

Tentative Agenda  
Kalamazoo City Planning Commission  
April 13, 2017  
Regular Meeting

Third Floor Conference Room, City Hall

7:00 p.m.

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- A. Call to Order
- B. Roll Call
- C. Adoption of Formal Agenda
- D. Approval of Minutes (March 2, 2017)
- E. Communications and Announcements
- F. Public Hearings:
  - 1. P.C. #2017.02: Request to rezone 621 W. Kalamazoo Avenue from Zone M-1 (Manufacturing, Limited District) to Zone RD-19 (Residential, Duplex District). **[Recommended action: recommend to the City Commission to approve the rezoning request.]**
  - 2. P.C. #2017.03: Request from Clark House, LLC for a special use permit to allow a bed and breakfast use at 621 W. Kalamazoo Avenue. **[Recommended action: approve the special use permit with one condition.]**
- G. Citizens' Comments Regarding Non-Agenda Items
- H. Unfinished Business  
(Citizens' comments are welcome before each item is voted upon by the Planning Commission)
  - 1. Imagine Kalamazoo update
- I. New Business  
(Citizens' comments are welcome before each item is voted upon by the Planning Commission)
  - 1. Annual meeting:
    - a. Annual report for 2016
    - b. Election of officers
    - c. Discussion on site plan review program

- J. Citizens' Comments
- K. City Commission liaison comments
- L. City Planner's Report
- M. Miscellaneous Comments by Planning Commissioners
- N. Adjournment

City of Kalamazoo  
PLANNING COMMISSION  
Minutes  
March 3, 2017  
*DRAFT*

Second Floor, City Hall  
Commission Chambers  
241W. South Street, Kalamazoo, MI 49007

Members Present: Rachel Hughes-Nilsson, Chair; Charley Coss, Vice Chair; Geoffrey Cripe, Gregory Milliken, Sakhi Vyas; Derek Wissner,

Members Excused: Josh Cook, Emily Greenman Wright, James Pitts

City Staff: Rebekah Kik, City Planner; Rob Bauckham, Senior Development Planner; Amanda Coeur, Recording Secretary;

Guests: Joel Clark, Texas Township Resident; Representatives from Salvation Army; 2 additional citizens.

**A. CALL TO ORDER**

Commissioner Hughes-Nilsson called the meeting to order at 7:02 p.m.

**B. ROLL CALL**

Planner Kik proceeded with roll call and determined that the aforementioned members were present.

**C. ADOPTION OF FORMAL AGENDA**

Commissioner Coss asked that City Commission update be added onto the agenda. **Commissioner Wissner supported by Commissioner Milliken, moved approval of the March 3, 2017 Planning Commission agenda as amended. With a voice vote, the motion carried unanimously.**

**D. APPROVAL OF MINUTES**

**Commissioner Cripe, supported by Commissioner Milliken, moved approval of the February 2, 2017 Planning Commission minutes as presented. With a voice vote, the motion carried. Commissioner Coss abstained.**

**E. COMMUNICATIONS AND ANNOUNCEMENTS**

Planner Kik welcomed Commissioner Vyas to the Commission.

**F. PUBLIC HEARINGS**

**P.C. #2017.01: Request for a special use permit to allow an expansion of the existing building and use for The Salvation Army located at 1700 S. Burdick Street. [Recommendation: motion to approve the request with one condition.]**

Planner Bauckham presented the staff report, and spoke about what the Salvation Army does for the community. He stated that the parcel is broken up into two zoning districts (RS-5 & CN-1). A 4,300

square foot addition would be added onto the building for emergency services, and would free up space within the current building for other uses. A final site plan will be required if approved. The Salvation Army is planning on adding additional landscaping to the property. A meeting, which was hosted by the Salvation Army, was held for the neighborhood so they could see the plan for the building addition. Overall there was a good response from the neighborhood.

The architect for the project spoke on behalf of the Salvation Army. He stated that this addition would hold the canteen for the Salvation Army. Currently they are renting space off site for this use, which makes it difficult to coordinate in emergency situations. Specifically, there was a recent issue responding to residents of the Crosstown Apartments fire in a timely fashion. Having the addition would put the canteen and emergency vehicles all at the same location.

The public hearing was opened. A resident spoke of concern for the environment with the building addition. She lives close to the property and currently experiences flooding when it rains, and she is concerned about proper drainage.

Joel Clark, a Texas Township resident and Business Administrator for the Salvation Army, supports the building addition. He shared that the canteens have been vandalized in the past and this will help prevent that.

The architect for the Salvation Army spoke about the drainage concerns. He stated that stormwater generated on the site is captured and goes into Burdick Street. The architect will do whatever is necessary to deal with stormwater issues. He also stated that this property was not in a wetland area. Commissioner Coss asked about the terrain of the site. The architect stated that the land was generally higher in the middle and lower on the Burdick Street side. Most of the storm water flows toward the street.

Commissioner Cripe asked what the need was for the extra 23 parking spaces. Major Welch from the Salvation Army spoke regarding this issue. He stated that there are certain times when additional parking is needed, for example, during the Christmas season and the Loaves and Fishes pantry giveaway. The Salvation Army does not want to disturb their neighbors with people parking on the street. Also, the additional spots will make it easier for large trucks to make deliveries. The Major also mentioned that the proposed truck doors will not face Burdick Street. They want to make the addition visually appealing for the neighborhood.

Commissioner Coss asked Planner Bauckham to address the concern the resident had regarding the environment. He said he would speak to the resident and that the flooding concerns will be addressed through site plan review.

**Commissioner Wissner, supported by Commissioner Milliken, move to approve the special use permit request with the following condition: a final site plan shall be submitted to the city for review and approval. With a roll call vote, the motion carried unanimously.**

**G. CITIZENS' COMMENTS (Regarding non-agenda items)**

None

**I. NEW BUSINESS**

None

**H. UNFINISHED BUSINESS**

Planner Kik offered an Imagine Kalamazoo project update. On February 28<sup>th</sup>, the last neighborhood meeting was held in the Westnedge Hill neighborhood. An average of about 50 people per meeting attended the neighborhood meetings. Overall throughout the process more than 3,000 people have been contacted for their input.

Staff is currently analyzing the data from these meetings, and on April 11<sup>th</sup> and 12<sup>th</sup> there will be a large Imagine Kalamazoo meeting, which will include walking tours and speakers. During the evenings on those two days the meetings will be open to the public to see the data staff is currently compiling.

#### **J. CITIZENS' COMMENTS**

None

#### **K. CITY PLANNER'S REPORT**

Planner Bauckham gave the City Planner's Report. Some of the highlights of the site plan program included:

- Kalamazoo Distillery is moving into an old auto repair building on the corner of Lake and Portage
- Stadium Shoppes is building a new building on the southwest corner of their property
- One Well Brewing, on Portage Road, is adding two outdoor patios
- Kalamazoo Covenant Academy has made improvements to their property
- The Exchange project will be breaking ground within days. The city is working with the developers regarding a traffic study and road closures. This project will be mixed use with residential units as well as commercial space.
- City Staff is working with the new owners of the old Harding's property on Howard
- City Staff is working with a developer about a possible new hotel to be located downtown

#### **L. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS**

Commissioner Hughes-Nilsson wished Commissioner Cripe well as this was his last meeting as a Planning Commissioner. Commissioner Cripe encouraged all Commissioners to attend the MSU Extension Citizen Planner Program. Discussion occurred between the Commissioners regarding the program and Planner Kik stated staff could look into the cost of this for the Commissioners.

#### **M. ADJOURNMENT**

The meeting adjourned at 8:06 p.m.



# Planning Commission Staff Report

City of Kalamazoo

**Project Address:** 621 W. Kalamazoo Avenue

**Case #:** P.C. 2017.02 and P.C. 2017.03

**Request:** 1) Rezone the parcel from Zone M-1 to Zone RD-19, and; 2) Special use permit to allow a bed and breakfast use

**Meeting Date:** April 13, 2017

**Applicant:** Clark House, LLC

**Owner:** Same

**Public Hearing:** Yes

**Date Legal Ad Published:** March 29, 2017

## **Project Summary:**

The request includes two components: 1) rezone the subject parcel from Zone M-1 to Zone RD-19, and; 2) special use permit to allow a bed and breakfast use on the site.

## **Recommendation:**

The Planning Division recommends that the Planning Commission recommend to the City Commission to approve the rezoning request, and that the Planning Commission approve the special use permit for the bed and breakfast use, with the following condition:

1. A site plan shall be submitted to the city for the bed and breakfast use for review and approval.

### ***Community Planning & Development Department***

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[www.kalamazoocity.org](http://www.kalamazoocity.org)

#### Staff Contact Information:

Rebekah Kik, City Planner  
Robert Bauckham, AICP, Senior Development Planner

## **ANALYSIS**

### Property Size:

.25 acres +/-

### Description of Current Use of Property:

The property contains a house that is currently being used as a bed and breakfast facility, and a parking lot for the facility users.

### Current Zoning District:

The property is in the M-1 (Manufacturing, Limited District) zoning district.

### Future Land Use Map Designation:

Core Residential 1

### Surrounding Zoning and Land Uses:

West: Zone RD-19: Single and multiple-family homes  
North: Zone RD-19: Single and multiple-family homes  
East: Zone M-1: Vacant car repair business  
South: Zone M-1: Vacant car repair business

### Project Description:

The property is located in the Stuart Neighborhood and it contains an approximately 1,700-square-foot, two-story house with four units that was originally constructed in 1900. A parking lot is located on the western portion of the site. The house was utilized as a traditional rental facility in the past and was registered through the city. More recently, it has been used as a bed and breakfast business. The property is in the M-1 zoning district. New residential uses and bed and breakfast facilities are not permitted in that zone. The former residential rental use was grandfathered in for the house, but the bed and breakfast use represents a newer change that needs to be approved.

This request includes two components; a rezoning of the property and a special use permit for the bed and breakfast use. The Planning Division is interested in changing the industrial zoning of the parcels in this area of the city. The house on the subject property is a non-conforming use in the current zone. If used as a traditional rental or owner-occupied residence, it would be a conforming use in the proposed RD-19 zone. The adjacent parcels to the west and north of the subject property are currently in the RD-19 zone. The proposed rezoning would not be considered "spot" zoning as a result. The Planning Division has been

considering implementing this rezoning for some time and is facilitating the rezoning request. The applicant desires to continue operating the bed and breakfast facility on the property. Such a use is allowed by special use permit in the RD-19 zone. Therefore, the second component of this request is to obtain a special use permit to allow the applicant to continue the operation. The four units in the house would be rented out on a short term basis under the classification of a bed and breakfast facility. The rezoning and the special use permit are both needed to allow the use to continue.

The Stuart neighborhood association was notified of the request. The applicant has spoken with many of the neighbors to explain the request, answer questions, and address any concerns. A report of the comments from the neighborhood will be provided at the April 13 Planning Commission meeting. If the special use permit is approved, the applicant will need to provide a site plan for the use for city review and approval.

#### Review Criteria:

The Planning Commission's role is to approve or disapprove special use permit requests based on the following criteria from Chapter 8 of the Zoning Ordinance. Staff's opinion of the level of conformance of the project with the criteria is provided in the bolded text.

1. That the proposed special use is appropriate for its proposed location and compatible with the character of surrounding land uses and the uses permitted in the zone district(s) of surrounding lands.  
**(The subject property is on the fringe of a neighborhood and is bordered to the east and south by a former auto repair business, which is also in the M-1 zoning district. Rezoning the property to the RD-19 zone will make it compatible with the adjacent parcels to the north and west. It is not uncommon for bed and breakfast uses to be located close to a neighborhood and in former large homes. The operations of the facility would be required to meet the city noise ordinance. Staff believes the proposed bed and breakfast use will be compatible with the existing adjacent uses.)**
2. That the proposed special use complies with Sec. 4.2: Use Standards of the zoning ordinance.  
**(Bed and breakfast uses are allowed by special use permit in the RD-19 zone with approval from the Planning Commission.)**
3. That the location and design of the proposed special use minimizes adverse effects, including visual impact of the proposed use on adjacent lands by: 1) avoiding significant adverse impact on surrounding lands regarding service delivery, parking and loading, odors, noise, glare, and vibration, and does not create a nuisance; 2) retaining, to the greatest extent possible, the natural features of the landscape where they provide a barrier or buffer between the



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proposed special use and adjoining lands; 3) locating buildings, structures, and entryways to minimize impact; and, 4) providing appropriate screening, fencing, landscaping, and setbacks.

**(The existing house has been located on the site since 1900. It has been a registered rental use in the past. There are no plans to add onto the building or conduct any major modifications to it or to the site. Adequate parking exists on the property for the proposed use. No existing trees will be removed from the property. Additional landscaping will be required on the site. The operation will need to meet the city noise ordinance. Staff believes the request meets the criteria.)**

4. That the proposed special use minimizes environmental impacts, and conforms to all relevant environmental protection standards of this ordinance, or any other state or federal laws.

**(The proposed use of the building is not anticipated to have any negative environmental impacts on the property or on adjacent properties.)**

5. That there is adequate road capacity available to serve the proposed special use.

**(It is anticipated that the existing road capacity will be sufficient to accommodate the traffic for the proposed use. Any increase in traffic for the new use will be negligible and is not projected to be significant or burdensome for the neighborhood.)**

6. That the proposed special use is designed to ensure safe ingress and egress onto the site and safe road conditions around the site.

**(The existing driveway entrance for the site will not be changed, and it is anticipated that it will be adequate to accommodate the proposed use. No new driveway entrances are planned.)**

7. That there are adequate potable water, wastewater, solid waste, park, police, and fire/EMS facilities to serve the proposed special use.

**(The subject property is adequately served by all of these facilities.)**

8. That the proposed special use is located and designed so that adequate access onto the site is provided for fire, police, and EMS services.

**(Adequate access will continue to be provided on the site for these services.)**

9. That the proposed special use complies with the appropriate standards in Chapter 6: General Development Standards.

**(Staff believes the proposed use complies with the standards in Chapter 6 pertaining to off-street parking, lighting, design, and operational performance.)**

10. That the proposed special use complies with all standards imposed on it by all other applicable provisions of the ordinance for use, layout, and general development characteristics.

**(Staff believes the proposed facility use will meet the applicable provisions of the zoning ordinance.)**

Site plan review:

If the rezoning and special use permit is approved, a site plan will need to be provided for the building and site for review and approval.

Findings:

Staff has made the following findings regarding this request:

1. Staff encourages the rezoning of the subject property to a non-industrial zone to prevent future industrial uses from developing on it.
2. The special use permit is needed to allow the bed and breakfast use in the new RD-19 zone.
3. Bed and breakfast uses are not uncommon on the fringe of residential neighborhoods.
4. The current house was constructed on the site in 1900 and has been utilized for rental purposes in the past. It is bordered to the east and south by a former auto repair business.
5. No expansions are planned for the building and no significant modifications will be made to the building or site.
6. The applicant plans to contact the neighbors prior to the Planning Commission meeting to discuss the project and answer questions/address concerns.

**RECOMMENDED ACTION**

The Planning Division recommends that the Planning Commission recommend to the City Commission to approve the rezoning of the subject property from Zone M-1 to Zone RD-19. The Planning Division also recommends that the Planning Commission approve a special use permit to allow a bed and breakfast use on the subject property, with one condition as follows:

1. A site plan shall be submitted to the city of the bed and breakfast use for review and approval.

*Attachments:*

1. Existing Zoning Map
2. Proposed Zoning Map
3. Aerial Map
4. Existing Land Use Map
5. Future Land Use Map

**CITY OF KALAMAZOO  
PLANNING COMMISSION  
ANNUAL REPORT  
2016**

**Introduction**

This is a summary of the activities conducted by the Kalamazoo City Planning Commission during 2016, plus information on notable tasks and projects undertaken by the Planning Division.

**Planning Commission Members**

The Planning Commission was made up of the following members at the beginning of 2016:

Susan McBain	Derek Wissner
Tracy Hall	Geoffrey Cripe
Rachel Hughes-Nilsson	Charley Coss
Rico White	Emily Greenman Wright
Josh Cook	

Commissioner White resigned in March due to a change in his residency outside of Kalamazoo. Commissioner McBain completed her term of service to the Commission in March. Commissioner Hall was elected to the Kalamazoo County Commission and completed her service to the Planning Commission in December. Commissioner Greg Milliken joined the Commission in July. He began a partial term that will expire in March of 2019.

The Planning Commission convened ten (10) regular meetings during the year; the meetings for May and July were cancelled due to a lack of business items. All of the meetings were held in the City Commission Chambers in City Hall. The annual meeting was conducted on April 12. At that meeting, the Commission voted to continue to have the site plan review program coordinated by the Planning Division staff. In addition, Commissioner Hughes-Nilsson was re-elected as chair of the Commission, Commissioner Coss was re-elected as Vice-Chair, and Commissioner Greenman Wright was re-elected as Secretary. A Planning Commission retreat was not held during the year.

**Summary of requests reviewed by the Planning Commission**

A total of eighteen (18) cases were processed by the Planning Division staff in 2016 for review and action by the Planning Commission. The classifications of the requests were as follows:

Rezoning	5	Special Use Permits	8
Street vacations	4	CIP review	1

The rezoning requests were as follows:

1. Rezone the east portion of Ye Olde Central Laundry at 827 S. Westnedge Avenue from RM-15 to CN-1 to allow expansion of the business facility. **Approved.**
2. Rezone 21 parcels in the Parkview Avenue and Oakland Drive area to CN-1 to provide uniform zoning in this area of the city and encourage neighborhood commercial development to occur. The parcels were in the CC zone, which allows intensive commercial uses such as auto sales and repair, and gas stations. **Approved.**
3. Rezone 106 Thompson Street to the IC zone to bring it into conformance with the zoning of the rest of the Kalamazoo College campus. The college purchased the parcel for campus use. **Approved.**
4. Rezone 45 parcels between S. Pitcher Street and Mills Street, and between E. Michigan Avenue and the Portage Creek/King Highway area from the M-1, M-2, and CCBD zones to CMU, and amend the Riverfront Overlay District to add Subarea 9 and apply it to the parcels to promote mixed-use development in this area. **Approved.**
5. Rezone 4501 Arboretum Parkway from Zone CC to Zone RM-24 to allow a new apartment complex to be built on the parcel. **Approved.**

The special use permit requests were as follows:

1. Group day care use in the house at 1417 N. Church Street. **Approved.**
2. Expansion of the Tree of Life School at 2001 Cameron Street. **Approved.**
3. New, stand-alone parking lot for Main Street Properties at 1115 Euclid. **Denied.**
4. New multi-purpose building for Lakeside Academy at 3921 Oakland Drive. **Approved.**
5. Group day care use in the house at 1833 Bloomfield Avenue. **Approved.**
6. Boarding house use in the home for G & G Enterprises at 218 Allen Blvd. **Denied.**
7. New entertainment use in a portion of the building at 505 E. Kalamazoo Avenue. **Approved.**
8. Building addition for the YMCA facility at 1001 W. Maple Street. **Approved.**

The street vacation requests were as follows:

1. Vacate E. Cork Street east of S. Westnedge Avenue. **Withdrawn by applicant.**
2. Revised vacation of E. Cork Street east of S. Westnedge Avenue. **Withdrawn by applicant.**
3. Vacate a portion of the public alley located between Southworth Terrace and Beacon Street. **Approved.**
4. Vacate Amperssee Street north of E. Michigan Avenue. **Approved.**

The CIP for 2017 was reviewed by the Planning Commission, and was recommended for approval to the City Commission. The CIP was approved by the City Commission.

### **Summary of Planning Division staff activities**

The following is a list of significant activities completed by the Planning Division staff in 2016:

1. The Planning Division processed 60 site plan projects in 2016. Forty-four (44) of the projects were approved by the end of the year, three were withdrawn by the applicants, and thirteen projects needed additional information for processing. Approximately \$12,000 in application fees was collected for the program. The Site Plan Review Committee convened 34 meetings to review the projects. Some of the more notable projects included the new Family Health Center building on Alcott, a new multi-purpose facility for Lakeside Academy on Oakland Drive, the new headquarters building for Rx Optical on Park Street, the new Chemical Bank building on Parkview Avenue, the expansion of the Tree of Life School on Cameron, conversion of a former foundry facility to offices on E. Michigan Avenue, a new building for the Spirit Shoppe on KL Avenue, the new, 15-story Exchange building on W. Michigan Avenue, and expansion of the YMCA facility on Maple Street. Forty-two (42) site plan cases from 2016 and prior years were inspected for compliance and closed out.
2. During 2016, 207 trees and 1,142 shrubs were planted or committed to be planted in the city for approved projects under the site plan review program. The total landscaping count for the program since its inception in year 2000 is **8,710 trees** and **32,276 shrubs**.
3. The Planning staff continued to work toward the Redevelopment Ready Community (RRC) certification for the city through the Michigan Economic Development Corporation (MEDC). Out of the 43 total best practice standards for the program, Kalamazoo initially met all but five of them. Three of the five outstanding standards were addressed and approved by the MEDC during 2016. Completion of a Marketing Strategy and a Public Participation Plan for the city represent the final two standards that need to be addressed in order to obtain the certification. The Planning Division staff and interns actively worked on both components during the year. Different public participation methods were tested and evaluated during the Imagine Kalamazoo community engagement activities. The results will be used to formulate the Public Participation Plan, which will be utilized for future citizen engagement activities. An outline and initial narrative for the Marketing Strategy was also created. The newly hired Marketing Specialist in the Economic Development Division will be helping to complete the strategy formulation. Final drafts of the two documents are anticipated to be completed by mid-2017.
4. The Planning staff worked closely with the Economic Development Division on the following projects:
  - a. A proposed housing project at 617 Harrison Street
  - b. The Walbridge Commons mixed-use project on Walbridge Avenue

- c. The Crosstown Commons project on Portage Street
  - d. Redevelopment of the former bicycle shop site at 419 Harrison Street
  - e. Redevelopment of the former Performance Paper site at 400 Bryant Street
  - f. Development of the site at 600 E. Michigan Avenue for mixed uses
5. Six, new Neighborhood Enterprise Zone requests for homestead tax exemptions were processed for homes in the Vine Neighborhood. Two applications to transfer previously-approved requests to new property owners were also processed, along with one request from the City Clerk's office to revoke a previously-approved exemption due to delinquent property taxes on the property. All of the requests were presented to and approved by the City Commission.
  6. Significant public input was obtained from citizens pertaining to the Imagine Kalamazoo project, which includes the creation of a Strategic Initiative for the city and update to the current Master Plan. Hundreds of citizens participated as part of two community-wide meetings that were held along with several neighborhood level meetings. Initial work was implemented to create goals and objectives for the future of Kalamazoo. Completion of the project is anticipated for mid-2017.
  7. The Planning staff attended the monthly Technical Committee meetings of the Kalamazoo Area Transportation Study (KATS) to obtain/share information on road and infrastructure projects planned within the county, and to provide updates on planning initiatives for the city. Staff attended the monthly Traffic Board meetings to discuss citizen/staff requests for proposed changes to roads and parking facilities within the city. Staff also attended and participated in the KVCC Parking and Mobility Committee meetings pertaining to the new campus in downtown Kalamazoo.

Prepared by: Robert H. Bauckham, AICP  
Senior Development Planner







