

**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: October 24, 2024