

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

**June 25, 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 – *Fair treatment to all people.*
5. Public Comment on Non-Regular Session Items
6. Public Officials Updates
7. Consent Agenda
  - a. Meeting Minutes [Minutes of Regular Meeting [June 11](#) and Budget Meeting of [June 12](#), 2024]
  - b. June 2024 Peer Certificates of Recognition
8. Master Plan Update by Progressive AE
9. Consideration of Temporary Certificate of Occupancy Policy Update
10. Consideration of West Port Village Phase 3, Preliminary Steps' Plan Approval
11. Continuation of Township Budget Kick-off with Departments
12. Public Comment
13. Board Member Comments & Committee Updates
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](mailto: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](http://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](mailto:oshtemo@oshtemo.org) and it will be directed to the appropriate person.

<b>Oshtemo Township Board of Trustees</b>		
<b><u>Supervisor</u></b>		
Cheri Bell	216-5220	<a href="mailto:cbell@oshtemo.org">cbell@oshtemo.org</a>
<b><u>Clerk</u></b>		
Dusty Farmer	216-5224	<a href="mailto:dfarmer@oshtemo.org">dfarmer@oshtemo.org</a>
<b><u>Treasurer</u></b>		
Clare Buszka	216-5260	<a href="mailto:cbuszka@oshtemo.org">cbuszka@oshtemo.org</a>
<b><u>Trustees</u></b>		
Neil Sikora	760-6769	<a href="mailto:nsikora@oshtemo.org">nsikora@oshtemo.org</a>
Kristin Cole	375-4260	<a href="mailto:kcole@oshtemo.org">kcole@oshtemo.org</a>
Zak Ford	271-5513	<a href="mailto:zford@oshtemo.org">zford@oshtemo.org</a>
Michael Chapman	375-4260	<a href="mailto:mchapman@oshtemo.org">mchapman@oshtemo.org</a>

<b>Township Department Information</b>			
<b><u>Assessor:</u></b>			
Kristine Biddle	216-5225	<a href="mailto:assessor@oshtemo.org">assessor@oshtemo.org</a>	
<b><u>Fire Chief:</u></b>			
Greg McComb	375-0487	<a href="mailto:gmccomb@oshtemo.org">gmccomb@oshtemo.org</a>	
<b><u>Ordinance Enforcement:</u></b>			
Rod Rought	216-5222	<a href="mailto:rrought@oshtemo.org">rrought@oshtemo.org</a>	
<b><u>Parks Director:</u></b>			
Vanessa Street	216-5233	<a href="mailto:vstreet@oshtemo.org">vstreet@oshtemo.org</a>	
Rental Info	216-5224	<a href="mailto:oshtemo@oshtemo.org">oshtemo@oshtemo.org</a>	
<b><u>Planning Director:</u></b>			
Jodi Stefforia	375-4260	<a href="mailto:jstefforia@oshtemo.org">jstefforia@oshtemo.org</a>	
<b><u>Public Works Director:</u></b>			
Anna Horner	216-5228	<a href="mailto:ahorner@oshtemo.org">ahorner@oshtemo.org</a>	

## 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: **818 2435 4562**

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: **818 2435 4562#**

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



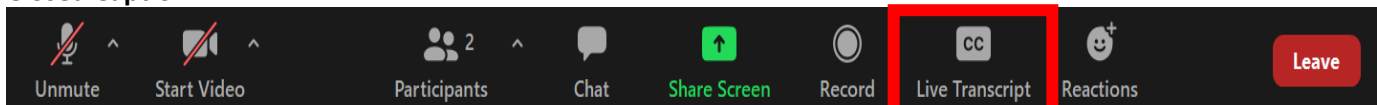
Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- 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



**Date:** 25 June 2024  
**To:** Township Board  
**From:** Sara Feister, Human Resources Director  
**Subject:** June 2024 Peer Recognition Certificates

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**Objective:**

UPDATE: Sharing with the Board the June 2024 Peer Recognition Certificates.

**Background:**

In November 2020, the Peer Recognition program was launched. The program is simply an outlet for employees to celebrate the work of another employee for a variety of reasons. We collect these throughout the month and then present them with a certificate at the Monthly All Staff Meeting. We would like to share these with the Board on a monthly basis moving forward so you are aware of the great work being done here at the Township!

**Peer Recognition Certificates:**

EMPLOYEE RECOGNIZED: Sally Higgins

NOMINATED BY: Greg Fountain

RECOGNITION SUMMARY: A big thanks the Sally for keeping the rental program so organized. It is a huge behind the scenes effort. Her communication with the renters is outstanding, and she takes a lot of time making sure they understand everything they need to know. She also helps to keep Greg & Gavin up to date on rentals. Thanks, Sally, for going above and beyond!

EMPLOYEE RECOGNIZED: Linda Potok

NOMINATED BY: Scott Fitzgerald

RECOGNITION SUMMARY: For keeping better and more accurate addressing records than the county, always laughing at my bad jokes, and keeping my plants watered.

EMPLOYEE RECOGNIZED: Kerri Tyler

NOMINATED BY: Jodi Stefforia

RECOGNITION SUMMARY: I would like to recognize Kerri Tyler for her work to update Encode with a significant amount of new content. She did it like a Champ! The community and staff are well-served having the online ordinances current. I definitely appreciate Kerri!

EMPLOYEE RECOGNIZED: Kyle Gibson

NOMINATED BY: Cheri Bell

RECOGNITION SUMMARY: Shout Out to Kyle, not only is he managing Oshtemo's Media and Communications (growing it significantly), supporting the HR department with significant projects, and backing up the Building Department, turns out he is a master of furniture moving, arrangement and organization. Thanks Kyle, for helping me get my office moved and with the transitions as we try to make more space!

EMPLOYEE RECOGNIZED: Sara Feister

NOMINATED BY: Cheri Bell

RECOGNITION SUMMARY: Shout Out and Congratulations to Sara for being selected by her peers in the HR community to serve as the next Vice President of KHRMA (Kalamazoo Human Resource Management Association). A great feather in Sara's cap of accomplishments. Oshtemo is lucky to have her on our Team!

# Memorandum



**Date:** June 20, 2024  
**To:** Oshtemo Township Board  
**From:** Colten Hutson, Zoning Administrator  
**Subject:** Temporary Certificate of Occupancy Policy

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**Objective:**

Consideration of approval for a Temporary Certificate of Occupancy Policy.

**Background:**

On August 13, 2019, the Oshtemo Township Board and the Southwest Michigan Building Authority formally adopted a policy regarding the allowance for Temporary Certificates of Occupancy. Said policy allows for buildings to be safely occupied by a home or business owner on a temporary basis while minor building or site plan requirements are yet to be completed. Since the current Temporary Certificate of Occupancy Policy was structured around the Southwest Michigan Building Authority that has since been dissolved, a Temporary Certificate of Occupancy Policy specific to Oshtemo Township should be considered for adoption. The revised Temporary Certificate of Occupancy Policy also proposes to define an improved administrative process as well as strengthen language to ensure that necessary building and site plan requirements are met prior to the issuance of a temporary occupancy permit.

**Core Values:**

Public Service  
Sustainability

**OSHTEMO CHARTER TOWNSHIP,  
KALAMAZOO COUNTY, MICHIGAN**

**A RESOLUTION**

**REGARDING THE ADOPTION OF A UNIFORM  
TEMPORARY CERTIFICATE OF OCCUPANCY POLICY**

**Effective \_\_\_\_\_**

WHEREAS, the issuance of temporary certificate of occupancy is discretionary and not mandatory under the Michigan State Construction Code; and

WHEREAS, the Oshtemo Charter Township recognizes the benefits of allowing for the issuance of a temporary certificate of occupancy; and

WHEREAS, the issuance of a temporary certificate of occupancy should be considered for extraordinary circumstances and not as a matter of routine; and

WHEREAS, the delay in completion of a building/structure or site can have negative impacts upon the property owners and surrounding properties; and

WHEREAS, the delay in occupying a building/structure can result in difficulties for local municipalities with regards to code enforcement, public safety, and record-keeping; and

WHEREAS, the determination of whether to issue a temporary certificate of occupancy must be based on a careful review of the level of risk to the occupants of the structure or site; and

WHEREAS, the Oshtemo Charter Township Board of Trustees (hereafter "Township"), wishes to establish a uniform policy outlining the circumstances under which temporary certificates of occupancy may be issued by the Township.

THEREFORE, BE IT HEREBY RESOLVED that a temporary certificate of occupancy may be issued in accordance with the following policy.

**1. Definitions of “Residential” and “Commercial” as Used in this Policy**

- a. When referring to portions of this Policy where a distinction is made between “Residential” and “Commercial” projects, the term “Residential” shall apply to a building that contains one or two *dwelling units*. A *dwelling unit* is defined as “A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.” The term “Commercial” shall apply to any project that cannot be defined as “Residential”.

**2. Application and Inspection(s)**

- a. The applicant shall submit a request made in writing on a form prescribed by the Township outlining the reason(s) for the request and detailing all outstanding items with anticipated completion dates.
- b. The applicant shall submit a non-refundable application fee; note that this application fee does not include inspection fees, meeting fees, or review fees. For residential projects, the fee shall be in the amount of \$250.00. For commercial projects, the fee shall be in the amount of \$500.00.
- c. Upon receipt of the complete application, the Township shall perform an inspection of the building/structure and site to determine that the following conditions are met prior to the issuance of a temporary certificate of occupancy:
  - I. The structure and site shall be substantially complete.



1. For Residential projects, “substantially complete” for the building/structure means that all major systems—such as plumbing, electrical, mechanical/HVAC, fire alarm/suppression, and sewer/septic systems—are installed and inspection approval has been granted in accordance with the approved plan(s). The following site plan items shall be fully completed: nonmotorized facilities along the respective dwelling’s street frontage. The following site plan items shall be substantially complete provided they are functioning per the approved plan(s): all stormwater management facilities and systems for the development project.
2. For commercial projects, “substantially complete” for the building/structure means that all major systems—such as plumbing, electrical, mechanical/HVAC, fire alarm/suppression, and sewer/septic systems—are installed and inspection approval has been granted in accordance with the approved plan(s). The following site plan items shall be fully completed: parking lot paving and striping (base coat is acceptable provided balance of this section is met), site circulation elements, fire access, driveways, and nonmotorized facilities; additionally, the following shall be substantially complete provided they are functioning per the

approved plan: lighting, and all stormwater management facilities and systems.

- II. The building/structure and site may be occupied safely. “Occupied safely” means that the Building Official, Fire Marshal, and Zoning Administrator, agree that the building/structure and site do not pose any risk to the public’s health, safety, or welfare. Site conditions that shall preclude issuance of a Temporary Certificate of Occupancy include incomplete and/or malfunctioning stormwater management facilities and systems; incomplete lighting and other security elements that may pose a safety risk to the public or property itself; incomplete paving that may pose a risk to motorists or pedestrians; the absence of pavement markings necessary to direct vehicle and pedestrian traffic in a safe manner; or similar site deficiencies not expressed herein.

**3. Conditions of Issuance**

- a. The Township consents to the issuance of a temporary certificate of occupancy in accordance with Section 2 of this Policy.
- b. A Temporary Certificate of Occupancy shall not be issued until a Cash Surety has been paid to the Township. The amount of the Cash Surety will be calculated based on the Building Valuation Data (“BVD”) for the project, multiplied by the factor indicated in the below “Refundable Cash Surety Payment” table using the primary Occupancy Group (as defined in the Michigan Building Code) of the structure. Building Valuation Data shall be

calculated using the square footage of the structure multiplied by the average construction cost per square foot table published by the International Code Council. If the result of said calculation is less than the “Minimum” amount listed in the “Refundable Cash Surety Payment” table, then the amount of the Cash Surety shall be the Minimum amount. The final amount will be rounded up to the nearest whole dollar.

<b>Refundable Cash Surety Payment</b>		
<b>Occupancy Group</b>	<b>Calculated Amount</b>	<b>OR Minimum</b>
R-3, U	BVD * 0.0055	\$2,000.00
R (Not Including R-3), I	BVD * 0.0040	\$10,000.00
A, B, E, F, H, M, S	BVD * 0.0300	\$10,000.00

- I. If the applicant can provide a satisfactory professionally-prepared estimate for the cost to correct all outstanding structure / site deficiencies which includes the proposed timeline for completion, and which demonstrates that the calculated Cash Surety amount is excessive, and if the Oshtemo Township Building Department and Oshtemo Township Planning Department are in agreement, the minimum amount may be applied in lieu of the calculated amount.
- c. The applicant and property owner shall submit a document signed by each party indicating that they have read and understood this Policy prior to the issuance of a temporary certificate of occupancy on a form prescribed by the Township.

**4. Duration of Temporary Certificate; Extension**

- a. A Temporary Certificate of Occupancy may be issued for a period not

longer than six (6) weeks except in circumstances when a justified timeline can be provided for review by the Township.

- b. Extension(s) may be granted at the discretion of the Township upon receipt of a written request on a form prescribed by the Township outlining the reason(s) for the extension request, and an updated timeline for the completion of all outstanding structure/site deficiencies. The applicant shall also submit a non-refundable extension request fee in the amount of \$250.00; note that this amount does not include additional inspection fees, meeting fees, or review fees.

**5. Termination of Temporary Certificate and Forfeiture of Funds**

- a. Failure to correct all outstanding structure or site deficiencies by or before the expiration date listed upon the Temporary Certificate of Occupancy shall cause the same to be revoked, whereafter the building/structure shall no longer be legally occupied.
- b. The Township may elect to engage the services of a third-party to correct any outstanding deficiencies by drawing against the Cash Surety. The applicant shall be liable for any costs incurred from the enforcement of this Policy, including any costs which may exceed the balance of the Cash Surety paid to the Township.
- c. The applicant shall be notified prior to the use of the Cash Surety by the Township.
- d. Any costs incurred by the Township from the enforcement of this Policy shall be recuperated from the Cash Surety provided.

- e. Any remaining funds shall be returned to the payor upon satisfaction of the official terms of the Temporary Certificate of Occupancy and issuance of a Certificate of Occupancy.

**6. Effective Date**

- a. The effective date of this policy shall be the latter of the approval dates on the signature page which follows.

DRAFT

**OSHTEMO CHARTER TOWNSHIP APPROVAL**

A motion was made by \_\_\_\_\_ and supported by \_\_\_\_\_ to adopt the foregoing resolution as resolution number \_\_\_\_\_.

Upon roll-call vote, the following voted:

“Yes”:

“No”:

“Abstained”:

“Absent”:

The Supervisor declared the motion carried \_\_\_\_ to \_\_\_\_\_, and the resolution duly adopted.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

\* \* \* \* \*

**CERTIFICATE**

I hereby certify that the foregoing constitutes a true and complete copy of an Excerpt of the Minutes of a meeting of the Oshtemo Charter Township Board of Trustees, held on \_\_\_\_\_, at which meeting \_\_\_\_\_ members were present and acted upon the same as indicated in said Minutes; that said meeting was held in accordance with the Open Meetings Act of the State of Michigan.

\_\_\_\_\_  
Dusty Farmer, Clerk  
Oshtemo Charter Township

# Memorandum



**Date:** June 25, 2024  
**To:** Township Board  
**From:** Jodi Stefforia, Planning Director  
**Subject:** West Port Village Phase 3 Step 1 Tentative and Step 2 Preliminary Plan Approval

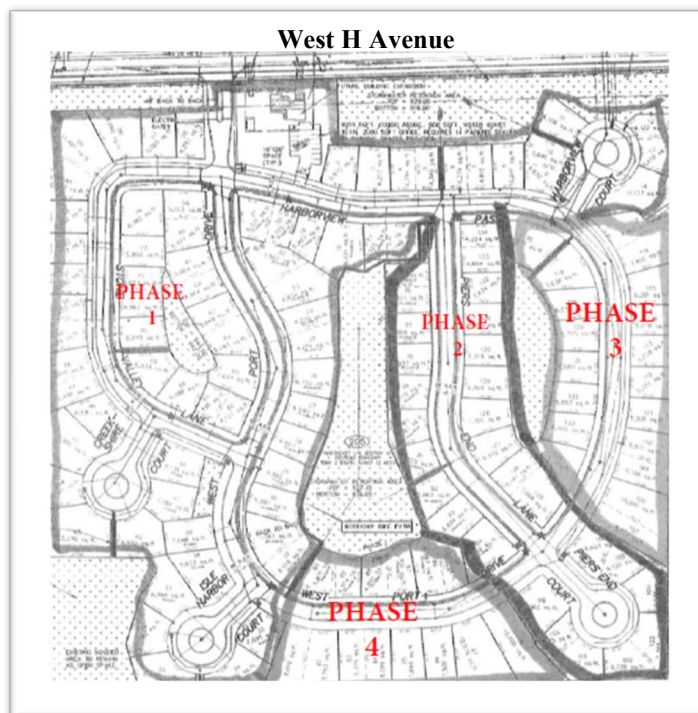
## Objective

MOTION: Grant Step 1 Tentative Preliminary Plan and Step 2 Preliminary Plan approval for Phase 3 of the West Port Village site condominium and amendment of the lot lines for units 87 and 88 in Phase 2 subject to the conditions imposed by the Planning Commission with Step 1 approval.

## Overview

West Port Village is a 129-unit site condominium on the south side of H Avenue east of US-131 (128 dwelling units and a community building). The project was developed under the Planned Unit Development (PUD) provisions of the Zoning Ordinance and the Site Condominium ordinance. The Site Condominium ordinance requires this tentative preliminary plan approval (Step 1) and preliminary plan approval (Step 2) as part of the overall process to establish a site condominium. Step 3 review/approval occurs once the infrastructure is fully installed and inspected, and the condominium documents provided to and approved by the Township Attorney.

Last month, the applicant received approval from the Planning Commission for a PUD amendment to break Phase 3 into two phases (now Phase 3 and Phase 4) and Step 1 of the tentative preliminary plan for Phase 3. Phase 3, which contains 17 building sites, has been designed consistent with the original conceptual plan, as amended. Phase 4 makes up the remaining 15 units. As they were installed with earlier phases, water and sewer are in place for Phase 3; this allows the Township Board to consider Step 1 and Step 2 approval together. Minor changes to the unit line between 87 and 88 in Phase 2 were also approved.



## **Background**

The West Port Village PUD was first presented to the Planning Commission in June of 2003. Phase 1 was approved in November 2004 as a condominium development with 73 dwelling units and one nonresidential unit. In June 2005, amendments were approved to convert the development into a site condominium, approve Phase 2 construction, establish a phasing plan, and approve other minor deviations from the original plan. In June of 2006, the project was further amended reducing the number of residential building sites from 134 to 129. In 2014, additional changes were made to Phase 1, including converting six units that were intended to be three duplex buildings to five stand-alone houses and moving two units from Phase 2 to Phase 1. Phase 2 was approved in 2016 and is well underway.

When approval was given in 2006 for a sidewalk on only one side of the private street, the Planning Commission also included a condition that sidewalks be completed as each site is built and before a Certificate of Occupancy is issued.

A non-motorized path is required along H Avenue. A condition of Phase 2 was that the path be constructed when 50% of the homes in Phase 2 were completed. The process to obtain Road Commission of Kalamazoo County (RCKC) approval to construct the non-motorized facility in the H Avenue right of way should be commenced by the applicant very soon. As it was required with Phase 2, the non-motorized path should be established in 2025 in coordination with the Township's project along H Avenue.

## **Review**

Under Part 290.005.D of the Site Condominium ordinance, preliminary plans must make adequate provisions for streets, building sites and non-motorized or pedestrian pathways. The design of West Port Village has not changed significantly since the 2006 amendments. The streets within the development are private and were approved with no stubs to adjacent parcels for future connections. The lots planned within Phase 3 retain the same shape and size as originally approved, meeting ordinance requirements. The total density of the development is less than the maximum density allowed within the R-2 District with sewer and water available.

The sidewalk within West Port Village does not comply with the Townships current standards particularly related to placement and size. Current practice is to develop sidewalks on both sides of the road at a minimum width of five feet. The applicant also received a variance from the Oshtemo Township Standard Specifications for Sidewalk within areas of Phase 1 to allow a deviation from the driveway/sidewalk configuration. The remainder of the development does and will meet the sidewalk specifications at driveways.

Special use approval was granted last month to allow an amendment to the PUD breaking Phase 3 into two: Phase 3 and Phase 4.

Given the number of years that have passed since the condominium was established, Phase 3 cannot be included as an amendment to the West Port Village site condominium (as an expansion) unless the existing Condominium Association authorizes the expansion. If not authorized to expand the condominium, the developer will have to establish a new condominium. This provision comes from the Michigan Condominium Act; it is our understanding that the developer and Condominium Association are working together on this issue.



### **Recommendation**

Staff recommends that Step 1 Tentative Preliminary Plan and Step 2 Preliminary Plan approval be granted for Phase 3 of the West Port Village site condominium subject to the following conditions:

- 1) The requirements of the Public Works Director listed in the May 23, 2024 Planning Commission Staff Report be satisfied.
- 2) H Avenue non-motorized path be established in 2025.
- 3) Sidewalks be established as each unit is completed and continue through the driveway.
- 4) Condominium documents establishing the new condominium or amendments to the existing condominium documents be provided for Township Attorney review and approval before a building permit is issued in Phase 3.

### **Information Provided**

Planning and Zoning Application  
Preliminary Layout

### **Core Values**

Integrity.  
Public Service.  
Sustainability.



7275 W. Main Street, Kalamazoo, Michigan 49009-9334  
Phone: 269-375-4260 Fax: 269-375-7180

**PLEASE PRINT**

**PROJECT NAME & ADDRESS**

Westport Village Phase 3  
5401 W H Ave Kalamazoo MI 49009

**PLANNING & ZONING APPLICATION**

Applicant Name: Jeff Schellers

Company: Visser Construction

Address: 5401 W H Ave  
Kalamazoo MI 49009

E-mail: erize@visserliving.com jeff@visserliving.com

Telephone: 269-552-9090 Fax: 269-207-6868

Interest in Property: Developer/Builder

**OWNER\*:**

Name: Visser Developers

Address: 5401 W H Ave  
Kalamazoo MI 49009

E-mail: jeff@visserliving.com

Phone & Fax: 269-552-9090 <sup>Call</sup> 269-207-6868

THIS  
SPACE  
FOR  
TOWNSHIP  
USE  
ONLY

Fee Amount 670

Escrow Amount 1000

pd 6.5.24

**NATURE OF THE REQUEST: (Please check the appropriate item(s))**

- |   |  |
|---|--|
| <input type="checkbox"/> Pre-Application Review                 | <input type="checkbox"/> Accessory Building Review – I083          |
| <input checked="" type="checkbox"/> Site Plan Review – I088     | <input type="checkbox"/> Rezoning – I091                           |
| <input type="checkbox"/> Administrative Site Plan Review – I086 | <input checked="" type="checkbox"/> Subdivision Plat Review – I089 |
| <input type="checkbox"/> Special Exception Use – I085           | <input type="checkbox"/> Interpretation – I082                     |
| <input type="checkbox"/> Zoning Variance – I092                 | <input type="checkbox"/> Other: _____                              |
| <input type="checkbox"/> Site Condominium – I084                |  |

**BRIEFLY DESCRIBE YOUR REQUEST (Use Attachments if Necessary):** Look for Approval

for Phase 3 Step 1+2

**LEGAL DESCRIPTION OF PROPERTY (Use Attachments if Necessary):**

Plans to be Submitted by Prime North

**PARCEL NUMBER:** 3905- 05-12-205-070

**ADDRESS OF PROPERTY:** Herborview Pass Kalemszoo MS 39009

**PRESENT USE OF THE PROPERTY:** undeveloped

**PRESENT ZONING:** Residential **SIZE OF PROPERTY:** 4.12 acres

**NAME(S) & ADDRESS(ES) OF ALL OTHER PERSONS, CORPORATIONS, OR FIRMS HAVING A LEGAL OR EQUITABLE INTEREST IN THE PROPERTY:**

**Name(s)**

**Address(es)**

Veenstra Developers

**SIGNATURES**

*I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) acknowledge that we have received the Township's Disclaimer Regarding Sewer and Water Infrastructure. By submitting this Planning & Zoning Application, I (we) grant permission for Oshtemo Township officials and agents to enter the subject property of the application as part of completing the reviews necessary to process the application.*

[Signature]

**Owner's Signature (\*If different from Applicant)**

6-3-24

**Date**

[Signature]

**Applicant's Signature**

6-3-24

**Date**

- Copies to:
- Planning - 1
- Applicant - 1
- Clerk - 1
- Deputy Clerk - 1
- Attorney - 1
- Assessor - 1
- Planning Secretary - Original

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**PLEASE ATTACH ALL REQUIRED DOCUMENTS**



