

OSHTEMO CHARTER TOWNSHIP  
ZONING BOARD OF APPEALS  
MINUTES OF A REGULAR MEETING HELD JUNE 25, 2024

---

**Agenda**

**Site Plan Review: Revitalize Church**

Bosch Architecture on behalf of Revitalize Church is requesting site plan approval of an approximately 1,200 square foot addition to the existing building at 2901 North 10th Street.

**Presentation by GIS Specialist: Charter Township of Oshtemo Online Map**

---

A meeting of the Oshtemo Charter Township Zoning Board of Appeals was held Tuesday, June 25, 2024, beginning at 3:00 p.m.

MEMBERS PRESENT:       Louis Williams, Chair  
                                  Dusty Farmer  
                                  Fred Gould  
                                  Harry Jachym, Vice Chair  
                                  Al Smith

MEMBERS ABSENT:       Rick Everett

Also present were Jodi Stefforia, Planning Director; Leeanna Harris, Zoning Administrator; Jim Porter, Township Attorney; Scott Fitzgerald, GIS Specialist; and 3 interested persons.

**Call To Order and Pledge Of Allegiance**

Chair Williams called the meeting to order at 3:00 p.m. Those in attendance joined in reciting the Pledge of Allegiance.

**Approval Of Agenda**

Ms. Farmer **made a motion** to approve the agenda as presented. Vice Chair Jachym **seconded the motion**. The motion was **approved unanimously**.

**Public Comment on Non-Agenda Items**

There were no comments on non-agenda items.

**Approval Of the Minutes Of May 21, 2024**

Chair Williams asked for additions, deletions, or corrections to the Minutes of the meeting held on May 21, 2024.

Mr. Gould noted one correction to the minutes. On page 13, paragraph four, second sentence, Mr. Gould recommended the word “to” be added after the word like.

Ms. Farmer **made a motion** to approve the minutes of the meeting held on May 21, 2024, with the correction on page 13, paragraph four, second sentence, adding the word “to”. Mr. Gould **seconded the motion**. The **motion was approved** unanimously.

### **Site Plan Review: Revitalize Church**

Ms. Harris presented a site plan review for Revitalize Church per her staff report from June 20, 2024, and is incorporated herein. Mr. Seth Baar, on behalf of Revitalize Church, is requesting site plan approval for an expansion on the south side of the existing building on site to accommodate a larger area for children’s group activities.

#### **Project summary:**

The expansion is proposed to add 1,223 square feet to the existing 3,968 square foot building. 2901 N 10th Street is located on the west side of N 10th Street, south of West H Avenue. Ms. Harris shared an aerial view map of the property.

#### **Recommendation:**

Planning Department staff recommend the approval of the proposed 1,223 square foot addition onto the south side of the existing building located at 2901 N 10th Street with the following condition:

1. Finalization of details pertaining to ADA parking spaces shall be subject to administrative review and approval.

Ms. Farmer asked for clarification on the parking and the ADA spaces.

Ms. Harris provided additional details on the parking and the ADA spaces. The onsite parking is not proposed to change except for the ADA parking. During a site visit Ms. Harris noted the ADA spaces were not located as identified on the submitted site plan. Their location was slightly different, but the number of spaces does meet with requirements.

Mr. Seth Baar with Bosch Architecture advised this is a small addition to the property with minimal work to be done, but it does include the moving of storm pipe to go around the addition.

Pastor Jordan Wall from Revitalize Church thanked the Board for their consideration and their partnership.

Mr. Noah Herron, a member of Revitalize Church and the construction manager for the project thanked the Board.

Ms. Farmer **made a motion** that the Zoning Board of Appeals approve the Site Plan for the proposed 1,223 square foot addition onto the south side of the existing building located at 2901 N 10th Street with the following condition:

1. Finalization of details pertaining to ADA parking spaces shall be subject to administrative review and approval.

Vice Chair Jachym **seconded the motion**. The **motion was passed** unanimously.

### **Presentation by GIS Specialist: Charter Township of Oshtemo Online Map**

GIS Specialist Mr. Scott Fitzgerald showcased the GIS work that has been done so far this year. There are many new tools for both staff and residents to use within the interactive map available on the Oshtemo website.

Chair Williams thanked Mr. Fitzgerald for his demonstration.

### **Other Updates and Business**

The Chair called for other updates and business.

### **Adjournment**

There being no further business, the Chair called for a motion to adjourn the meeting at 3:36 p.m. Mr. Gould **made a motion** to adjourn. Vice Chair Jachym **seconded the motion**. The **motion was passed** unanimously.

Minutes Prepared: June 26, 2024  
Minutes Approved: August 20, 2024