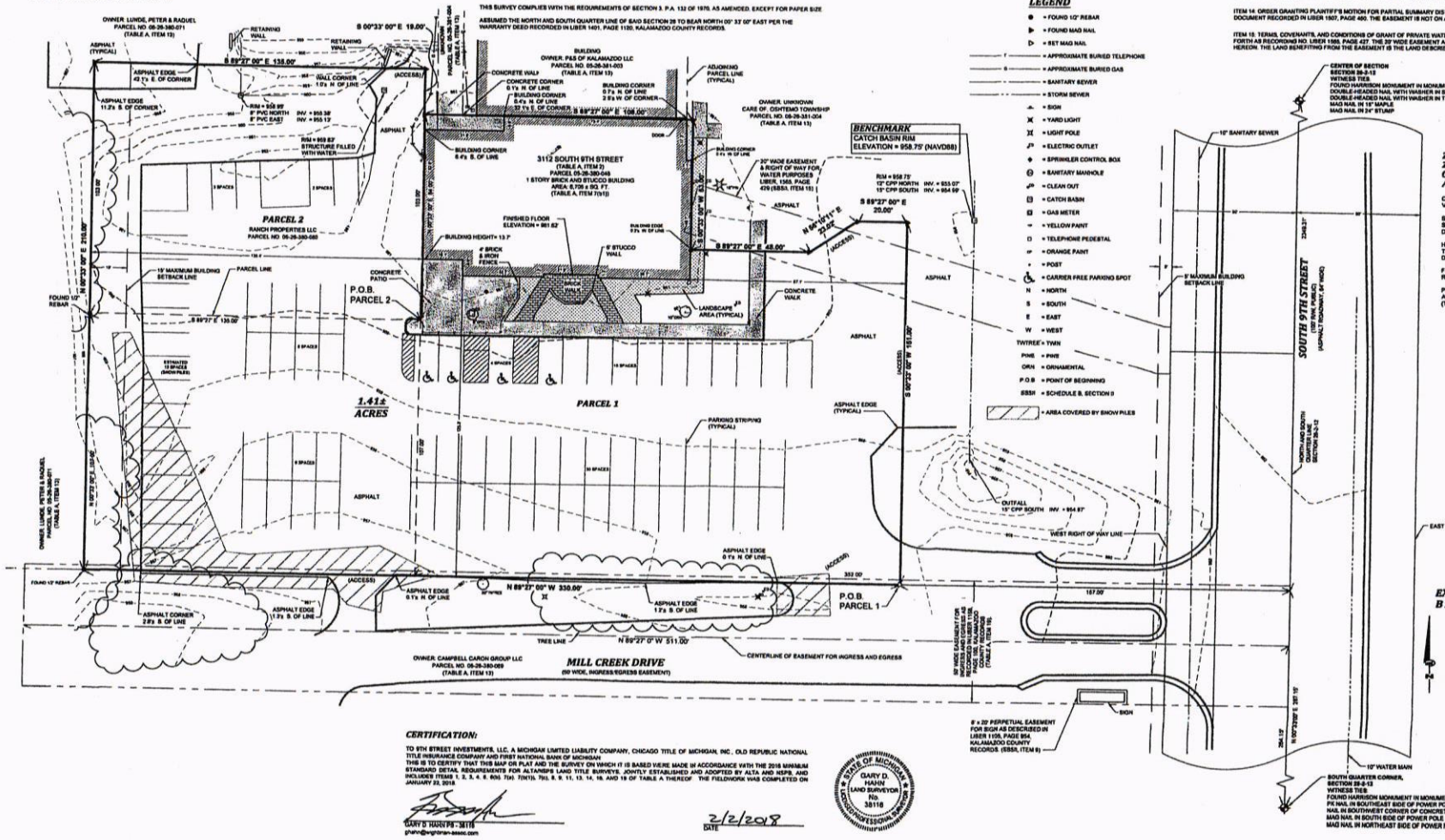
ITEM 11: RIGHT(S) OF WAY AND/OR EASEMENT(S) AND RIGHTS INCIDENTAL THERETO, AS GRANTED TO CONSUMERS POWER COMPANY (NOW KNOWN AS CONSUMERS ENERGY) IN A DOCUMENT RECORDED AS RECORDING NO. LIBER 1180, PAGE 448 AND RERECORDED IN LIBER 1323, PAGE 913. THE EASEMENT IS NOT ON THE SURVEYED PARCEL. A PORTION OF THE PROPERTY DESCRIBED IN THE EASEMENT DOCUMENT AND DEPICTED ON EXHIBIT "A" THEREIN, ENCUMBERS THE 50' WIDE EASEMENT FOR INGRESS AND EGRESS REFERENCED IN EXHIBIT "A" OF THE COMMITMENT FOR TITLE INSURANCE.

ITEM 12: ORDER GRANTING CROSS-COMPLAINT FOR JUDICIAL DECLARATION OF AN EASEMENT AS DISCLOSED BY DOCUMENT RECORDED IN LIBER 1893, PAGE 1023. THE AREAS DESCRIBED IN EXHIBIT A OF THE JUDICIAL DECLARATION OF AN EASEMENT DOCUMENT ARE THE SAME AREAS DESCRIBED AS PARCELS 1 AND 2 HEREON. THE AREA ENCUMBERED BY THE EASEMENT IS DESCRIBED IN EXHIBIT B OF THE DOCUMENT WHICH DESCRIBES LAND SOUTH AND WEST OF THE SURVEYED PROPERTY AND AS DEPICTED AS "EXHIBIT B AREA" IN THE VICINITY MAP SHOWN HEREON.

ITEM 13: ORDER GRANTING CROSS-COMPLAINT FOR JUDICIAL DECLARATION OF AN EASEMENT AS DISCLOSED BY DOCUMENT RECORDED IN LIBER 1503, PAGE 1028. THE AREA DESCRIBED IN "EXHIBIT A" OF THE JUDICIAL DECLARATION OF AN EASEMENT DOCUMENT IS THE SAME AREA DESCRIBED AS PARCEL 1 HEREON. EXHIBIT "B" WAS NOT INCLUDED IN THE DOCUMENT PROVIDED.

ITEM 14: ORDER GRANTING PLAINTIFF'S MOTION FOR PARTIAL SUMMARY DISPOSITION, CASE NO. 87-0331-CH AS DISCLOSED BY DOCUMENT RECORDED IN LIBER 1507, PAGE 460. THE EASEMENT IS NOT ON AND DOES NOT TOUCH THE SURVEYED PROPERTY.

ITEM 15: TERMS, COVENANTS, AND CONDITIONS OF GRANT OF PRIVATE WATER EASEMENT AND SUBORDINATION AGREEMENT SET FORTH AS RECORDING NO. LIBER 1595, PAGE 427. THE 20' WIDE EASEMENT AND RIGHT-OF-WAY FOR WATER PURPOSES IS SHOWN HEREON. THE LAND BENEFITING FROM THE EASEMENT IS THE LAND DESCRIBED AS PARCEL 1 HEREON



ZONING INFORMATION CONTAINED IN ZONING LETTER PREPARED BY THE OSHTEMO TOWNSHIP ZONING ADMINISTRATOR, DATED JANUARY 25, 2018:

CURRENT ZONING CLASSIFICATION: VC: VILLAGE COMMERCIAL, VILLAGE FORM-BASED CODE OVERLAY DISTRICTZONE.

SETBACK REQUIREMENTS: 8 FEET MAXIMUM FROM SOUTH 9TH STREET RIGHT OF WAY. SEE ZONING LETTER FOR MORE DETAILS. SEE DRAWING.

HEIGHT REQUIREMENTS: STRUCTURES ARE TO BE TWO TO THREE STORIES IN HEIGHT. SEE ZONING LETTER FOR MORE DETAILS.

FLOOR SPACE AREA REQUIREMENTS: NO SPECIFIC REQUIREMENTS LISTED IN ZONING LETTER.

PARKING REQUIREMENTS: THIS FACILITY REQUIRES APPROXIMATELY 75 PARKING SPACES. (TABLE A, ITEM 6(b))

CERTIFICATION:

TO 9TH STREET INVESTMENTS, LLC, A MICHIGAN LIMITED LIABILITY COMPANY, CHICAGO TITLE OF MICHIGAN, INC., OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY AND FIRST NATIONAL BANK OF MICHIGAN:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6 (b), 7(a), 7(b1), 7(c), 8, 9, 11, 13, 14, 16, AND 19 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON JANUARY 22, 2018.

GARY D. HAHN PS - 38118
ghahn@wightman-assoc.com

2/2/2018
DATE

STATE OF MICHIGAN
GARY D. HAHN
LAND SURVEYOR
No. 38118
PROFESSIONAL SURVEYOR

WIGHTMAN & ASSOCIATES, INC.
AMERICAN COUNCIL OF ENGINEERING COS.
★ FIRM OF THE YEAR
2303 Pipestone Road
Benton Harbor, MI 49022
Phone: (269) 927-0100
5635 Portage Road
Portage, MI 49002
Phone: (269) 327-3533
264 Western Avenue
Allegan, MI 49010
Phone: (269) 673-8465
www.wightman-assoc.com

PROJECT ADDRESS:
3112 S. 9TH STREET
OSHTEMO, MI 49077

9TH STREET INVESTMENTS, LL
4401 GLENROSE TERRACE
KALAMAZOO, MI 49008

REVISIONS

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DATE: JANUARY 2018
SCALE: 1" = 20'
DRAWN BY: ACE
CHECKED BY:

ALTA/NSPS LAND TITLE SURVEY

184007

SECURITY FEATURES INCLUDE TRUE WATERMARK PAPER, HEAT SENSITIVE ICON AND FOIL HOLOGRAM

JAC'S OSHTEMO
2295 WOODY NOLL
PORTAGE, MI 49002

2003

74-1423/724

DATE 2/28/18

CHECK ARMOR FRAUD PROTECTION

PAY TO THE ORDER OF OSHTEMO TOWNSHIP $ 250.00

two hundred and fifty dollars 00/100 DOLLARS

FIRST NATIONAL BANK
of Michigan
Kalamazoo, MI

FOR LIQ LIC APP.

ORIGINAL

MP

HEAT SENSITIVE

⑈002003⑈ ⑆072414239⑆ ⑈011157435⑈

Security Features Included Details on Back.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

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

Instructions for Local Legislative Body:

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

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

called to order by Elizabeth Heiny-Cogswell on 031319 (date) at 7:00 p.m. (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from EOA-O, LLC (name of applicant)

for the following license(s): Class C & SDM License (list specific licenses requested)

to be located at: 3112 9th Street, Oshtemo, MI 49077

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ (recommends/does not recommend) this application be considered for approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Township (township, city, village) council/board at a regular (regular or special) meeting held on March 13, 2018 (date)

Dusty Farmer

Print Name of Clerk	Signature of Clerk	Date

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

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

LARA is an equal opportunity employer/program.Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

8

Memo

To: Oshtemo Charter Township Board

From: Marc Elliott, P.E., Director of Public Works

Date: March 8, 2018

Subject: Engineering Services Contract for Sidewalk Concept Plans and Cost Estimates

OBJECTIVE

The Township Board shall consider extending the existing engineering services contract with Fleis & Vandenbrink to develop concept plans and cost estimates to extend public sidewalks. These "conceptual" sidewalk extensions may evolve into additional work, should the Board so choose, to be incorporated into Township approved public sewer extensions. The work (a not to exceed amount of $35,000) shall also require a budget amendment of like amount from Carryover funds (101-001-40100) to finance the work.

More specifically, F&V is currently contracted to complete construction plans for phase one of the Township's efforts to extend public sewers into existing neighborhoods. Within the scope of the sewer project, topographic survey data collected by F&V is available to complete both sidewalk concept planning and detailed design. The expanded scope of work (see attachment) includes additional survey along key connecting corridors beyond the sewer project extents. These additional extents provide basic neighborhood connectivity to the Township's overall non-motorized plan. The intent of these additional engineering services is limited to the work needed to develop concept plans and cost information. The described locations were identified by staff and others as the base-facilities needed to provide connectivity. The resulting concepts and cost estimates will be brought to the Board for further review and discussion. With this information the Board will be able determine whether to pursue select sidewalk projects through the next steps of detailed engineering design, construction bidding and project funding.

BACKGROUND

Since 2010 the Township Board has rigorously explored the need to extend public sanitary sewers into older, established neighborhoods. A review of records at that time found that some homes were on their third septic system, and that many were moving along a spectrum towards failure. The County Health Department informed the Township in 2017 that their review of a dozen Oshtemo neighborhoods found that nearly 60% of existing homes do not comply with current sewage treatment system design standards.

It has been a Board priority to proceed with public sewer extensions in an effective and financially responsible manner. The Township is now finalizing a loan/grant funded sewer extension (phase 1 of 3) through the Rural Development Program of the US Department of Agriculture. Final designs are expected in December of 2018, with sewer project bidding and construction to occur in 2019.

Because coordination of Capital Improvement Projects is also goal of the Township, the Board has identified that there is opportunity to include select extensions of public sidewalks into the affected neighborhoods. Economies of scale should produce significate cost savings. Also, coordinated and concurrent construction of both sewer and sidewalks will minimized the disruption and inconvenience experienced by homeowners. The Township therefore directed staff to explore the inclusion of sidewalks that provide basic non-motorized connectivity to the Township's overall Non-Motorized Plan.

INFORMATION PROVIDED

Engineering Services Proposal, Fleis&Vandenbrink
Budget Amendment Request

8

FLEIS&VANDENBRINK
DESIGN. BUILD. OPERATE.

March 8, 2018

Elizabeth A. Heiny-Cogswell, Supervisor
Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, Michigan 49009

RE: Neighborhood Sewer Extensions Phase 1 – Sidewalk Concept Design and Preliminary Cost Estimating

Dear Libby:

Installation of sidewalks connecting neighborhoods is a priority of the Township Board. The Board directed Township staff to evaluate coordinating sidewalk installation with the proposed sewer installation. By coordinating the sewer installation with sidewalk installation, the Township may save cost and disruption for the residents. It is understood that the sidewalk work will not be funded through the USDA but will be added to the construction plans and funded directly by the Township.

Fleis and VandenBrink will team with O'Boyle, Cowell, Blalock, & Associates, Inc (OCBA) of Kalamazoo to provide the following scope of service to assist the Township in preparing sidewalk options and cost. Sidewalk locations are noted in the detailed work plan attached as an exhibit.

SCOPE OF SERVICES

- Perform supplemental topographic survey, where needed, in the areas where neighborhood sidewalks are proposed
- OCBA staff will provide concept drawings of sidewalk locations and prepare estimated construction cost
- Attend one meeting with the Township to discuss progress, cost, and get feedback on plans
- Attend one meeting with Township and USDA to coordinate sidewalk installation as part of the USDA sewer installation

4798 Campus Drive
Kalamazoo, MI 49008
P: 269.385.0011
F: 269.382.6972
www.fveng.com

FEES

Fleis & VandenBrink will complete the proposed services on an hourly rate basis with a not to exceed amount. F&V will bill the Township at hourly rates for time worked plus 1.1 times the cost of OCBA and reimbursable expenses.

Item	Budget
• Topographic Survey	$20,000
• Concept Sidewalk layout/Estimated Costs	$12,000
• Meetings	$3,000
Total	$35,000 Not to Exceed

We look forward to working with the Township, and teaming with OCBA, to add this sidewalk infill work to the sewer project. When the Township finalizes the sidewalk locations, design and construction services will be incorporated into the USDA engineering agreement for approval.

Please feel free to call with any questions.

Sincerely,

FLEIS & VANDENBRINK

Craig L. Shumaker, PE
Vice President, Principal,

Matt G. Johnson, PE
Project Manager

Enclosures:
Detailed Work Plan

Authorized to Proceed:
The above scope of work is authorized as an amendment under our general Professional Services Agreement dated August 16, 2016 based on the work scope outlined above.

_____
Oshtemo Charter Township

_____
Date

Detailed Work Plan
Charter Township of Oshtemo
Neighborhood Sewer Extensions Phase #1 – Sidewalk Concept Drawings

Skyridge:
Sidewalk on the north side of Skyridge
Sidewalk on the north side of Driftwood
Sidewalk on the east side of Mandalay
Sidewalk on the north side of Crimson
Sidewalk on the east side of Westview
Proposed Speed table on Driftwood at the intersection with Westview.
6-foot Sidewalk on both sides of Green Meadow.
Continue the path on the north side of Green Meadow past Driftwood to Round Hill Road

Beech Ave:
Sidewalk on the south side of Beech
When crossing the radio tower property at the west end of Beech, we would like to see a curvy path that runs with the terrain to the future Maple Hill Drive extension. It can cross onto the northern part of The Fountains property as needed
Sidewalk on both sides of Croyden Ave
6-foot sidewalk on both side Maple Hill Drive from West Main to Summer Ridge entrance

Meridian and Sunset:
Sidewalk on south side of Sunset and west side of Meridian

Fairlane:
Sidewalk on south and west side of Fairgrove

Whitegate Farms:
Sidewalk on the east side of Whitegate Lane
Sidewalk on the north side of Castleton Lane
Sidewalk on the north side of Lamplighter Lane
Sidewalk on the north side of Powderhorn Lane
At the intersections of Powderhorn with Lamplighter Lane and Castleton Lane, complete the sidewalks to the west to have fully interconnected sidewalks
For the cross-country path connecting Whitegate Lane to Coddington Lane, a curvy path to match the terrain
Sidewalk on the west side of Oshtemo Woods Lane
Sidewalk on the north side of Venture Park Drive between Oshtemo Woods Lane and Quail Run
Sidewalk on the east side of Quail Run between Venture Park Drive and Fairgrove St.

Clear Form

BUDGET AMENDMENT REQUEST

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

Date: 03/09/2018

Department Head Name: Marc Elliott/Public Works

Fund Name: 101 General

			Amount	
Additional Funds Request for: (description and GL number)	Capital Outlay;Plat Sidewalk Extensions	101-506-97600.PLATSW (new project)	$ 35,000.00	
				$ 35,000.00
Funds requested from: (description and GL number)	Carryover	101-001-40100	$ 35,000.00	
				$ 35,000.00

Explanation of request:

Concept planning and cost estimates for key sidewalks extensions. Building selected sidewalks in conjunction with planned sewer projects should yield significant cost savings and minimize neighborhood disruptions. Concept planning shall identify facilities that will provide key connector route.

Supervisor Review:
(pending or date reviewed)

Board Authorization:
(pending or date authorized)