

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

March 12, 2024

Refer to page 3 for Virtual Meeting Information

REGULAR MEETING
5:30 P.M.
AGENDA

1. Call to Order
2. Remote Location Identification (for remote attendance when permitted by statute)
3. Pledge of Allegiance
4. Township Mission/Vision/Core Values
Core Value: Public Service: Allow residents to interact directly with the township staff and officials.
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. Consent Agenda
 - a. Minutes of Regular Meeting February 20, 2024 ([Minutes Regular Board Meeting February 20, 2024](#))
 - b. Budget Amendment Memos
 - i. Whitegate/W Mich/11th St Sidewalk Construction
 - ii. 9th Street Sidewalk Design
 - iii. Parkview Ave Non-motorized and Sanitary Construction
 - iv. Fruitbelt Trail Resurvey
 - v. Parks Kalamazoo Nature Center Services
 - vi. I.T. Meeting Room
 - vii. I.T. Ricoh Scanner/Printer
 - c. Receipts and Disbursements ([Receipts and Disbursements February 2024](#))
8. Update and Changes to 2024 Trash Days
9. Presentation and Second Reading: Mixed Use District Ordinance
10. Consideration Planning Director
11. Public Comment
12. Board Member Comments & Committee Updates
13. Other Updates & Business
14. 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		
<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>			
Rick Suwarsky	216-5227	rsuwarsky@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Vacant	375-4260	planning@oshtemo.org	
<u>Public Works Director:</u>			
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: **836 7398 7592**

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: **836 7398 7592#**

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



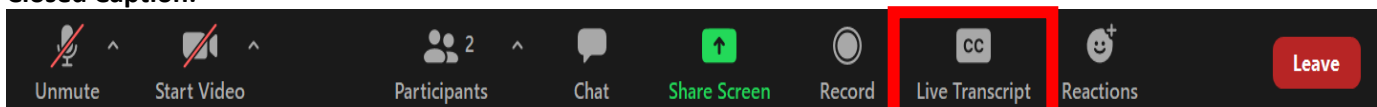
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

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

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

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

Closed Caption:



Turn on Closed Caption:

Using the icons at the bottom of the Zoom screen:

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

Mission:

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

Vision:

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

Core Values:

PUBLIC SERVICE

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

SUSTAINABILITY

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

INNOVATION

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

PROFESSIONALISM

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

INTEGRITY

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

FISCAL STEWARDSHIP

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

Memorandum & Request



Date: March 12th, 2024
To: Township Board
From: Zach Pearson - Public Works Project Manager
Subject: Whitegate Ln, 11th St., and W. Michigan Ave sidewalk project

Objective

To approve a budget amendment of \$256,000 for the Construction engineering and administration, permitting, and construction costs for the Whitegate Ln, 11th St., and W. Michigan Ave sidewalk project and authorize the Supervisor to accept the Wightman proposal for construction engineering services.

From: GL 101-000-40000 Carryover – General Fund
To: GL 101-441-97600.WHTGNM Whitegate NM Connector

Proposed Motion: I move to approve the budget amendment of \$256,000.00 for construction costs for the Whitegate Ln, 11th St., and W. Michigan Ave sidewalk extension.

Background

In 2023 the Township Board approved a proposal from Wightman to complete the survey, design, and right-of-way acquisition for three local sidewalk projects, including sidewalk from S. 11th St to W. Michigan Ave to Whitegate Ln. Wightman is in the final design stages for the project and has prepared an estimate for construction of \$221,145. In addition to the sidewalk construction there are costs for tree removal estimated to be \$7,500 and \$250 for permitting with the Road Commission of Kalamazoo County. Public Works has requested limited construction engineering services from Wightman in the form of materials testing, construction staking, and post construction surveying. Wightman’s proposal for the requested services is \$16,000. Including a 5% contingency on the construction estimate, the total project cost is estimated to be approximately \$256,000.

This project was planned for 2023 design and construction and funds were unspent in 2023. All design work was completed on schedule. There were delays with utility relocations and permitting requirements and it was in the best interest of public funds to wait until the following year for more favorable pricing and bidding climate. The project is anticipated to go out for bid in Q2 of 2024, with a final completion of November 2024.

Information Provided

Wightman Engineer’s Opinion of Costs
Wightman Proposal for Construction Engineering Services

Engineer's Opinion of Costs

Project Number: 234018 - Project C

Project Engineer: PAD

Estimate Number: 2: Project C 80%

Date Created: 7/2/2023

Project Type: Miscellaneous

Date Edited: 1/18/2024

Location: Oshtemo Township

Fed/State #:

11th St/Michigan Ave/Whitegate Ln Sidewalk

Fed Item:

Description: Construction of approx. 1500' of 6' concrete sidewalk along the west side of 11th St - Stadium Dr to Michigan Ave; north side of Michigan Ave - 11th St to Whitegate Ln; west side of Whitegate Ln - Michigan Ave to Powderhorn Dr.

Control Section:

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1100001	Mobilization, Max	1.000	LSUM	\$19,000.00	\$19,000.00
0002	2040020	Curb and Gutter, Rem	90.000	Ft	\$10.00	\$900.00
0003	2040045	Masonry and Conc Structure, Rem	5.000	Cyd	\$80.00	\$400.00
0004	2040050	Pavt, Rem	5.000	Syd	\$11.00	\$55.00
0005	2040055	Sidewalk, Rem	40.000	Syd	\$15.00	\$600.00
0006	2050041	Subgrade Undercutting, Type II	25.000	Cyd	\$35.00	\$875.00
0007	2057001	_ Sidewalk, Grading	1,480.000	Ft	\$25.00	\$37,000.00
0008	2080020	Erosion Control, Inlet Protection, Fabric Drop	12.000	Ea	\$125.00	\$1,500.00
0009	2080036	Erosion Control, Silt Fence	100.000	Ft	\$2.50	\$250.00
0010	3010002	Subbase, CIP	110.000	Cyd	\$35.00	\$3,850.00
0011	3020016	Aggregate Base, 6 inch	165.000	Syd	\$15.00	\$2,475.00
0012	4037050	_ Leaching Basin, 48 inch dia	2.000	Ea	\$6,000.00	\$12,000.00
0013	5010005	HMA Surface, Rem	250.000	Syd	\$5.00	\$1,250.00
0014	5010025	Hand Patching	15.000	Ton	\$150.00	\$2,250.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0015	5010061	HMA Approach	35.000	Ton	\$150.00	\$5,250.00
0016	6020015	Conc Base Cse, Nonreinf, 6 inch	50.000	Syd	\$50.00	\$2,500.00
0017	8020002	Curb, Conc, Det E2	250.000	Ft	\$24.00	\$6,000.00
0018	8020016	Curb and Gutter, Conc, Det B2	35.000	Ft	\$30.00	\$1,050.00
0019	8020023	Curb and Gutter, Conc, Det C4	135.000	Ft	\$28.00	\$3,780.00
0020	8030030	Curb Ramp Opening, Conc	110.000	Ft	\$30.00	\$3,300.00
0021	8030044	Sidewalk, Conc, 4 inch	6,900.000	Sft	\$7.00	\$48,300.00
0022	8030046	Sidewalk, Conc, 6 inch	475.000	Sft	\$10.00	\$4,750.00
0023	8032002	Curb Ramp, Conc, 6 inch	730.000	Sft	\$12.00	\$8,760.00
0024	8037001	_ Detectable Warning Surface, Modified	60.000	Ft	\$50.00	\$3,000.00
0025	8100371	Post, Steel, 3 pound	90.000	Ft	\$8.00	\$720.00
0026	8100402	Sign, Type III, Erect, Salv	10.000	Ea	\$30.00	\$300.00
0027	8100403	Sign, Type III, Rem	10.000	Ea	\$30.00	\$300.00
0028	8117001	_ Pavt Mrkg, Waterborne, 12 inch, Crosswalk	120.000	Ft	\$3.50	\$420.00
0029	8120026	Pedestrian Type II Barricade, Temp	3.000	Ea	\$150.00	\$450.00
0030	8120035	Channelizing Device, 42 inch, Fluorescent, Furn	150.000	Ea	\$12.00	\$1,800.00
0031	8120036	Channelizing Device, 42 inch, Fluorescent, Oper	150.000	Ea	\$1.00	\$150.00
0032	8120140	Lighted Arrow, Type C, Furn	2.000	Ea	\$500.00	\$1,000.00
0033	8120141	Lighted Arrow, Type C, Oper	2.000	Ea	\$100.00	\$200.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0034	8120170	Minor Traf Devices	1.000	LSUM	\$15,000.00	\$15,000.00
0035	8120211	Pavt Mrkg, Longit, Greater than 6 inch Width, Rem	120.000	Ft	\$3.00	\$360.00
0036	8120350	Sign, Type B, Temp, Prismatic, Furn	600.000	Sft	\$4.00	\$2,400.00
0037	8120351	Sign, Type B, Temp, Prismatic, Oper	600.000	Sft	\$1.00	\$600.00
0038	8120370	Traf Regulator Control	1.000	LSUM	\$15,000.00	\$15,000.00
0039	8162002	Slope Restoration, Non-Freeway, Type B	1,850.000	Syd	\$7.00	\$12,950.00
0040	8230431	Gate Box, Adj, Case 1	1.000	Ea	\$400.00	\$400.00

Estimate Total: \$221,145.00



March 8, 2024

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo, MI 49009

Attention: Zach Pearson, Public Works Project Manager

RE: OSHTEMO TOWNSHIP LOCAL SIDEWALK PROJECTS – CONSTRUCTION ENGINEERING SERVICES

Dear Zach:

Wightman is pleased to submit our qualifications for Construction Engineering Services for Oshtemo Charter Township’s 11th Street, Michigan Avenue and Whitegate Lane Local Sidewalk Project. We understand how important it is to maintain the integrity of Oshtemo’s rural character as the Township continues working to modernize and add avenues of non-motorized transportation.

As Oshtemo continues to grow and evolve, providing safe, reliable, and easily accessible transportation routes for non-motorized traffic becomes more and more important. We recognize the delicate balance between modernization and retaining the historic agricultural charm offered by the Township.

Wightman is a full-service consulting firm that exists to serve people and the communities we live in. Our dynamic team of over 200+ professionals works to analyze, advise, design, and deliver successful projects in partnership with governments, businesses, and institutions in our communities. Becoming trusted advisors and true partners guides our actions.

Section I – Project Goals

Based on communications with Oshtemo Charter Township, Wightman understands the goals for this project are as follows:

- Connect residential areas around Whitegate Lane to existing sidewalk infrastructure on S 11th Street.
- Provide pedestrian traffic from residential developments along the proposed route a safe an traversable sidewalk connected to Stadium Drive.

Section II – Scope of Services

The following is a summary of tasks and required scope of services:

- 1) Construction Engineering
 - Wightman will schedule and attend a preconstruction meeting, with the Wightman Project Engineer and Site Representative in attendance.
 - Wightman will provide construction staking services for the proposed improvements.
 - Our Site Representative will mark trees for removal prior to the beginning of the project.
 - Our Site Representative will provide materials testing services as required including concrete QC testing, making and curing concrete test specimens (cylinders) and density testing of sand subbase. A certified technician will test concrete specimens to ensure they meet minimum strength requirements.

- We will complete a post-construction topographic survey of the completed improvements and use this survey to complete As-Recorded drawings for the project as part of our services. Wightman will provide the Township with electronic and hard copies of the As-Recorded drawings. We will also provide the Township with an AutoCAD file of the completed improvements.
- Upon completion of construction and final acceptance by all parties, we will maintain the project files for a three-year period or provide them to the Township to maintain.

Section III - Fees

We propose to complete the above Scope of Services for an **Estimated Fee of \$16,000**. We will proceed on an hourly basis according to our Standard Billing Rates and Reimbursable Expenses.

Section IV – Terms and Conditions

Our standard terms and conditions are attached.

We are extremely excited by the opportunity to partner with you on this project. If our proposal is acceptable to you, please sign below to authorize us to begin work and return a copy to our office.

If you have any questions, please feel free to contact me.

Very truly yours

Philip A. Doorlag, P.E.,
Regional Director - Kalamazoo
pdoorlag@gowightman.com
(269) 264-4089

Cc: Anna Horner, P.E., Public Works Director

This proposal is approved and accepted by:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____

Client/Company Name and Address (Billing)

Memorandum



Date: March 7, 2024,
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: 9th St. Sidewalk Design and Permitting Budget Amendment

Objective

Consideration of budget amendment for 9th Street sidewalk project.

From: GL 101-000-40000	Carryover – General Fund
To: GL 101-441-97600.NMS9TH	Non-Motorized S 9 th St Stadium to Quail Run

Proposed Motion: I move to approve the budget amendment of \$101,707 for the 9th Street sidewalk project.

Background

In 2021 the Township was awarded a Transportation Alternative Program (TAP) grant for the completion of sidewalk on the west side of 9th Street from Stadium Drive to Quail Run Drive. The award came from the Kalamazoo Area Transportation Study (KATS) for fiscal year 2024 in the amount of \$543,000. Following MDOT’s Project Planning Guide, staff solicited requests for proposals from engineering consulting firms in 2023 and began the design and bidding process.

As the Board was made aware at the [February 6, 2024 meeting](#), the selected engineering consultant, Wightman & Associates was able to advocate for design deviations from the Road Commission of Kalamazoo County (RCKC) construction guidelines and optimize the path design, however that has caused schedule impacts and additional design work to satisfy the RCKC staff. Wightman has provided detailed time entries for work beyond what was identified in the proposal as it is not included in the RCKC construction guidelines mostly for drainage design and calculation, equating to approximately \$22,000 to date with another \$5,000 to \$10,000 estimated.

In past correspondence, RCKC’s non-motorized Project Manager (PM) has informed Public Works staff they do not have set/required timeframes for responses related to non-motorized projects. The RCKC PM also indicated to the Township’s PM, Wightman, that we should expect delayed responses on this project since RCKC is focused on upcoming road construction projects. Without at least an estimated response timeline, we cannot anticipate when the design will be completed, and when we will be able to receive the permit from RCKC.

The proposed budget amendment breakdown is as follows:

\$22,000	Additional cost to date for sidewalk design work
\$10,000	Estimated additional design to obtain RCKC permit (billed Time & Materials basis)
\$64,707	Unspent 2023 contract funds (returned to Carryover)
\$5,000	Estimated RCKC billed time to Oshtemo for permit review

After reviewing this matter with Wightman and coordinating with County Engineer on RCKC’s 9th St 7275 W. Main Street, Kalamazoo, MI 49009, (269) 216-5220, Fax (269) 375-7180, www.oshtemo.org

repaving project, I do not expect this project to be constructed this year as was anticipated and approved in the 2024 budget. Now, our next best option is to bid in fall and complete construction as soon as possible in 2025.

This work is fiscally responsible because of the savings in easement acquisition costs that were recognized by advocating for industry best practices and acceptable federal and state design guidelines that are not in the RCKC construction guidelines, and the effort provided the best product for the reduced residents' impacts, the community infrastructure and continuing to improve the overall safety for residents.

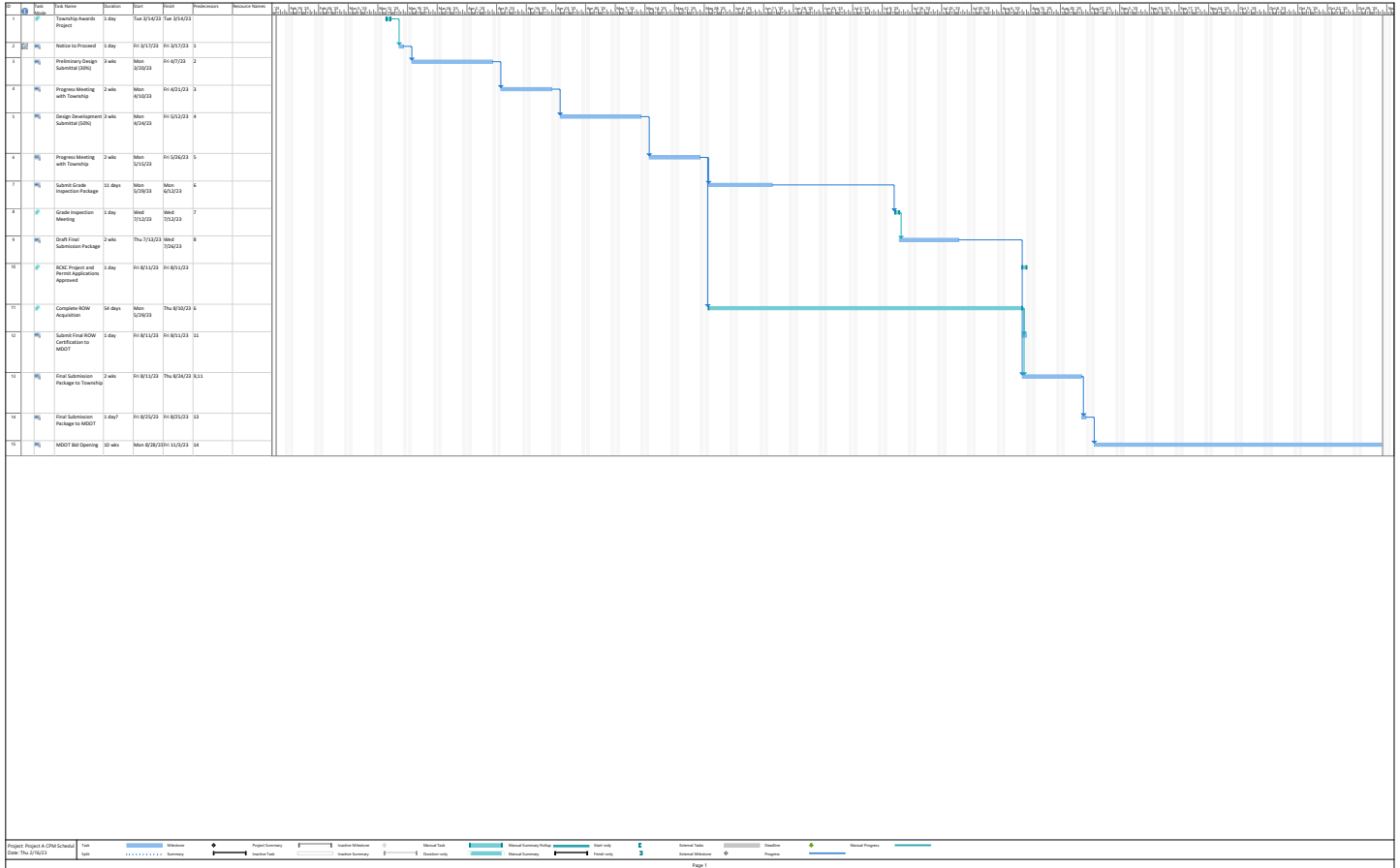
Information Provided:

Proposed Schedule per RFQ/Proposal
Additional Unanticipated Spending

PROPOSED PROJECT SCHEDULES

The following is our implementation schedule for the scopes identified herein assuming we are authorized to proceed following the Oshtemo Township Board meeting scheduled for March 14, 2023. The schedule may need to be adjusted pending the actual date of the project award and ROW Acquisition. *Please note where indicated: *Dates are estimated as they are largely out of our control.*

We propose the following schedule for **Project A:**



Event	Approximate Date
*Township Awards Project	03/14/23
*Notice to Proceed	03/17/23
Preliminary Design Submittal (30%)	04/07/23
Progress Meeting with Township	04/17/23 – 04/21/23
Design Development Submittal (50%)	05/12/23
Progress Meeting with Township	05/22/23 – 05/26/23
Submit Grade Inspection Package, plans forwarded to utilities	06/12/23
*Grade Inspection Meeting	07/12/23
Draft Final Submission Package (95%)	07/26/23
*RCKC Project and Permit Applications Approved	08/11/23
*Complete ROW Acquisition	08/10/23
Submit Final ROW Certification to MDOT	08/11/23
Final Submission Package to Township	08/18/23
Final Submission Package to MDOT	08/25/23
MDOT Bid Opening	11/03/23
Construct Project	04/24 – 07/24

80% plans to Twp 7/2/23
 RCKC permit submit 9/7/23
 RCKC mtg 10/9/23
 GI mtg 10/26/23

Additional Unanticipated Spend since GI on 10/26

Licensed 1 - Anna

<i>work on calculations for drainage</i>	10/27/2023	2.50	125.00	312.50
<i>get with Derek and Aaron on how doing drainage calcs and to get input. Send to RCKC what we're preliminarily looking at</i>	10/30/2023	3.50	125.00	437.50
<i>corresponding with RCKC, talking with Phil about what's in the PROWAG and how it applies to our projects</i>	11/2/2023	0.50	125.00	62.50
<i>meet with RCKC to understand what they need with drainage calcs, work on adjusting sidewalk location/grading</i>	11/6/2023	3.00	125.00	375.00
<i>work on adjusting sidewalk location/grading</i>	11/7/2023	7.50	125.00	937.50
<i>work on adjusting sidewalk location/grading</i>	11/8/2023	3.25	125.00	406.25
<i>work on adjusting sidewalk location/grading</i>	11/9/2023	0.50	125.00	62.50
<i>work on adjusting sidewalk location/grading</i>	11/10/2023	6.25	125.00	781.25
<i>work on adjusting sidewalk location/grading and ditch grades</i>	11/13/2023	7.00	125.00	875.00
<i>work on adjusting sidewalk location/grading and ditch grades</i>	11/14/2023	7.50	125.00	937.50
<i>work on adjusting sidewalk location/grading and ditch grades</i>	11/15/2023	7.25	125.00	906.25
<i>work on updating ditch grades to match into sidewalk grades</i>	11/16/2023	6.75	125.00	843.75
<i>work on surface that matches top of ditch height for volumes</i>	11/17/2023	7.50	125.00	937.50
<i>work on getting the surface of proposed ditches full</i>	11/20/2023	6.75	125.00	843.75
<i>making the volume surfaces, make sure they're computing correctly by trimming undefined surface areas</i>	11/21/2023	5.00	125.00	625.00
<i>work on looking into infiltration rates, make sure using correct storm size and duration, and analyzing total volume needed</i>	11/22/2023	6.75	125.00	843.75
<i>finish getting info for infiltration added to the spreadsheet and formatting the spreadsheet and checking areas/calculations</i>	11/27/2023	3.00	125.00	375.00
<i>double check volumes from surface using cross sections and average end area, get with Phil on how to display drainage calculations and update base drawings for change in path layout</i>	11/30/2023	6.00	125.00	750.00
<i>work on updating the base drawings for change in path layout</i>	12/1/2023	6.75	125.00	843.75
<i>meeting with RCKC to discuss project coordination, especially around drainage calcs, talk with Phil on potential solutions for this. Work on updating spreadsheet from discussion</i>	1/10/2024	2.25	125.00	281.25
<i>editing areas for drainage calcs to match the new path layout, work on updating drainage calcs</i>	1/12/2024	3.50	125.00	437.50
<i>work on updating drainage calcs</i>	1/15/2024	6.75	125.00	843.75
<i>work on making updates to the drainage calculations</i>	1/16/2024	3.50	125.00	437.50
<i>Meet with the township to go over meeting with RCKC, work on making updates to the drainage calcs and setting heights for the control structures</i>	1/17/2024	7.50	125.00	937.50
<i>work on designing the control structures for storage, finalizing design calcs</i>	1/18/2024	3.25	125.00	406.25
<i>designing control structures for storage, make updates to the plans</i>	1/19/2024	3.50	125.00	437.50
<i>work on wrapping up storage calcs and getting a set out for review</i>	1/22/2024	5.00	125.00	625.00
<i>work on updating plans and design calcs to add infiltration to the storage calcs, determining what we can use as a control structure when there isn't room for a drainage structure</i>	1/23/2024	7.00	125.00	875.00
<i>work on updating plans and design calcs to add infiltration to the storage calcs</i>	1/24/2024	7.25	125.00	906.25
<i>work on updating plans and design calcs to add infiltration to the storage calcs</i>	1/25/2024	3.50	125.00	437.50
<i>Make updates to the calcs and plans based on discussion with Phil, send over updated info to the township</i>	1/26/2024	3.50	125.00	437.50
<i>meet with Phil to look at remaining work for 2024 on project</i>	2/7/2024	0.25	125.00	31.25
<i>meet with RCKC, get together new design calcs and supplemental info to send over for review</i>	2/14/2024	3.00	125.00	375.00

Licensed 5 - Phil

<i>Review w/ Anna V</i>	11/2/2023	1.00	190.00	190.00
<i>Mtg w/ RCKC, follow up w/ Anna V</i>	11/6/2023	1.50	190.00	285.00
<i>project check in w/ AnnaV</i>	11/22/2023	0.50	190.00	95.00
<i>Review w/ Anna V</i>	11/30/2023	1.00	190.00	190.00
<i>Coordinate mtgs w/ RCKC</i>	12/14/2023	0.50	190.00	95.00
<i>Coordination mtg w/ RCKC, follow up w/ Anna V</i>	1/10/2024	2.00	190.00	380.00
<i>Follow up w/ RCKC, re: stormwater</i>	1/11/2024	0.50	190.00	95.00
<i>Review design changes</i>	1/22/2024	1.00	190.00	190.00
<i>Review design w/ Anna V.</i>	1/23/2024	1.75	190.00	332.50
<i>Mtg w/ RCKC re: drainage calcs and ditch design</i>	2/14/2024	1.25	190.00	237.50

Total 21715

Memorandum & Request



Date: March 7, 2024
To: Township Board
From: Anna Horner, P.E., Public Works Director
Subject: Parkview Avenue 2023 Non-Motorized and Sewer – Budget Amendment

Objective

Consideration of budget amendment for Parkview Ave project.

From: GL 101-000-40000 Carryover – General Fund
To: GL 101-441-97600.NMPRKV Parkview Vienna to 131 Bridge (\$39,013.45)

From: GL 485-000-40000 Carryover – Sewer Fund
To: GL 485-536-96400.SANPRK Sanitary Sewer Parkview (\$62,996.79)

Proposed Motion: I move to approve the budget amendment of \$102,010.24 for balance of Parkview Avenue project costs.

Background

In February of 2022 the Board approved a [“Construction & Reimbursement Agreement”](#) with the Road Commission of Kalamazoo County (RCKC) for the shared use path and sanitary sewer on the north side of Parkview Ave from Vienna St to the west side of the bridge over US-131 in coordination with their road safety project for two roundabouts. The costs included in that agreement were construction, design engineering, right of way (ROW) services, construction engineering and RCKC overhead (OH). As outlined in said agreement, Oshtemo is required to pay a 90% advanced deposit.

Construction started in Spring of 2023 and was completed in August of 2023. The Township requested billing summaries in August to estimate end of year expenditures for 2023 and budget for 2024. We received billing summaries through end of July 2023 for expenditures the RCKC incurred against the advanced deposits previously made and reconciled these with anticipated final quantities from the consultant, HRC. No other billing summaries or invoices were received until January 16, 2024 when the RCKC Accountant submitted invoices 1074 and 1075 for costs through 12/31/2023. This included invoice 1074 for \$39,013.45 for non-motorized related costs and invoice 1075 for \$62,996.79 for sewer related costs.

Sewer 2023 Amended Budget 485-536.96400.SANPRK \$465,000
485-536.96400.SANPRK End of Year Balance (returned to carryover) \$46,347.64
Balance due invoice 1075 \$62,996.79 (difference over returned carryover \$16,649.15)
Estimate Total Project Cost (Invoice 1015 3/31/23) \$465,169
Actual Total Project Cost \$479,206

Non-motorized 2023 Amended Budget 101-441-97600.NMPRKV \$400,000
101-441-97600.NMPRKV End of Year Balance (returned to carryover) \$16,314.15
Balance due invoice 1074 \$39,013.45 (difference over returned carryover \$22,699.30)
Estimate Total Project Cost (Invoice 1014 3/31/23) \$419,508
Actual Total Project Cost (Invoice 1074 12/31/23) \$413,567

Unfortunately, this is as timely as Public Works staff could get these amendments to the Board after receiving them from RCKC and was not privy nor provided contract modifications throughout the project so there has been extra time spent to try and look back and determine what was done on our behalf.

There are funds budgeted for Parkview Non-motorized in 2024 to complete the paving of the path. This project will be done locally and not through an agreement with RCKC.

Information Provided

Invoice 1074 and 1075



***** INVOICE *****

Customer # 0112
 Charter Township of Oshtemo
 7275 West Main Street
 Kalamazoo, MI 49009

Invoice # 1074
 Invoice Date 12/31/2023
 Work Order # 900018

Invoice for: Parkview Avenue - 11th Street to 12th Street, Non-Motorized Path

Construction Engineering & Construction - Per Details Attached 39,013.45

Total Invoice Amount Due	\$ 39,013.45
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Your Local Road Professionals

Make Check Payable To: Road Commission of Kalamazoo County
 Contact: Steve Olson (269)381-3170, Ext. 202, solson@kalamazooountyroads.com

WO # 900018		
Oshtemo Township		
Parkview Avenue - 11th Street to 12th Street, Non-Motorized		
Date	Description	Amount
4/30/22	Hubbell, Roth & Clark	1,736.91
5/31/22	Hubbell, Roth & Clark	8,872.58
5/31/22	Hubbell, Roth & Clark	11,178.97
5/31/22	Hubbell, Roth & Clark	1,548.55
5/31/22	Hubbell, Roth & Clark	7,518.69
6/30/22	Hubbell, Roth & Clark	3,069.07
8/31/22	Hubbell, Roth & Clark	7,213.12
9/30/22	Hubbell, Roth & Clark	11,854.02
12/31/22	Hubbell, Roth & Clark	29,511.43
12/31/22	Hubbell, Roth & Clark	10,595.90
4/30/23	MDOT Voucher # 1, 2	81,607.25
5/31/23	MDOT Voucher # 3, 4, 5	36,996.70
6/30/23	Hubbell, Roth & Clark	14,362.73
6/30/23	MDOT Voucher # 6, 7	60,431.30
7/31/23	Hubbell, Roth & Clark	10,097.74
7/31/23	MDOT Voucher # 8, 9	21,476.80
8/31/23	Hubbell, Roth & Clark	6,259.20
8/31/23	MDOT Voucher # 10, 11	67,833.20
9/30/23	Hubbell, Roth & Clark	9,388.22
9/30/23	MDOT Voucher # 12, 13	54,507.00
11/30/23	MDOT Voucher # 15, 16	14,291.00
12/31/23	Hubbell, Roth & Clark	297.83
	Subtotal	470,648.21
	Overhead	46,395.47
	Total Expenses - LTD	517,043.68
3/23/22	Invoice # 943	(52,088.74)
1/31/23	Invoice # 1010	(48,383.97)
3/31/23	Invoice # 1014	(377,557.52)
	Current Balance Due	39,013.45





***** INVOICE *****

Customer # 0112
 Charter Township of Oshtemo
 7275 West Main Street
 Kalamazoo, MI 49009

Invoice # 1075
 Invoice Date 12/31/2023
 Work Order # 900019

Invoice for: Parkview Avenue - Sewer Project

Construction Engineering & Construction - Per Details Attached 62,996.79

Total Invoice Amount Due	\$	62,996.79
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Your Local Road Professionals

Make Check Payable To: Road Commission of Kalamazoo County
 Contact: Steve Olson (269)381-3170, Ext. 202, solson@kalamazooountyroads.com

WO # 900019		
Oshtemo Township		
Parkview Avenue - Sewer Project		
Date	Description	Amount
4/30/22	Hubbell, Roth & Clark	3,670.18
5/31/22	Hubbell, Roth & Clark	7,120.05
6/30/22	Hubbell, Roth & Clark	1,874.77
8/31/22	Hubbell, Roth & Clark	2,815.19
9/30/22	Hubbell, Roth & Clark	2,832.12
10/31/22	Hubbell, Roth & Clark	2,549.94
12/31/22	Hubbell, Roth & Clark	1,424.33
4/30/23	MDOT Voucher # 1, 2	180,853.75
	Hubbell, Roth & Clark	708.25
5/31/23	MDOT Voucher # 3, 4, 5	109,081.25
6/30/23	Hubbell, Roth & Clark	18,510.52
6/30/23	MDOT Voucher # 6, 7	75,707.50
7/31/23	Hubbell, Roth & Clark	14,329.48
8/31/23	MDOT Voucher # 10, 11	3,952.00
9/30/23	MDOT Voucher # 12, 13	11,752.50
11/30/23	MDOT Voucher # 15, 16	22,576.00
	Subtotal	459,757.83
	Overhead	44,225.73
	Total Expenses - LTD	503,983.56
1/31/22	Invoice # 942	(22,334.42)
3/31/23	Invoice # 1015	(418,652.35)
	Current Balance Due	62,996.79



Memorandum & Request



Date: 6 March 2024
To: Township Board
From: Cheri Bell, Supervisor
Subject: Budget Amendment for Fruitbelt Trail Re-Survey

Objectives

MOTION: Board consideration to approve budget amendment for payment of Fruitbelt Trail resurvey revised invoice from Prein & Newhof.

From: GL 101-000-40000 General Fund Carryover Amount: \$3,724.00
To: GL 107-756-80800 Parks Facility Consulting Amount: \$3,724.00

Background

A survey of the Fruitbelt Trail was conducted to determine the boundaries between private properties, which Prein & Newhof provided as well as a set of drawings. Legal descriptions were prepared for each parcel based on these boundaries.

In the summer of 2023, residents whose backyard abuts the determined Fruitbelt Trail boundaries were disputed and a meeting was held between the residents' attorney who provided the residents' private property survey, and Oshtemo Charter Township Attorney, James Porter.

The Surveyor, Christopher Kersten provided a timeline of the entire project with the resurvey portion starting at the June 2023 timeline. Both Mr. Tom Wheat and Christopher Kersten communicated they do not see this issue as a mistake, they understand how it could be perceived this way. Mr. Wheat communicated in an effort to resolve the issue, and in light of our good relationship with the Township, we propose to reduce the \$7,448 bill by ½, so \$3,724.

Additionally, Mr. Wheat and Mr. Kersten have offered and noted they are available to attend a Board meeting to discuss in more detail.

Information Provided

Copy of Email exchanges of Surveyor's summary from Prein & Newhof.

Core Values

Public Service, Fiscal Stewardship

[E-mail to Tom Wheat re: Resurvey of Fruit Belt Trail.]

Please find the summary below of the series of events that have occurred at the Fruitbelt Trail properties:

2021-2022 – Prein&Newhof was contracted to locate and stake the boundary limits of the parcels involved in the Township’s purchase of the former railroad/AT&T corridor located in the Southern region of the Township. Field work was performed to correlate any provided legal descriptions and title work with the physical field monumentation, apparent physical features and survey records available to this office at the time of the fieldwork. The boundaries determined from these forms of evidence were marked in the field and compiled into a drawing set. Metes and bounds legal descriptions were prepared for each parcel based on these surveyed boundaries. Drawings were provided to Karen High.

January 2023 – Drawing sets were requested again and supplied to Karen High. Near the end of January, the Western portion of the trail was walked by the township and shortly thereafter, we were asked to provide costs to re-stake the lines for the township to follow behind and mark with their staff.

February 2023 – In an effort to reduce costs, we provided an estimate to provide the Township with coordinates of the corners and points along the lines for the Township to use to find the corners themselves.

April 2023 – The Township visited the sites and marked the corners with orange stakes. The Township removed 15 “no trespassing” signs during the process. We followed up with Karen and Consumers Energy with copies of the existing drawings.

June 2023 – We were contacted by the Township regarding the portion of the survey South of the Frie & Gibbs Plat and West of 6h Street. A landowner had reported that the survey stakes in place were in error and their “no trespassing” signs had been removed. They then provided to the Township their own private property survey through their attorney.

July 2023 – We had a video conference with Jim Porter from the Township discussing the issue of the boundary dispute. He provided us with a verbal go-ahead to provide the necessary surveying services to determine the validity of the private landowner’s survey against the survey work previously performed by P&N for the Township. This private survey was not available to our office at the time we performed our original fieldwork. By the end of the month, P&N crews were on site beginning additional field research.

August & September 2023 – P&N completed our field research and determined that the private survey that was provided by the adjoining landowner was valid. In this area, we had originally used the location of the physical feature evidence to base our survey off of. However, after validating the private survey to the adjoining platted lands to the North, we concluded that the physical evidence of the former rail bed held less validity than the survey. The former rail bed had hedged to the north to avoid a low area along its’ Southerly edge. This in turn, when used as our only evidence in the area, guided our original opinion of the property lines in a more Northerly locale. Once the discrepancy was brought to our attention, and a means of identifying additional field evidence was provided, our opinion changed and was more supportive of the new evidence. Then, based on all of the evidence, we prepared a revised survey drawing set and legal description for the Township.

October 2023 – Final revised drawings were sent to the Township. In October and November we sent invoices related to this work to the Township for payment of work that was performed at the request of the Township’s representing attorney.

Please note that every surveyor tasked with determining boundaries does so based on evidence and their experience. We performed our work with a standard of care similar to that of our peers to complete this project. While it may appear to some that we made a mistake, I would argue that we made adjustments to account for new evidence that informed our opinion of the currently staked location of the boundaries in this area.

Christopher A. Kersten, P.S.

Prein&Newhof

t. 269-372-1158 ext. 1329

c. 269-207-4358

f. 616-364-6955

[Website](#) | [Blog](#) | [LinkedIn](#)

Memorandum & Request



Date: 5 March 2024
To: Township Board
From: Vanessa Street, Parks Director
Subject: 2024 Kalamazoo Nature Center Services

Objectives

MOTION: Approve the following two budget amendments for services provided by Kalamazoo Nature Center.

- reallocate \$12,000 from Parks Capital Outlay to Parks Maintenance Services
- transfer \$1,765 from Parks Carryover to Parks Maintenance Services

\$12,000 From GL 107-765-94700 (Parks Capital Outlay)
 To GL 107-756-93100 (Parks Maintenance Services)

\$1,765 From GL 107-000-4000 (Parks Carryover)
 To GL 107-756-93100 (Parks Maintenance Services)

Background

Initially \$16,500 was budgeted for 2024 Kalamazoo Nature Center services.

In the late fall of 2023, Parks Director Street and Maintenance Director Fountain met with KNC staff at Drake Farmstead Park to discuss the following areas of concern:

1. The condition of the prairie health, removal of woody invasives.
2. Improving sightlines near the parking area to increase safety and patrol of sheriff deputies.
3. Efforts towards establishing and maintaining growth potential along entrance drive to save maple tree-lined entrance.

These additional priorities were added to the Work Plan for 2024.

With the increased areas of focus at Drake Farmstead Park, the total funding needed for 2024 is \$30,265.

\$12,000 was budgeted for a planting project along Croyden at Drake Farmstead Park in 2024, however that project was completed in late 2023 with 2023 funds.

It is requested that the \$12,000 for the Croyden planting project be reallocated to the 2024 Kalamazoo Nature Center services, as well as \$1,765 be transferred from Parks Carryover to cover the remaining service costs.

Core Values

Sustainability

Memorandum & Request



Date: 04 March 2024
To: Township Board
From: Jon Gibson, I.T. Director
Subject: Information Technology Budget Amendments

Objective

Requesting the Board approve two budget amendments in the amount of \$19,470.86 to pay Intaglio LLC. for the meeting room upgrades and \$5,000.00 to Information Technology Supplies for the additional monitors, cables, and other supplies associated with completing the meeting room upgrades.

From: GL 101-000-40000 General Fund Carry Over
To: GL 101-228-97000 Information Technology Capital Outlay

From: GL 101-000-40000 General Fund Carry Over
To: GL 101-228-78000 Information Technology Supplies

Proposed Motion: I would like to make a motion to approve a budget amendment in the amount of \$19,470.86 from General Fund Carry Over to Information Technology Capital Outlay and \$5,000.00 from General Fund Carry Over to Information Technology Computer Support.

Background

In 2023, \$60,000.00 was approved to upgrade the meeting rooms A/V system. This work was started in 2023 but was not completed until February 2024. Intaglio has been paid \$32,024.18 as part of their progressive payment schedule out of the 2023 budget. The remainder of \$19,470.86 is owed to Intaglio LLC. In addition, there was a problem with the size of the displays which were originally installed. Intaglio took those off the invoice, but we needed to purchase the monitors and power adapters that are currently being used. There is also one more component that is needed to put the video into the Zoom correctly, and this budget amendment covers that expense. This will bring the total project amount to \$56,495.04.

Core Values

Innovation; Professionalism; Fiscal Stewardship

Memorandum & Request



Date: 28 February 2024
To: Township Board
From: Jon Gibson, I.T. Director
Subject: Information Technology Budget Amendment

Objective

Requesting the Board approve a budget amendment in the amount of \$18,000 to pay Ricoh USA, Inc. for a High-Speed desktop Scanner and a Large Format scanner/printer.

From: GL 101-000-40000 General Fund Carry Over
To: GL 101-228-97000 Information Technology Capital Outlay

Proposed Motion: I would like to make a motion to approve a budget amendment in the amount of \$18,000 from General Fund Carry Over to Information Technology Capital Outlay to pay Ricoh USA, Inc for a High-Speed desktop Scanner and a Large Format scanner/printer.

Background

On December 12, 2023, the Board approved the transfer of dollars for a records management consultant to funding the bolstering of equipment for doing digitization work. It was anticipated that these funds would be spent down fully in 2023 however, the new hardware was not received until February 2024 due to delivery delays.

Core Values

Innovation; Professionalism; Fiscal Stewardship

Memorandum



Date: 3/4/2023
To: Township Board
From: **Dusty Farmer, Clerk; Cheri Bell, Supervisor;
Greg Fountain, Maintenance Director**
Subject: **Change to Dump/Trash Days**

Background

Dump Day in Oshtemo has been around in its current form for decades. The service is provided by the Township to residents so that large amounts trash can be disposed of during one of the ten scheduled days each year. This service costs almost \$60,000 per year to provide. Typically beginning in early spring (late March or early April) and ending in late fall (November), residents line up as early as 8:00 am for the 9:00 am start time. The line stays steady, with many returning customers, until the 3:00 pm end time. The Township hired a local resident to help coordinate this service (at \$80/day) and it ran fairly smoothly for many years.

In early 2023, Dump Day began to have logistical issues that caused cars to queue as far as down the driveway and out onto M43. This gained the attention of the Sheriff’s Department and Greg Fountain and Dusty Farmer were both notified. Upon investigation, cars queuing onto M43 were not the only dangerous aspect of Dump Day activity. Maintenance Director Greg Fountain immediately implemented safety measures and determined it would take 2-3 staff to safely manage Dump day. He also gathered metrics during this time so that we could identify which areas of the Township were being served by Dump Day in the current structure (see attached map).

With the liability on Township property and the additional hours of staff time to be able to run a smooth event, we investigated multiple alternatives. Bulk trash pickup on the front curb (\$60,000 for a single pickup), have residents transport their trash to the Best Way transfer facility on Miller Rd. and use vouchers to track amount of trash to be charged back to the Township (and we would lose metal recycling revenue at about \$4000 per year), and a hybrid of vouchers and on-site Dump Days, and transport to Waste Not Recycling transfer facility on Nichols and Ravine with a similar voucher system (and be able to retain metal recycling revenue). After evaluation of all options, we present the following new procedure:

Waste Not Recycling can provide the same service in either the form of vouchers or Dump Day on site at the Waste Not Recycling transfer station, removing both the responsibility and liability from Township staff and the activity away from the Township property. The best option for both Waste Not and Oshtemo is to fully implement the voucher system. We will provide one last Dump Day to residents on March 30, 2024, and we will hand out the first round of vouchers at that time. Information will be posted on all social media and the website. Residents will also receive the information in the April newsletter.

Information Provided

Dump Day User Heat Map
Trash disposal procedure
Draft Trash Disposal Voucher

Core Values: Public Service, Sustainability, Integrity, Fiscal Stewardship

Oshtemo Township Dump Day Heat Map

**Location of Dump Day Users
Weighted by Number of Uses**

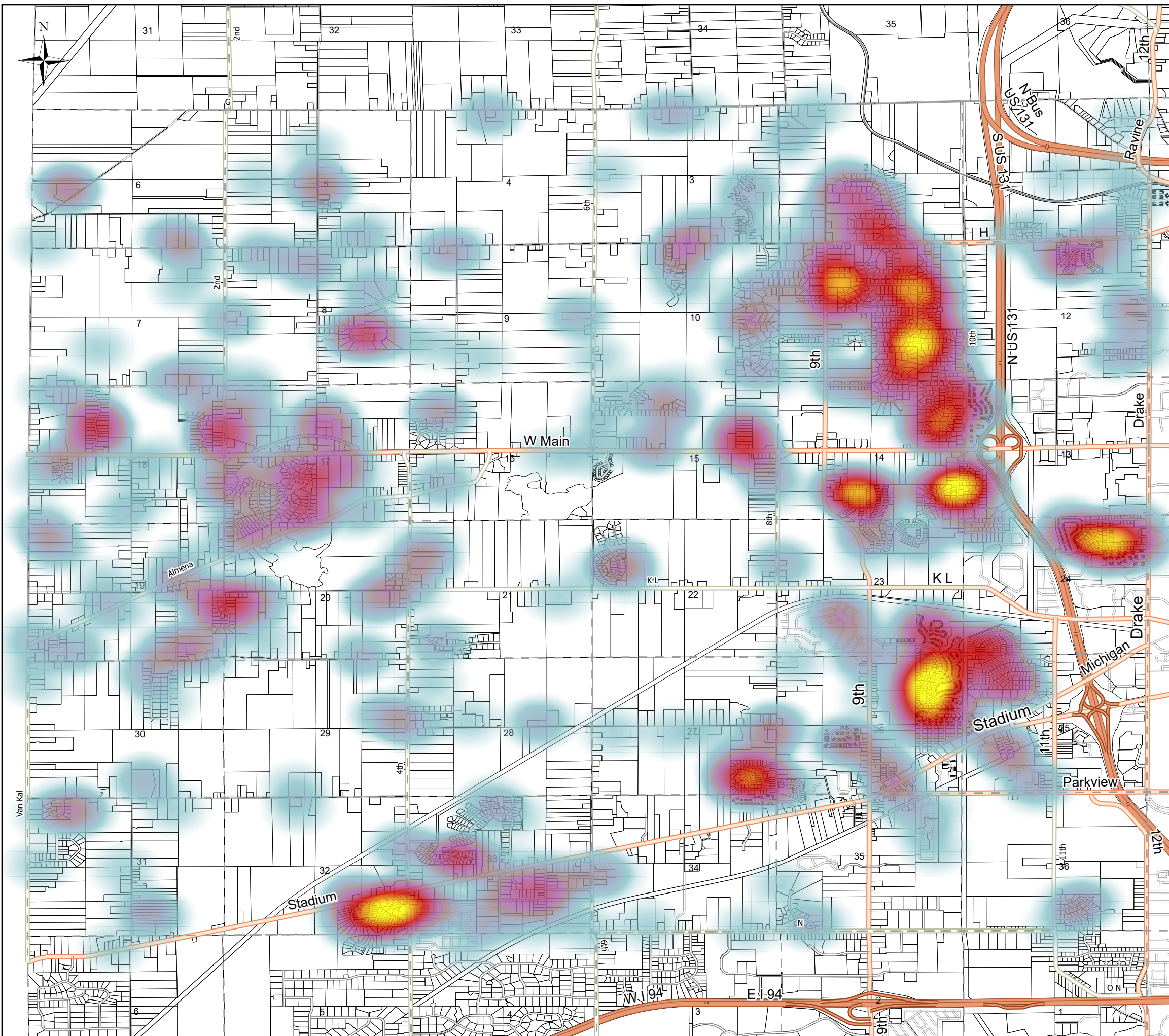
Sparse



Dense

Information Table

Number of Unique Users	552
Average Dump Day Uses	1.28
Uses by Outside Residents	5
Uses on August 28th	196
Uses on July 29th	199
Uses on June 24th	195
Uses on May 13th	113
Total Uses	703
Percentage by Residence Type:	Apartment: 0.2%
	Business: 0.4%
	Condo: 2.73%
	House 96.7%



Oshtemo Township Bulk Trash Voucher Procedure

- The Board must authorize a budget to include bulk trash services each year.
- The Township will create and maintain monthly vouchers that can be requested by residents.
- Vouchers are available upon request and can be picked up at the front counter during normal business hours.
- Vouchers are good for up to 4 yards of bulk trash, once per month from March-November, one per household.
- The front counter receptionist will maintain a spreadsheet organized by month of names and addresses that have requested vouchers.
- The Township Maintenance Director will monitor the monthly charges and determine if the budget requires a budget amendment request.
- The transfer facility will collect vouchers and bill the Township each month..
- Limitations on which items can be dropped at the transfer facility will be determined by the transfer facility.

Trash / Recycling Dropoff Voucher



Hours of Operation
Mon-Fri 7am to 5pm
Sat 8am to Noon
Sun Closed

This voucher is valid only in the month of **SAMPLE** and may not be combined with another month's voucher.

Resident must present photo ID, and address must match this voucher.

The maximum load per voucher is 4 yards. For reference, 1 yard is about the same volume as a washing machine.

If you have more than 4 yards of trash, you may choose to leave with the excess or dispose it for an additional fee.

Voucher #
Resident Name
Resident Address
Yards Charged to Township
Date of Redemption

Facility Location
3025 Ravine Rd
Kalamazoo MI 49004

This Voucher is Not Valid unless Embossed with the Oshtemo Charter Township Seal

Trash / Recycling Dropoff Voucher



Hours of Operation
Mon-Fri 7am to 5pm
Sat 8am to Noon
Sun Closed

This voucher is valid only in the month of **SAMPLE** and may not be combined with another month's voucher.

Resident must present photo ID, and address must match this voucher.

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Voucher #
Resident Name
Resident Address
Yards Charged to Township
Date of Redemption

Facility Location
3025 Ravine Rd
Kalamazoo MI 49004

This Voucher is Not Valid unless Embossed with the Oshtemo Charter Township Seal

Trash / Recycling Dropoff Voucher



Hours of Operation
Mon-Fri 7am to 5pm
Sat 8am to Noon
Sun Closed

This voucher is valid only in the month of **SAMPLE** and may not be combined with another month's voucher.

Resident must present photo ID, and address must match this voucher.

The maximum load per voucher is 4 yards. For reference, 1 yard is about the same volume as a washing machine.

If you have more than 4 yards of trash, you may choose to leave with the excess or dispose it for an additional fee.

Voucher #
Resident Name
Resident Address
Yards Charged to Township
Date of Redemption

Facility Location
3025 Ravine Rd
Kalamazoo MI 49004

This Voucher is Not Valid unless Embossed with the Oshtemo Charter Township Seal

The transfer station does not accept the following materials:

- Example Item 1
- Example Item 2
- Example Item 3
- Example Item 4
- Example Item 5
- Example Item 6
- Example Item 7
- Example Item 8
- Example Item 9
- Example Item 10

WasteNot Recycling reserves the right to refuse any load of material into the landfill.

If you have any issues, please contact the Oshtemo Charter Township office by phone at (269) 375-4260, or by email at oshtemo@oshtemo.org.

The transfer station does not accept the following materials:

- Example Item 1
- Example Item 2
- Example Item 3
- Example Item 4
- Example Item 5
- Example Item 6
- Example Item 7
- Example Item 8
- Example Item 9
- Example Item 10

WasteNot Recycling reserves the right to refuse any load of material into the landfill.

If you have any issues, please contact the Oshtemo Charter Township office by phone at (269) 375-4260, or by email at oshtemo@oshtemo.org.

The transfer station does not accept the following materials:

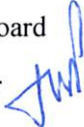
- Example Item 1
- Example Item 2
- Example Item 3
- Example Item 4
- Example Item 5
- Example Item 6
- Example Item 7
- Example Item 8
- Example Item 9
- Example Item 10

WasteNot Recycling reserves the right to refuse any load of material into the landfill.

If you have any issues, please contact the Oshtemo Charter Township office by phone at (269) 375-4260, or by email at oshtemo@oshtemo.org.

Memorandum



Date: March 1, 2024
To: Township Board
From: James Porter 
Subject: Mixed-Use District, Article 30, of the Township Zoning Ordinance

OBJECTIVE:

To consider for second reading the Mixed-Use District Ordinance and set for adoption.

RECOMMENDED MOTION:

I make the motion to accept the second reading and adopt the Mixed-Use District Ordinance, Article 30, of the Township Zoning Ordinance.

BACKGROUND:

The Mixed-Use District was established to implement Oshtemo Township's adopted Sub Area Plans and encourage a mix of the uses in the planned redevelopment of existing commercial areas into mixed-use.

INFORMATION PROVIDED:

I have attached a copy of the proposed final ordinance.

CORE VALUES:

Public Service

CHARTER TOWNSHIP OF OSHTEMO ORDINANCE NO. 668

Adopted: _____

Effective: _____

ARTICLE 30 - MIXED USE DISTRICT ORDINANCE NO. 668

THE CHARTER TOWNSHIP OF OSHTEMO
KALAMAZOO, COUNTY, MICHIGAN

ORDAINS:

SECTION I STATEMENT OF PURPOSE:

The Mixed Use District was established for the purposes of implementing Oshtemo Township's adopted Sub Area Plans and encouraging a mix of uses in the planned redevelopment of existing commercial areas into mixed use. The Mixed Use District designation is designed to accommodate, through comprehensive planning, zoning, and project review, integrated residential, commercial, office, technology, and public uses on larger parcels of land. The mixed-use district strives to encourage innovative development that incorporates high-quality building design, compatibility with adjacent uses, preservation of unique environmental features, and the creation of open spaces and amenities that enhance the quality of life of residents.

SECTION II ESTABLISHING A MIXED-USE DISTRICT:

A. LOCATION AND SIZE CRITERIA

Mixed Use Districts may be established in areas of the Township with an adopted Sub Area Plan or within a C: Local Business District. A minimum contiguous site area of five (5) acres shall be required.

The proposal shall show all contiguous holdings of the owner or option purchaser and how it is integrated into the overall comprehensive development plan, unless specifically waived by the Planning Commission.

B. DEVELOPMENT OWNERSHIP

The proposed Mixed-Use District shall be under common ownership or control while being constructed, such that there is a unified responsibility for the completion of the project. Sufficient documentation of ownership or control, such as a development agreement, shall be submitted with the application for approval. Land divisions within the district and property transfers may be made once Section 30.30 A, CONDITIONS FOR DEVELOPMENT, is met.

C. APPLICATION REQUIREMENTS

The owner or option purchaser of a tract of land shall seek approval of a Mixed Use District zoning designation with the simultaneous submittal of a comprehensive development plan. The comprehensive development plan shall include:

- (1) **Plan Area.** All contiguous holdings of the owner or option purchaser and how it's integrated into the overall comprehensive development plan, unless specifically waived by the Planning Commission.
- (2) **Letter of Intent.** A letter of intent that includes a full description as to how the proposed comprehensive development plan satisfies the eligibility requirements and design principles of

this Section and, if applicable, evidence of how the proposed plan meets the criteria for qualifying for a density bonus.

- (3) **Development Schematic Plan.** A development schematic plan illustrating the proposed streets and the areas designated for residential, commercial, or mixed uses. Potential specific uses proposed in each area shall be outlined; see Section 30.30 for a list of uses permitted in the district. The development schematic plan shall include the proposed acreage for each use category and the proposed residential densities for each identified residential and mixed-use area.
- (4) **Site Circulation.** A circulation and access management plan for the project shall be provided. This plan shall include proposed street names and phasing (if any for development purposes), proposed non-motorized connections, and connectivity to the surrounding transportation network. The design of the circulation and access management plan shall be governed by Article 240 Oshtemo Streets and Mobility Ordinance. Private Streets shall be permitted as outlined in Article 240.
- (5) **Traffic Impact Study (TIS).** A complete analysis of traffic generated by the entire development and the impact said development would have on the surrounding transportation system shall be provided as outlined in Article 240 Oshtemo Streets and Mobility Ordinance. The transportation system includes but is not limited to truck routes, emergency routes, State and County roads, non-motorized network(s), public transit, etc.
- (6) **Design Standards.** The applicant must provide architectural and design standards that create a district identity. This shall include specific development standards that will be applicable to development within the district including, but not limited to, minimum lot area and frontage, architectural character, building materials, building height, lighting, site features, and entry monumentation. Street lighting shall be full cut-off design and mounted to be parallel to the ground. Design standards proposed by the applicant shall incorporate and may go beyond the development requirements in Section 30.30.D.
- (7) **Stormwater.** Areas for common stormwater detention, those with the intention of serving a larger area or multiple facilities, shall be identified on the development schematic plan and turned over to the Kalamazoo County Drain Commission Office (unless otherwise agreed to by all parties involved) when constructed. Feasibility of site conditions should be considered.
- (8) **Residential Density and Density Bonus.**
 - I. **Initial Gross Density.** The overall density within the development schematic plan’s residential and mixed use areas shall match the intended character of the correlating Sub Area Plan; each density category is defined within Table 30.20.1. A comprehensive development plan that is being proposed without a correlating Sub Area Plan and is within a C: Local Business District designation shall be considered under the high-density residential category. Areas designated purely for commercial development may not be included in the overall gross density calculation.

Table 30.20.1 – Residential Density		
Residential Character/Density Category	Initial Gross Density	Maximum Gross Density with Density Bonus
Agricultural	1 unit an acre	N/A
Low	4 units an acre	N/A
Medium/Transitional	8 units and acre	16 units an acre

High	16 units an acre	32 units an acre
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II. **Density Bonus.** A density bonus, up to the maximum gross density defined within Table 30.20.1, shall be granted if the proposed development provides additional public benefits to the overall community as outlined below. The bonuses earned from each category shall be added together. Final permitted density shall be rounded to the nearest unit (up if over .5 a unit or down if under).

- a) **Housing** – This is intended to promote missing middle housing. A mix of housing options are desired.
 - 1. At least 50% of the dwelling units shall be in buildings with at least two (2) dwelling units. (10% density increase)
 - 2. At least 75% of the dwelling units shall be in buildings with at least two (2) dwelling units. (20% density increase)
 - 3. 100% of the dwelling units shall be in buildings with at least two (2) dwelling units. (30% density increase)
- b) Areas within the development with housing designated exclusively for senior citizens, 55 years and older, are entitled to a 20% density bonus.
- c) Dedication of land for a public park, not less than one acre, and/or land for a community/public building if acceptable to the Township Board. (30% density increase).
- d) Dedication of land, not less than one acre when combined, for the purpose of a private park that incorporates usable amenities. Acceptable amenities include playground equipment, picnic areas with grills and tables, tennis courts, baseball diamonds, etc. (10% density increase)
- e) **Green Energy** – If this density bonus is utilized, the applicant shall designate through their design standards the type of buildings within the development that will meet these standards.
 - 1. 50% of the buildings are constructed to LEED Silver Standards or 50% of the buildings are constructed to Energy Star certified standards (15% density increase).
 - 2. 100% of the buildings are constructed to LEED Silver Standards or 50% of the buildings are constructed to LEED Gold Standards 75% of the buildings are constructed to Energy Star certified standards. (30% density increase).
- f) **Open Space**
 - 1. Minimum provided open space is 20% (10% density bonus)
 - 2. Minimum provided open space is 30% (20% density bonus)

(9) **Public Sanitary Sewer and Water.** Public sanitary sewer and water shall be required. All infrastructure shall be designed to promote the logical extension of public infrastructure. The Township may require the extension of public infrastructure, if needed, to reach the development. A description of existing public infrastructure availability, current demands, downstream capacity, projected flows and increased demand feasibility needed to serve the project, and a plan for providing needed infrastructure, including community facilities.

(10) **Phasing.** A developmental procedures agreement shall describe the timing and phasing, if applicable, of the project and outline other development details as necessary.

(11) **Buffer from Adjacent Residentially Zoned Districts.** A minimum buffer area consisting of open landscaped green space shall be established at the perimeter of the development site adjacent to existing residentially zoned districts. No structures, roads, or parking areas shall be permitted within said buffer area.

I. The width of the buffer area shall be determined by the character of the area proposed within the Development Schematic Plan directly adjacent to existing residentially zoned district.

- a) The buffer shall be fifty (50) feet where the proposed area within the Development Schematic Plan is identified for purely residential development. This width shall be increased by one foot for each foot in height in excess of 35 feet of the proposed building heights for this area, as outlined in the design standards.
- b) The buffer shall be eighty-five (85) feet where the proposed area within the Development Schematic Plan is for mixed use or commercial development. This width shall be increased by one foot for each foot in height in excess of 35 feet of the proposed building heights for this area, as outlined in the design standards.
- c) The buffering requirement shall be waived if traditional single-family detached and/or attached residential uses compatible in height and bulk with the abutting uses are established along the perimeter adjacent to the existing residential district.

II. **Landscaping Plan.** A Landscape Plan that is sealed by a landscape architect is required for all required buffer areas.

- a) The landscape buffer shall contain two (2) canopy trees, two (2) evergreen trees and (2) understory trees for every 100 linear feet of required buffer length. Evergreens may be substituted for canopy and understory trees at a 1:1 ratio.
- b) The landscape buffer must create a visual barrier at least six (6) feet in height that provides opacity to the adjacent property owners. The landscape buffer shall include a combination of one or more of the following to provide the required 6-foot opaque visual barrier:
 - i. Berms – landscaped undulating earthen berms with varying heights as measured from the grade of the abutting property.
 - ii. Walls or fences – Walls or fences may be combined with a berm and must be a minimum of six (6) feet but cannot exceed above the original grade level in height as measured on the side of the proposed wall or fence having the higher grade. A required wall or fence shall be adjusted to the lot line except where underground utilities interfere and except in instances where conformity with front yard setback is required. Upon review of the landscape plan, the reviewing body may approve an alternate location of a wall or fence. The Planning Department shall review the construction materials of the wall or fence which may include face brick, poured-in-place simulated face brick, precast brick face panels, stone, or wood and submit the same to the Planning Commission for approval. Chain link fences with opaque slats are not permitted.

- iii. Plant materials – Landscape planting materials may consist of a variety of materials but must provide opacity to the adjacent property. For plant materials, the height requirement is based upon reasonably anticipated growth over a period of three (3) years.
 - c) Native plant materials – At least 75 percent of required trees shall be native to Lower Michigan. At least 50 percent of all other required landscape material within each Plant Material Type shall be native to Lower Michigan.
 - III. An alternative buffering tool may be proposed to the Planning Commission to consider; the applicant shall demonstrate that the requested alternative is just as, if not more, effective than the required buffering.
 - IV. The buffer may include a nonmotorized trail. This trail shall be public, constructed to meet ADA standards, maintain a minimum setback of fifty (50) feet from the property line, and connects to the existing network when possible.
- (12) **Natural features.** The development shall be designed to promote the preservation of natural features which shall be defined as water resources and adjacent upland buffers, steep slopes, rolling hills, and dense forests in a manner consistent with the Natural Features Protection District of Ordinance 585.
- (13) **Open Space.** 15% of the of the development schematic plan shall be designated as open space subject to the following standards:
- I. Any required buffering or right-of-way shall not be used to meet the open space requirement.
 - II. Any significant/sensitive environmental resources (steep slopes, wetlands, woodlands, etc.) shall be included within the designated open space where possible.
 - III. Stormwater management facilities shall not be used to meet the open space requirement unless privately owned and designed as useable common open space, see below.
 - IV. Usable Open Space. A minimum of 50% of the total open space must be designated as useable common open space which incorporates usable amenities to stimulate social interaction and recreational activity:
 - a) The common useable opens space shall be easily accessible to residents, including visual and pedestrian linkages and proximity to such open spaces.
 - b) Private parks shall be subject to the conditions and limitations set forth in Section 49.100 of this Ordinance. A density bonus may be applicable; see Section 30.20.C.8 for details.
 - c) If a designated usable common open space area is eligible to become a public park to be transferred to Oshtemo Township to design, build, and maintain, subject to the review and approval of the Parks Committee, a density bonus would be applicable; see Section 30.20.C.8 for details.
 - V. Open space not designated as usable common open space shall be retained in an essentially undeveloped or unimproved state except for necessary site grading.
 - VI. All designated open space areas shall initially be under common ownership or control, such that there is a single entity having proprietary responsibility. Sufficient documentation of ownership or control in the form of agreements, contracts, covenants, and/or deed restrictions shall be provided. Changes or transfers in ownership or control of the open space, sections thereof, shall be subject to review and approval of the Township. Open spaces shall always be under the control of a designated entity.
 - VII. All designated open space areas shall be set aside through an irrevocable conveyance approved by the Planning Commission as part of final site plan approval, such as

recorded deed restrictions, master deed, covenants that run perpetually with the land, or a conservation easement of land trusts.

D. APPLICATION REVIEW

Said review shall evaluate whether the proposed comprehensive development plan conforms to the standards and recommendations of the correlating Sub Area Plan, Master Plan, rezoning principles, recognized principles of civic design, land use planning, landscape architecture, and building architectural design. Submissions shall be subject to the Township's Development Schedule of Applications and adopted fee schedule.

- 1) **Optional pre-application review(s).** Informal pre-application review(s) by Township Staff is encouraged.
- 2) **Planning Commission Concept Plan Review.** A draft Development Schematic Plan shall undergo a mandatory conceptual plan review by the Planning Commission. The application for approval of a concept plan shall be made according to the procedures for Special Uses set forth in Section 65.40. The review is intended to provide an indication of the issues and concerns that must be resolved prior to review of the rezoning request by the Planning Commission. Conceptual plan approval shall not constitute an approval of the Development Schematic Plan but rather shall be deemed an expression of approval of the general layout and as a guide to the preparation of a final plan. If the required Traffic Impact Study requires significant changes to the Development Schematic Plan a modified Development Schematic Plan will be resubmitted by the Developer. The modified Development Schematic Plan shall be submitted to the Planning Commission for review in the same manner as the original. Following recommendation from the Planning Commission, elements of the conceptual plan requiring Township Board action as outlined in the ordinance may be forwarded to the Township Board, per applicant request, for initial consideration and feedback.
- 3) **Planning Commission MU Rezoning Review.** Following concept plan review and approval, a full MU rezoning request may be submitted. The Planning Commission, after public hearing and consideration, may recommend approval, approval with recommended changes, or denial of the rezoning and Comprehensive Development Plan. The Township may consider, but shall not be limited to, the factors for rezoning set forth in this Ordinance, future land use recommendations in the Master Land Use Plan; goals and objectives of the Sub Area Plan; the availability and capacity of utilities; potential positive and negative impacts on neighboring land uses, potential impact on the natural environment; and other concerns and benefits related to the general welfare, safety, and health of area residents.
- 4) **Township Board Review.** After receipt of the Planning Commission's recommendation, the Township Board shall deliberate upon the requested rezoning and may approve or deny the rezoning request. The Township Board's deliberations shall include, but not be limited to, a consideration of the factors for rezoning set forth in this Ordinance. Should the Township Board consider amendments to the proposed rezoning or comprehensive development plan advisable, then the Township Board shall, in accordance with Section 405 of the Michigan Zoning Enabling Act (MCL 125.3405), refer such amendments to the Planning Commission for a report thereof within a time specified by the Township Board and proceed thereafter in accordance with said statute to deny or approve the rezoning with or without amendments. The Township may consider, but shall not be limited to, future land use recommendations in the Master Land Use Plan; goals and objectives in the Sub Area Plan; the availability and capacity of utilities; potential impact on neighboring land uses and the natural environment; and other concerns related to the general welfare, safety and health of area residents.

E. AMENDMENTS TO THE COMPREHENSIVE DEVELOPMENT PLAN

All changes, modifications, revisions, and amendments made to the comprehensive development plan shall be resubmitted and considered by the Planning Commission.

To optimize design, additional interior roads may be added to serve the development areas identified within the development schematic plan during the development of that area without an amendment to the comprehensive development plan.

SECTION III DEVELOPING WITHIN THE MIXED USE DISTRICT:

A. CONDITIONS FOR DEVELOPMENT

Unless specifically outlined in a phasing plan approved with the comprehensive development plan, all public infrastructure including, shared detention basin areas, streets, street lighting, useable common open spaces, and non-motorized facilities, shall be installed prior to any development. All private streets shall be located in a 66-foot right-of-way with an easement granted to the Township for public utilities and nonmotorized facilities. The Township shall have no obligation or liability for the private street or maintenance thereof by virtue of the easement.

In addition, prior to the submission of the first site plan application within the MU district, the development ownership of the district shall establish a Design Committee. The Design Committee shall review all site plan submissions against the adopted Design Standards and provide a letter of recommendation to the Planning Department as part of the official site plan application to the Township.

B. PERMITTED USES

- 1) One-family, two-family, three- or four-family, and multiple-family dwellings, including uses and buildings accessory thereto.
- 2) Any business primarily for the retail sale of merchandise or services in which any manufacturing, assembling or fabricating is merely incidental to and an unsubstantial part of said business.
- 3) Banks, credit unions, savings and loan offices and similar financial institutions.
- 4) Administrative, business, or professional offices.
- 5) Laundromats and dry-cleaning establishments, excluding those establishments providing cleaning services for other laundromat and dry-cleaning establishments.
- 6) Hotels, motels.
- 7) Restaurants.
- 8) Hospitals and medical clinics.
- 9) Essential services.
- 10) Indoor theatres.
- 11) Passenger bus terminals, excluding facilities for the overnight storage of buses.
- 12) Accessory buildings and uses customarily incidental to the foregoing.
- 13) Pet shops.
- 14) Houses of worship.
- 15) Commercial Center.
- 16) Proprietary schools and colleges.
- 17) Child Care Centers and Adult Care Centers.
- 18) Funeral homes.
- 19) Private clubs.
- 20) Nursing, convalescent, handicapped, or senior citizens' homes.
- 21) Drive-in service window or drive-through services for businesses.
- 22) Skating rinks, bowling alleys, indoor recreational facilities and health clubs.

- 23) Buildings and regulator stations for essential services.
- 24) Publicly owned and operated buildings and uses including community buildings and public parks, playgrounds, and other recreational areas.
- 25) Brewpub.
- 26) Microbrewery.
- 27) Wine Tasting Room.
- 28) Craft food and beverage production facility, limited to 8,000 square feet gross floor area.
- 29) Scientific or medical laboratories, engineering, testing or design facilities, or other theoretical or applied research facilities. Typical uses include electronics research laboratories, environmental research and development firms, agricultural and forestry research labs, and pharmaceutical research labs.
- 30) Printing, lithographic, blueprinting, and similar uses.
- 31) Mixed use buildings, which entail two or more different uses. Mixed use buildings shall be comprised of a mixture of first-floor commercial, retail, office and/or residential uses, with upper floor office and/or residential uses.

C. PERMITTED USES WITH CONDITIONS

Subject to administrative review applying the same standards as set forth in Article 49.

- a) Home Occupations
- b) Larger Facilities for Child and Adult Foster Care
- c) Group Day Care Home
- d) Bed and Breakfast Inns
- e) Golf Courses, Parks, and Outdoor Recreational Areas
- f) Assembly and Convention Halls.
- g) Veterinary, Small Animal Clinics

D. DEVELOPMENT REQUIREMENTS

All development within the Mixed Use District shall adhere to the approved Mixed Use District's comprehensive development plan, including the adopted design standards, and the following standards:

1) Residential

Residential designated areas within the comprehensive development plan shall be subject to an administrative review by the Planning Department applying the standards of the Subdivision/Site Condominium Ordinance or the Residential Condominium Standards which shall be modified by the general development standards outlined below.

2) Commercial

Commercial designated areas within the comprehensive development plan shall be subject to an administrative review by the Planning Department and shall meet the requirements outlined in Article 64 Site Plan Review, which shall be modified by the general development standards outlined below.

3) Mixed-Use Development

Shall follow both the Residential and Commercial requirements set forth above.

4) General Development Standards

- i. There shall be no minimum lot area or frontage requirements unless outlined in the Mixed Use District's comprehensive development plan.
- ii. Setbacks
 - a. Front Yard: 15 feet

- b. Side Yard: 10 feet
- c. Rear Yard: 15 feet
- d. The Planning Commission may approve reduced setbacks in a manner that is consistent with the approved comprehensive development plan, encourages a consistent street wall and provides for a usable sidewalk area and a more attractive pedestrian environment. Applicant must officially request the reduction and provide reasoning for the request.
- iii. Residential unit sizes shall be regulated by Section 50.20 of the Ordinance.
- iv. All mobility and transportation elements shall follow the regulations outlined in Article 240 Oshtemo Streets and Mobility Ordinance.
- v. Sidewalks shall connect the road frontage sidewalks to all front building entrances, parking areas, central open spaces, and any other destination that generates pedestrian traffic.
- vi. No outdoor storage shall be permitted in this district.
- vii. Residential accessory structures shall conform to the requirements as specified in Section 57.00 Accessory Buildings Serving a Primary Residence.

E. PROCESS

The Planning Department shall have the authority to administratively deny, approve, or approve with conditions all site plans submitted for review under this section per Ordinance. The Planning Department shall record its conclusions, its decisions, the basis for its decision, and any recommended conditions to be imposed in conjunction with an affirmative decision. The Planning Director shall have the discretion to forward any Site Plan submitted for administrative approval to the Planning Commission for final determination. If administrative approval is denied, the applicant may appeal the decision to the Planning Commission. With all submissions, a letter of recommendation from the corresponding MU District’s Design Committee shall be provided.

SECTION IV REPEALER:

All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION V SEVERABILITY:

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION VI EFFECTIVE DATE:

This Ordinance is effective on the 30th day following publication of a summary thereof, after adoption by the Township Board.



Memorandum

Date: 12 March 2024
To: Township Board
From: Cheri Bell, Township Supervisor & Sara Feister, Human Resources Director
Subject: Planning Director Staffing & Job Title Revision

Objective

Requesting Board consideration to hire Jodi Stefforia as the Planning Director effective 04/01/24, approval of the accompanying budget amendment for salary, taxes, & retirement, and approval of the proposed job title revision.

From: GL 101-000-40000 Carryover	To: GL 101-701-70200 General (Salary)	Amount: \$8,000
From: GL 101-000-40000 Carryover	To: GL 101-701-71500 General (Payroll Taxes)	Amount: \$1,000
From: GL 101-000-40000 Carryover	To: GL 101-701-72200 General (Retirement Plan)	Amount: \$1,000

Proposed Motion

“I approve the hire of Jodi Stefforia as the Planning Director effective 04/01/24, the accompanying budget amendment for salary, taxes, & retirement, and the job title revision.”

Additional Information

Per policy, the Board is to approve all Department Head hires. The Planning Director is a Department Head position, therefore, requires Board approval. Additionally, the accompanying budget amendment is necessary to increase the Planning Department salary, taxes, & retirement budgets to accommodate the compensation for the Planning Director. The job title was changed in an effort to be more descriptive of the actual duties of the position, but upon further review, it is not necessary to permanently change the title to Municipal Planning/Zoning Director. Planning Director is the appropriate title for the position.

Information Provided

1. Planning Director Job Description Redline
2. Budget Amendment (included in memo)

Core Values

Public Service, Sustainability, Professionalism

**CHARTER TOWNSHIP OF OSHTEMO
POSITION DESCRIPTION**

Position Title: **PLANNING DIRECTOR MUNICIPAL PLANNING/ZONING-
DIRECTOR**

General Summary:

Under the general direction of the Township Supervisor, directs the function of the Planning Department; coordinates and supervises Planning Department programs and projects; develops and administers planning documents.

Physical Requirements:

Physical requirements described herein are representative of those requirements which must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made upon request to enable an individual with a disability to perform these essential job functions.

The employee must be able to visit properties within the Township. The ability to drive is required in order to view the properties being evaluated for site plan review and compliance purposes. During site visits to evaluate properties, the employee must be able to traverse the property, use a camera, take photographs, and use a tape measure or other equipment to inspect site conditions and improvements.

While at the office, the employee must be able to type reports and prepare maps. The employee must also be able to visually review site plans and related documents. In addition, the employee must be able to review planning files and property tax record cards, which require the ability to reach files more than four (4) feet off the floor, retrieve and copy the same.

Several days of the month, the employee must be able to work up to twelve (12) hours per day and attend necessary public meetings. During meetings, the employee must also be able to present reports publicly using a computer and a projector system.

The ability to operate a computer, copy machine, and answer the telephone is necessary.

The ability to communicate the planning process, reports and analyses, recommendations, not only to the public, but also to the Planning Commission, Zoning Board of Appeals, DDA, SoDA, and Township Board orally and in writing, in English, is required.

Principal Responsibilities:

1. Direct and supervise the operations and staff of the Planning Department, including but not limited to establishing department goals in coordination with Township growth objectives as reflected in the Master Land Use Plan, selecting & overseeing consultants, and invoicing.

Effective Date: 03/12/24

2. Provide policy guidance and research information to Township Supervisor and Township Board to assist in decision making process.
3. Coordinate the objectives and activities of the Department with the Township Board, Planning Commission, and Zoning Board of Appeals as well as other departments, State, County and local agencies.
4. Directs planning projects and studies involving zoning, land use, resource management, and socio-economic analysis that work toward implementing the Master Land Use Plan.
5. Review development proposals for compliance with local policies and regulations and accepted planning principles, including meeting with developers and property owners. Take applicants through the review/approval process. Coordinate project approvals until completion.
6. Advisory and technical staff support to three elected administrators, balance of Township Board, Planning Commission, Zoning Board of Appeals, and subcommittees.
7. Coordinate Planning Department sign off on building permits and certificates of occupancy to ensure compliance with approved conditions and Zoning Ordinance.
8. Assist citizens, developers and other agency staff with planning and land use issues.
9. Prepare and review Planning Commission and Zoning Board of Appeals agendas and staff reports; ensure appropriate public notice is given as required by law. Provide agendas in electronic format for web page.
10. Prepare agendas and meeting materials for Oshtemo Charter Township's Downtown Development Authority (DDA) & South Drake Road Corridor Improvement Authority (SoDA).
11. Develop department budget in coordination with Township Supervisor to ensure priorities are in line with Township objectives.
12. Represent the Township, or designate an alternate, on area committees on land use, transportation, environment, geographic information, etc. to discuss issues, provide assistance and gain information.
13. Participate in professional associations, seminars and conferences to keep abreast of new concepts in the profession and land use arena.

Effective Date: 03/12/24

14. Identify areas of Zoning Ordinance that need updating or refinement. Review Ordinance to ensure compliance with new legislation and identify areas where new provisions are needed.

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications:

DRIVERS LICENSE REQUIREMENT: Must maintain a current Michigan motor vehicle operator's license without restrictions (other than corrective lenses requirement.)

EDUCATION: Bachelor's Degree in Planning or related field; Master's Degree preferred.

EXPERIENCE: Minimum five (5) years of professional planning experience, preferably supervisory or management level.

Strong interpersonal communications skills, both oral and written.

CERTIFICATION: American Institute of Certified Planners (AICP) certification desired within agreed upon timeframe.

These qualifications represent guidelines; alternative qualifications may be substituted if sufficient to perform the duties required by this position.