



7275 W. MAIN STREET, KALAMAZOO, MI 49009-9334
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www.oshtemo.org

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION MEETING**

**OSHTEMO TOWNSHIP HALL
7275 WEST MAIN STREET**

**THURSDAY, OCTOBER 24, 2024
6:00 P.M.**

AGENDA

1. Welcome and Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment on Non-Agenda Items
5. Approval of Minutes: October 10, 2024 Meeting
6. **Zoning Ordinance Text Amendments – warehouses and miscellaneous**
Planning Commission to review a draft of proposed amendments regarding warehouses, distribution/fulfillment centers and other minor amendments.
7. Public Comment
8. Other Updates and Business
 - a. Alamo Township Master Plan
 - b. 2025 Meeting Dates
9. Adjournment

(Meeting will be available for viewing through <https://www.publicmedianet.org/qavel-to-qavel/oshtemo-township>)

**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>			
Rod Rought	216-5222	rrought@oshtemo.org	
<u>Parks Director:</u>			
Vanessa Street	216-5233	vstreet@oshtemo.org	
Rental Info	216-5224	oshtemo@oshtemo.org	
<u>Planning Director:</u>			
Jodi Stefforia	375-4260	jstefforia@oshtemo.org	
<u>Public Works Director:</u>			
Anna Horner	216-5228	ahorner@oshtemo.org	

**OSHTEMO CHARTER TOWNSHIP
PLANNING COMMISSION
MINUTES OF A MEETING HELD OCTOBER 10, 2024**

Agenda

Informational Site Plan Review: Kalamazoo Public Schools District Kitchen

(6750 Chime Street) Representatives from Kalamazoo Public Schools to present site plan for a planned district-wide food service preparation and distribution facility.

Extension of Site Plan Approval: Tournesol

Planning Commission to consider request for a 12-month extension to the approval previously granted for the Tournesol Open Space and Site Condominium development on East N Avenue.

Zoning Ordinance Text Amendments

Planning Commission to review a draft of proposed amendments regarding warehouses, distribution/fulfillment centers and other minor amendments.

A meeting of the Oshtemo Charter Township Planning Commission was held Thursday, October 10, 2024, commencing at 6:00 p.m. at the Oshtemo Township Hall, 7275 West Main Street.

MEMBERS PRESENT: Deb Everett, Vice Chair
 Scot Jefferies
 Scott Makohn
 Alistair Smith

MEMBERS ABSENT: Philip Doorlag, Chair
 Zak Ford, Township Board Liaison
 Jeremiah Smith

Also present were Jodi Stefforia, Planning Director; Colten Hutson, Zoning Administrator; Jennifer Wood, Recording Secretary; and approximately five interested persons.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA

Vice Chair Everett asked if there were any changes to the agenda. Vice Chair Everett recommended that agenda item number eight be moved to a future Planning Commission meeting.

Mr. Smith **made a motion** to move to approve the agenda by removing agenda item eight, Zoning Ordinance Text Amendments Mr. Makon **seconded the motion**. The **motion was approved** unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Vice Chair Everett asked if anyone present wished to speak on non-agenda items. Two citizens commented.

There being no further comments, Vice Chair Everett closed the public comment session.

APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 12, 2024

Vice Chair Everett asked for additions, deletions, or corrections to the minutes of the meeting on September 12, 2024. There were none.

Mr. Smith **made a motion** to approve the Minutes of the Meeting of September 12, 2024, as presented. Mr. Makon **seconded the motion**. The **motion was approved** unanimously.

INFORMATIONAL SITE PLAN REVIEW: KALAMAZOO PUBLIC SCHOOLS - DISTRICT KITCHEN

Mr. Hutson presented Zoning Administrator Harris's staff report dated October 3, 2024, and incorporated herein. Kalamazoo Public Schools is before the Planning Commission to present plans for a new district-wide food service preparation and distribution facility at 6750 Chime Street.

Mr. Hutson advised that the Planning Commission may request changes or comment on concerns and potential improvements, but due to this being an application request by Kalamazoo Public Schools, it may not require changes to be made to the site plan. The final authority for any public school facility belongs to the State of Michigan.

Project Summary:

The subject property is located on the west side of Chime Street, southwest of the corner of Stadium Drive and S 9th Street. The site is 3.67 acres in size, with approximately 365 feet of frontage on Chime Street. The current zoning on the property is VC: Village Commercial, with neighboring residential properties to the north, east, and west zoned VC: Village Commercial, and Oshtemo Township-owned properties zoned RR: Rural Residential to the south. Public schools are an allowable use within the VC: Village Commercial district. Overall, most of the requirements of Section 64 of the Zoning Ordinance have been met. All comments are based on the Site Plan dated June 21, 2024. Mr. Hutson shared an aerial view map of the property.

Ms. Karen Jackson, Facilities Director for KPS, addressed the Commission. Ms. Jackson thanked the Commission for allowing her to speak tonight. She advised that this project has been in the

works for over 20 years. This location will be a new central storage, distribution, production, and catering kitchen. The district currently provides 6,500 breakfasts, 9,000 lunches, and 400 dinners daily to over 12,000 students in KPS. In addition, meals are provided for Head Start, KRESA, and other miscellaneous facilities. This new location will provide preparation for 17 elementary schools, KRESA, Head Start, and other miscellaneous programs that are currently being prepared at the Community Education Center. The new facility was funded through the 2018 bond. Chime Elementary is almost demolished. This model for food service will allow for a larger kitchen space and better serve the district. It is anticipated that the work will be completed in January of 2026.

The Planning Commission posed several questions to Ms. Jackson about the project.

Vice Chair Everett inquired about the installation of a bike rack.

Ms. Jackson advised they would take it into consideration.

Vice Chair Everett asked about the construction of a sidewalk along Chime Street.

Mr. John VerPlank with Prein & Newhof, responded that there are sidewalks planned along the frontage on Chime Street with the exception of a small location to the north. They will take it under advisement. There is currently a Township public improvement sanitary project that is undefined for that area. Once that is further defined, a connector can be shown and provide an easement for the sidewalk.

Vice Chair Everett asked about constructing the ADA spaces with concrete versus asphalt.

Ms. Jackson advised they would take that under advisement.

Vice Chair Everett inquired about having lighting fixtures that cut off and comply with the Township's ordinances.

Ms. Jackson informed the Commission that it would be.

Ms. Jackson shared that they have been working closely with the Township on this project and want to continue to be good partners.

EXTENSION OF SITE PLAN APPROVAL: TOURNESOL

Mr. Hutson presented his memo dated October 2, 2024, and incorporated herein, regarding a request for a 12-month extension to the approval previously granted for the Tournesol Open Space and Site Condominium development on East N Avenue.

The subject project, which consists of 49 site condominium units spanning across 60 acres on the north side of N Avenue between 6th Street and 9th Street, was approved by the Planning Commission on November 17, 2022. Administratively, the owner was previously granted a one-

year extension for the site plan and special use permit, extending its validity to November 17, 2024. The anticipated start date is the Spring of 2025.

The Commission discussed the parameters for granting an extension. Mr. Hutson explained that one extension can be approved administratively; after that, any request must come before the reviewing body for approval. Following that, no further extensions will be permitted.

Recommendation:

Based on the discussion, Planning Department staff recommend that the Planning Commission approve the request on the condition that the applicant applies for the infrastructure permits with the State of Michigan within 12 months.

Mr. Jefferies **made a motion** to approve the 12-month extension with the condition that Tournesol apply for the EGLE and other appropriate agency permits within six months or return back to the Planning Commission. Mr. Makohn **seconded the motion**. The **motion was approved** unanimously.

PUBLIC COMMENT

Vice Chair Everett opened the floor to public comments, there were none.

OTHER UPDATES and BUSINESS

Ms. Stefforia reminded the Planning Commission that the Joint Board meeting next Tuesday will be a combined meeting with Progress AE, who will present the status of the Comprehensive Master Plan. The Public Works Department will also discuss implementing the Master Plan and the Township's complete streets policy.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:35 p.m.

Minutes Prepared: October 13, 2024

Minutes Approved:

Draft_Warehouse and Distribution and Fulfillment Center proposed amendments to the Zoning Ordinance (Oct 2024)

New text is in red

Comments: Initially, a text amendment to allow warehouse and distribution centers in the I-R district was initiated by an applicant; language recommended by the PC did not get adopted by the Board. Additional detail and requirements have been drafted to address Board concerns and now direct distribution and fulfillment centers to the I-2 district as externalities associated with the use make it a better fit with the statement of purpose for that district.

- 1. Amend Section 26.40.B, move Section 27.20.E to 27.30.D, and add Section 28.40.F** Qualify warehouses as a permitted use with conditions in *the I-R, Industrial District, Restricted* and *I-1, Industrial District, Manufacturing/Serviceing* and add distribution/fulfillment center as a special use with conditions in the *I-2, Industrial District, Manufacturing/Serviceing*.

Amend: 26.40.B ~~Wholesaling, storage and/or~~ Warehouses; fully enclosed. of commodities.

Move: 27.20.E to 27.30.D Warehouses, fully enclosed.

Add: 28.40.F Distribution/fulfillment centers.

- 2. Add definitions to Section 2.20**

Distribution/Fulfillment Center— A processing and storage facility which optimizes transportation and uses an inventory management and material handling system such as just in time. Goods or products are stored on site temporarily. These facilities are not intended to involve long-term warehousing of materials nor activities associated with truck terminals.

Outdoor Storage – Any exterior area used for the placement and keeping of goods, materials, products, equipment, or merchandise in the same place for more than 24 hours. Does not include operable and licensed motored vehicles.

Truck Terminal – an area and building where trucks load and unload cargo and freight where cargo and freight may be broken down or aggregated into smaller or larger loads for transfer to other vehicles or modes of transportation. These facilities are trans-shipment facilities including storage and parking of trucks awaiting cargo as well as facilities for servicing trucks.

Warehouse – A structure used for the storage of goods or products for a temporary or an indeterminate period of time but on average beyond a three-month period. These facilities do not include activities associated with truck terminals or distribution/fulfillment centers as defined by this Ordinance.

3. Amend 48.150 – Wholesaling, storage and/or warehousing of commodities.

~~Wholesaling, storage and/or Warehouses; fully enclosed. of commodities~~

- A. ~~Includes such commodities as hardware, packaged or fresh food, clothing, and drugs.~~
- A. ~~Does not include~~ Storage of commercial explosives, above or below ground bulk storage of flammable liquids or gases unless and only to the extent that such storage of liquids or gases is directly connected to energy or heating on the premises **is prohibited.**
- B. Off-street parking, access drives, and paved surfaces accessory to such a use shall be located not less than **100 feet** from any residential use or district, or public right-of-way. **[Note: would like PC input on this number] IF BLDG HAS TO BE 100' THEN THIS SHOULD BE LESS OR BLDG SETBACK INCREASED...**
- C. Truck docks, overhead doors and trailer staging areas shall be at least **150 feet** from and oriented away from any residential district, residential use, or public right-of-way, when feasible. Where this is not practical, docking, loading and staging activities shall be setback a minimum of **250 feet.** **[Note: would like PC input on these numbers]**
- D. Outdoor storage is prohibited. Property owners and occupants are jointly responsible for complying with this limitation.
- E. Proposed building elevations shall reduce the visual impact of the building's massing and scale on any side facing a residential district, residential use, or public right-of-way using mitigation measures such as variable color or texture, varying rooflines, vegetation, and vertical and horizontal variations in the façade.

4. Add Section 49.300 with the conditions for distribution/fulfillment centers. Recognize economic benefits while directing use to appropriate areas with appropriate limitations/regulations.

49.300 Distribution/Fulfillment Center.

1. Truck route. A distribution/fulfillment center shall have direct access to a truck route as identified in the Township's Truck Route Ordinance.
2. The number of loading docks shall not exceed 25 per facility. **[Note: would like PC input on this number; each dock can host up to 24 semis a day per research based upon how long each truck sits at dock and internal operations....]**
3. Sensitive uses. Any building side of a distribution/fulfillment center shall be placed a minimum of 350 feet from any residential district, residential use or public right-of-way; all other sides shall conform to the minimum requirements of the zoning district.
4. Loading and staging. Truck docks, overhead doors and trailer staging areas accessory to a distribution/fulfillment center shall be oriented away from any residential district, residential use, or public right-of-way, when feasible. Where this is not practical, docking, loading and staging activities shall be setback a minimum of 450 feet.
5. Screening. Before construction of any building commences, a berm ranging from five to eight feet in height with a natural (non-uniform) design and a slope not greater than 1:3 shall be established

near any lot perimeter abutting a residential zoning district and along any public right of way. The berm shall be landscaped with coniferous and deciduous trees to provide a dense, four-season screen. The berm shall be subject to Planning Director review and approval. Where the finished floor of the distribution/fulfillment center is greater than 2 feet higher than the berm's base grade then additional screening shall be required using a green wall, tiered and landscaped building edges, or other methods. The provisions of Section 53 shall apply to the balance of the site.

6. Parking and drives. Off-street parking and loading areas, access drives, and paved surfaces accessory to such a use shall be located not less than 150 feet from any residential use or district, or public right-of-way.
7. Idling. On and off-site idling of facility-related vehicles is prohibited. Property owners and occupants are jointly responsible for complying with this limitation.
8. Electric vehicles. At least 25% of delivery vans, 50% of yard trucks/forklifts and 20% of regional haul trucks shall be zero-emission vehicles. [Note: would like PC input on these numbers]
9. Height. Building height may not exceed 60 feet unless otherwise approved by the Planning Commission through the Special Land Use process.
10. Hours. Outdoor activity including loading/unloading activities are not permitted during the hours of 11:00 p.m. and 7:00 a.m. Property owners and occupants are jointly responsible for complying with this limitation.
11. Outdoor storage. Outdoor storage is prohibited. Property owners and occupants are jointly responsible for complying with this limitation.
12. Elevations. Proposed building elevations shall reduce the visual impact of the building's massing and scale on any side facing a residential district, residential use, or public right-of-way using mitigation measures such as variable color or texture, varying rooflines, vegetation, and/or vertical and horizontal variations in the façade.
13. The Reviewing Body may require additional limitations or protective measures to avoid serious adverse effects of the use on occupants of nearby properties and other uses on the site, including a Traffic Impact Study and off-site air quality monitoring.

Unrelated Site Plan Review Amendments:

1. Amend Subsection B.3 in Section 64.60: Process

- B. Process: Upon receipt of a Site Plan application and supporting data, the Planning Department shall:
 1. Review the Site Plan application for completeness.
 2. Forward the Site Plan application and all supporting data to the Fire Department, Parks Department, Township Engineer and Township Legal Counsel who shall review the materials and return written comments to the Planning Department.
 3. Notify the applicant in writing of the comments received or if the Site Plan is incomplete. Incomplete applications and Site Plans may not be submitted to the Zoning Board of Appeals or Planning Commission.
 4. If revised plans are required, the applicant shall submit within the time frame provided by the Planning Department. Revised plans not received within 90 days of issuance of Planning Department written comments may be subject to ordinances in effect at the time of resubmission. Planning staff will determine which Township departments require a second review. Any final comments will be provided to the applicant prior to Zoning Board of Appeals or Planning Commission meeting.

5. The Planning Director shall schedule the final application and plan on the next available Planning Commission or Zoning Board of Appeals meeting. Members of the reviewing body shall be delivered copies of the same prior to the hearing for their preliminary information and study. The hearing shall be scheduled within not more than 60 days following the date of the receipt of the plans and application by the Planning Department.
6. The applicant shall be notified of the date, time and place of the hearing not less than one week prior to such date.

2. Amend Subsection D in Section 64.90: Conformity to Approved Site Plan.

At least one complete set of record construction drawings signed by a licensed architect, engineer, landscape architect, or contractor shall be submitted to the Township or its designee at the time of application for a Certificate of Occupancy or, in the case of residential developments, before a Building Permit may be issued.

These drawings shall indicate any changes approved by the Township to the original Site Plan. Additionally, the correct location, size, etc. of any preexisting utilities or facilities shall be specified.



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MEMO

To: Planning Commission
From: Jodi Stefforia, Planning Director
Date: October 24, 2024
RE: Alamo Township Master Plan – Future Land Use Map

As required by the Michigan Planning Enabling act, Oshtemo Township has been notified that the Alamo Township draft Master Plan is ready for public review and comment. I have reviewed the draft Future Land Use Map and find it consistent with what is proposed for future land uses in Oshtemo Township in the G Avenue area – the common border between the two Townships.

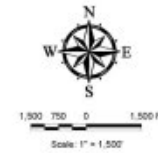
I recommend that the Planning Commission direct me to prepare an email to the Alamo Township Planning Commission via the Planning Consultant thanking for the opportunity to comment and indicate that Oshtemo has no comments on the draft Master Plan.

Attachment: Alamo Township Future Land Use Map (draft)











Alamo Township
Kalamazoo County, Michigan
Future Land Use Map

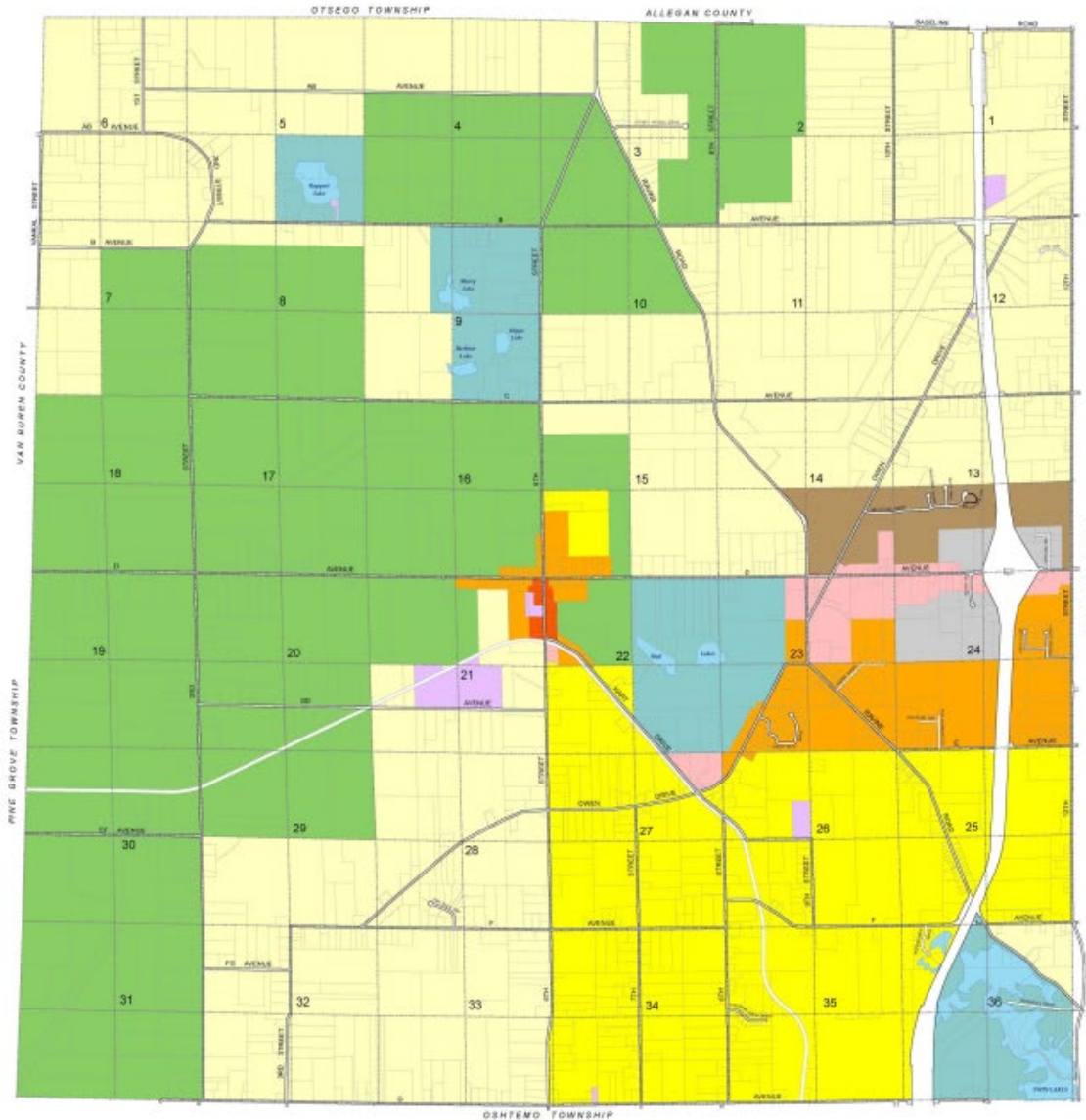
Printed: June 2024

Draft Map



LEGEND

-  Agricultural District (5604.5 Acres)
-  Rural Residential District (10174.8 Acres)
-  Low Density Residential District (3397.6 Acres)
-  Medium Density Residential District (782.7 Acres)
-  High Density Residential District (284.7 Acres)
-  Conservation District (1390.2 Acres)
-  Commercial District (248.0 Acres)
-  Mixed-Use District (31.4 Acres)
-  Industrial District (249.2 Acres)
-  Government/Institutional District (113.7 Acres)





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Planning Commission

2025 Meeting Dates

Approved by Planning Commission: October 24, 2024

2025 Meeting Dates

2 nd Thursday of the Month @ 6:00 p.m.	4 th Thursday of the Month @ 6:00 p.m.
1/9	1/23
2/13	2/27
3/13	3/27
4/10	4/24
5/8	5/22
6/12	6/26
7/10	7/24
8/14	8/28
9/11	9/25
10/9	10/23
11/13	*
12/11	*
1/8/2026	1/22/2026

* No meeting due to holidays.