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**OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS - REGULAR MEETING**

**OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET**

**TUESDAY, MARCH 24, 2026
3:00 P.M.**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: January 27, 2026 ([Pg 3-9](#))
6. **Site Plan Review: Serenity Outdoors (480 South 8th Street)**
Zoning Board of Appeals to conduct site plan review of a proposed landscape contractor building and related site improvements. ([Pg 11-21](#))
7. **Text Interpretation:** Section 48.110 - Non-profit Educational, Noncommercial Recreational and Noncommercial Business Center ([Pg 23-37](#))
8. Other Updates and Business ([Pg 39](#))
9. Adjournment

Broadcast Notice:

This meeting is being streamed live on the Public Media Network website and app and recorded for watching on-demand. It is also broadcast on Spectrum and AT&T community access channels.

**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		
<u>Supervisor</u>		
Cheri Bell	216-5220	cbell@oshtemo.org
<u>Clerk</u>		
Dusty Farmer	216-5224	dfarmer@oshtemo.org
<u>Treasurer</u>		
Clare Buszka	216-5260	cbuszka@oshtemo.org
<u>Trustees</u>		
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			
<u>Assessor:</u>			
Kristine Biddle	216-5225	assessor@oshtemo.org	
<u>Fire Chief:</u>			
Greg McComb	375-0487	gmccomb@oshtemo.org	
<u>Ordinance Enforcement:</u>			
Alan Miller	216-5230	amiller@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Jodi Stefforia	375-4260	jstefforia@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

OSHTEMO CHARTER TOWNSHIP
ZONING BOARD OF APPEALS
MINUTES OF A REGULAR MEETING HELD JANUARY 27, 2026

AGENDA

FRONTAGE VARIANCE: MEYER C WEINER (5313 WEST MAIN STREET, 3905-13-405-028)

Zoning Board of Appeals to consider request for a variance from the minimum frontage requirement to allow a land division resulting in a parcel upon which First National Bank sits to be without frontage in the C: Local Business District.

A meeting of the Oshtemo Charter Township Zoning Board of Appeals was held Tuesday, January 27, 2026, beginning at 3:00 p.m.

MEMBERS PRESENT: Rick Everett
Dusty Farmer
Fred Gould
Harry Jachym, Vice Chair
Al Smith
Louis Williams, Chair

MEMBERS ABSENT: None

Also present were Colten Hutson, Zoning Administrator; Leeanna Harris, Zoning Administrator; Jim Porter, Township Attorney; and approximately six interested persons.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Williams called the meeting to order at 3:00 p.m. and provided procedural clarification on the voting process due to a reduced number of Board attendees.

Those in attendance joined in reciting the Pledge of Allegiance.

ELECTION OF OFFICERS

Mr. Jachym **made a motion** for Mr. Williams to remain the Chair of the Zoning Board of Appeals. Mr. Gould **supported the motion**. The motion was **approved unanimously**.

Mr. Williams **made a motion** for Mr. Jachym to remain as the Vice Chair of the Zoning Board of Appeals. Mr. Gould **supported the motion**. The motion was **approved unanimously**.

APPROVAL OF AGENDA

Chair Williams called for approval of the agenda.

Mr. Jachym **made a motion** to approve the agenda as presented. Ms. Farmer **supported the motion**. The motion was **approved unanimously**.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Chair Williams invited the public to comment on non-agenda items. No one came forward.

APPROVAL OF THE MINUTES OF OCTOBER 28, 2025

Chair Williams asked for additions, deletions, or corrections to the Minutes of the meeting held on October 28, 2025.

Ms. Farmer **made a motion** to approve the minutes of the meeting held on October 28, 2025, as presented. Mr. Jachym **supported the motion**. The **motion was approved** unanimously.

FRONTAGE VARIANCE: MEYER C WEINER (5313 WEST MAIN STREET, 3905-13-405-028)

Ms. Harris presented her staff report dated January 21, 2026, and is incorporated herein, requesting a variance from frontage requirements outlined in Section 50.10 of the Zoning Ordinance to allow for a land division resulting in a parcel without frontage where the ordinance requires 200 feet of frontage.

Ms. Jenny Gately, with the Meyer C Weiner Company, is requesting a variance to allow a land division which results in a parcel without frontage. It was indicated that the reason for the land division is to create a separate tax parcel for that portion of the property occupied by First National Bank and parking, which is subject to the minimum dimensional criteria of the Zoning Ordinance. Specifically, the 200-foot frontage requirement for any unplatted parcel in this zoning district.

The parent parcel currently has approximately 484 feet of road frontage on the south side of West Main Street between Maple Hill Drive and South Drake Road.

The Michigan courts have applied the following principles for a nonuse variance, which collectively amount to demonstrating a practical difficulty. The Zoning Board of Appeals should consider the following standards in considering the variance request.

Standards of Approval of a Nonuse Variance (practical difficulty)

Staff’s review against these criteria is provided below. As a reminder, the variance request is to allow a land division which results in a parcel without frontage where the ordinance requires 200

feet of frontage. The applicant has provided a narrative for the variance request, which is included in the agenda packet.

Standard: Unique Physical Circumstances
Are there unique physical limitations or conditions which prevent compliance?

Comment: The Zoning Board of Appeals may consider the placement of the existing service drive and buildings to be factors limiting compliance.

Also consider the configuration of the adjacent parcel to the east. The former Elks parcel, outlined in red below, has a two-foot by 200-foot strip of frontage along West Main Street that spans 134 feet across the front of the subject parent parcel. The land division which ultimately led this configuration was completed around 2009 and would prevent the applicant from establishing a parcel with the required frontage directly in front of the bank building and along West Main Street. The applicant spoke about this in the narrative. Records indicate that this land division met the letter but not spirit of the ordinance at the time because the ordinance did not indicate the depth to which the frontage must be maintained. The ordinance was amended shortly thereafter to stipulate that all parcels must have the required road frontage until at least the required building setback line.

Standard: Conformance Unnecessarily Burdensome
Is conformance unnecessarily burdensome?
Are reasonable options for compliance available?
Does reasonable use of the property exist with denial of the variance?

Comment: Consider the required front setback from West Main Street. If frontage on the parent parcel was used to reach the 200 feet requirement to the required depth of 170 feet, it would impose on the adjacent Aldi building and could be considered unnecessarily burdensome. Ms. Harris clarified that the graphic shown in the packet incorrectly showed a 170 foot setback from the front property line, and she provided an updated graphic showing the required 170 foot setback from the centerline of West Main in her presentation.

Reasonable options for compliance are available by continuing to operate the property in its present state without the division from the parent parcel. Use is presently being made of the property and denial of the variance would not prevent continuing the current use.

Options appear limited for the applicant to explore dividing the parcel compliant with the Zoning Ordinance without creating a condominium or plat of the entire property.

It is reasonable for the property owner to want to create a separate tax parcel for the First National Bank given that access and parking will continue to be shared. No physical changes to the property will result if the variance is granted.

Standard: Minimum Necessary for Substantial Justice
Applied to both applicant as well as to other property owners in district.
Review past decisions of the Zoning Board of Appeals for consistency (precedence).

Comment: In researching past Zoning Board of Appeals decisions, no similar requests were found for unplatted parcels in a commercial district. This decision would be precedent setting.

There is at least one unplatted parcel (parcel #3905-13-430-013) within one quarter mile from the property in question that has zero feet of frontage on a public roadway; however, no records could be found as to how the parcel came to be configured this way. The parcel contains the ATMs for the adjacent National City Bank building.

Standard: Self-Created Hardship
Are the conditions or circumstances which resulted in the variance request created by actions of the applicant or a previous owner?

Comment: This request is the result of the applicant's interest in the First National Bank area to be a separate tax parcel; therefore, it could be argued that the hardship is self-created. The land division involving the subject parent parcel and the adjacent former Elks parcel could also be considered as a self-created hardship.

Standard: Public Safety and Welfare
Will the variance request negatively impact the health, safety, and welfare of others?

Comment: The purpose of the dimensional requirements as outlined in Section 50.10 of the Zoning Ordinance is to "...secure the more orderly development of property in unplatted areas through the encouragement and regulation of open spaces between buildings and lessening of congestion, the encouragement of more efficient and conservative land use, the facilitating of transportation, sewage disposal, water supply and other public requirements and by providing for future access to interior land which might not otherwise be adaptable to proper and advantageous development."

These requirements have value in that they serve to limit the number of driveways and control access along public streets. However, in this present case, it can be argued that the spirit of the ordinance would be observed by allowing the requested variance in that no additional driveways are being requested and that shared access, and parking will be placed in easements in perpetuity.

The draft 2045 Oshtemo Comprehensive Plan included a special study of underutilized commercial areas. With implementation of the plan commencing

later this year, it is fully expected that new requirements will be established for existing commercial areas allowing for situations such as proposed presently for First National Bank provided that access and parking remain shared elements.

Possible Actions:

Zoning Board of Appeals may take the following possible actions on the variance request:

- Motion to approve as requested (conditions may be attached).
- Motion to deny.

The motion should include the findings of fact relevant to the requested variance. Based on the staff analysis, the following findings of fact are presented:

- Support of variance approval
 - o Unique physical circumstances or limitations may exist.
 - o It is not expected that granting the variance would negatively impact the health, safety, and welfare of the public and the spirit of the ordinance will be observed.
 - o The need for a variance might not be considered a self-created hardship.
 - o Compliance to the Zoning Ordinance is unnecessarily burdensome.
- Support of variance denial
 - o The minimum necessary for substantial justice might not be satisfied.
 - o There are options for compliance through creating a condominium or plat.
 - o The need for a variance might be considered a self-created hardship.

Ms. Harris noted that an additional condition of approval is suggested based on conversations with the Public Works director. This additional condition is noted under 1.a. in the possible motions for the Zoning Board of Appeals to consider below:

1. The Zoning Board of Appeals approves the variance from Section 50.10, of the Zoning Ordinance, as requested, allowing a land division dividing a parcel without frontage where the ordinance requires 200 feet of frontage, with the following conditions be added:
 - a. Reciprocal easements for shared access and parking, as well as a shared stormwater agreement, shall be recorded with the Kalamazoo County Register of Deeds Office in perpetuity.
 - b. No direct access for the First National Bank parcel to West Main Street shall be allowed.
 - c. Proof of letter (a.), as well as an updated and finalized survey including the signature and seal of the certified land surveyor, shall be provided to the Township with the application for the land division.
 - d. The resultant boundary lines will meet the required setbacks from all property lines.
2. The Zoning Board of Appeals denies the variance request from Section 50.10 of the Zoning Ordinance.

Chair Williams inquired if the Board had any questions for staff at this time. A Board member asked whether staff was recommending conditions should the Zoning Board of Appeals approve the variance to allow a land division without frontage, and staff responded that a condition of approval would require all resulting parcel boundary lines to comply with the minimum setback requirements from property lines under the Zoning Ordinance.

Chair Williams invited the applicant or their representative up to the podium to speak.

Mr. Josh Weiner, CEO of the Meyer C. Weiner Company, addressed the Board and thanked staff for the thorough application materials and presentation, noting that Ms. Harris was particularly helpful during the process. Mr. Weiner introduced members of his team present, including legal counsel, ownership representatives of Golf Ridge One, LLC, and management and construction staff. He explained that Golf Ridge One, LLC is the landlord of the existing First National Bank branch, while he serves as the managing member of Golf Ridge, which owns the remainder of the property. Mr. Weiner noted his role as a founder and board member of First National Bank and described the original lease arrangement, which included a future purchase option negotiated over 15 years ago, during a period when the zoning ordinance was undergoing changes related to frontage requirements. He stated that the request does not propose any changes to the existing development, including no additional curb cuts, and that required easements for parking, stormwater, and green space can be addressed immediately. Mr. Weiner indicated he had no objections to staff's analysis of the variance criteria and offered to answer any questions from the Board.

Chair Williams invited the public to comment. No one came forward.

Board discussion ensued.

1. Conformance Unnecessarily Burdensome:

The Zoning Board of Appeals finds that strict compliance with the zoning ordinance would require the applicant to acquire additional property or existing parking areas in order to meet frontage requirements, which would be unduly burdensome and impractical.

2. Unique Physical Circumstances:

The Board finds that the property exhibits unique physical circumstances, including access via a service drive rather than direct frontage on West Main Street, which distinguishes it from typical parcels. The Board further noted that nearby properties in the area function similarly and do not maintain direct frontage on West Main Street.

3. Self-Created Hardship:

The Board finds that the practical difficulty is not self-created, as the property configuration and access conditions predate the current request and are not the result of actions taken by the applicant.

4. Public Safety and Welfare:

The Board finds that granting the variance will not alter the essential character of the surrounding area and will not negatively impact public health, safety, or welfare. The request will result in no changes to ingress or egress and no additional curb cuts.

5. Minimum Necessary for Substantial Justice:

The Board finds that the variance represents the minimum necessary to afford relief and that granting the request will do substantial justice to the applicant while observing the intent of the zoning ordinance. The Board finds that approval of this variance does not establish a binding precedent, as each variance application is reviewed on its own merits in accordance with the Zoning Ordinance.

Mr. Everett added that the subject property does not have direct access to West Main Street and instead relies on service drive access. He noted that nearby properties, including Steak 'n Shake and Wendy's, similarly lack direct frontage on West Main and do not meet the typical frontage depth, but function comparably within the corridor. He stated that these conditions support the conclusion that the request is consistent with other properties in the area and meets applicable variance criteria related to access and site configuration.

Mr. Jachym **made a motion** to approve the variance request.

Upon additional discussion, it was confirmed that the approval would be subject to the conditions outlined in the staff report, including no additional curb cuts, completion of a certified survey, and compliance with stormwater requirements.

Chair Williams restated the motion as approval of the variance subject to the recommended Conditions A through D as outlined in the report from staff, along with the required stormwater agreement.

Mr. Smith **supported the motion**. The **motion was approved** unanimously.

OTHER UPDATES AND BUSINESS

Chair Williams asked if there was any other business. There was none.

ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

Minutes Prepared: January 30, 2026

Minutes Approved

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March 19, 2026

Mtg Date: March 24, 2026

To: Oshtemo Township Zoning Board of Appeals

From: Leeanna Harris, Zoning Administrator

Applicant: Michael Lowe, Hurley & Stewart

Owner: Jon Croy, Serenity Outdoors

Property: 480 S 8th Street, Parcel Number 3905-22-276-020

Zoning: I-1: Industrial District

Request(s): Site plan review of a proposed landscape contractor business.

Section(s): Section 64 – Site Plan Review
Section 27 – I-1: Industrial District

OVERVIEW:

Michael Lowe, with Hurley & Stewart, on behalf of the property owner, Jon Croy, is requesting site plan approval to construct a pole building for the general operations and office space of Serenity Outdoors, a local landscape contractor business. This is permitted use in the I-1: Industrial District.

The property under consideration is located on the west side of S 8th Street, north of KL Avenue. The property is undeveloped, except for utility poles and lines serving Consumer’s Energy. The subject property is outlined in green on the aerial map to the right.

Of the 6,000 square feet proposed for the building, 4,500 square feet would be dedicated to general operations, and 1,500 square feet would be dedicated to office space. The applicant indicated that the business would be open Monday through Friday, from 7:00 am to 6:00 pm, with an average of 5 employees at any given time. There are other associated site improvements proposed, such as for access and circulation, parking, landscaping, storage of landscaping materials, etc.



ANALYSIS:

When reviewing this request, the set of criteria that needs to be considered are those in Article 64 of the Zoning Ordinance. Following is the staff analysis of the proposal against this section.

Section 64: Site Plan Review

General Zoning Compliance:

Zoning: As mentioned before, the site is currently zoned I-1: Industrial District in which a landscape contractor with office space is a permitted use. Adjacent to the north, south, and west of the site, there are other I-1: Industrial District zoned properties. Part of the adjacent site to the north/northwest is also zoned RR: Rural Residential. Across S 8th Street, these properties are zoned R-2: Residence District and 9th Street Residential Overlay zone. General zoning requirements are met.

Lot Dimensions: The property is approximately 3.5 acres, including rights-of-way, with 200.5 feet of frontage along S 8th Street. Lot size and dimensions satisfy requirements.

Setbacks: From S 8th Street, a 70-foot setback is required. The required setback for the sides and rear is 20 feet, or the height of the abutting side of the building, whichever is greater. Setback requirements are satisfied.

Access and Circulation

Access: The property owner received a driveway permit from the Road Commission of Kalamazoo County for a new standard-duty bituminous pavement driveway from S 8th Street. All circulation aisle widths meet the minimum required for two-way travel.

Parking: There are nine proposed parking spaces, with a maximum of 18 spaces allowed. Accessible spaces will need to be installed in concrete. Parking requirements relating to barrier-free spaces and aisles will need to be satisfied prior to building permit issuance.

Easements: There is a Consumer’s Power easement that spans diagonally across and near the frontage of the site. No new easements are proposed.

Non-motorized: Per Section 57.90 of the Zoning Ordinance, in lieu of constructing the required 6-foot-wide non-motorized facility along S 8th Street, the property owner has indicated they will enter into a Consent to the Establishment of a Sidewalk Special Assessment and Assessment (SAD) with the Township. This will need to be executed and recorded by the property owner prior to the issuance of a Certificate of Occupancy. The sidewalk is still engineered on the site plan.

Building Design

Building Information: The proposed 6,000 square foot single-story building is proposed to have an overall height of about 32 feet, and an abutting side wall height to the southern property line of about 16 feet. For the façade, the applicant is proposing neutral colored siding, such as tan or grey. The building would have three overhead doors facing the interior of the site. Elevation details are attached. The percentage of land proposed to be covered by buildings is 4% and remaining open space is 79%.

Screening: Existing fencing on the site along the southern property line is expected to be removed and replaced with an 8-foot-tall privacy fence. The landscape material storage is proposed to be stacked concrete jersey barriers at a maximum of 8 feet tall. The screening of the trash facilities is proposed to be six-foot-tall, opaque, and to be compatible with the architectural materials used in the development.

Lighting: Two wall-mounted fixtures on the north elevation of the building and three pole-mounted fixtures are proposed. All lighting must be cut off fixtures and follow all other requirements as outlined in Article 54.

Signs: No new signage is proposed at this time; therefore, this portion of the review is not applicable. Any signage would be reviewed and approved by the Township Zoning Administrators through the sign permitting process.

Landscaping

The applicant outlined a modification to the greenbelt and screening requirements along the S 8th Street rights-of-way in their narrative due to the unique physical limitations of the Consumers Energy utility poles, lines, and associated easement spanning the property. The proposal is to allow the greenbelt and screening requirements to be satisfied with the proposed plantings, and six-foot-tall berm, within 150 feet of the rights-of-way, instead of the required 20-foot width. As proposed, this modification appears to meet the spirit, purpose, and intent of Article 53 by improving the overall aesthetics and appearance of the public rights-of-way. Staff is satisfied with this modification as proposed. Interior site landscaping is satisfied by proposed plantings, open space, and the remainder of the existing vegetation after construction of the storm water basin. No parking lot landscaping is required because the site is proposed to have less than 10 parking spaces.

Engineering

The Oshtemo Public Works Department has reviewed the proposal and has minor concerns relating to some design elements on site. These include, but are not limited to, storm water management, utilities, and barrier-free parking space, aisle, and route design. The Public Works Department is confident that these concerns can be satisfied administratively.

Fire Department

The Oshtemo Township Fire Marshal has reviewed the proposal. The applicant will need to coordinate with Fire Marshal Wiley to determine the appropriate hydrant location as one will need to be added to the site. All other details were found to be satisfactory and meet code requirements.

RECOMMENDATION

Planning Department staff recommend that The Zoning Board of Appeals approve the site plan with the following conditions:

1. An updated site plan shall be submitted and approved by the Township prior to building permit issuance showing the following:
 - A revised lighting plan satisfying Article 54.
 - The architect’s seal on the architectural plans.
 - Any additional and necessary changes required due to internal department requirements, such as the Oshtemo Fire Department and/or Public Works Department, and any external department requirements, such as those from the City of Kalamazoo or Kalamazoo County.
2. A Soil Erosion and Sedimentation Control permit will be required prior to the issuance of a building permit.
3. The applicant enters into a Consent to the Establishment of a Sidewalk Special Assessment and Assessment (SAD) for the future non-motorized facility along S 8th St with the Township prior to the issuance of a Certificate of Occupancy.

Attachments: Application
Applicant Narrative
Site Plan
Elevations

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: Michael Lowe		
Mailing Address: 2800 S. 11th Street	City, State: Kalamazoo, MI	Zip Code: 49009
Email: [REDACTED]	Phone: 269-615-7268	

3. Property Owner Information

Name: Jon Croy		
Mailing Address: 5287 W R. AVE	City, State: Schoolcraft, MI	Zip Code: 49087
Email: [REDACTED]	Phone: 269-274-3947	

4. Project Information

Project Name: Serenity Outdoors		
Project Address: 480 S. 8th Street	Parcel Number: 3905-05-22-276-020	
Email: [REDACTED]		
Property Legal Description (use attachments if necessary): see attached		
Current Zoning: I-1	Current Use: vacant	Area of Property: 3.45 acres
Type of Request (check all that apply):		
<input checked="" type="checkbox"/> Site Plan Review (type, if applicable): <input type="checkbox"/> Rezoning <input type="checkbox"/> Text Interpretation		
<input type="checkbox"/> Pre-Application <input type="checkbox"/> Zoning Variance <input type="checkbox"/> Accessory Building/Dwelling Unit		
<input type="checkbox"/> Administrative <input type="checkbox"/> Special Exception Use <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Plat/Site Condo <input type="checkbox"/> Clear Cutting		
Statement of Intent: Briefly describe your request (use attachments, if necessary). Proposed landscape warehouse/office building.		

5. Required Documents for Site Plan Review

Required Documents for Site Plan Review (complete and attach to this application):

- 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:

Michael Lowe

2800 S. 11th St

Names(s)

Address(es)

Jon Croy

5287 W. R Ave

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.

2/2/2026

2/2/2026

Applicant Signature

Date

Property Owner Signature

Date



March 17, 2026

Leeanna Harris
Oshtemo Charter Township
7275 West Main Street
Kalamazoo, MI 49009

Re: 480 S. 8th Street – Serenity Outdoors Development

Project Narrative:

This proposed development involves the construction of a 6,000 square foot pole building that will contain office space and space to conduct landscaping services for Serenity Outdoors, a local landscaping company. There will be approximately 1,500 square feet of office space, and approximately 4,500 square feet of additional space for general operations. There will be outdoor material storage, contained by 2' tall concrete blocks (maximum of four (4), maximum height of 8'), which will act as storage for various landscaping materials such as mulch, stone, and pavers. It has been confirmed that there will be no hazardous substances stored on this site, and the environmental permits checklist and hazardous substances form have been updated to reflect.

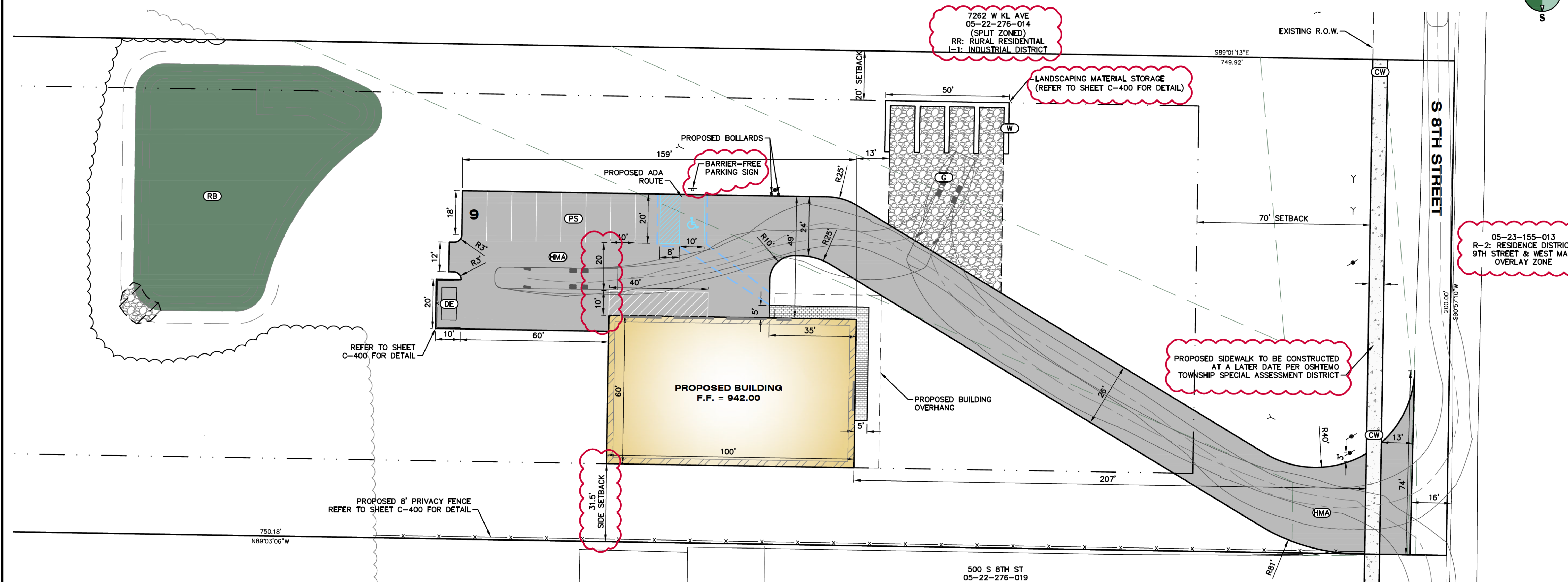
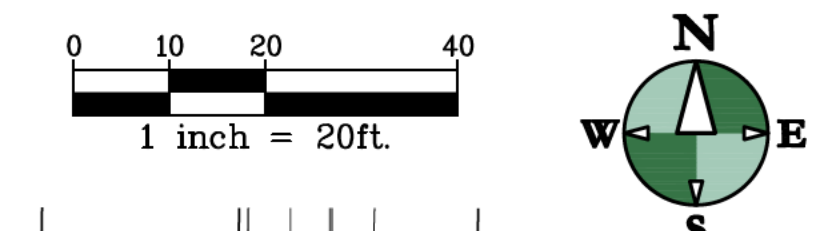
There will be paved parking supplied per the Township Ordinance requirements, and a proposed retention basin to collect storm water from the added impervious area. This proposed basin size has been increased per the comment received regarding encountered groundwater. There will be proposed outdoor storage, which will have the required screening per the Township Ordinance. There is an existing overhead Consumers easement running through the site, this has been coordinated with a Consumers Consent Agreement to allow the proposed changes to take place within the easement. The recorded agreement is included in this submission package.

Due to the unusual physical circumstance of the location of this Consumers easement, all required greenbelt and screening plantings could not be accommodated in this 20' wide area and a modification will be necessary. The plan currently proposes the required plantings and a six-foot tall berm within 150' of the right-of-way to improve the overall aesthetics and appearance and screen the outdoor storage from view. Plantings were provided to satisfy the requirements for interior site landscaping. Existing trees and vegetation on site would provide an equal, if not better, landscaping and buffering effect for screening between land uses to the west. It is understood that, if the site expands further to the west, or these trees are removed, with the exception of those removed as necessary to construct the storm water basin, more formal screening may be required.

The driveway location has also been approved by the Kalamazoo County Road Commission, and the approved driveway permit is also included in this submission package.

This proposed development will act as an office building to meet clients, and will serve as a location to offer general landscape contractor services. The business will typically be open Monday-Friday, from 7:00 a.m. to 6:00 p.m. There will be an average of 5 employees working at any given time.

It is understood that prior to issuing permits, the contractor that is awarded this project will be required to apply for a Soil Erosion and Sedimentation Control permit with the Kalamazoo County Drain Commissioner's office. It is also understood that the Township will draft a consent agreement with the property owner for the sidewalk assessment due to the Township Special Assessment District requirements.



7262 W KL AVE
05-22-276-014
(SPLIT ZONED)
RR: RURAL RESIDENTIAL
I-1: INDUSTRIAL DISTRICT

LANDSCAPING MATERIAL STORAGE
(REFER TO SHEET C-400 FOR DETAIL)

05-23-155-013
R-2: RESIDENCE DISTRICT
9TH STREET & WEST MAIN
OVERLAY ZONE

PROPOSED SIDEWALK TO BE CONSTRUCTED
AT A LATER DATE PER OSHTOMO
TOWNSHIP SPECIAL ASSESSMENT DISTRICT

REFER TO SHEET
C-400 FOR DETAIL

PROPOSED 8' PRIVACY FENCE
REFER TO SHEET C-400 FOR DETAIL

500 S 8TH ST
05-22-276-019
I-1: INDUSTRIAL DISTRICT

GENERAL NOTES

- ALL DIMENSIONS SHOWN ARE TO THE EDGE OF METAL.
- PROVIDE CURB CUTS/RAMPS AT ALL BARRIER FREE ACCESS POINTS.
- PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND MICHIGAN BARRIER FREE CODE.
- SEE LANDSCAPE PLANS FOR HARDSCAPE AND DETAILED GRADING IN LANDSCAPED AREAS.
- MATCH EXISTING CURB & GUTTER SECTIONS WHEN CONNECTING TO THEM. CONDITIONS VARY THROUGHOUT PROJECT.
- EXCEPT WHERE OTHERWISE INDICATED ON THESE PLANS, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, AND OSHTOMO TOWNSHIP STANDARDS SPECIFICATIONS.
- ALL WORK SHALL CONFORM TO ALL LOCAL, STATE AND FEDERAL LAWS, RULES AND REGULATIONS IN FORCE AT THE TIME OF CONSTRUCTION.
- ALL EXTERIOR CONCRETE SHALL BE MDOT GRADE P1 (3500PSI), AIR ENTRAINED, LIMESTONE AGGREGATE, BROOM FINISHED, CURING SEAL.
- THE CONTRACTOR SHALL LOCATE ALL ACTIVE UNDERGROUND UTILITIES PRIOR TO STARTING WORK AND SHALL CONDUCT HIS OPERATIONS IN A MANNER AS TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISTURBED.
- ALL REQUIRED FILL FOR THIS PROJECT SHALL BE SELECTED EXCAVATED MATERIAL FROM THE SITE APPROVED BY THE ENGINEER OR CLASS II GRANULAR MATERIAL FROM BORROW AND SHALL BE THE CONTRACTOR'S RESPONSIBILITY.
- FOR PROTECTION OF UNDERGROUND UTILITIES, THE CONTRACTOR SHALL CALL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS EXCLUDING SATURDAYS, SUNDAYS AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" ALERT SYSTEM.
- ANY BITUMINOUS OR CONCRETE PAVEMENT, SANITARY SEWER, SANITARY SEWER SERVICE LEADS, OR STORM SEWER, WHICH IS DAMAGED BY THE CONTRACTOR DURING HIS OPERATIONS, SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AND AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL INSTALL PEDESTRIAN FENCE AROUND ALL EXCAVATIONS TO BE LEFT OPEN OVERNIGHT AS REQUIRED.
- ALL UNSUITABLE SUBBASE MATERIAL MUST BE REMOVED TO A MINIMUM DEPTH OF 24" BELOW THE TOP OF THE SUBGRADE OR AS DETERMINED BY THE COUNTY ENGINEER.
- IF ANY ERRORS, DISCREPANCIES, OR OMISSIONS BECOME APPARENT, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO CONSTRUCTION OF ANYTHING AFFECTED SO THAT CLARIFICATION OR REDESIGN MAY OCCUR.
- CONTRACTOR TO COORDINATE ALL WORK WITHIN THE 8TH STREET RIGHT OF WAY WITH ROAD COMMISSION OF KALAMAZOO COUNTY.

ZONING REQUIREMENTS

ZONING
THE SITE IS ZONED I-1: INDUSTRIAL DISTRICT
SETBACKS: FRONT - 70'
SIDES - 20' OR BUILDING HEIGHT (31.5')

PARKING
MAXIMUM PARKING SPACES REQUIRED:
1.5 PER EACH 1,000 SFT OF NET FLOOR AREA, PLUS THE REQUIRED PARKING DEVOTED TO OTHER USES [GENERAL OFFICE IS 1 PER EACH 150 SFT] OR ONE SPACE PER EMPLOYEE WHICHEVER IS GREATER, PLUS PARKING NECESSARY FOR GENERAL OPERATIONS
4,500 SFT/1,000 = 5 * 1.5 = 8 SPACES
1,500 SFT/150 = 10 SPACES
18 MAXIMUM SPACES REQUIRED
TOTAL PARKING PROVIDED = 9 SPACES
BARRIER FREE SPACES = 1 PROVIDED
ALL BARRIER FREE SPACES DESIGNED PER ADA REQUIREMENTS
TYPICAL PARKING SPACE DIMENSION = 10'x20'

BUILDING INFORMATION
THE PROPOSED BUILDING HAS A 6,000 SFT FIRST FLOOR
SEE FLOOR PLAN AND ELEVATIONS FOR MORE DETAIL
BUILDING EAVE HEIGHT = 16'-0"
BUILDING PEAK HEIGHT = 31'-6"

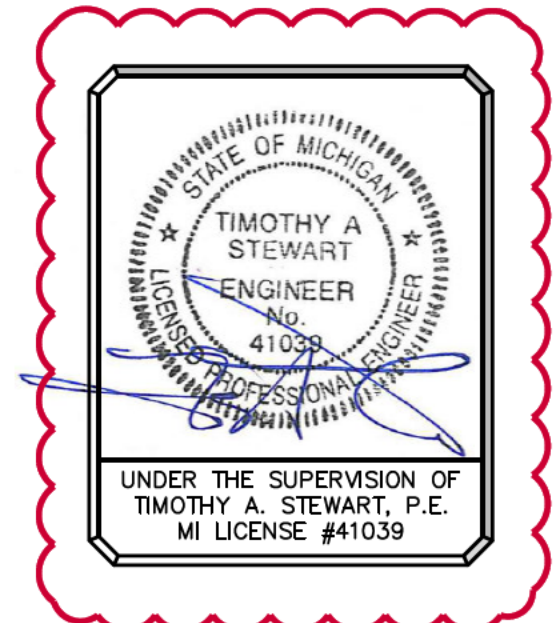
PROPERTY INFORMATION
BUILDING COVERAGE PERCENTAGE = 6,000/143,561 = 4%
OPEN SPACE COVERAGE PERCENTAGE = 113,044/143,561 = 79%

LEGEND

- STANDARD-DUTY BITUMINOUS PAVEMENT
- CLAY BRICK PAVERS
- PROPOSED GRAVEL HATCH
- PROPOSED BUILDING
- PARKING STRIPING (BLUE)
- PARKING STRIPING (WHITE)
- ADA ROUTE
- PROPOSED CONCRETE WALK
- PROPOSED RETENTION BASIN

SITE LEGEND

- HMA PAVEMENT
- PARKING STRIPING (10'x20')
- WALL
- DETENTION BASIN
- GRAVEL
- BERM
- CONCRETE WALK
- DUMPSTER ENCLOSURE (SEE DETAIL)
- BOLLARD POST



ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.
FIELD WORK PERFORMED BY:
OTTO LAND SURVEYING LLC

hurley & stewart, llc
main: 269.552.4960
www.hurleystewart.com
hurley & stewart
2800 s. 11th street
kalamazoo, michigan 49009
401 hall st. sw. ste. 213
grand rapids, michigan 49503

ISSUED FOR:

1. CONSUMERS REVIEW	11/03/25
2. SITE PLAN REVIEW	01/20/26
3. SITE PLAN REVIEW - REV. 1	03/09/26
4. SITE PLAN REVIEW - REV. 2	03/16/26

Job No: 25-074D - P.M. MWL - Designer: MWL - QA/QC: 3/17/26

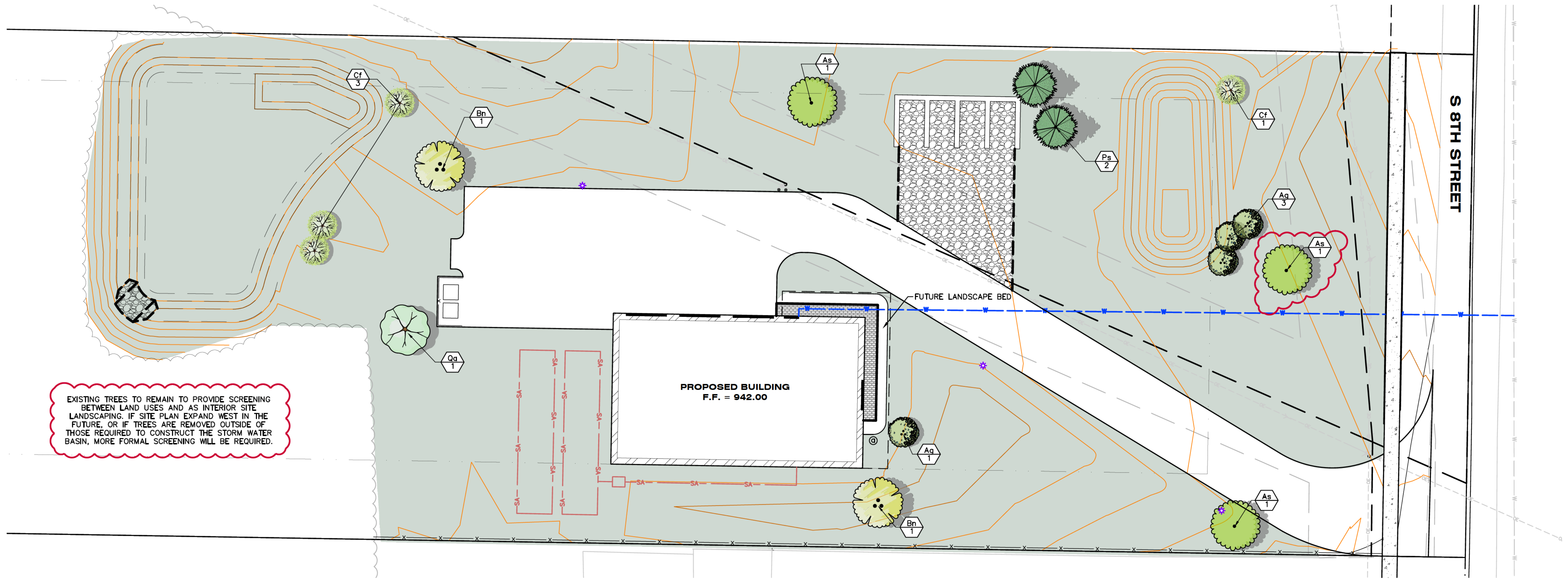
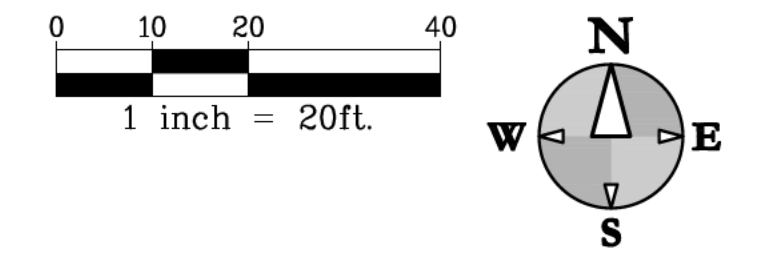
SITE LAYOUT PLAN
480 S 8TH STREET
SERENITY OUTDOORS

Sheet Title:
Project:
Client:

03/17/2026
Sheet
C 100

ALL UTILITIES AS SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THE AREA.

FIELD WORK PERFORMED BY:
OTTO LAND SURVEYING, LLC



EXISTING TREES TO REMAIN TO PROVIDE SCREENING BETWEEN LAND USES AND AS INTERIOR SITE LANDSCAPING. IF SITE PLAN EXPAND WEST IN THE FUTURE, OR IF TREES ARE REMOVED OUTSIDE OF THOSE REQUIRED TO CONSTRUCT THE STORM WATER BASIN, MORE FORMAL SCREENING WILL BE REQUIRED.

OSSTEMO PLANTING REQUIREMENTS

PARKING LOTS WITH 10 OR FEWER SPACES ARE EXEMPT FROM INTERIOR PLANTING REQUIREMENTS.

20' GREENBELT AT 8TH ST ROW: 1 CANOPY TREE AND 2 UNDERSTORY TREE PER 100 LINEAR FEET. 200' ROW REQUIRES 2 CANOPY TREES AND 4 UNDERSTORY TREES. BECAUSE THE GREENBELT FALLS WITHIN THE ELECTRICAL OVERHEAD EASEMENT, PLANTINGS ARE NOT WITHIN 20' OF ROW.

10% OF THE DEVELOPED AREA MUST BE LANDSCAPE. 1 CANOPY TREE PER 1,500 SF AND 1 UNDERSTORY TREE PER 2,500 SF OF REQUIRED OPEN SPACE. 88,877 SF OF DEVELOPED SITE REQUIRES 8,888 SF OF LANDSCAPED OPEN SPACE. 6 CANOPY TREES AND 4 UNDERSTORY TREES REQUIRED. 66,181 SF OPEN PROVIDED.

LANDSCAPE NOTES:

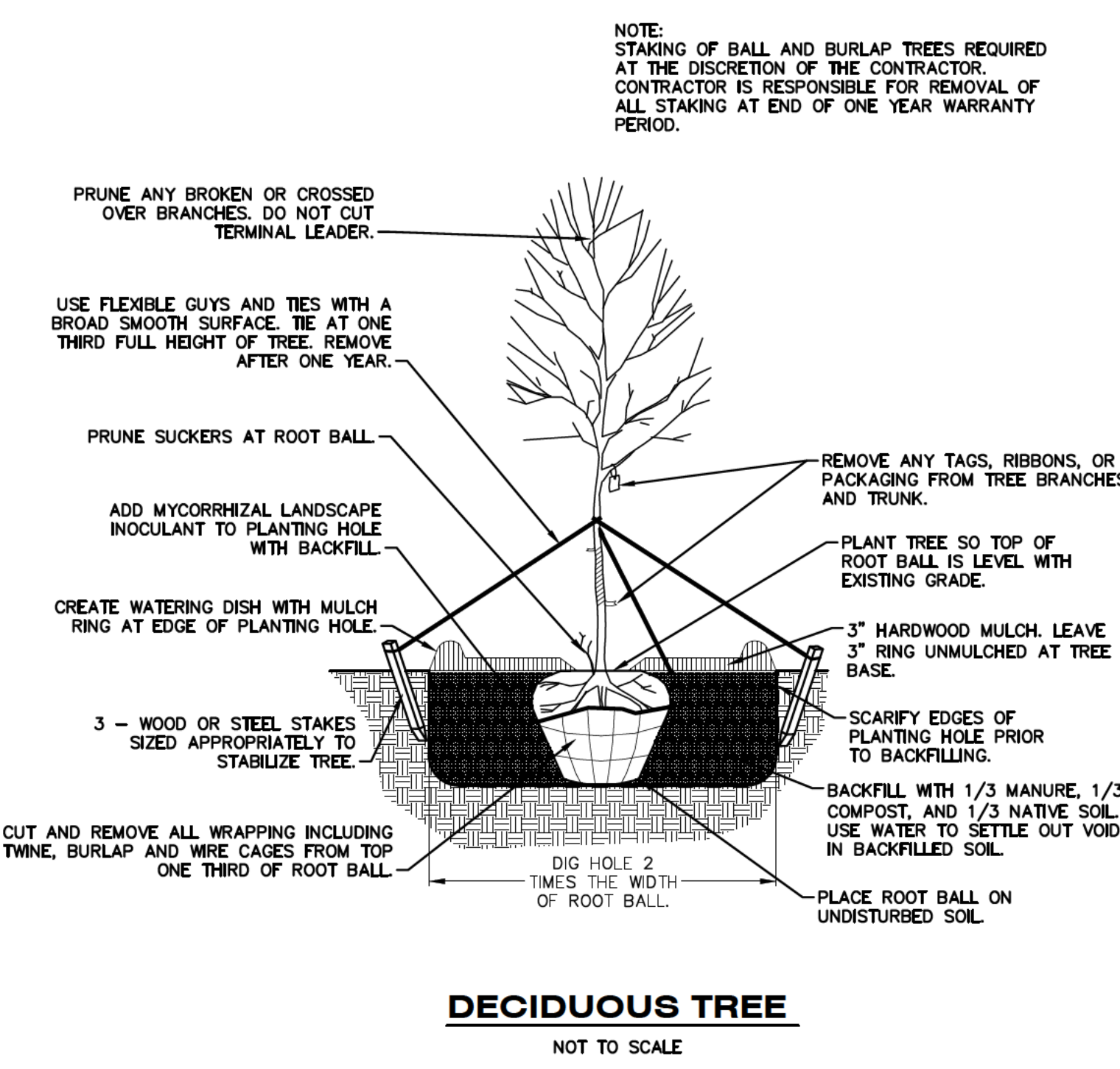
- ALL LAWN AREAS SHALL BE SEEDED AND MULCHED WITH THE FOLLOWING MIXTURE: 20% IMPROVED PERENNIAL RYEGRASS, 40% FINE FESCUE, AND 40% KENTUCKY BLUEGRASS AT A RATE OF 8-10 LBS/ 1000 SFT. PROVIDE 19-19-19 STARTER FERTILIZER AT A RATE OF 5-7 LBS/1000 SFT.
- PROVIDE QUALITY, SIZE, GENUS, SPECIES, AND VARIETY OF EXTERIOR PLANTS INDICATED, COMPLYING WITH APPLICABLE REQUIREMENTS IN ANSI Z60.1 "AMERICAN STANDARD FOR NURSERY STOCK," MEASURE ACCORDING TO ANSI Z60.1 STANDARDS.
- WARRANT TREES, SHRUBS AND PERENNIALS FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION AGAINST DEFECTS INCLUDING DEATH AND UNSATISFACTORY GROWTH, EXCEPT FOR DEFECTS RESULTING FROM INCIDENTS THAT ARE BEYOND CONTRACTOR'S CONTROL.
- REMOVE AND REPLACE DEAD PLANTS IMMEDIATELY. REPLACE PLANTS THAT ARE MORE THAN 25% DEAD OR IN AN UNHEALTHY CONDITION AT END OF WARRANTY PERIOD. A LIMIT OF ONE REPLACEMENT OF EACH PLANT WILL BE REQUIRED, EXCEPT FOR LOSSES OR REPLACEMENTS DUE TO FAILURE TO COMPLY WITH REQUIREMENTS.
- MAINTAIN TREES FOR ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION BY PRUNING, CULTIVATING, WATERING, WEEDING, FERTILIZING, RESTORING PLANTING SAUCERS, TIGHTENING AND REPAIRING STAKES AND GUY SUPPORTS, AND RESETTling TO PROPER GRADES OR VERTICAL POSITION, AS REQUIRED TO ESTABLISH HEALTHY VIABLE PLANTINGS. SPRAY AS REQUIRED TO KEEP TREES AND SHRUBS FREE OF INSECTS AND DISEASE.
- BEGIN LAWN MAINTENANCE IMMEDIATELY AFTER EACH AREA IS PLANTED AND CONTINUE UNTIL ACCEPTABLE LAWN IS ESTABLISHED: A MINIMUM OF 60 DAYS AFTER SUBSTANTIAL COMPLETION.
- MAINTAIN AND ESTABLISH LAWN BY WATERING, FERTILIZING, WEEDING, USING CHEMICAL TREATMENT TO ELIMINATE BROADLEAF AND NOXIOUS WEEDS, MOWING, TRIMMING, REPLANTING, AND OTHER OPERATIONS. ROLL, REGRADE, AND REPLANT BARE OR ERODED AREAS AND REMULCH TO PRODUCE A UNIFORMLY SMOOTH LAWN.
- PROTECT ADJACENT AND ADJOINING STRUCTURES, UTILITIES, SIDEWALKS, PAVEMENTS, AND PLANTINGS FROM HYDROSEEDING OVER-SPRAY AND DAMAGE CAUSED BY PLANTING OPERATIONS.
- REMOVE STONES LARGER THAN 1" IN ANY DIMENSION AND REMOVE STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEEOUS MATTER FROM SITE.
- MAINTAIN LAWN UNTIL A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED, FREE OF WEEDS AND SURFACE IRREGULARITIES, WITH COVERAGE EXCEEDING 90% OVER ANY 10 SQFT AND BARE SPOTS DO NOT EXCEED 5 BY 5 INCHES.

LEGEND

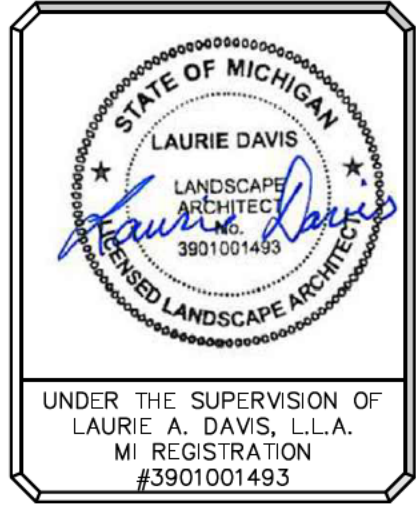
- NUMBER AND TYPE OF PLANTS TO BE PROVIDED AND INSTALLED.
- SEEDED LAWN.
- STEEL LANDSCAPE EDGING.

PLANT SCHEDULE

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	REMARKS
TREES							
	As	Acer saccharum 'Legacy'	Legacy Sugar Maple	2" Cal.	B&B	3	
	Ag	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Apple Serviceberry	8' Ht.	B&B	4	Multi-stem
	Bn	Betula nigra	River Birch Multi-Trunk	10' Ht.	B&B	2	
	Cf	Cornus florida	Flowering Dogwood	8' Ht.		4	
	Ps	Pinus strobus	White Pine	10' Ht.	B&B	2	
	Qa	Quercus alba	White Oak	2" Cal.	B&B	1	



DECIDUOUS TREE
NOT TO SCALE



**LANDSCAPE PLAN
480 S 8TH STREET
SERENITY OUTDOORS**

Sheet Title:
Project:
Client:
03/17/2026
Sheet
L 100

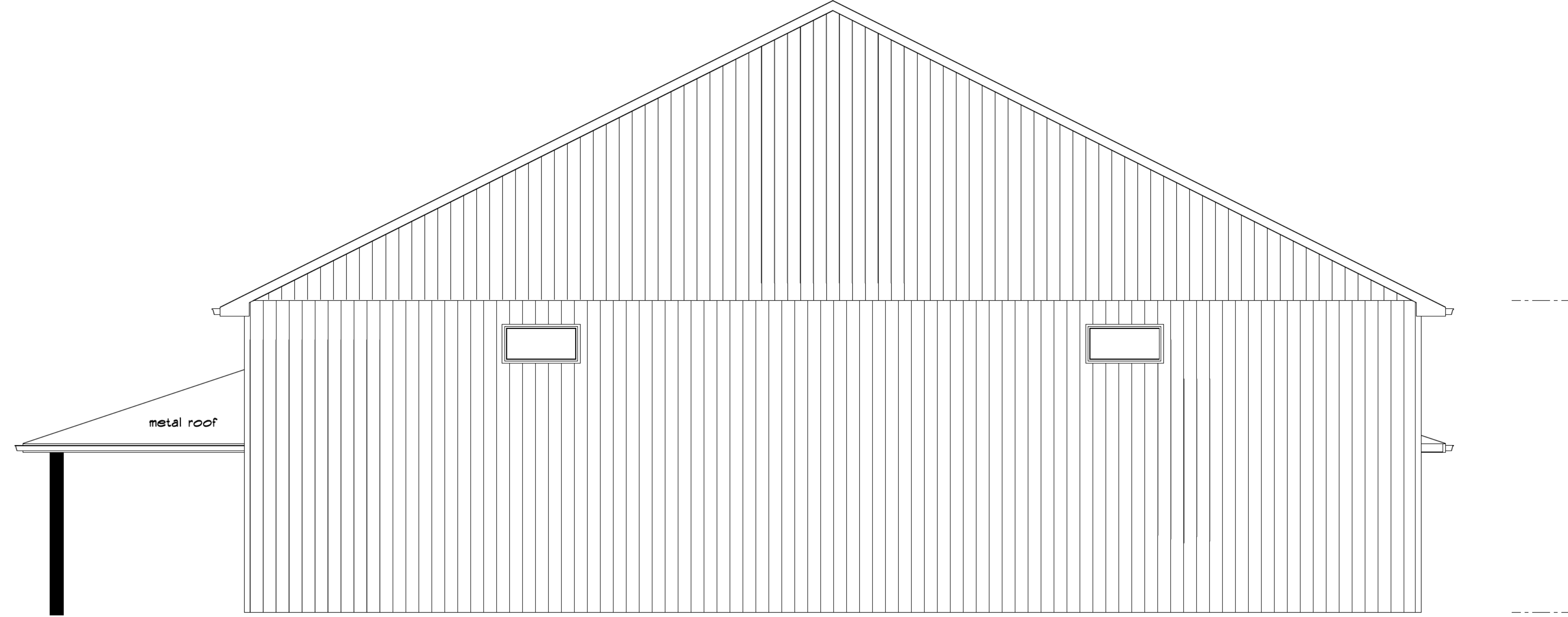
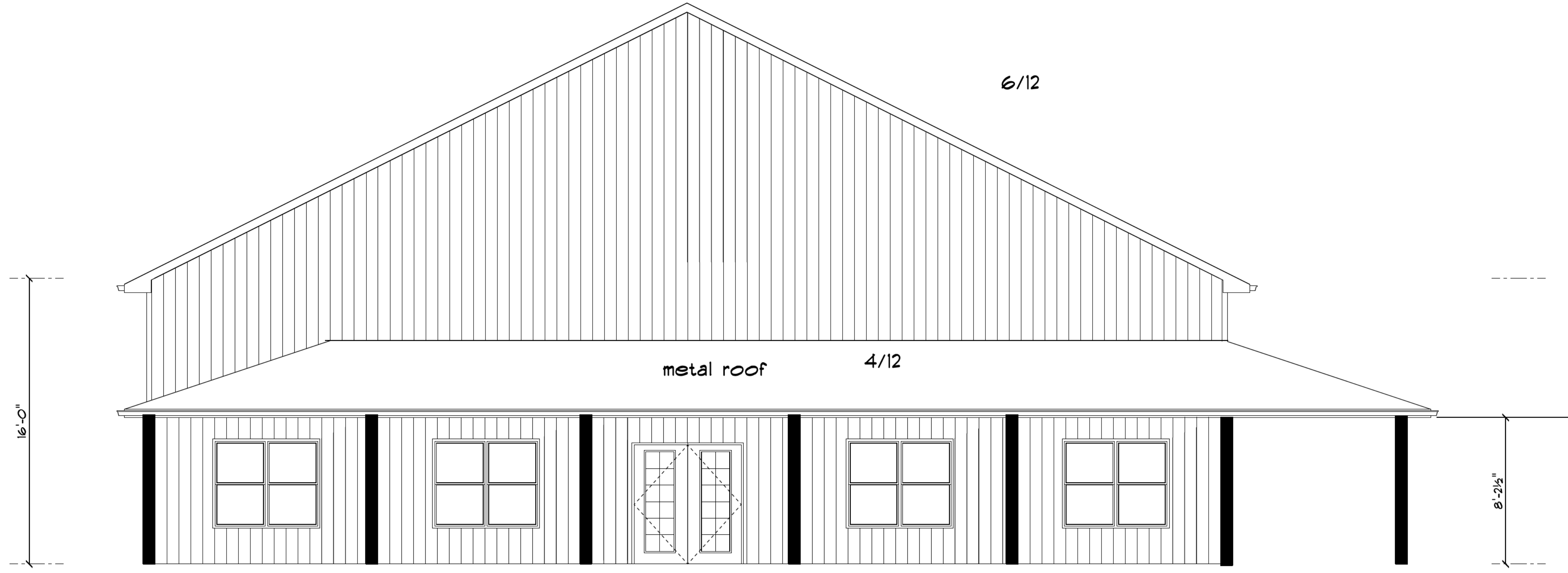
hurley & stewart, llc
main: 269.552.4960
fax: 269.552.4961
www.hurleystewart.com
401 hall st. sw. ste. 213
grand rapids, michigan 49503

ISSUED FOR:

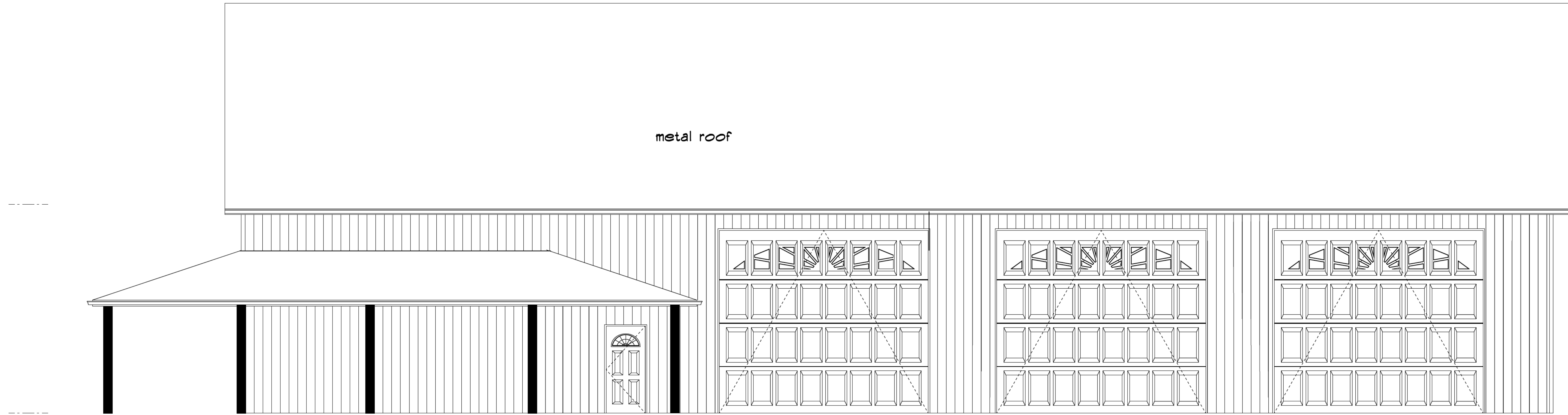
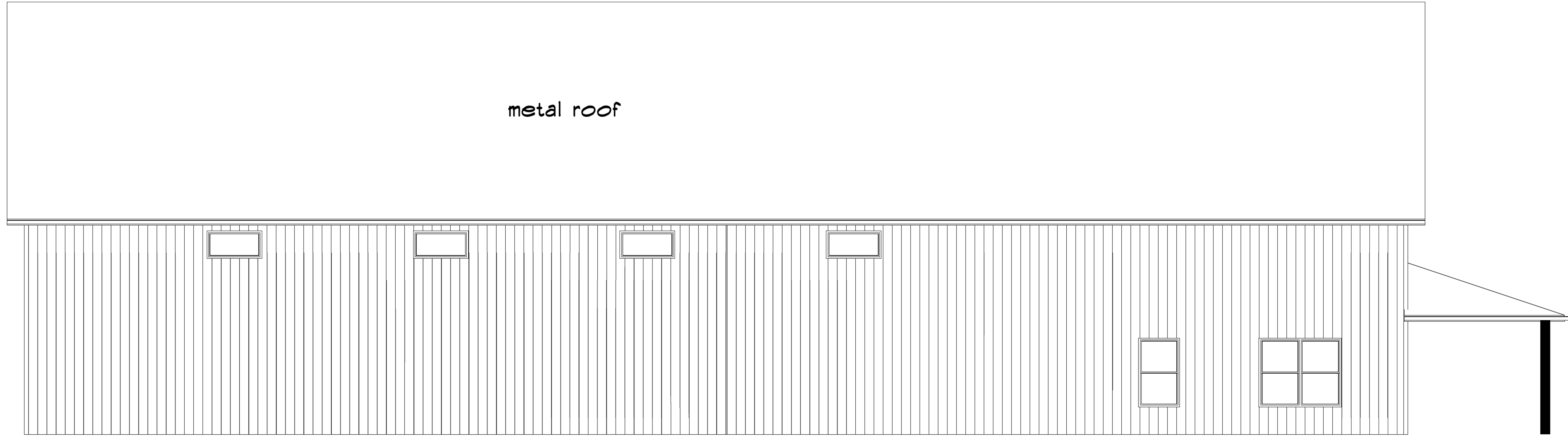
1. CONSUMERS REVIEW	11/03/25
2. SITE PLAN REVIEW	01/20/26
3. SITE PLAN REVIEW - REV. 1	03/09/26
4. SITE PLAN REVIEW - REV. 2	03/16/26

REVISIONS:

Job No: 25-074D - PM: MWL - Designer: MWL - QA/QC: 3/17/26
COPYRIGHT © of Hurley & Stewart, LLC



16'-0"



CITY

PHONE:
FAX:

SOFTPLAN
ARCHITECTURAL DESIGN SOFTWARE

PHONE:
FAX:

SCALE: 1/4" = 1'-0"
DRAWN BY:
DATE: Wednesday, July 30, 2025

SECTION
LETTER
PAGE
NUMBERS
A
11

APPROVED:
CHECKED BY:

PAGE:
3

sides

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7275 W. MAIN STREET, KALAMAZOO, MI 49009
269-216-5220 Fax 269-375-7180 www.oshtemo.org

MEMO

To: Zoning Board of Appeals
From: Planning Department Staff
Date: March 18, 2026
RE: Text Interpretation – Nonprofit Use

The Planning Department received an application requesting a text interpretation on whether an occupational therapy use meets the intent of a *Nonprofit Educational, Noncommercial Recreational and Noncommercial Business Center* use as allowed by Ordinance within the RR: Rural Residential District. Although the Zoning Ordinance does not define this land use, specific conditions are provided in Section 48.110. A copy of the conditions is enclosed for reference.

The applicant submitted a narrative detailing the day-to-day operations and a business model of the proposed occupational therapy use, which is attached for your information. In addition, the applicant has offered to give a brief presentation to the Zoning Board of Appeals further describing the business and to assist with any questions.

To the best of staff's knowledge, the only property within the Township that has developed as a *Nonprofit Educational, Noncommercial Recreational and Noncommercial Business Center* is the Fetzer Institute located at 9132 West KL Avenue.

It is requested that the Zoning Board of Appeals make a finding as to whether an occupational therapy use as proposed by the applicant is a *Nonprofit Educational, Noncommercial Recreational and Noncommercial Business Center* as that use was intended to be when included in the Zoning Ordinance as a permitted land use.

Attachments: Application
Narrative
Business Model – Executive Summary
Section 48.110 – Nonprofit Educational, Noncommercial Recreational and
Noncommercial Business Centers

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: Rebecca Hernandez		
Mailing Address: 716 Jenks Blvd	City, State: Kalamazoo, MI	Zip Code: 49006
Email: rebecca.hernandez129@gmail.com	Phone: 616-834-0798	

3. Property Owner Information

Name: N/A		
Mailing Address:	City, State:	Zip Code:
Email:	Phone:	

4. Project Information

Project Name: Santosha Collective / Santosha Wellness		
Project Address: N/A	Parcel Number: N/A	
Email: rebecca.hernandez129@gmail.com		
Property Legal Description (use attachments if necessary): N/A		
Current Zoning: RR / R-I	Current Use: Homestead	Area of Property: Oshtemo Township
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 type="checkbox"/> Plat/Site Condo <input type="checkbox"/> Rezoning <input type="checkbox"/> Zoning Variance <input type="checkbox"/> Special Exception Use <input type="checkbox"/> Clear Cutting <input checked="" 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). Projective land will be used to operate outdoor education programs for children of all ages through the non-profit Santosha Collective. Programs would merge pediatric occupational therapy with nature-based programming to offer accessible outdoor play regardless of finances.		

5. Required Documents for Site Plan Review

Required Documents for Site Plan Review (complete and attach to this application):

- 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:

Rebecca Hernandez 716 Jenks Blvd, Kalamazoo, MI 49006

Names(s) Address(es)

Citrine Investments 716 Jenks Blvd, Kalamazoo, MI 49006

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.

Rebecca Hernandez 3/18/26

Applicant Signature Date

N/A

Property Owner Signature Date

From: [Rebecca Hernandez](#)
To: [Chelsie Hubbarth](#); [Colten Hutson](#)
Subject: Re: Non-Profit Zoning Question
Date: Sunday, March 15, 2026 5:48:23 PM
Attachments: [image008.png](#)
[image003.png](#)
[instagram](#)
[Custom Button App](#)
[image001.png](#)
[icon](#)
[image004.png](#)
[App Banner Image](#)
[icon](#)
[image005.png](#)
[icon](#)
[image007.png](#)
[image009.png](#)
[noname](#)
[image006.png](#)
[icon](#)
[facebook](#)
[image010.png](#)

CAUTION: External Email

Good evening, Chelsie and Colton,

Thank you both for your support and willingness to learn more about my business. Colton, I'd love to share more about my business as well as my plans moving forward, which is the reason I'm looking at properties in the area.

To introduce myself, my name is Rebecca Hernandez and I'm a resident of Kalamazoo and small business owner since 2017. In my professional work, I am a pediatric occupational therapist and own Santosha Wellness. Currently, I provide individual occupational therapy support to children and families, consultation support in preschool programs through a non-profit in town, and provide training to other providers at local, state, and national levels. I have a variety of specialties, including trauma responsive care, feeding challenges, infant development, and social emotional support. I have worked with multiple non-profits, including Kalamazoo County Ready 4s and Nuestros Pequeños Hermanos, and also currently serve on the executive board of a non-profit preschool, Bread and Roses. My passion in this work is creating equitable access for children and families to supportive care, including occupational therapy support and nature-based programming. There is a significant lack of access for children to receive high quality occupational therapy, especially with the type of care and specialties I offer. There is also a significant lack of access to safe, outdoor spaces for many children; many outdoor programs that currently exist require heavy financial and transportation burdens that limit many families.

While I currently offer occupational therapy services through Santosha Wellness, I am going to be adding a program called TimberNook to my services, which I plan to operate with my non-profit, Santosha Collective (which is in-process of being established). TimberNook is an internationally recognized program that merges occupational therapy with nature-based programming. Children of all ages and abilities are granted supportive and playful ways to engage with natural spaces. The non-profit would focus on equitable access to children in our community.

With the purchase of a home with land, I would plan to convert the home to my therapy space and utilize both the home and land to operate my nature-based non-profit. I would have no

plans to develop the land, instead conserving and respecting the land. Operations would remain small and intentional.

I would operate the programs Monday-Friday, with occasional Saturday programs. Hours of operation would be 9am through 6pm at the most during weekdays, and Saturdays would likely be a morning or early afternoon time. I plan to have a staff of 5 or less, and there would be at most 3 kids seen at a time for therapy services, and 6-10 kids at a time outside on the property. Children would be with licensed staff at all times.

In terms of documentation, I'm happy to provide proof of non-profit status once my paperwork goes through. I am also fully licensed as an occupational therapist in the state of Michigan. I am happy to provide you with my detailed business and projections, should that be needed, as this process moves forward.

I am passionate about serving in the community in which I live and would love the opportunity to bring my services to Oshtemo Township.

In gratitude,
Rebecca Hernandez
269-303-4413

On Fri, Mar 13, 2026 at 10:31 AM Chelsie Hubbarth <chelsiehubbarth@bhhsmi.com> wrote:
Hi Rebecca -

I have been discussing your business with Oshtemo again. He would like more information on your business. Please see his below.

I know you've had a busy week so no rush.

Let me know how I can help support - thanks!

On Fri, Mar 13, 2026 at 10:15 AM Colten Hutson <chutson@oshtemo.org> wrote:

Chelsie,

I appreciate you sharing some of those details with me.

Please have your client provide us with a full description outlining how she would operate from the property at 10618 W H Avenue, documentation of her non-profit status, licensing, etc.

This can be emailed to me directly.



SANTOSHA WELLNESS
OCCUPATIONAL THERAPY



Created and Prepared by:

Rebecca Hernández

Owner – Santosh Wellness, LLC

Founder – Santosh Collective, Non-Profit

Pediatric Occupational Therapist | Consultant | Educator | TimberNook Provider

Executive Summary

The Concept & Mission Statement

Santosha Wellness, LLC

Our Concept:

Santosha Wellness is a center designed to offer equitable, affirming services to children and families in the community. Santosha Wellness was founded by a pediatric occupational therapist with a passion for thinking outside the box and supporting populations that historically have more limited access to well-rounded healthcare and to safe outdoor spaces. Services are rooted in trauma responsive and neurodiversity affirming care, and include direct occupational therapy intervention, caregiver coaching, play groups, TimberNook, and consultation.

Our Mission:

To provide therapeutic support to children and families through responsive, affirming care in order to help reclaim the village and advocate for children's rights.

Santosha Collective, Non-Profit

Our Concept:

Santosha Collective is a non-profit focused on creating equitable, affirming access to outdoor spaces and learning opportunities for children of all ages and their families. Santosha Collective exists to operate a variety of high-quality, child-led nature-based services.

Our Mission:

To provide equitable and high-quality creative outdoor programming for children of all abilities, regardless of financial barriers, in order to reclaim childhood and community care.

Services Offered

Pediatric Occupational Therapy:

Population Served: Ages birth through 18

Common diagnoses include, but not limited to:

- Autism
- Developmental delay
- Executive functioning skills
- Feeding
- Self-care skills
- Sensory processing differences

- Social emotional skills
- Trauma
- Cerebral Palsy

Caregiver coaching // Family consultation

Population Served: Caregivers of children birth through 18

Common support needs include, but not limited to:

- Toileting training
- Sleep challenges
- Classroom support
- Parents strategies
- Engagement in daily routines

Play Groups

Population Served: Infants and toddlers

Structure: 60-minutes indoor or outdoor group for children and their caregiver, focused on elements of playing, talking, singing, and moving. Caregivers learn about child development and fun, meaningful ways to engage with their child at home.

TimberNook

TimberNook is an internationally recognized, research-based program that merges pediatric occupational therapy with nature-based, child-led, and creative play. In this program, children engage in nature through child-led play following a curriculum with themes such as building structures. They are led by a trained provider who is licensed to operate a TimberNook program, which Santosha Wellness is licensed. TimberNook's mission is to restore the vital role of outdoor play in childhood.

Programs offered:

- Young Explorers (2 hours), ages 3-6
- Nature Guides (2 hours), ages 7-12
- Homeschool Groups (2 hours), ages 5-15
- Summer Camps (4 hours), ages 4-6 and 7-12
- Afterschool Explorers (1.5 hours), ages 7-12, includes potluck dinner after
- Other offerings ideas: Gardening Club, Nature Journaling, High schoolers

Policies and Procedures

- Staffing
 - Hired as employees/contract depending on individual situation. Backgrounds to include licensed-registered occupational therapists, educators, physical therapists, speech therapists, outdoor educators.

- Will also partner with occupational therapy students, speech therapy students, physical therapy students as volunteers and through clinical placements.
- Administrative
 - Cancellation Policy: Families are asked to notify their provider as soon as possible if they need to cancel an appointment, and all effort will be made to reschedule. If there are more than 2 late cancellations (less than 24 hours) or more than 1 no-show, families will be contacted to determine a supportive and accessible schedule. No cancellation fees will apply.
 - Clinic Closure Policy: If Kalamazoo Public Schools are closed due to weather, Santosha Wellness will also be closed. If clinic will be closed for any other reason, such as vacation or holiday, patients will be notified at least one month in advance
 - Payment: All patients are required to pay for services on day of service. Electronic invoices will be automatically sent. Cash and check also accepted. All invoices must be paid prior to their next scheduled session or at the start of a play or TimberNook session.
 - HIPAA (patient privacy): All outlined policies by law will be followed to its full extent to all applicable services (occupational therapy). Policies will be available for families to review when requested can easily view them in the waiting room areas. Occupational therapy clients will sign HIPAA policies at time of intake and each year after.
 - Wait List: If schedule is full for any program, a waitlist will be created in the order in which a client is referred
- Funding
 - Therapeutic services are private pay. Opportunities for funding assistance available, such as a pay-what-you-can model and funding through Family Hope Foundation, which Santosha Wellness is a partner program.
 - Outdoor Programs will be private pay
 - A grant writer will be hired prior to the start of operations to pursue grant funding opportunities and public support to allow for financial access for all children as well as grants to allow for the purchase of appropriate outdoor gear for children.

Target Market

- Children and families ages birth to 18
- Community Areas: Kalamazoo, Portage, Mattawan, Paw Paw, Schoolcraft, Vicksburg, Plainwell, Otsego, Galesburg-Augusta, Richland
- Children in need of occupational therapy care
- Families seeking community and nature-based activities
- Neurodiverse learners
- Local schools

Marketing and Growing Clientele

- Social Media (Facebook, Instagram)
- KZOO Kids

- Website (www.santoshawellnesskzoo.com)
- Referrals from local pediatricians, mental health providers, chiropractors, and others
- Local daycares, preschools, and schools
- Homeschool groups
- SWMLC
- Community-building Initiatives (all free or donation-based for scholarship funding)
 - Community hikes
 - Backyard yoga
 - Offer developmental screenings
 - Pop-up playgroups

Partnership and Staffing Opportunities

- AS, grant writer and non-profit expertise
- LK, grant writer and non-profit expertise
- SN, pediatric physical therapist
- LHW, social worker
- HT, speech therapist
- PB, pediatric occupational therapist and educator
- KH, pediatric occupational therapist
- HLD, outdoor educator
- VH, educator and Spanish speaking
- BM, educator
- BK, educator
- SP, yoga instructor

Management and Staffing

Santosha Wellness

Operating Agreement for Santosha Wellness: Operating Agreement, v.MAR2026.docx(link)

Employees

- Occupational Therapy
 - Hourly rates \$35-45 per hour
- Sick Time
 - Employees will earn 1 hour of sick paid time for every 30 hours worked, up to 40 hours
 - Employees will additionally earn up to 32 hours unpaid time off

Contractors

- Opportunities for short-term contract positions to cover summer months and holiday breaks, as well as PRN (as-needed) positions to cover sick days and time off. Rates and contacts to be

determined on an individual basis and contractors will be required to follow all Independent Contractor laws as outlined by the IRS.

Santosh Collective

Bylaws: Santosh Collective Bylaws(link)

Employees

- TimberNook
 - Hourly rates \$15-25 per hour
- Sick Time
 - Employees will earn 1 hour of sick paid time for every 30 hours worked, up to 40 hours
 - Employees will additionally earn up to 32 hours unpaid time off

Contractors

- Opportunities for short-term contract positions to cover summer months and holiday breaks, as well as PRN (as-needed) positions to cover sick days and time off. Rates and contracts to be determined on an individual basis and contractors will be required to follow all Independent Contractor laws as outlined by the IRS.

Financial Plan

- Projections: (link)
- Occupational Therapy
 - Evaluation cost: \$250
 - Treatment session: \$110
- Caregiver Coaching // Family consultation
 - 60-minute session: \$90
 - 30-minute session: \$50
- Play Groups
 - 4-class session: \$75
 - Individual class: \$20
- TimberNook
 - 2-Hour Session: \$40
 - 3-Hour Session: \$60
 - 4-Hour Session: \$80
 - Weekly Summer Camp Sessions (2 days/week): \$160
 - Weekly School-Year Sessions (2 days/week): \$80
 - Saturday Pop-Up
- Scheduling Projections
 - Planned closures for KPS weather-related closures, KPS spring break, 1 week over December/January holidays, 1 week over 4th of July

- Closure/Cancellation Rate estimate is 10%.
- Groups based on minimum of 3 participants

Scheduling for Therapists

- Rebecca's Schedule- Schoolyear
 - Schoolyear: Monday 9-3, Tuesday 9-3, Wednesday 9-6, Thursday 9-3, Friday Admin Work
 - Summer: Tuesday 9-4, Thursday 9-4
- Part-Time Therapist Schedule, *option 1*
 - Monday 9-6, Wednesday 9-6, Friday 9-6
- Part-Time Therapist Schedule, *option 2*
 - Tuesday 9-6, Thursday 9-6, Friday 9-6
- Part-Time Therapist Schedule, *option 3*
 - Tuesday 9-4, Thursday 9-6
- Full-Time Therapist Schedule, *option 1*
 - Monday-Friday 9-5
- Full-Time Therapist Schedule, *option 2*
 - Monday-Thursday 8-6

Schoolyear Scheduling

Play Groups / TimberNook Schoolyear (September through May)							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-9a					ADMIN DAY // Available for partners to rent space; option for therapy services	OFF // Community Hikes, Playgroups Space rental, option for therapy services	
9-10a		PREP		PREP			
10-11a		Young Explorers 10-12pm		Young Explorers 10-12pm			
11-12p							
12-1p		LUNCH	LUNCH	LUNCH			
1-2p		Nature Guides, 1-3pm	PREP	Nature Guides, 1-3pm			
2-3p							
3-4p							
4-5p			Afterschool Explorers, 4:30-6 with potluck dinner				
5-6p							
6-7p							

Special Saturday programming: January, March, November, December (TimberNook Young Explorers from 9-12pm, Nature Guides from 1-4pm), based on 3 participants each. (Revenue: \$360)

Occupational Therapy Schoolyear (September through May)							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-9a	PREP HOUR	PREP HOUR	PREP HOUR	PREP HOUR	PREP HOUR	OFF // Community Hikes, Playgroups Space rental, option for therapy services	
9-10a	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
10-11a	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
11-12p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
12-1p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
1-2p	LUNCH/PREP	LUNCH/PREP	LUNCH/PREP	LUNCH/PREP	LUNCH/PREP		
2-3p	OT client (1)	OT client (1)	OT client (1)	OT client (1)	OT client (1)		
3-4p	OT client (1)	OT client (1)	OT client (1)	OT client (1)	OT client (1)		
4-5p	OT client (1)	OT client (1)	OT client (1)	OT client (1)	OT client (1)		
5-6p	OT client (1)	OT client (1)	OT client (1)	OT client (1)	OT client (1)		
6-7p							

Summer Scheduling

Play Groups / TimberNook Summer (June, July, August)							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-9a		Young Explorers Camp, 8:30-12:30pm		Young Explorers Camp, 8:30-12:30pm	ADMIN DAY // Available for partners to rent space; option for therapy services	OFF // Community Hikes, Playgroups Space rental, option for therapy services	
9-10a							
10-11a							
11-12p							
12-1p							
1-2p		LUNCH		LUNCH			
2-3p		Nature Guides Camp, 2-6pm		Nature Guides Camp, 2-6pm			
3-4p							
4-5p							
5-6p							
6-7p							

Occupational Therapy Summer (June, July, August)							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8-9a	PREP HOUR	PREP HOUR	PREP HOUR	PREP HOUR	PREP HOUR	OFF // Community Hikes, Playgroups Space rental, option for therapy services	
9-10a	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
10-11a	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
11-12p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
12-1p	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH		
1-2p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
2-3p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
3-4p	OT client (2)	OT client (1)	OT client (2)	OT client (1)	OT client (1)		
4-5p	OT client (1)	OT client (1)	OT client (1)	OT client (1)	OT client (1)		
5-6p							
6-7p							



ZONING ORDINANCE

ARTICLE 48

48 – CONDITIONS FOR SPECIFIC PERMITTED USES

(Amended by ord. no. 611; adopted May 28th, 2019, effective June 6th, 2019. Amended by ord. no. 673; adopted February 11, 2025, effective February 25, 2025. Amended by ord. no.674; adopted February 11, 2025, effective February 25, 2025. Amended by ord. no. 679; adopted July 8, 2025, effective July 24, 2025. Amended by ord. no. 680; adopted July 8, 2025, effective July 24, 2025. Amended by ord. no. 684; adopted September 9, 2025; effective September 18, 2025.)

48.110 NONPROFIT EDUCATIONAL, NONCOMMERCIAL RECREATIONAL AND NONCOMMERCIAL BUSINESS CENTERS

- A. Shall include, but not be limited to the following accessory uses for the benefit of participants and directly relating to such centers: classrooms, libraries, lecture halls, eating facilities, overnight accommodations, conference center facilities, facilities for the production and documentation of audio-visual presentations, satellite communication accommodations, custodial living, and maintenance facilities, office and recreation accessory uses.
- B. Buildings shall not be constructed to a height exceeding 40 feet. Buildings and structures shall be set back 200 feet from the front right-of-way line of adjoining streets. Buildings and structures shall be set back 40 feet from the rear or side property line. Outdoor storage areas shall be screened from view of adjoining residentially developed or zoned land.
- C. Such facilities must be located upon one of the designated highways listed in Section 50.60.A of the zoning ordinance.
- D. Any entrance to the facility must be developed with a traffic deceleration lane. The Zoning Board of Appeals shall have authority to grant a variance from this requirement where in its opinion the deceleration lane would not substantially improve the traffic safety because of the particular characteristics of the facility, the road upon which the entrance is located, or the volume of traffic upon the road.
- E. Not less than 75 percent of the site must be maintained as open space unencumbered by buildings, structures, paved roads, sidewalks, or parking areas.
- F. The facility shall be designed so as to limit the number of participants to not exceed ten per acre.
- G. Adequate off-street parking must be constructed to insure sufficient parking space to meet the reasonably foreseeable demands upon the facility but not exceeding one parking space for each person the facility is designed to serve and shall be effectively screened from adjoining residentially developed or zoned land.
- H. During Site Plan review, the Zoning Board of Appeals shall consider whether more than one vehicular entrance road is necessary for public safety and fire protection.

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7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
269-375-4260 Fax 375-7180 TDD 375-7198
www.oshtemo.org

February 23, 2026

FYI

Amy Rodriguez
Telecad Wireless
1961 Northpoint Blvd, Ste. 130
Hixson, TN 37343

Bradley Jager
9577 West M Avenue
Kalamazoo, MI 49009

Re: Proposed Wireless Communication Tower
9577 West M Avenue, Kalamazoo, MI 49009
Parcel Number: 3905-32-130-031

Dear Ms. Rodriguez and Mr. Jager,

In accordance with Section 59.40 of the Zoning Ordinance, an administrative site plan review was conducted for the subject project. Per this review, the proposed 195-foot-tall monopole wireless communication tower with a 65-foot by 65-foot fenced equipment pad compound and gravel drive at the subject address have been approved subject to conformance with the site plan with the most recent revision date of February 18, 2026, and associated materials. Per this approval, the following conditions shall be met prior to building permit issuance:

1. The new driveway access from West M Avenue shall require a driveway permit from the Road Commission of Kalamazoo County. Contact the Kalamazoo County Road Commission's Office at 269-381-3171 or at permits@kalamazooountyroads.com.
2. A Soil Erosion and Sedimentation Control permit may be required. Contact the Kalamazoo County Drain Commissioner's Office at 269-384-8117 to confirm.

Please contact the Oshtemo Building Department regarding building permits. The Building Department can be reached at 269-585-4150 or at building@oshtemo.org.

Please feel free to contact me at 269-216-5253 or at lharris@oshtemo.org or if you have any questions or concerns.

Sincerely,

Leeanna Harris
Zoning Administrator