

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION**

MINUTES OF A MEETING HELD APRIL 12, 2018

Agenda

**PUBLIC HEARING: KALAMAZOO CHRISTIAN MIDDLE SCHOOL
CONSIDERATION OF AN APPLICATION FROM AVB CONSTRUCTION ON BEHALF
OF KALAMAZOO CHRISTIAN SCHOOL FOR A SPECIAL EXCEPTION USE AND
SITE PLAN REVIEW OF THE ADDITION OF TWO CLASSROOMS TO THE
EXISTING MIDDLE SCHOOL, PURSUANT TO SECTION 20.403 OF THE TOWNSHIP
ZONING ORDINANCE. THE SUBJECT PROPERTY ADDRESS IS 3800 SOUTH 12TH
STREET, IN THE RR: RURAL RESIDENTIAL DISTRICT. PARCEL NO. 3905-36-280-
010.**

OLD BUSINESS

- a. DRIVE AISLE WIDTHS

ANY OTHER BUSINESS

- a. SCHEDULE OF REGULATIONS
-

A meeting of the Oshtemo Charter Township Planning Commission was held on Thursday, April 12, 2018, commencing at approximately 7:00 p.m. at the Oshtemo Charter Township Hall.

ALL MEMBERS

WERE PRESENT:

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

Also present were Julie Johnston, Planning Director, James Porter, Township Attorney and Martha Coash, Meeting Transcriptionist, and one other interested party.

Call to Order and Pledge of Allegiance

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

Agenda

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

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

Public Comment on Non-Agenda Items

Chairperson Bell asked whether anyone in the audience cared to comment regarding non-agenda items. Hearing none, she moved to the next agenda item.

APPROVAL OF THE MINUTES OF A WORK SESSION AND THE REGULAR MEETING OF MARCH 22, 2018

Chairperson Bell asked if there were any additions, deletions or corrections to either the Work Session or Minutes of the Regular Meeting of March 22, 2018.

Mr. Antosz offered a correction to both sets of minutes to change the listed title of Vice Chairperson from Mr. Antosz to Mr. VanderWeele.

The Chair asked for a motion.

Ms. Farmer made a motion to approve the minutes of the Work Session and the Regular Meeting of March 22, 2018 with the corrections as requested. Ms. Maxwell supported the motion. The motion was approved unanimously.

Chairperson Bell moved to the next agenda item.

PUBLIC HEARING: KALAMAZOO CHRISTIAN MIDDLE SCHOOL CONSIDERATION OF AN APPLICATION FROM AVB CONSTRUCTION ON BEHALF OF KALAMAZOO CHRISTIAN SCHOOL FOR A SPECIAL EXCEPTION USE AND SITE PLAN REVIEW OF THE ADDITION OF TWO CLASSROOMS TO THE EXISTING MIDDLE SCHOOL, PURSUANT TO SECTION 20.403 OF THE TOWNSHIP ZONING ORDINANCE. THE SUBJECT PROPERTY ADDRESS IS 3800 SOUTH 12TH STREET, IN THE RR: RURAL RESIDENTIAL DISTRICT. PARCEL NO. 3905-36-280- 010.

The Chairperson asked Ms. Johnston to present the Staff report regarding the application from AVB Construction on behalf of Kalamazoo Christian Middle School.

Ms. Johnston reported the applicant, was requesting a special exception use and site plan review for the addition of two classrooms to the existing middle school. She

explained Kalamazoo Christian School Association (KCSA) would like to add two new classrooms to their existing facility located at 3800 12th Street, the current site for both the elementary and middle school located on over 77 acres of property. KCSA also owns an adjacent 17-acre parcel, for a total of 95 contiguous acres at this location.

She explained Section 20.403 of the RR: Rural Residential District indicates that private schools are a Special Exception Use. Section 60.207: Special Exception Uses indicates that any expansion, alteration, or change of a Special Exception Use must receive Planning Commission approval.

She said the request would add two classrooms, totaling 2,428 square feet, to an existing wing of the middle school. The increase of 2,428 square feet represents a 2.6 percent increase in building area. The exterior of the addition will match the height, roofline and building materials of the current middle school wing. It is intended that the addition would blend seamlessly into the existing building.

Ms. Johnston noted special exception use was approved in 1999 for the elementary school and 2012 for the middle school; she felt required Special Exception Use Considerations from the Zoning Ordinance are met by the proposed plan. Both the Public Works and Fire Departments are satisfied with the proposed plan. However, while doing research into the approval of the middle school, Staff found that a condition of approval was the submittal of a Landscape Plan. At the time of approval, the Township had just amended the Landscape Ordinance so additional time was allotted to the applicant to complete a Landscape Plan. The condition approved by the Planning Commission on November 29, 2012 stated:

An escrow shall be established for the landscape requirements that have yet to be illustrated on a Landscape Plan, and a Landscape Plan shall be submitted and approved administratively. The escrow funds will be released upon installation of the required landscape materials.

Based on research, neither an escrow account nor a complete Landscape Plan was provided to the Township. In order to ensure the proper landscaping is included on the site, staff would recommend conditions be placed on this application as well.

She recommended the Planning Commission grant Special Exception Use and site plan approval for the addition to the Kalamazoo Christian Middle School, subject to the following conditions:

1. A Landscape Plan be submitted to the Township by April 30, 2018 to be reviewed and approved administratively.
2. All required landscaping to be planted on site prior to the Certificate of Occupancy for the middle school addition.

Chairperson Bell thanked Ms. Johnston for her report and determined there were no questions from Board Members. She asked whether the applicant wished to address the Board.

Mr. Curt Aardema, AVB, 4200 W. Centre Street, Portage, said AVB is excited to continue the expansion of Kalamazoo Christian Schools. (KCS) Other expansions that may follow are in the planning stage. An additional gymnasium is shown on an internal concept plan. He assured the Board the landscape plan was not intentionally left out in 2012 and that it would be done as part of this expansion.

Ms. Johnston explained KCS wishes to consolidate all of their schools in this location at some point. The gymnasium will likely be added in the near future.

The Chair moved to Board Deliberations at this point.

Both Mr. Antosz and Ms. Farmer expressed their support for this application with the conditions suggested by Staff.

Ms. Farmer made a motion to approve the application from AVB on behalf of Christian Middle School Association as requested, contingent on the two conditions as described by Staff. Mr. VanderWeele supported the motion. The motion was approved unanimously.

OLD BUSINESS

a. Drive Aisle Widths

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

Ms. Johnston said based on the Planning Commission discussion of circulation aisles at the March 8, 2018 meeting and assistance from Commissioner Vanderw, staff updated the recommendation and presented new language. She provided the new language as well as a copy of the full Ordinance section.

She indicated the revised language provides more specific criteria for future Planning Commissions to base their decision on whether circulation aisles may be reduced from the required width. After discussion, one minor edit was made.

It was the consensus of the Board that the revised language for 68.300, Off-Street Parking and Site Circulation Requirements, provides definition and clarity for future Planning Commissions regarding what can be considered for exception and that it should be on the agenda for public hearing at the May 24 meeting.

Mr. VanderWeele made a motion to approve the revised language with the one edit as discussed and to include it for public hearing at the May 24 meeting. Ms. Farmer supported the motion. The motion was approved unanimously.

ANY OTHER BUSINESS

a. Schedule Of Regulations

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

Ms. Johnston said on March 22, 2018, the Planning Commission forwarded a recommendation of approval to the Township Board for the Residential Condominium Development Standards. In reviewing associated ordinances related to residential development, Staff would like to recommend changes to the Schedule of Area, Frontage, and/or Width Requirements (Section 66.200).

Currently, she said, Section 66.200 outlines different area requirements for one and two-family dwellings. For example, if a project has public water and sewer, a single-family dwelling requires 10,560 square feet where a two-family dwelling requires 13,200 square feet. In a platted subdivision or site condominium, this ordinance actually incentivizes two-family dwellings. The density for single-family would equate to 4.12 dwelling units per acre while the density for two-family increases to 6.60 dwelling units per acre.

Ms. Johnston explained density is determined by dividing the total required square footage per lot into an acre (43,560 square feet). The increase seen for two-family is that on every 13,200 square foot lot or building site, two dwelling units are permitted.

She recommended changing the table from “Area Requirements” to “Area Requirements per Dwelling Unit.” This would stipulate that each individual unit have the same amount of area, regardless of the number planned for the parcel or lot. A two-unit with public water and sewer would be required to have a lot that is 21,120 square feet. This change will align with the densities allowed in the Residential Condominium Development Standards Ordinance and ensure a level playing field for density regardless of the number of attached or detached units planned.

After Board discussion and some clarification, it was agreed the changes to the table should progress to public hearing.

Ms. Johnston noted it could be included on the agenda for the meeting of May 10 and that the public hearing for the revised language for 68.300, Off-Street Parking and Site Circulation Requirements should also be on the May 10 agenda rather than May 24 as approved earlier in the meeting.

Mr. VanderWeele made a motion to approve the proposed revised language in the 66.200 Schedule of Regulations table and that it, as well as the approved revisions to Off-Street Parking and Site Circulation Requirements, be included on the May 10 agenda for public hearing. Ms. Farmer supported the motion. The motion was approved unanimously.

PLANNING COMMISSIONER COMMENTS

Chairperson Bell invited Commissioners to attend two events, one featuring a visiting Nobel Laureate from Liberia and a non-partisan conversation of local women elected officials including Ms. Farmer.

Ms. Johnston said following the joint meeting regarding the Village Theme Development Plan, she wanted to assure Commissioners the plan has not been shelved, but given other priorities will likely move more slowly than anticipated. The partnership with the DDA in this effort has been integral; now it is time for the Planning Commission to make decisions. She expects to be calling the sub-committee together in the near future to determine how to move the project forward.

ADJOURNMENT

Hearing no further comments, Chairperson Bell adjourned Planning Commission meeting at approximately 8:01 p.m.

Minutes prepared:
April 14, 2018

Minutes approved:
April 26, 2018