

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

December 9, 2025

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Remote Location Identification (for remote attendance when permitted by statute)
4. Township Mission/Vision/Core Values:
Core Value: Decisions are made based on the value to our Township and residents.
5. Approval of the Agenda
6. Public Officials and Community Partner Updates
7. Work Session: Presentation of 2045 Comprehensive Master Plan and Comprehensive Street Plan
8. Public Comment on Consent Agenda or Non-Regular Session Items (Est. 6:45 PM)
9. Consent Agenda
 - a. Meeting Minutes [[Minutes of Regular Meeting November 25, 2025](#)]
 - b. [Receipts and Disbursements](#)
 - c. 2026 Depositories ([Pg 5](#))
10. Discussion and Consideration re Reinstatement of PTO ([Pg 7](#))
11. Discussion and Consideration West Ridge Site Condominium - Step 3 ([Pg 9-22](#))
12. Presentation Kalamazoo County Sheriff's Office - Detective Adam Kelm
13. Resolution Establishing the Poverty Exemptions Guidelines for 2026 ([Pg 23-26](#))
14. Consideration to Approve Distribution of the Proposed Comprehensive Master Plan and Master Streets Plan ([Pg 27-40](#))
15. Budget Amendments – 2025 4th Quarter ([Pg 41-45](#))
16. Public Comment
17. Board Member Comments & Committee Updates
18. Adjournment

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

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

- a. Citizen Comment on Non-Agenda Items or Public Comment – while this is not intended to be a forum for dialogue and/or debate, if a citizen inquiry can be answered succinctly and briefly, it will be addressed or it may be delegated to the appropriate Township Official or staff member to respond at a later date. More complicated questions can be answered during Township business hours through web contact, phone calls, email (oshtemo@oshtemo.org), walk-in visits, or by appointment.
- b. After an agenda item is presented by staff and/or an applicant, public comment will be invited. At the close of public comment there will be Board discussion prior to call for a motion. While comments that include questions are important, depending on the nature of the question, whether it can be answered without further research, and the relevance to the agenda item at hand, the questions may not be discussed during the Board deliberation which follows.

Anyone wishing to make a comment will be asked to come to the podium to facilitate the audio/visual capabilities of the meeting room. Speakers will be invited to provide their name, but it is not required.

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

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

Public comment shall not be repetitive, slanderous, abusive, threatening, boisterous, or contrary to the orderly conduct of business. The Supervisor or Chairperson of the meeting shall terminate any public comment which does not follow these guidelines.

(adopted 5/9/2000)
(revised 5/14/2013)
(revised 1/8/2018)

Questions and concerns are welcome outside of public meetings during Township Office hours through phone calls, stopping in at the front desk, by email, and by appointment. The customer service counter is open from Monday-Thursday, 8 a.m.-1 p.m. and 2-5 p.m., and on Friday, 8 a.m.-1 p.m. Additionally, questions and concerns are accepted at all hours through the website contact form found at www.oshtemo.org, email, postal service, and voicemail. Staff and elected official contact information is provided below. If you do not have a specific person to contact, please direct your inquiry to oshtemo@oshtemo.org and it will be directed to the appropriate person.

Oshtemo Township Board of Trustees

Supervisor

Cheri Bell 216-5220 cbell@oshtemo.org

Clerk

Dusty Farmer 216-5224 dfarmer@oshtemo.org

Treasurer

Clare Buszka 216-5260 cbuszka@oshtemo.org

Trustees

Neil Sikora 760-6769 nsikora@oshtemo.org

Kristin Cole 375-4260 kcole@oshtemo.org

Zak Ford 271-5513 zford@oshtemo.org

Michael Chapman 375-4260 mchapman@oshtemo.org

Township Department Information

Assessor:

Kristine Biddle 216-5225 assessor@oshtemo.org

Fire Chief:

Greg McComb 375-0487 gmccomb@oshtemo.org

Ordinance Enforcement:

Alan Miller 216-5230 amiller@oshtemo.org

Parks Director:

Vanessa Street 216-5233 vstreet@oshtemo.org

Rental Info 216-5224 oshtemo@oshtemo.org

Planning Director:

Jodi Stefforia 375-4260 jstefforia@oshtemo.org

Public Works Director:

Anna Horner 216-5228 ahorner@oshtemo.org

Zoom Instructions for Participants

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to join.zoom.us on any browser and entering this **Meeting ID: 863 1677 6379**

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

To join the conference by phone:

1. On your phone, dial the teleconferencing number: **1-929-205-6099**
2. When prompted using your touchtone (DTMF) keypad, enter the Meeting ID number: **863 1677 6379#**

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



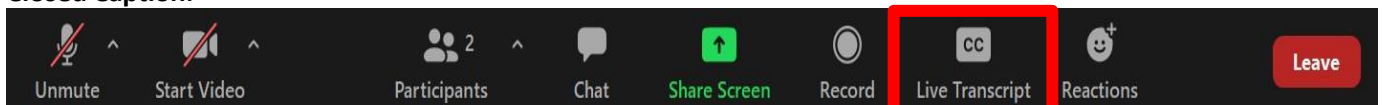
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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

2026 DEPOSITORIES

DEPOSITORY	ADDRESS
CONSUMERS CREDIT UNION	6699 West Main Kalamazoo, MI 49009
FIRST NATIONAL BANK OF MICHIGAN	5313 West Main St. Kalamazoo, MI 49009
HUNTINGTON NATIONAL BANK	PO Box 1558 EA1W37 Columbus, OH 43216
MBIA CLASS	3135 S State Street Ste 108 Ann Arbor, MI 48108
MERS OF MICH	1134 Municipal Way Lansing, MI 48917
MERCANTILE BANK	5610 Bryon Center Ave SW Wyoming, MI 49519
1ST SOURCE BANK	200 W. Michigan Ave Kalamazoo, MI 49007
CIBC	2301 W. Big Beaver Ste 525 Troy, MI 48084
THE PRIVATEBANK	38505 Woodward Avenue Ste 1300 Bloomfield Hills, MI 48304
GREENLEAF TRUST	211 S Rose St Kalamazoo, MI 49007
OLD NATIONAL BANK	220 N Drake Rd Kalamazoo, MI 49009

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Fire Department

7275 W. Main Street Kalamazoo, MI 49009-9334
Station Phone 269-375-0487 Fax 269-544-2085
www.oshtemo.org

Eric Burghardt
Deputy Chief
Oshtemo Township Fire Department

Sara Feister
Director of Human Resources
Oshtemo Township

Subject: Request for PTO Reimbursement – Captain Adam Bennett and Driver/Operator Josh Lower

I am writing to formally request that 48 hours of PTO be reimbursed to Captain Adam Bennett and Driver/Operator Josh Lower following the death of their crew member, Driver/Operator Charlie Sullivan.

We were notified of Charlie's passing on November 5, 2025, during A Shift. Charlie was assigned to B Shift, Station 2. After speaking with Captain Bennett and Driver/Operator Lower, I determined that due to the emotional impact of this loss, they would not be fit for duty on November 7th and 8th. I excused them from work and assured Captain Bennett that appropriate staffing would be secured through overtime or mutual aid coverage.

At the time, I was under the impression that this absence would qualify as bereavement leave and that their personal PTO would not be deducted. Due to my involvement in family notification and the care of our on-duty crews, I failed to immediately verify this assumption against the Employee Handbook and the collective bargaining agreement. It was only later, in discussion with the Fire Chief, that I learned the death of a crew member is not currently covered under bereavement leave.

The fire service is a unique profession where personnel live and work together for a significant portion of their careers, forming extremely close bonds through shared training, emergency responses, and personal hardship. I take full responsibility for my oversight and for the incorrect guidance I provided, which resulted in Captain Bennett and Driver/Operator Lower each losing 48 hours of PTO.

Accordingly, I respectfully request that 48 hours of PTO be restored to each employee. Additionally, I recommend that the Township and Local 5240 consider discussing a Memorandum of Agreement to modify the bereavement section of the CBA to include 48 hours of bereavement leave in the event of the death of an immediate crew member—defined as a firefighter assigned to the same shift and station who routinely works together as part of the same crew.

I appreciate your consideration of this request. I am available to discuss this at your convenience.

Respectfully,

Eric Burghardt
Eric Burghardt

Deputy Chief
TB Meeting, December 9, 2025

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Memorandum



Date: December 01, 2025
To: Oshtemo Charter Township Board
From: Colten Hutson, Zoning Administrator
Subject: West Ridge Site Condominium – Request for Step 3 Approval

OBJECTIVE

MOTION: Grant final plan approval (Step 3) for the West Ridge Site Condominium subject to the recommended conditions as listed in the December 01, 2025 staff memorandum.

BACKGROUND

Process Synopsis

The first approval for the West Ridge site condominium, tentative preliminary plan approval (Step 1), was granted by the Township Board on April 09, 2024. This step approved the general layout of the project, for example building site size, street layout, location of infrastructure, etc. The second step was preliminary plan approval, which is a detailed engineering plan for the development. Step 2 was approved on August 13, 2024. The applicant was then allowed to construct the project's infrastructure. The current request before the Township Board is to consider approval of the Step 3 final plans for the West Ridge project.

Project Overview

The applicant, Green Development Ventures, LLC, has developed a 39-unit residential site condominium at 7110 West Main Street. The street network is private and each site within the development will be serviced by public water and sanitary sewer. Designated open space is provided along the development's west property line as well as in the southeast corner.

Ordinance Compliance

- **Site Size:** The minimum dimensional requirements for building site frontage and area are satisfied with the presented final plan.
- **Motorized and Pedestrian Circulation:** The street network follows a curvilinear residential pattern, with a loop road and short dead-end street stubs along the north property boundary. The two proposed street stubs facilitate future interconnection to the north, should adjacent property ever be subdivided or developed. The two dead-end street stubs will receive a final coat of asphalt once the City of Kalamazoo has completed the remaining water service installation. The required paving, curb and gutter have been installed as well as street name and road right-of-way signs.

Per Township requirements, 5-foot-wide concrete sidewalks will be established on both sides of the street. Sidewalks and ramps adjacent to common areas and intersections have already been installed while sidewalk

adjacent to each building site will occur as each home is constructed. A 12-foot-wide HMA shared use path has been installed along West Main Street as part of this development.

- **Natural Features and Landscaping:** Designated natural features have been protected throughout the course of construction. Tree preservation and open space areas remain intact. Tree plantings along West Main Street and within common element areas have been installed. Street trees will be placed in compliance with the City of Kalamazoo Water Department's specifications.
- **Street Lighting:** Installation of the private utilities is underway, placement of the street lights is delayed. The developer has provided a signed contract with Consumers Energy stating that these utilities, including street lights, will be installed. In addition, the applicant has provided the Township with the necessary documentation, indicating their willingness to have the development included in the Township wide street light assessment program.

Final Concerns

Planning and Public Works staff performed a walk through with the applicant on November 13, 2025, and noted some items that need to be resolved or managed through the construction of individual homes. While some items are weather-dependent and will need to be completed in the Spring, the applicant is actively making efforts to correct the outstanding items. These items are as follows:

1. The stormwater outlets east and west of the driveway entrance within the MDOT public right-of-way were observed to be blocked with debris and must be cleared, repaired, and stabilized.
2. Silt fencing must be placed along the west property line as well as on the south side of the shared use path. Silt fencing must be properly retained until suitable permanent controls such as healthy vegetative cover is established.
3. ADA-compliant ramps must be installed at the shared use path and driveway entrance in accordance to the approved plans.
4. Cross slope measurements for some sidewalk segments located within the common element exceed the maximum allowed by ADA. The areas marked on site by staff must be corrected to achieve ADA compliance.
5. The 6-inch solid white pavement markings for the driveway along West Main Street must be installed.
6. Crosswalk pavement markings at the driveway entrance must be installed.
7. The bottom of each stormwater basin has silted over through the collection of sediment. The basins will need to be restored to function as designed.
8. The natural walking path along the west end of the development needs to be cleared.

Per the Township's Site Condominium Ordinance, the applicant must submit a surety bond to the Township for any site elements that remain outstanding at time of Step 3 approval. The amount required for the surety bond is estimated at \$176,760. Information on linear feet and/or square footage of materials for the outstanding site elements was compiled to generate the surety bond amount, which include sidewalk, ramps, striping, street trees, tree clearing, and asphalt.

RECOMMENDATION

Township staff recommend approval of the West Ridge Site Condominium Final Plan (Step 3), with the following conditions:

1. Items 1 and 2 noted in the Final Concerns section within this report must be completed prior to issuance of the first building permit. Items 3-8 noted in the Final Concerns must be completed in early Spring of 2026 or prior to issuance of the first occupancy permit, whichever comes first.
2. A second seeding of common element areas must be completed in early Spring of 2026.
3. The grading to the south of Unit 1 must be monitored to ensure Section 56.20.C.1 of the Ordinance is satisfied.
4. All condominium documents, including the Master Deed, Bylaws, and Exhibit B to the Master Deed, must be recorded at the Kalamazoo County Register of Deeds Office prior to issuance of the first building permit.
5. A surety bond in the amount of \$176,760 must be submitted to the Township prior to issuance of the first building permit.
6. Sealed as-builts drawings must be submitted to the Township prior to issuance of the first occupancy permit.
7. The public water main easement must be executed by the City of Kalamazoo and Oshtemo Township and subsequently recorded at the Kalamazoo County Register of Deeds Office prior to issuance of the first occupancy permit.

INFORMATION PROVIDED

Application, General Street Light District Letter, Non-Motorized Maintenance Letter, and Exhibit B (draft)

PLANNING & ZONING APPLICATION

1. Instructions & Fee Information

- Complete this application providing the requested supplemental documentation described herein, including the fee, and submit to the Planning Department for review. Incomplete applications will not be accepted.

2. Applicant Information

Name: John Laely / Allan Edwin Hanes / Green Development Ventures, LLC		
Mailing Address: 2186 E Centre Avenue	City, State: Portage, MI	Zip Code: 49002
Email: jlaely@allanadwin.com	Phone: 269-391-0542	

3. Property Owner Information

Name: Green Development Ventures, LLC		
Mailing Address: 2186 E Centre Avenue	City, State: Portage, MI	Zip Code: 49002
Email: jlaely@allanadwin.com	Phone: 269-391-0542	

4. Project Information

Project Name: West Ridge		
Project Address: 7110 W. Main Street	Parcel Number: 39-05-15-285-10	
Email: jlaely@allanadwin.com		
Property Legal Description (use attachments if necessary): See Attached (Exhibit B Drawings)		
Current Zoning: R2	Current Use: Residential	Area of Property: 20.27 Acres
Type of Request (check all that apply): <input type="checkbox"/> Site Plan Review (type, if applicable): <input type="checkbox"/> Pre-Application <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Plat/Site Condo (Step 3) <input type="checkbox"/> Rezoning <input type="checkbox"/> Zoning Variance <input type="checkbox"/> Special Exception Use <input type="checkbox"/> Clear Cutting <input type="checkbox"/> Text Interpretation <input type="checkbox"/> Accessory Building/Dwelling Unit <input type="checkbox"/> Other: _____		
Statement of Intent: Briefly describe your request (use attachments, if necessary). Requesting Step 3 Site Condominium Review/Approval For Recently Constructed Infrastructure to Serve "West Ridge"		

5. Required Documents for Site Plan Review

Required Documents for Site Plan Review (complete and attach to this application): *N/A*

- ☐ Environmental Permits Checklist
- ☐ Hazardous Substance Reporting Form
- ☐ Site Plan, if applicable
- ☐ Access predetermination form RCKC or MDOT, if applicable

6. Signatures

Names & addresses of all other persons, corporations, or firms having a legal or equitable interest in the property:

Names(s)

Address(es)

Names(s)


Address(es)


I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge, true and accurate.

I (we) acknowledge that we have received the Township's Disclaimer regarding Sewer and Water Infrastructure.

I (we) understand the incomplete applications will not be accepted. If the application is found to be incomplete after submission, formal review and approval may be delayed. Significant revisions to an application or its attachments may result in requiring the submission of additional fees and/or additional escrow.

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

 10/30/25
Applicant Signature Date

 10/30/25
Property Owner Signature Date

Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002

July 25, 2024

Jodi Stefforia
Planning Director
Oshtemo Charter Township
7275 W Main Street
Kalamazoo, Michigan 49009

Anna Horner
Public Works Director
Oshtemo Charter Township
7275 W Main Street
Kalamazoo, Michigan 49009

Re: West Ridge General Street Light District Letter of Agreement

Dear Jodi & Anna,

Please consider this letter as Green Development Ventures, LLC's formal letter of agreement to add the proposed development to the Township's general street light district.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



John Lovely
Engineering Project Manager
Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002
(269) 391-0542
jlovely@allenedwin.com

Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002

December 3, 2025

Jodi Stefforia
Planning Director
Oshtemo Charter Township
7275 W Main Street
Kalamazoo, Michigan 49009

Anna Horner
Public Works Director
Oshtemo Charter Township
7275 W Main Street
Kalamazoo, Michigan 49009

Re: West Ridge Non-Motorized Path & Sidewalk 1-Year Maintenance Agreement

Dear Jodi & Anna,

Please consider this letter as Green Development Ventures, LLC's formal letter of agreement to maintain and/or repair the newly constructed non-motorized path along the frontage of this development and sidewalks within this development for a period of 1-year from the final inspection date of November 20, 2025, or the final approval date as determined by the Township. Please note that all sidewalks internal to the development are within private road rights-of-way and will be owned and maintained in perpetuity by the West Ridge Homeowners Association.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



John Lovely
Land Planning and Engineering Manager
Green Development Ventures, LLC
2186 East Centre Avenue
Portage, Michigan 49002
(269) 391-0542
jlvely@allenedwin.com

KALAMAZOO COUNTY CONDOMINIUM SUBDIVISION PLAN NO. _____

EXHIBIT "B" TO MASTER DEED OF:

WEST RIDGE

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

COVER SHEET

SURVEYOR:

JONKER LAND SURVEYS, P.C.

8373 MERTON AVE. SW

BYRON CENTER, MI 49315

FILE #23-160

ENGINEER:

VK CIVIL

4664 CAMPUS DR, STE 111

KALAMAZOO, MI 49008

DEVELOPER:

GREEN DEVELOPMENT VENTURES

2186 E CENTRE AVE

PORTAGE, MI 49002

DESCRIPTION OF PARCEL:
THAT PART OF THE NE 1/4 OF SECTION 15, TOWN 2 SOUTH, RANGE 12 WEST, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE EAST 1/4 CORNER OF SAID SECTION; THENCE N01°22'27" E 100.04 FEET ALONG THE EAST LINE OF SAID NE 1/4 TO THE PLACE OF BEGINNING OF THIS DESCRIPTION AND THE NORTH RIGHT OF WAY LINE OF M-43 HIGHWAY AS RECORDED IN LIBER 856 PAGE 1454; THENCE N89°31'47" W 112.92 FEET ALONG SAID RIGHT OF WAY LINE; THENCE N01°22'27" E 100.04 FEET ALONG SAID RIGHT OF WAY LINE; THENCE N89°31'58" W 249.99 FEET ALONG SAID RIGHT OF WAY LINE; THENCE S01°22'27" W 125.03 FEET ALONG SAID RIGHT OF WAY LINE; THENCE N89°33'00" W 362.98 FEET ALONG SAID RIGHT OF WAY LINE TO THE EAST LINE OF PLAT OF "THE MEADOWS"; THENCE N00°56'25" E 1259.75 FEET ALONG SAID EAST LINE TO THE NORTH LINE OF THE SE 1/4 OF SAID NE 1/4; THENCE S88°50'27" E 735.34 FEET ALONG SAID NORTH LINE TO THE EAST LINE OF SAID NE 1/4 OF SECTION 15; THENCE S01°22'27" W 1225.89 FEET ALONG SAID EAST LINE TO THE PLACE OF BEGINNING.

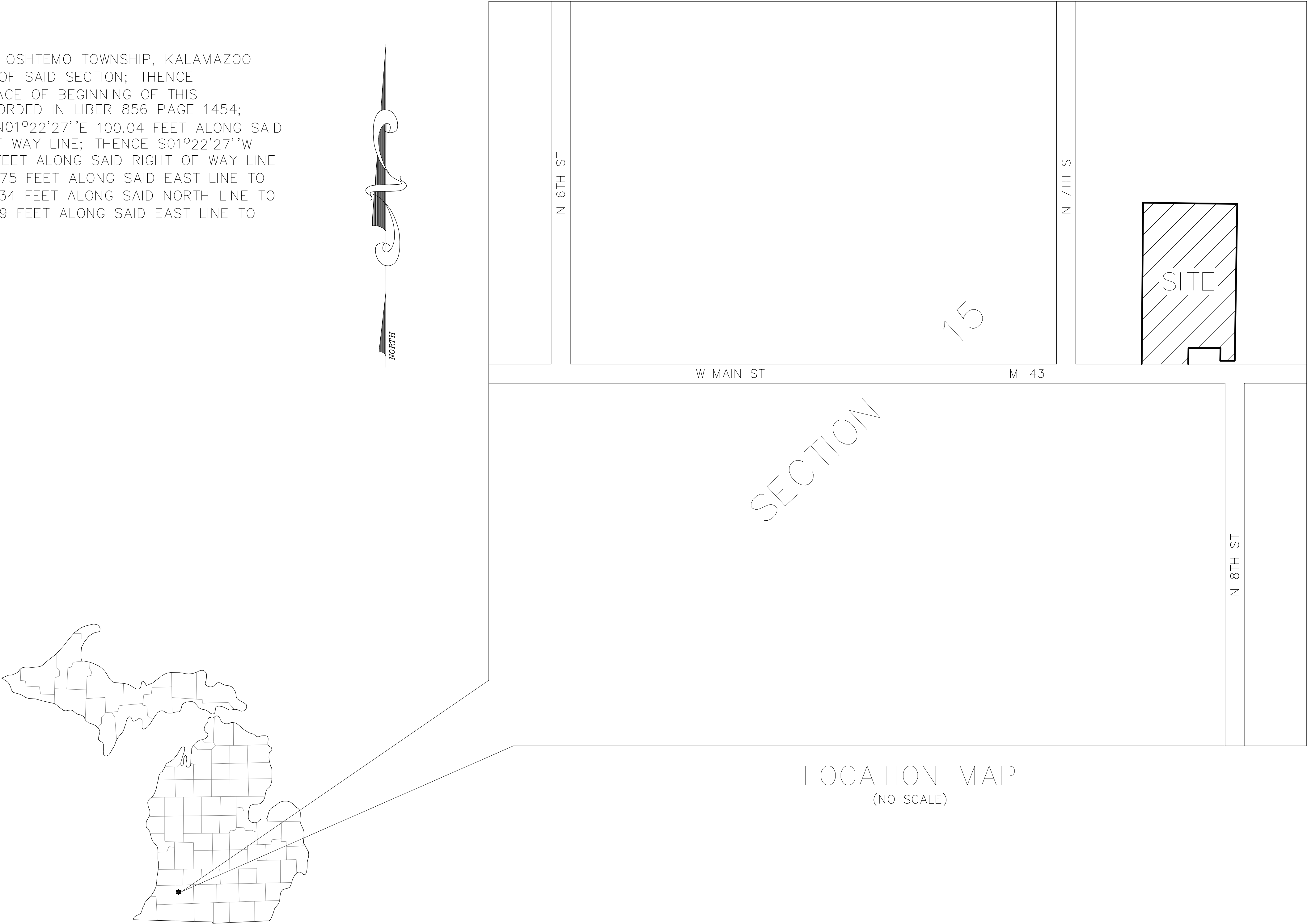
CONTAINS 20.27 ACRES

SHEET INDEX:

- 1. COVER SHEET
- 2. BOUNDARY PLAN
- 3. SURVEY AND ESMT. PLAN
- 4. SURVEY AND ESMT. PLAN
- 5. EASEMENT PLAN
- 6. SITE AND M.B.O. PLAN
- 7. UTILITY PLAN

ATTENTION COUNTY REGISTER OF DEEDS:
THE CONDOMINIUM SUBDIVISION PLAN NUMBER _____
MUST BE ASSIGNED IN CONSECUTIVE SEQUENCE
WHEN A NUMBER HAS BEEN ASSIGNED TO THIS
PROJECT IT MUST BE PROPERLY SHOWN ON THIS
SHEET AND IN THE SURVEYORS CERTIFICATE ON
SHEETS 3 THROUGH 6.

THIS CONDOMINIUM SUBDIVISION PLAN IS NOT REQUIRED TO
CONTAIN DETAILED PROJECT DESIGN PLANS PREPARED BY THE
APPROPRIATE LICENSED DESIGN PROFESSIONAL. SUCH PROJECT
DESIGN PLANS, IF REQUIRED, ARE FILED, AS PART OF THE
CONSTRUCTION PERMIT APPLICATION, WITH THE ENFORCING
AGENCY FOR THE STATE CONSTRUCTION CODE IN THE
RELEVANT GOVERNMENTAL SUBDIVISION. THE ENFORCING
AGENCY MAY BE THE LOCAL BUILDING DEPARTMENT (TOWNSHIP,
CITY, OR COUNTY) OR THE STATE DEPARTMENT OF LICENSING
AND REGULATORY AFFAIRS.



LOCATION MAP
(NO SCALE)

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W,
OSHTOMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

RANDALL J. JONKER P.S. NO. 49331

PROPOSED DATED: 10/15/2025

POINT	NORTHING	EASTING
A	5000.000	5000.000
B	5049.852	2369.133
C	6325.548	5031.798
D	6340.579	4296.612
E	5080.847	4275.934
F	5077.997	4638.906
G	5202.991	4641.904
H	5200.952	4891.882
I	5100.941	4889.483
J	5100.014	5002.399

GRAPHIC SCALE

100' 0' 50' 100'

SCALE 1" = 100'



PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W,
OSHTOMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

NOTES
TELEPHONE, CABLE TELEVISION, GAS, AND ELECTRIC IS TO BE PLACED IN
RIGHT OF WAY OF STREET OR IN THE FRONT 10 FEET OF EACH UNIT.

ALL STREETS MUST BE BUILT.

INFORMATION ON ELECTRICAL LINE, TELEPHONE LINE, GAS LINE, AND
CABLE TELEVISION LINE IS NOT AVAILABLE AT THIS TIME AND MAY BE
SHOWN AT A LATER DATE ON AN AS-BUILT BASIS.

ALL UTILITIES MUST BE BUILT.

ACREAGE IS CALCULATED TO THE RIGHT OF WAY LINES.

THE STREETS ARE PRIVATE STREETS AND ARE TO BE DEEDED TO THE
"WEST RIDGE SITE CONDO H.O.A."

ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH TOWNSHIP AND OR COUNTY ZONING ORDINANCES.

DRAINAGE EASEMENTS WITHIN UNITS WILL BE MAINTAINED BY THE "WEST
RIDGE SITE CONDO H.O.A."

ALL UNITS TO BE SERVED BY PUBLIC WATER AND SEWER.

BEARINGS BASED ON MICHIGAN STATE PLANE GRID - SOUTH ZONE.

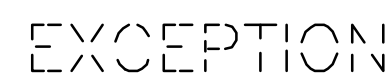
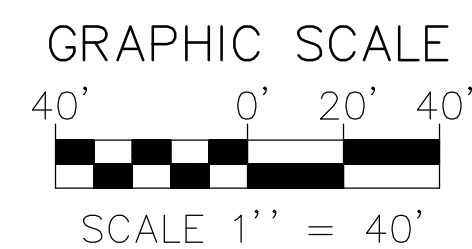
ALL UNIT CORNERS AND CURVE POINTS WILL BE STAKED WITH IRON STAKES 1/2" IN DIAMETER X 18" IN LENGTH.

C/L = CENTERLINE

SURVEYOR'S CERTIFICATE:
I, RANDALL J. JONKER, PROFESSIONAL LAND SURVEYOR OF THE STATE OF MICHIGAN,
HEREBY CERTIFY: THAT THE SUBDIVISION PLAN KNOWN AS BERRIEN COUNTY CONDOMINIUM
SUBDIVISION PLAN _____, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS
A SURVEY ON THE GROUND MADE UNDER MY DIRECTION; THAT THERE ARE NO EXISTING
ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN DESCRIBED; THAT THE
REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED IN THE GROUND AS
REQUIRED BY RULES PROMULGATED UNDER SECTION 142 OF ACT NO. 59 OF PUBLIC ACTS
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PUBLIC ACTS OF 1978.



PROPOSED DATED: 10/15/2025



SEE MATCH LINE, SHEET 4

WEST RIDGE

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W, OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

SURVEY PLAN

NOTES
TELEPHONE, CABLE TELEVISION, GAS, AND ELECTRIC IS TO BE PLACED IN RIGHT OF WAY OF STREET OR IN THE FRONT 10 FEET OF EACH UNIT.

ALL STREETS MUST BE BUILT.

INFORMATION ON ELECTRICAL LINE, TELEPHONE LINE, GAS LINE, AND CABLE TELEVISION LINE IS NOT AVAILABLE AT THIS TIME AND MAY BE SHOWN AT A LATER DATE ON AN AS-BUILT BASIS.

ALL UTILITIES MUST BE BUILT.

ACREAGE IS CALCULATED TO THE RIGHT OF WAY LINES.

THE STREETS ARE PRIVATE STREETS AND ARE TO BE DEEDED TO THE "WEST RIDGE SITE CONDO H.O.A."

ALL BUILDING SETBACKS WILL BE IN ACCORDANCE WITH TOWNSHIP AND OR COUNTY ZONING ORDINANCES.

DRAINAGE EASEMENTS WITHIN UNITS WILL BE MAINTAINED BY THE "WEST RIDGE SITE CONDO H.O.A."

ALL UNITS TO BE SERVED BY PUBLIC WATER AND SEWER.

BEARINGS BASED ON MICHIGAN STATE PLANE GRID – SOUTH ZONE.

ALL UNIT CORNERS AND CURVE POINTS WILL BE STAKED WITH IRON STAKES 1/2" IN DIAMETER X 18" IN LENGTH.

LIMITED COMMON ELEMENT
ALL UNITS

GENERAL COMMON ELEMENT
OPEN SPACE

GENERAL COMMON ELEMENT
ROAD RIGHT OF WAY

- = SECTION CORNER MONUMENT
- = PROPOSED IRON STAKE
- = PROPOSED CONCRETE MONUMENT
- (X) = COORDINATE POINT LETTER
- C/L = CENTERLINE

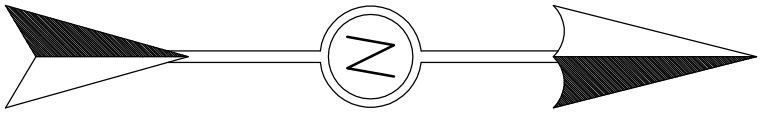
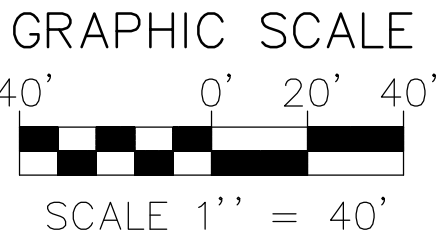
LOT LINE CURVE TABLE

#	ARC LENGTH	RADIUS	BEARING	CHORD DISTANCE
C-2	45.62'	132.00'	N11°18'34"E	45.39'
C-3	68.42'	198.00'	S11°18'34"W	68.08'

SURVEYOR'S CERTIFICATE:
I, RANDALL J. JONKER, PROFESSIONAL LAND SURVEYOR OF THE STATE OF MICHIGAN, HEREBY CERTIFY: THAT THE SUBDIVISION PLAN KNOWN AS BERRIEN COUNTY CONDOMINIUM SUBDIVISION PLAN _____, AS SHOWN ON THE ACCOMPANYING DRAWINGS, REPRESENTS A SURVEY ON THE GROUND MADE UNDER MY DIRECTION; THAT THERE ARE NO EXISTING ENCROACHMENTS UPON THE LANDS AND PROPERTY HEREIN DESCRIBED; THAT THE REQUIRED MONUMENTS AND IRON MARKERS HAVE BEEN LOCATED IN THE GROUND AS REQUIRED BY RULES PROMULGATED UNDER SECTION 142 OF ACT NO. 59 OF PUBLIC ACTS OF 1978; THAT THE BEARINGS, AS SHOWN, ARE NOTED ON THE SURVEY PLAN AS REQUIRED BY THE RULES PROMULGATED UNDER SECTION 142 OF ACT NO. 59 OF THE PUBLIC ACTS OF 1978.

RANDALL J. JONKER P.S. NO. 49331

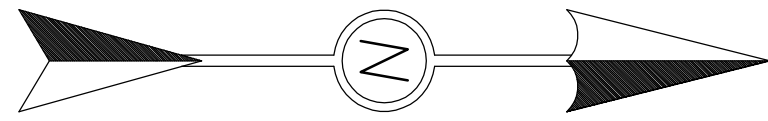
PROPOSED DATED: 10/15/2025



WEST RIDGE

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W,
OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

EASEMENT PLAN



EASEMENT CURVE TABLE				
#	RADIUS	ARC LENGTH	BEARING	CHORD DISTANCE
C-12	98.00'	8.44'	N17°11'58"E	8.43'
C-13	98.00'	15.16'	N10°18'08"E	15.14'
C-14	98.00'	7.63'	N03°38'25"E	7.63'

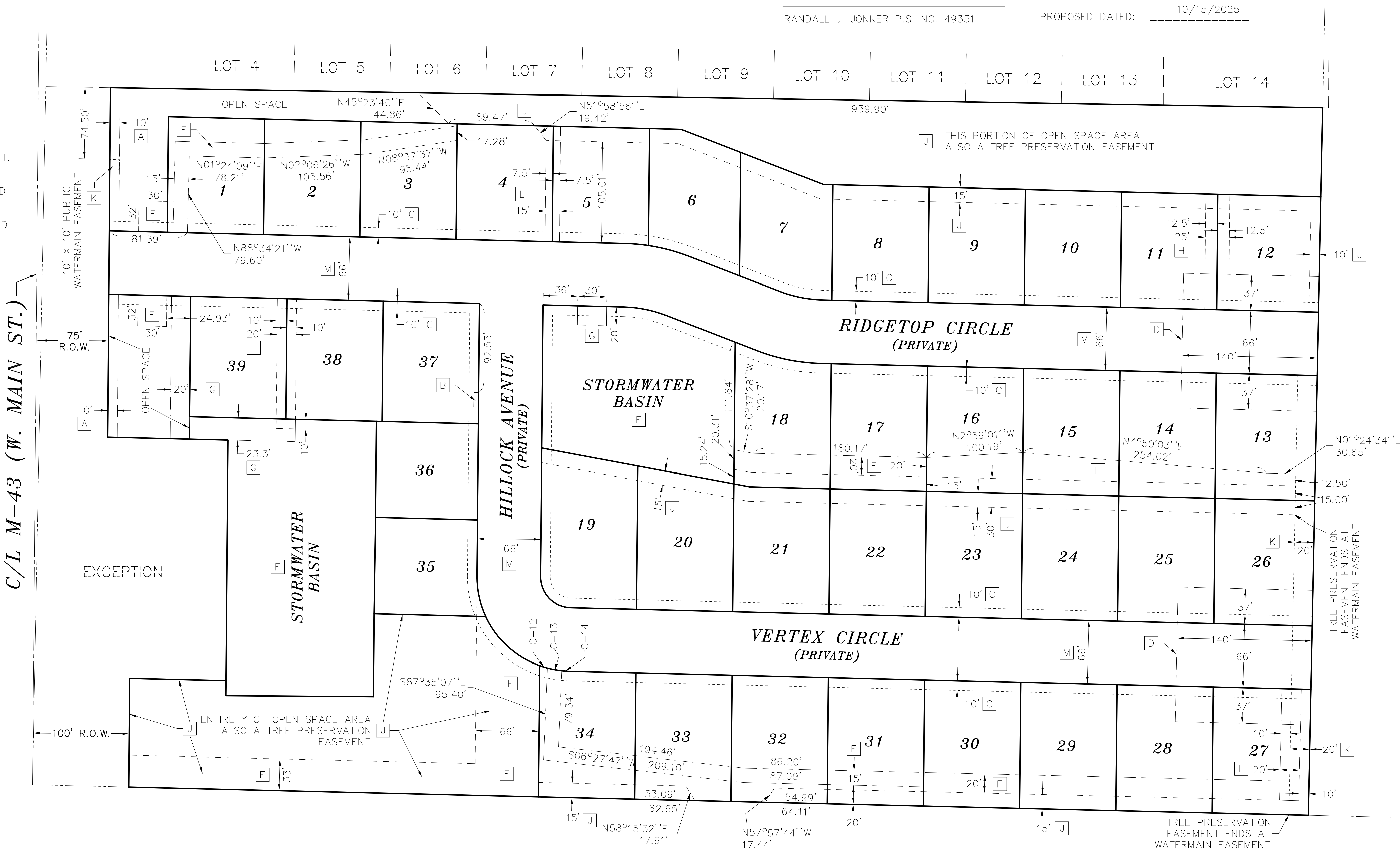
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RANDALL J. JONKER P.S. NO. 49331

PROPOSED DATED: 10/15/2025

EASEMENT LEGEND

- [A] PATHWAY EASEMENT
 - [B] 5'X15' MAILBOX EASEMENT
 - [C] PRIVATE UTILITIES EASEMENT
 - [D] 140'X140' TEMPORARY TURNAROUND ESMT.
 - [E] CONVERTIBLE OPEN SPACE & EASEMENT FOR PERMANENT TURNAROUND IF NEEDED OR FUTURE ACCESS EASEMENT
 - [F] PRIVATE DRAINAGE EASEMENT MAINTAINED BY ("WEST RIDGE CONDO H.O.A.")
 - [G] STORM ACCESS EASEMENT
 - [H] PRIVATE TRAILWAY EASEMENT
 - [J] TREE PRESERVATION EASEMENT
 - [K] PUBLIC WATERMAIN EASEMENT
 - [L] STORM SEWER EASEMENT (MAINTAINED BY "WEST RIDGE CONDO H.O.A.")
 - [M] RIDGETOP CIRCLE, HILLOCK AVENUE & VERTEX CIRCLE (PUBLIC UTILITY EASEMENT TO OSHTEMO TOWNSHIP & CITY OF KALAMAZOO, ROADWAY TO BE MAINTAINED BY "WEST RIDGE CONDO H.O.A.")
- RECORDED IN LIBER ----- PAGE-----



WEST RIDGE

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W,
OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

SITE, GARAGE F.F.E. & M.B.O. PLAN

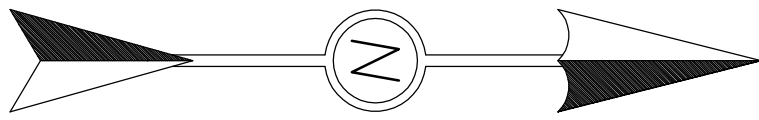
FINISH GARAGE
FLOOR ELEVATIONS
TABLE

UNIT No.	ELEV.	UNIT No.	ELEV.
#1	942'	#21	968'
#2	945'	#22	969'
#3	949'	#23	970'
#4	952'	#24	970'
#5	954'	#25	969'
#6	955'	#26	968'
#7	956'	#27	968'
#8	957'	#28	969'
#9	958'	#29	970'
#10	959'	#30	970'
#11	961'	#31	970'
#12	963'	#32	969'
#13	965'	#33	967'
#14	962'	#34	964'
#15	960'	#35	960'
#16	959'	#36	957'
#17	957'	#37	950'
#18	956'	#38	946'
#19	963'	#39	943'
#20	965'		

MINIMUM BUILDING
OPENING ELEVATIONS
TABLE (M.B.O.)

UNIT No.	ELEV.
#4	950.5'
#5	950.5'

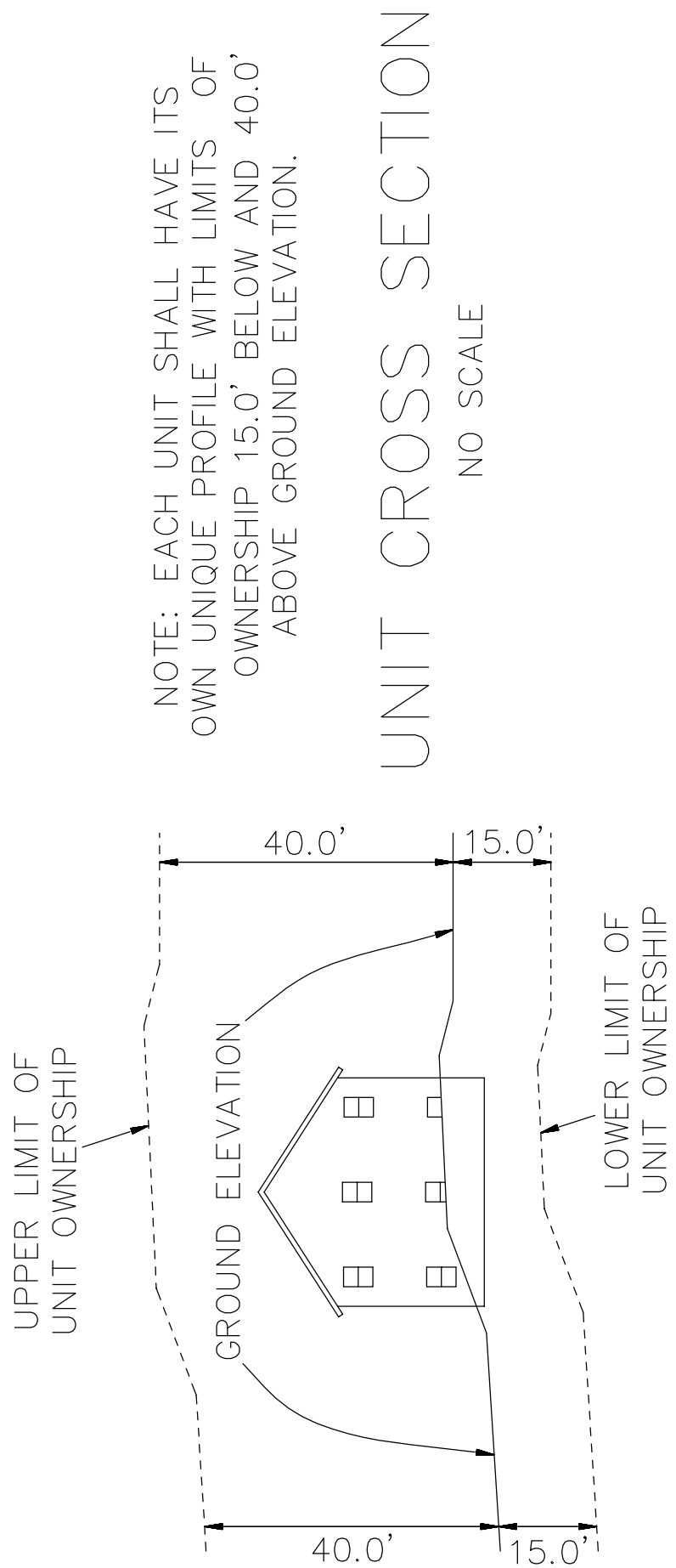
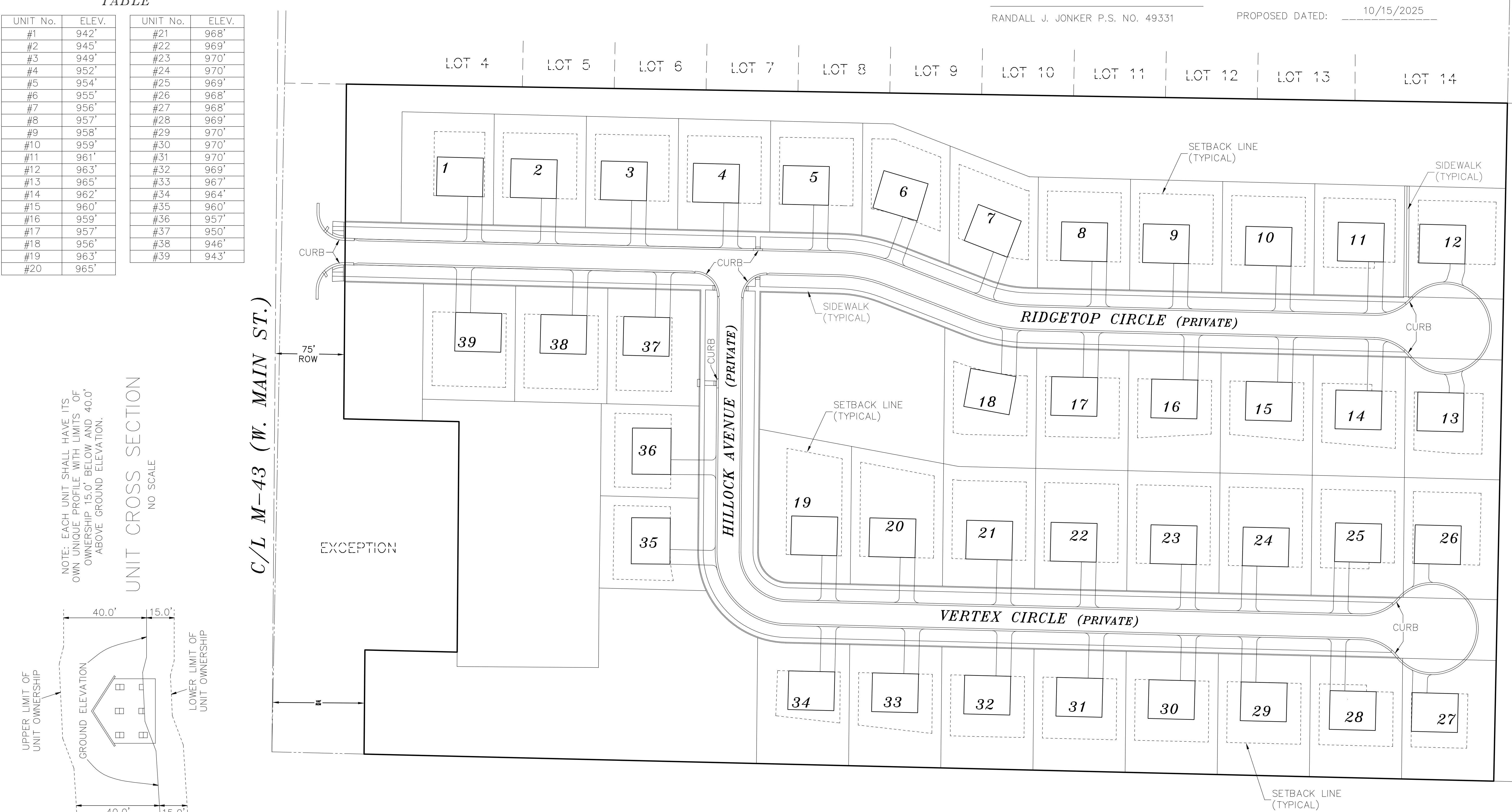
SETBACKS	
FRONT	30'
SIDE	10'
REAR	15'



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RANDALL J. JONKER P.S. NO. 49331

PROPOSED DATED: 10/15/2025

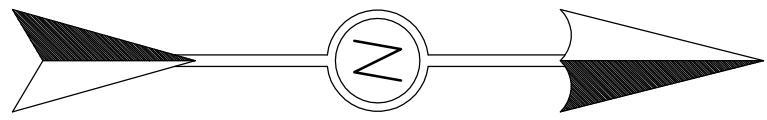


WEST RIDGE

PART OF THE SE 1/4 OF THE NE 1/4, SECTION 15, T2S, R12W,
OSHTEMO TOWNSHIP, KALAMAZOO COUNTY, MICHIGAN

UTILITY PLAN

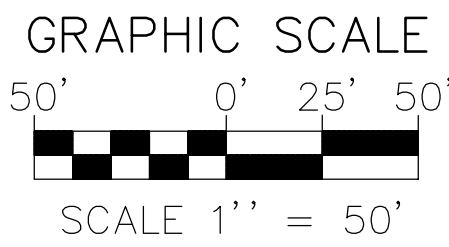
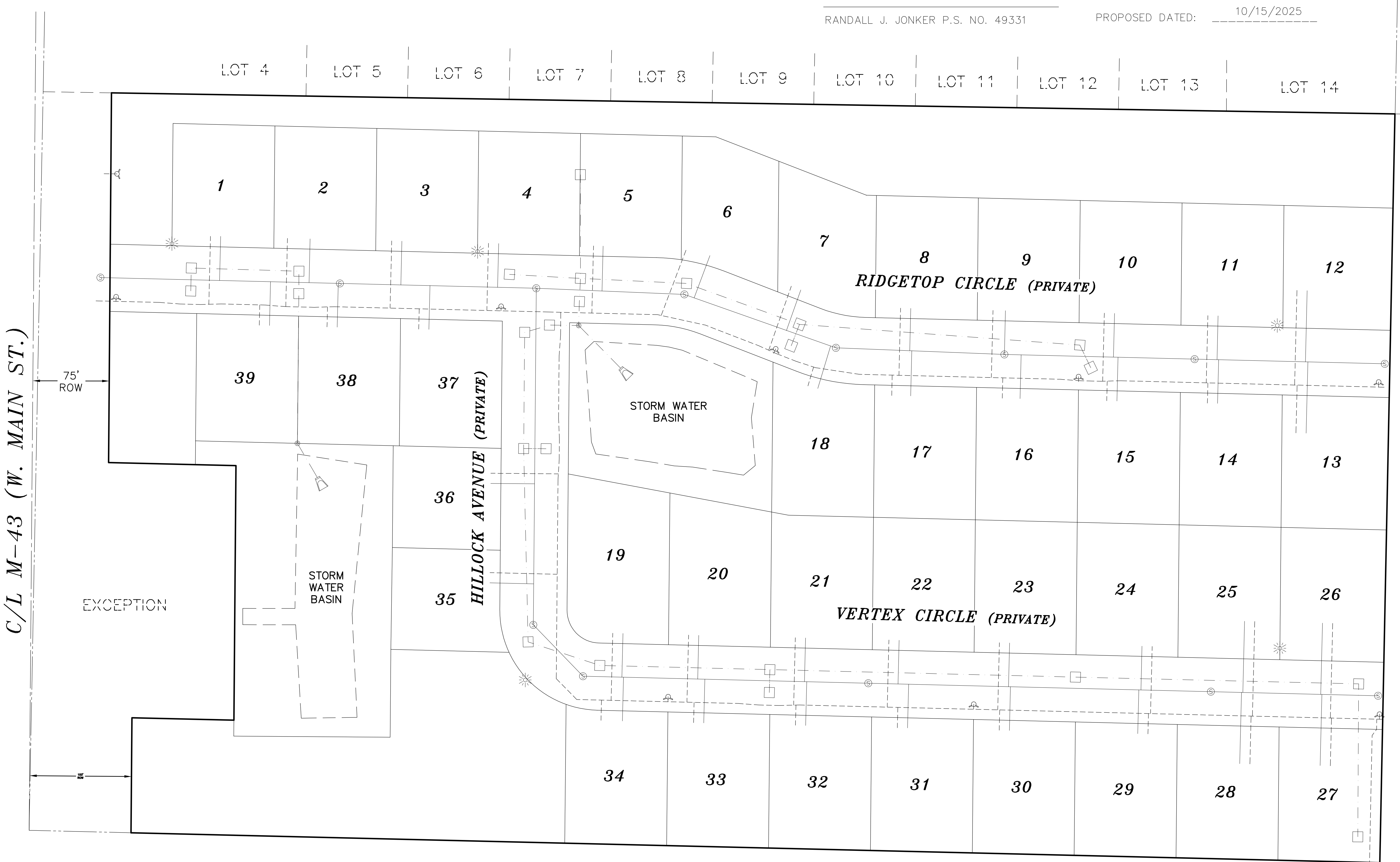
NOTE: UTILITY LOCATIONS SHOWN OBTAINED
FROM PLANS BY VK CIVIL ENGINEERING
—CONTACT VK CIVIL FOR DETAILED PLANS



- = HYDRANT
- = SANITARY SEWER MANHOLE
- = STREET LIGHT
- = STORM INLET
- = STORM OUTLET
- = STORM MANHOLE
- = SANITARY SEWER LINE
- = STORM LINE
- = WATER LINE

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RANDALL J. JONKER P.S. NO. 49331 PROPOSED DATED: 10/15/2025



OSHTEMO CHARTER TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN

RESOLUTION ESTABLISHING THE POVERTY EXEMPTIONS GUIDELINES – 2026

Meeting of the Township Board on December 9, 2025

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

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

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

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

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

December Board of Review.

Poverty exemption standards shall be as follows:

The formula for establishing the annual qualifying income level for the Oshtemo Charter Township's Poverty Exemption Guidelines will be based upon Michigan's minimum wage for one person working 2,080 hours per year (52x40) for 2026, adjusted upward 35% for each additional family member, equal to the total size of the family unit.

The following are the poverty thresholds as of December 31, 2025, for use in setting poverty exemption guidelines for 2026 assessments:

Size of Family Unit	2026 Poverty Guidelines (Federal)	2026 Qualifying Income Level (Per Township Policy)
1	\$15,650	\$27,643
2	\$21,150	\$37,318
3	\$26,650	\$46,993
4	\$32,150	\$56,665
5	\$37,650	\$66,343
6	\$43,150	\$76,018
7	\$48,650	\$85,693
8	\$54,150	\$95,368
For each additional person	\$5,500	\$9,675

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

7. An asset test considering all assets owned by the applicant other than the applicant's homestead vehicle and normal household goods will be used in determining whether relief should be granted. Homeowners with assets in excess of \$25,000 may not be eligible for tax exemption consideration.
8. The Board may grant property tax relief based on poverty annually.
9. Applicant may be subject to investigation by the Township to verify information submitted or statements made in regard to a tax exemption claim.
10. The meeting may be recorded, and minutes will be kept of all proceedings of the Board of Review and all meetings held in compliance with the Open Meetings Act.
11. The Board of Review shall follow the policy and guidelines of Oshtemo Charter Township as set forth in this resolution in granting or denying an exemption unless the Board of Review determines there are substantial and compelling reasons why there should be deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the applicant.
12. Applicants will be evaluated based on data submitted to the Board of Review, testimony taken from the applicant and information gathered from any source by the Township.
13. Those homeowners who meet the income and asset limitations set forth herein may be granted an exemption or partial exemption.

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

The following voted "Aye":

The following voted "Nay":

The following were absent:

The following "Abstained":

The Supervisor declared the Formal Motion had been adopted.

Cheri Bell, Supervisor
Oshtemo Charter Township

* * * * *

CERTIFICATE

I, Dusty Farmer, the duly elected and acting Clerk of the Charter Township of Oshtemo, hereby certify that the foregoing Formal Motion was adopted by the Township Board of said Charter Township at a regular meeting of said Board held on December 9, 2025, at which meeting ___ members were present, and voted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

Dusty Farmer, Township Clerk

Memorandum



Date: December 9, 2025

To: Township Board

From: Jodi Stefforia, Planning Director

Subject: Planning Commission request to commence 63-day public comment period on Draft Oshtemo 2045 Comprehensive Plan and Draft Master Streets Plan

Objective

MOTION: Accept Planning Commission recommendation to commence 63-day public comment period on the draft Oshtemo 2045 Comprehensive Plan and draft Master Streets Plan.

Background

On [October 23](#) and [November 13](#), the Planning Commission heard presentations from Suzanne Schulz of Progressive AE on the draft Oshtemo 2045 Comprehensive Plan and the draft Master Streets Plan. Commissioner dialogue and public comment followed the presentations. At the conclusion of the discussion and comments, the Planning Commission voted unanimously to forward the draft plans to the Board with a request that commencement of the mandatory 63-day public comment period be approved.

Changes can be made to the draft plans up until adoption based upon further Board and Commissioner feedback as well as comments received during the 63-day period and at the eventual public hearing. The plans are published on the website, a link will be sent to neighboring jurisdictions, the county, road agencies, utility providers, etc. as required by the Planning Enabling Act as part of commencing the comment period. A public hearing will be held by the Planning Commission after the comment period passes and will lead to a recommendation to adopt the plans with changes, if any. The Township Board holds the final authority to adopt the plans.

Sara Morning-Hilt of Progressive AE will attend the December 9 Township Board meeting to give a high-level overview of the two draft plans and answer any questions you may have. Because the previous presentations were lengthy and more detailed than what is planned for December 9, you are encouraged to watch that portion of the Planning Commission meetings; links to the recorded meetings on Public Media Network are provided above.

The [draft Oshtemo 2045 Comprehensive Plan](#) which will incorporate the [Special Studies](#) in the Appendix and the draft [Master Streets Plan](#) are available on the website via these links.

Information Provided

Links to the meeting videos and draft plan documents

October 23, 2025 Planning Commission Minutes

November 13, 2025 Planning Commission Minutes (draft)

Core Values

Public Service

Sustainability

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES OF A MEETING HELD OCTOBER 23, 2025**

AGENDA

PRESENTATION: 2045 COMPREHENSIVE PLAN DRAFT

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, October 23, 2025, commencing at 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Michael Chapman, Township Board Liaison
Philip Doorlag, Chair
Deb Everett, Vice Chair
Scot Jefferies
Scott Makohn
Alistair Smith
Jeremiah Smith

MEMBERS ABSENT: None

Also present were Jodi Stefforia, Planning Director; James Porter, Township Attorney; Leeanna Harris, Planning and Zoning Administrator; Colten Hutson, Zoning Administrator; Jennifer Wood, Recording Secretary; and approximately 53 interested persons.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Chair Doorlag inquired if there were any changes to the agenda. There were none.

Mr. Jefferies made a **motion** to approve the agenda as presented. Mr. Chapman **supported the motion**. The **motion passed** unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Chair Doorlag opened the floor for public comment on non-agenda items. Fourteen individuals addressed the Commission. The majority of speakers expressed opposition to the potential for a battery energy storage system project in the Township.

**APPROVAL OF THE MINUTES FROM THE MEETINGS OF AUGUST 14, 2025
(corrected), AUGUST 28, 2025, and SEPTEMBER 23, 2025**

Chair Doorlag asked for additions, deletions, or corrections to the minutes of the regular meetings held on August 14, 2025 (as corrected) and August 28, 2025, and the special meeting held September 23, 2025. There were none.

Mr. Chapman made a motion to approve the Minutes of the Meetings of August 14, 2025, as corrected, August 28, 2025 and September 23, 2025 as presented. Mr. A. Smith supported the motion. The motion passed unanimously.

PRESENTATION: 2045 COMPREHENSIVE PLAN DRAFT

Chair Doorlag introduced Suzanne Schulz and Sara Morning-Hilt from Progressive AE to present on the draft 2045 Comprehensive Plan.

Consultants Ms. Suzanne Schulz and Ms. Sarah Morning-Hilt presented an annotated review of the draft 2045 Comprehensive Plan. The presentation followed up on prior joint meeting discussion with the Township Board with the intent of walking Commissioners through each chapter of the document for comment before finalizing the draft.

Ms. Schulz began by summarizing the purpose and scope of the plan: a 20-year policy document guiding future land use, growth, and infrastructure. It is not a regulatory ordinance but rather a framework for future zoning and development decisions. She outlined the extensive public engagement process, which included community surveys, social events, and focus groups.

Chapters 1 & 2 – Foundation and Engagement

Ms. Morning-Hilt described the plan's structure, beginning with background data, demographics, and engagement outcomes. This included the six guiding ideas emphasizing belonging, housing diversity, local commerce, growth management, transportation safety, and coordination with prior plans.

Community feedback and engagement data included hundreds of survey responses and multiple public outreach sessions.

The Chair asked for Commission discussion. No major objections were voiced; Commissioners agreed the foundational vision and goals reflected community values.

Chapter 3 – Vision and Goals

The vision for Oshtemo emphasizes a community designed for everyone, adaptable, diverse, and balanced. The six core goals:

1. Strengthen sense of place and belonging
2. Expand housing options for all
3. Improve transportation connectivity and safety
4. Support balanced economic growth
5. Protect natural features and environmental health
6. Enhance community well-being and safety

The Chair asked for Commission discussion. Vice Chair Everett asked about proposed tax abatements for housing incentives as referenced in the plan.

Attorney Porter clarified such programs are permitted under state law, often through Brownfield or tax increment financing (TIF) programs, which have expanded beyond contaminated sites to include housing projects.

Mr. Chapman confirmed the Township previously used TIF for housing development.

Ms. Schulz added that the comprehensive plan lists such tools for consideration; the Township Board would later determine their use and expectations.

Commissioners noted that the brownfield provisions prevent local opt-outs, allowing more predictable implementation for a developer and community.

Chapter 4 – Future Place Types

This section detailed the Place Types Map, a visual guide for how land use is expected to evolve. Changes since the prior version shared at the joint meeting included adjusting the neighborhood residential boundary eastward from 6th to 7th Street.

The Chair asked for Commission discussion. Vice Chair Everett asked about the lack of a gateway designation to the north; staff noted the gateways are focused on major corridors like Stadium Drive and Main Street.

Chair Doorlag requested clarification on how place types differ from zoning.

Ms. Schulz explained that the map shows policy intent, not zoning law; rezonings would occur over time based on infrastructure and context. When considering a rezoning request, the Township would refer to the place types map for the envisioned future land use for the subject area.

Mr. A. Smith raised concerns about agricultural areas being shown as future residential. Ms. Schulz advised that current farming can continue indefinitely; the map simply indicates where future residential development could occur when landowners choose to retire or discontinue farming.

Mr. Jefferies referenced the implementation matrix, asking how binding it would be.

Ms. Morning-Hilt confirmed it is advisory, guiding future zoning updates.

Discussion followed about building heights in the innovation and industry zones.

Mr. Jefferies questioned why commercial areas allowed taller buildings. Ms. Schulz agreed the height range could be expanded and flexibility added. One solution suggested was to add an asterisk that would allow for buildings closer to the highway to be taller.

Ms. Schulz offered to meet with Mr. Jefferies to walk through the matrix in further detail.

Mr. Chapman emphasized preserving agricultural heritage. Ms. Schulz agreed to strengthen this in the plan and referenced Kent County's farmland preservation strategies as examples.

Chapter 5 – Go Green Oshtemo Integration

This chapter incorporates sustainability and open-space initiatives from the Township's prior Go Green Oshtemo Plan, highlighting:

- Park and recreation enhancement
- Greening neighborhoods and corridors
- Preserving countryside landscapes
- Encouraging resilient stormwater practices

The Chair asked for Commission discussion. Mr. Jefferies supported the stormwater recommendations, preferring natural, safe stormwater features over large retention ponds.

Commissioners expressed general satisfaction with this section.

Chapter 6 – Master Streets Plan

Ms. Schulz and Ms. Morning-Hilt previewed the Master Streets Plan, linking transportation context to land use. The plan recognizes urban, suburban, and rural conditions within the Township and aims to improve pedestrian safety, multimodal connectivity, and road design. A more specific presentation on the plan is planned for the next meeting.

The Chair asked for Commission discussion. Mr. Chapman asked about cooperation with the Road Commission. Ms. Schulz acknowledged challenges but noted ongoing efforts through the Michigan Association of Planning to influence road design standards and local input.

Mr. Jefferies commended the Road Commission's progress in working with residents and the Township and emphasized using the plan to guide future collaboration.

Ms. Schulz described a fiscal analysis showing the long-term costs of low-density development patterns and how compact growth helps maintain infrastructure sustainably.

Chapter 7 – Implementation

Ms. Morning-Hilt outlined how the plan's policy recommendations will transition into zoning and ordinance updates. Key implementation themes include:

- Strengthening sense of place through public programming and gateway improvements
- Revising zoning to support missing middle housing
- Encouraging context-sensitive design for commercial and mixed-use areas
- Improving multimodal safety through specific countermeasures and partnerships with MDOT and the Road Commission.

The Chair asked for Commission discussion. Vice Chair Everett requested the Education section include Mattawan and Otsego schools in bold, equal to Kalamazoo Public Schools. Staff agreed.

Commissioners reviewed priorities, including the Township Hub Area Plan (around the library and park) as a focal point for future community programming and improved pedestrian connections across West Main Street.

Next Steps

Ms. Morning-Hilt outlined that at the November 13, 2025, Planning Commission meeting, there will be a detailed review of the Special Studies within the 2045 Comprehensive Plan and the Master Streets Plan and a recommendation will be made to the Township Board to release for public review. Following the Township Board's approval to release the 2045 Comprehensive Plan and the Master Streets Plan, the plans will then enter a 63-day public comment period, after which revisions can be made, if any. Next, the Planning Commission will hold a public hearing and recommend that the plans be adopted by the Township Board with or without changes.

Chair Doorlag closed by thanking the presenters and Commissioners for their engagement. Ms. Schulz and Ms. Morning-Hilt expressed appreciation for the Commission's collaboration, emphasizing that the plan reflects a balance between smart growth, natural resource protection, and fiscal sustainability.

Chair Doorlag recessed the meeting for a 5-minute break before proceeding to public comment.

PUBLIC COMMENT

Mr. Doorlag called the meeting back to order at 8:05 p.m.

Chair Doorlag opened the floor for public comment. Three people came forward, two spoke in regard to concerns of the comprehensive plan and master streets plan and one in opposition to the potential for a battery energy storage system in the Township.

OTHER UPDATES AND BUSINESS

Chair Doorlag inquired if there were any other updates or business.

Chair Doorlag informed the Commission that he will have a scheduling conflict on the first meeting of each month and will be unable to attend those meetings going forward. He requested input from the Commissioners regarding his position as Chair. Ms. Stefforia reminded the Commission that officer elections take place each January. The Commissioners expressed their support for Chair Doorlag to continue serving in his current role. Chair Doorlag thanked the Commission and noted that he will be present for the November 13 meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:15 p.m.

Minutes Prepared: October 27, 2025

Minutes Approved: November 13, 2025

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES OF A MEETING HELD NOVEMBER 13, 2025**

AGENDA

**PRESENTATION: DRAFT MASTER STREETS PLAN AND DRAFT 2045
COMPREHENSIVE PLAN SPECIAL STUDIES**

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, November 13, 2025, commencing at 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Michael Chapman, Township Board Liaison
Philip Doorlag, Chair
Deb Everett, Vice Chair
Scot Jefferies
Scott Makohn
Alistair Smith
Jeremiah Smith

MEMBERS ABSENT: None

Also present were Jodi Stefforia, Planning Director; James Porter, Township Attorney; Anna Horner Public Works Director; Leeanna Harris, Planning and Zoning Administrator; Colten Hutson, Zoning Administrator; Sharon Lowhim, Township Engineer, Jennifer Wood, Recording Secretary; and approximately 34 interested persons.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Chair Doorlag requested to add Commissioner comment between agenda items 8 and 9.

Mr. Chapman made a **motion** to adopt the agenda as amended. Mr. Makohn **supported the motion**. The **motion passed** unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Chair Doorlag opened the floor for public comment on non-agenda items. Thirteen individuals addressed the Commission. The speakers expressed opposition to the potential for a battery energy storage system project in the Township.

APPROVAL OF THE MINUTES FROM THE MEETING OF OCTOBER 23, 2025

Chair Doorlag asked for additions, deletions, or corrections to the minutes of the meeting held on October 23, 2025. There were none.

Mr. Chapman made a motion to approve the Minutes of the Meetings of October 23, 2025, as presented. Mr. A. Smith supported the motion. The motion passed unanimously.

PRESENTATION: MASTER STREETS PLAN DRAFT AND OSHTEMO 2045 COMPREHENSIVE PLAN SPECIAL STUDIES DRAFT

Chair Doorlag introduced Suzanne Schulz from Progressive AE to present on the Master Streets Plan draft and the draft Oshtemo 2045 Comprehensive Plan Special Studies.

Ms. Schulz shared that the draft Master Streets Plan which was presented at the joint Township meeting in September. In addition, Ms. Schulz presented the Special Studies that will be included in the draft Oshtemo 2045 Comprehensive Plan Appendix. Previously the special studies were embedded in the body of the plan but are now included in the Appendix.

Master Streets Plan

Why the Master Streets Plan Is Needed

Oshtemo Township faces unusually high rates of severe and fatal crashes. Between 2020 and 2024, Township roadways saw a disproportionate share of countywide serious injuries on non-highway roads, despite the Township having only about 10% of the county population. Major arterials, such as West Main, Stadium Drive, and 9th Street, are hotspots for injuries, especially for pedestrians and cyclists.

Residents overwhelmingly rely on cars because alternatives are limited, although surveys show nearly half would prefer the ability to walk, and a third would like to bike or scooter if safe infrastructure existed. Transportation costs have also grown significantly; many households spend 35–40% of income on transportation, making mobility a growing economic burden.

Plan Purpose and Approach

The Master Streets Plan's goal is to create a long-term, context-appropriate transportation vision that:

- Improves safety for all users (drivers, pedestrians, cyclists, transit riders).
- Coordinates land use and transportation, so growth patterns support a safe, multimodal network.
- Builds a connected street grid, reducing dependence on a few high-speed arterials.
- Supports economic development, especially in areas where redevelopment is likely or already beginning.

- Strengthens the Township's position when coordinating with the Road Commission and MDOT on road design.

The plan is policy-based, and provides detailed data, design standards, and engineering logic to support future decisions and interagency negotiations.

Safety and Crash Analysis

Crash mapping showed:

- The vast majority of severe injuries and fatalities occur on main corridors.
- 75% of crashes involving pedestrians or cyclists result in injury.
- Vulnerable users face the highest risks near apartment clusters and transit corridors.

Exposure analysis demonstrated that more connected local street networks can dramatically reduce crash frequency by distributing traffic rather than concentrating it on a few large roads.

Land Use, Development Patterns, and Induced Demand

A major theme was that road design and land use shape each other. Auto-oriented patterns force everyone onto major arterials, requiring lane expansions that soon fill again (induced demand), worsening safety and congestion.

The presentation emphasized:

- Compact, mixed-use development shortens trip lengths.
- Connected neighborhood streets reduce congestion and improve emergency access.
- Long-term cost burdens are lower when the Township avoids scattered, low-density sprawl that requires miles of new road, water, and sewer infrastructure.

Street Typology and Design Guidance

The plan establishes a comprehensive street typology linked to place types in the Comprehensive Plan. It describes:

- Regional Connectors (e.g., West Main, Stadium Drive): higher speeds, transit access, protected/non-motorized facilities.
- Neighborhood Connectors: moderate volumes, safe for biking/walking, traffic calming expected.
- Neighborhood Streets: low-volume residential streets with pedestrian priority.
- Countryside Roads: rural standards remain appropriate in low-density areas.

Design elements include sidewalks, shared-use paths, landscaping, on-street parking, protected bike lanes where appropriate, access management, and traffic calming tools.

Multimodal Network and Transit Access

Only about 10% of Township homes are within a 10-minute walk of a transit stop. The plan identifies:

- Gaps in sidewalk and path networks.
- Priority corridors for building out a connected non-motorized system.
- Key intersections that require upgraded pedestrian crossings (e.g., hybrid beacons, refuge islands).

- Strategies to align land use with transit-supportive densities.

Implementation Tools

The plan includes:

- A project prioritization matrix (connectivity, safety benefit, feasibility, funding).
- Safety countermeasures endorsed by Federal Highway Administration.
- Access management standards for arterial roads.
- Policy and regulatory tools embedded in the Township's Transportation & Mobility Ordinance.

It also outlines how precise plats and proactive right-of-way planning can help guide future development without forcing premature construction.

Relationship to Road Commission and MDOT

Because Oshtemo does not control its major roads, the plan is essential for:

- Supporting requests for safer designs.
- Making a data-backed case for context-sensitive road improvements.
- Showing statutory support (the Michigan Planning Enabling Act requires evaluating context and all users in street planning and design).
- Attracting grants and leveraging funding partnerships.

Chair Doorlag called for an eight-minute recess.

Chair Doorlag called back to order the Commission meeting at 7:52 p.m.

2045 Comprehensive Plan Special Study Areas

The presentation covered three detailed redevelopment and planning studies, to be included as an Appendix, undertaken alongside the Comprehensive Plan and the Master Streets Plan.

Special Study Area 1: Maple Hill Pavilion / West Main Mall

A conceptual redevelopment shows how the aging mall area could transition into a walkable mixed-use district. Key elements include:

- Breaking up large parking lots with new streets and green spaces.
- Adding approximately 250 housing units and 50,000 square feet of additional commercial space.
- Creating a central green supported by storefronts and public spaces.
- Establishing north-south and east-west shared-use paths that connect to the Drake Farmstead.
- Improving transit access and pedestrian safety along West Main.
- Reusing existing infrastructure and stormwater systems instead of greenfield development.

This is intended as a long-term vision to guide redevelopment when property owners or market conditions allow.

Special Study Area 2: H Avenue to Croydon Corridor

This area is influenced by:

- The upcoming US-131 interchange,
- Existing transit access,
- Challenging soils and slopes,
- Proximity to regional amenities.

The plan identifies:

- Opportunities for compact residential neighborhoods.
- Regional stormwater basin locations.
- A future street network that avoids steep slopes and sensitive areas.
- Strategies for introducing “missing middle” housing (duplexes, townhomes, small multifamily).
- Design guidance for neighborhood character, green spaces, and walkability.
- Environmental protections aligned with Township ordinances (slopes, tree preservation, buffer rules).

Special Study Area 3: Lodge Lane / West Main

This neighborhood has roughly 140 homes but only one point of access—an emergency response concern.

The study analyzes:

- Where future connections can be made as land develops.
- Environmental constraints (slopes, soils, stormwater basins).
- Options for medians and access management on West Main.
- Traffic calming needed to prevent new connections from becoming high-speed shortcuts.
- Potential ordinance adjustments to simplify environmental rules while protecting key natural features.

Overall Takeaways

The Master Streets Plan and the 2045 Comprehensive Plan Special Studies:

- Provide a coordinated, long-term framework for safe, connected streets.
- Integrates transportation planning with the Township’s land-use vision.
- Uses data, crash analysis, and best practices to guide decision-making.
- Supports safer, healthier, and more economically resilient development.
- Strengthens the Township’s ability to work effectively with county and state road agencies.
- Prepares Oshtemo for redevelopment opportunities and future growth while protecting rural and natural areas.

Chair Doorlag asked for Commissioner comments and questions.

Chair Doorlag and Commissioner Everett noted that maps showing future connections caused distress to property owners who think the Township intends to build new roads through farmland or forests.

Ms. Schulz clarified that alignments are conceptual, long-term illustrations, not construction plans. Alignments would shift with parcel splits, ownership changes, and development proposals.

She agreed to add explicit wording stating these are illustrative concepts dependent on future redevelopment.

Chair Doorlag asked whether the transit walkshed map accounted for missing sidewalks.

Schulz confirmed it does not, and clarified that sidewalk and trail gaps are mapped and prioritized separately in the non-motorized scoring system.

Mr. Jefferies raised concerns about neighborhoods wanting to gate themselves even as the Township emphasizes connectivity and how the Township should approach these requests.

Ms. Schulz shared that the Township should generally discourage gated communities, though exceptions may exist when no logical connections are possible. She confirmed that if the Township wants a policy on this, it belongs in the Transportation & Mobility Ordinance.

Ms. Stefforia requested that the Commissioners send her any requested correction of typos and she will work directly with the consultant to adjust these accordingly.

Chair Doorlag asked whether developers were consulted and whether the concept is viable given past pushback on Oshtemo zoning.

Ms. Schulz stated that feasibility still depends on property owners' willingness but noted that redeveloped mixed-use centers typically gain commercial value when housing density is added.

Chair Doorlag questioned whether adopting the Master Streets Plan gives the Township new negotiating ability.

Attorney Porter explained it does not grant additional legal authority, but gives the Township a stronger, rational basis for advocating for safety changes.

Ms. Schulz argued the plan does strengthen the Township's position because it ties design expectations to state planning law and documented public safety issues. Ms. Schulz explained that while statutory authority does not change, the updated plan now more clearly ties local design expectations to state planning requirements, giving the Township stronger technical justification when negotiating for safety and access improvements.

Mr. Jefferies asked whether the required five-year review of the Master Plan should be explicitly stated.

Ms. Schulz agreed this can be added to the implementation recommendations

Chair Doorlag requested explicit language stating the network diagrams are what development should look like if redevelopment occurs, not roads the Township itself intends to build.

Ms. Schulz agreed to add this caveat to the special studies.

CONSIDER FORWARDING 2045 COMPREHENSIVE PLAN AND MASTER STREETS PLAN TO TOWNSHIP BOARD TO COMMENCE PUBLIC COMMENT PERIOD

Chair Doorlag asked the Commission whether they felt ready to recommend forwarding the 2045 Comprehensive Plan and the Master Plan to the Township Board for review and public comment, or if they preferred additional discussion. Chair Doorlag took a quick straw poll to gauge comfort with proceeding with all members indicating readiness to proceed.

Ms. Everett **made a motion** to forward the 2045 Comprehensive Plan including the Special Studies and Master Streets Plan to the Township Board to commence the public comment period. Mr. Makohn **supported the motion**.

Discussion ensued.

Ms. Stefforia clarified that the Township Board needs to give formal approval to commence the public comment period.

Chair Doorlag noted that Township Board approval would begin a 63-day window after which revisions can be made based on public input. Ms. Stefforia added that changes can be made up to and through the public hearing, and that after the Planning Commission adopts the plans by resolution, the Township Board must still adopt them as well. Chair Doorlag confirmed this.

The **motion passed** unanimously.

PUBLIC COMMENT

Chair Doorlag opened the floor for public comment. Seven people came forward and one letter was read into the record. Several addressed the Commission with concerns and questions regarding the comprehensive plan and master streets plan, but the majority spoke in opposition to the potential for a battery energy storage system in the Township.

COMMENTS FROM THE PLANNING COMMISSION

Mr. Chapmen acknowledged that the discussion covered difficult topics the community did not ask for and emphasized the need for a collaborative approach involving citizens, public safety staff, Township Board members, and the Planning Commission. He stressed the importance of bringing in neutral subject-matter experts, on public health, chemical risks, and ordinance development.. The goal is to craft the strongest, most protective ordinance possible, within legal constraints. Mr. Chapman noted that everyone is in a challenging position, but working together and taking the time to do it correctly will produce the best outcome. He thanked the public for attending, staying engaged, and helping the Commission make better decisions.

Ms. Everett expressed her agreement with Mr. Chapman's remarks.

Chair Doorlag expressed agreement with Mr. Chapman's comments before continuing. He acknowledged the public's concerns and apologized for the formality of the process, explaining that state law requires a specific procedure for drafting and adopting ordinances. Chair Doorlag emphasized that neither the Planning Commission nor the Township can simply create an ordinance without public input, drafts must go through public hearings and comment opportunities before adoption.

Mr. Porter added that an initial draft ordinance does exist as a public document, but revisions are not considered public until formally brought to the Commission. Mr. Porter explained that the process may include an ad hoc committee and that the Township Board intends to seek expert analysis to ensure any ordinance provides strong community protection.

Both noted the challenges of creating a "workable ordinance". Both acknowledged that many residents expressed strong opposition to the battery energy storage system. Chair Doorlag concluded by outlining that these are the tasks ahead and that the next steps will be communicated at future meetings. He thanked the public for attending and providing input, stressing that community feedback is essential for informed decision-making.

OTHER UPDATES AND BUSINESS

The Planning Commission discussed whether to shift its 2026 meeting dates to Wednesdays or keep them on Thursdays, primarily to address a scheduling conflict for Chair Doorlag. The Commissioners shared their availability, most preferred Thursdays, though some were flexible or favored Wednesdays.

Mr. A. Smith **made a motion** to maintain Thursday meeting dates. Mr. Chapman **seconded the motion**.

During discussion, timing concerns arose regarding how soon meeting dates must be finalized and whether a decision could wait until the December meeting.

Commissioner A. Smith withdrew his motion.

The 2026 meeting date decision will be placed on the next agenda.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:19 p.m.

Minutes Prepared: November 17, 2025

Minutes Approved:

Date of Request and Description:					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
249-371-80500	Building Dept. Cell Phone	\$200.00	249-000-90000	Building Dept Carryover	\$ 200.00
	Total	\$ 200.00		Total	\$ 200.00
Date of Request and Description:					
12/4/25 Annual Reduction - OCC Asphalt project came in under budget					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-000-4000	Parks Carryover	\$6,000	107-756-93100	Maintenance Services	\$6,000
	Total	\$ 6,000.00		Total	\$ 6,000.00
Date of Request and Description:					
12/4/25 Annual Reduction - OCC interior painting - did not budget enough, project funded for 2026					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-000-4000	Parks Carryover	\$4,000.00	107-756-93100	Maintenance Services	\$4,000.00
	Total	\$ 4,000.00		Total	\$ 4,000.00
Date of Request and Description:					
12/4/25 Annual Reduction - Trail naming system - signage not competed in 2025					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-000-4000	Parks Carryover	\$15,000.00	107-756-93100	Maintenance Services	\$15,000.00
	Total	\$15,000.00		Total	\$15,000.00
Date of Request and Description:					
12/4/25 Annual Reduction - Flesher Field signage - waiting on FBRT to be complete to include in signage					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	

107-000-4000	Parks Carryover	\$ 3,000.00	107-756-93100	Maintenance Services	\$ 3,000.00
	Total	\$ 3,000.00		Total	\$ 3,000.00

Date of Request and Description:

12/4/25 Annual Reduction -Property Line Fence at Drake - other measures were improved, fence was

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-000-4000	Parks Carryover	\$ 20,000.00	107756-97400	Capital Outlay	\$ 20,000.00
	Total	\$ 20,000.00		Total	\$ 20,000.00

Date of Request and Description:

12/4/25 - Annual Reduction - Did not complete tree planting

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-000-4000	Parks Carryover	\$3,000	107756-97400	Capital Outlay	\$3,000
	Total	\$ 3,000.00		Total	\$ 3,000.00

Date of Request and Description:

Constract costs to cover 4th Quarter KCSO services (not budgeted for as additional officers added after

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
207-301-80200	Protection Contract - KC	\$ 250,000.00	207-000-40000	Protection Contract - KC	\$ 250,000.00
	Total	\$ 250,000.00		Total	\$ 250,000.00

Date of Request and Description:

Unused funds due to not filling budgeted positions -SCF

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-000-40000	Carryover	\$ 140,000.00	101-171-70200	Supervisor Salary	\$ 140,000.00
101-000-40000	Carryover	\$ 9,000.00	101-171-71500	Supervisor FICA	\$ 9,000.00

	Total	\$ 149,000.00		Total	\$ 149,000.00
Date of Request and Description:					
Reallocation of salaries, no new money -SCF					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
107-756-70210	Parks Salary	\$ 7,000.00	101-249-70200	General Fund Salary	\$ 7,000.00
107-756-71500	Parks FICA	\$ 700.00	101-249-71500	General Fund FICA	\$ 700.00
	Total	\$ 7,700.00		Total	\$ 7,700.00
Date of Request and Description:					
Unused funds due to not filling budgeted positions -SCF					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-000-40000	Carryover	\$ 10,000.00	101-441-70200	Public Works Salary	\$ 10,000.00
101-000-40000	Carryover	\$ 1,500.00	101-441-71500	Public Works FICA	\$ 1,500.00
	Total	\$ 11,500.00		Total	\$ 11,500.00
Date of Request and Description:					
Reallocation of salaries, no new money -SCF					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-701-70200	Planning Salary	\$ 15,000.00	101-701-70300	ZBA/PC Salary	\$ 15,000.00
	Total	\$ 15,000.00		Total	\$ 15,000.00
Date of Request and Description:					
Unused/unneeded funds -SCF					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-000-40000	Carryover	\$ 7,000.00	101-249-87200	New Hire Expenses	\$ 7,000.00
	Total	\$ 7,000.00		Total	\$ 7,000.00
Date of Request and Description:					
Unused/unneeded funds - CLB					
Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-000-40000	Carryover	\$ 15,000.00	101-228-80500	Computer Operations	\$ 15,000.00

	Total	\$ 15,000.00		Total	\$ 15,000.00

Date of Request and Description:

Media & Communications Cell Phone - dedicated cell phone & line for Media & Comms, no new money -

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-228-90000	M/C cell phone	\$ 60.00	101-228-90000	M/C cell phone	\$ 60.00
	Total	\$ 60.00		Total	\$ 60.00

Date of Request and Description:

Education & Dues, increase due to staffing increase CLB

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-249-95800	Education & Dues	\$ 3,000.00	101-000-40000	Carryover	\$ 3,000.00
	Total	\$ 3,000.00		Total	\$ 3,000.00

Date of Request and Description:

11/18/2025 - reallocate dollars from Eagleview to Darwin Appraisal Services

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	
101-257-97000	Capital Outlay	\$ 2,000.00	101-257-97000	Capital Outlay	\$ 2,000.00
	Total	\$ 2,000.00		Total	\$ 2,000.00

Date of Request and Description:

Funds Requested To		Amount	Funds Requested From		Amount
GL Number	Description		GL Number	Description	

Memorandum & Request



Date: 12/5/2025
To: Township Board
From: Fire Chief Greg McComb
Subject: 2025 Year-end Budget Amendment Requests

Objective

Request approval of budget amendments to cover unanticipated expenses through internal line-item adjustments.

From GL:	\$200	206-338-92300 Heat
To GL:	\$200	206-338-75100 Vehicle Maintenance
From GL:	\$4,000	206-340-87100 Physical Exams
To GL:	\$4,000	206-338-92100 Electric
From GL:	\$1,000	206-340-87100 Physical Exams
To GL:	\$1,000	206-338-76000 Facility Supplies
From GL:	\$7,000	211-344-97600 Capital Outlay/Vehicle
	\$7,000	211-344-98000 Capital Outlay/Equipment
To GL:	\$14,000	211-344-98100 Capital Outlay/Facilities
From GL:	\$1,500	206-340-87100 Physical Exams
To GL:	\$1,500	206-340-85300 Telephone

Proposed Motion

Motion to approve budget amendments as presented.

Background

Each year, we develop our budget using the best estimates available. Some line items inevitably fall short, while others remain underutilized. The amendments proposed this evening are internal fund reallocations designed to balance those variances. No funds are being drawn from carryover reserves.

Core Values

Respect, Responsibility and Pride