

Tentative Agenda
Kalamazoo City Planning Commission
April 10, 2018
Regular Meeting

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

7:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Adoption of Formal Agenda
- D. Approval of Minutes (February 1, 2018)
- E. Communications and Announcements
- F. Public Hearings:
 - 1. P.C. #2018.02: Request from Patrick Coffey to rezone 713 Simpson Street from Zone M-1 (Manufacturing, Limited District) to Zone RM-15 (Residential, Multi-Dwelling District). [**Recommendation: motion to recommend to the City Commission to approve the rezoning request.**]
 - 2. P.C. #2018.03: Request from Patrick Coffey for a special use permit to allow a transitional residence use at 713 Simpson Street. (**Recommendation: motion to approve the special use permit with conditions.**)
- G. Unfinished Business
- H. New Business:
 - 1. Annual meeting:
 - a. Election of officers
 - b. Annual report
 - c. Site Plan Review Program
- I. Citizens' Comments
- J. City Commission Liaison Comments
- K. City Planner's Report
- L. Miscellaneous Comments by Planning Commissioners
- M. Adjournment

**City of Kalamazoo
PLANNING COMMISSION
Minutes
DRAFT
February 1, 2018**

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

Present: Rachael Hughes-Nilsson, Chair; Charlie Coss, Vice Chair; Alfonso Espinosa; Emily Greenman-Wright; Gregory Milliken; James Pitts; Sakhi Vyas; Derek Wissner

City Staff: Christina Anderson; City Planner; Rob Bauckham, Senior Development Planner; James Baker, Public Services Director; Clyde Robinson, City Attorney; John Kneas, Assistant City Attorney; Amy Thomas, Recording Secretary.

A. CALL TO ORDER

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

B. ROLL CALL

Planner Anderson completed roll call and determined that the aforementioned members were present.

C. ADOPTION OF FORMAL AGENDA

There were no changes to the agenda.

Commissioner Greenman Wright, supported by Commissioner Wissner, moved approval of the February 1, 2018 Planning Commission agenda as submitted. With a voice vote, the motion carried unanimously.

D. APPROVAL OF MINUTES (January 4, 2018)

There were no changes to the Minutes.

Commissioner Vyas, supported by Commissioner Espinosa, moved approval of the January 4, 2018 Planning Commission Minutes as submitted. With a voice vote, the motion carried unanimously.

E. COMMUNICATIONS AND ANNOUNCEMENTS

None

F. Public Hearings

P.C. #2018.01 Cave's Court – Vacate the north segment of Cave's Court.

The Senior Development Planner's Report is incorporated in these minutes as if fully set forth herein.

Commissioner Vyas inquired if the property to be vacated overlaps with the Kalamazoo River Valley trail. Planner Bauckham advised that the trail is not directly within the segment of the property being vacated.

Attorney Kneas advised that the Brownfield Redevelopment Authority is requesting the vacation of Caves Court. There is a 30-inch sanitary sewer line and a 6-inch water line under the property for the vacation, and there are reciprocal easement agreements for these utilities. The northern portion of Caves Court has been repaved and access to Gull Road has been improved. Drainage on that site was also improved. The owner of Precision Heat Treating will be the owner of the vacated property and the easement will go to her.

There was no public comment on the request.

Commissioner Milliken inquired if the Brownfield Redevelopment Authority is requesting the vacation but the adjacent property owner is paying for the acquisition. Attorney Kneas advised that half of the vacated property will go to one of the adjacent property owners, the other half of the vacated property will go the other adjacent property

owner. The street vacation would provide Precision Heat Treating with better access to their property and they will pay fair market value for that half of the vacated property.

Commissioner Milliken, supported by Commissioner Coss, moved to recommend to the City Commission approval of P.C. #2018.01, the request from the City of Kalamazoo Brownfield Redevelopment Authority to vacate the northern segment of Caves Court, with the condition that an easement be granted for access of underground utilities in the vacated area. With a roll call vote, the motion carried unanimously.

Commissioner Milliken stated that he thought the motion was consistent with the Planning Commission's policies and that the recommended changes will allow the land to be put to better use.

G. UNFINISHED BUSINESS

None

H. NEW BUSINESS

1. Presentation on the proposed Veterans' Memorial Barrier-Free Ramp for the Riverside Cemetery

Mr. Baker advised that an ADA (Americans with Disabilities Act) access ramp is being proposed for the Veterans' Memorial at Riverside Cemetery. The memorial was originally constructed with no ADA facilities. Visitors have to walk down several flights of stairs to get to the memorial and the ceremonies that are being held there. City staff looked at the possibility of locating the parking lot closer to Gull Rd., but determined that was not a viable option due to the limited site distance on Gull Rd. and MDOT restrictions.

The current proposal represents a collaboration between the Westwood Garden Club, City of Kalamazoo Engineering staff and members of the community. The proposed plan allows parking near a ramp and the creation of a ramp to the memorial. Cemeteries overall are not generally ADA complaint and there are no plans to address that issue at this point. Many cemeteries were constructed in 19th century, prior to ADA requirements. The Westwood Garden Club obtained local funding and grants to fund this project.

In order to construct the ramps, footings will be added under the existing rock wall, which does not have the standard foundations that would be required today. Required footings are 42" to 60" deep. A portion of the wall will be removed to accomplish the required updates. The proposal includes the addition of handrails, to code, and fencing if the wall is over 4' in height.

Construction of the ramp can begin once the building permit is issued by the Community Planning and Development Department. This project could begin this year or at some point in the future when the Westwood Garden Club obtains the necessary funding. It is estimated that the project will cost \$75,000-\$125,000. The Commission supported the project.

2. Recommendation to re-nominate Commissioners Hughes-Nilsson, Pitts and Greenman Wright to each serve an additional term on the Planning Commission.

Planner Bauckham advised that terms are expiring for Commissioners Hughes-Nilsson, Pitts and Greenman Wright. All three Commissioners are eligible for and have agreed to an additional term. If approved by the Planning Commission, the recommendation for additional terms will be presented to the City Commission for approval.

Commissioner Coss, supported by Commissioner Wissner, moved recommendation of an additional term on the Planning Commission for each of the following Commissioners: Greenman Wright, Hughes-Nilsson and Pitts. With a roll call vote, the motion carried unanimously.

I. CITIZENS' COMMENTS

None

J. CITY COMMISSION LIAISON COMMENTS

None

K. CITY PLANNER’S REPORT

Planner Bauckham advised there were 54 site plans submitted to City staff in 2017. Site plans submitted in 2017 included a new multi-tenant commercial building behind Gallagher’s Restaurant on Stadium Dr.; the Vine Shops, a multi-tenant building near Westnedge and Vine Streets; On the Rocks, multi-tenant, commercial building on Portage St.; Walden Woods Phase 4 condominium project; redevelopment of the former Harding’s Market on Crosstown Parkway; reuse of the former Illinois Envelope building on Bryant Street for County offices; and the Parkway Flats apartment complex on Arboretum Parkway.

There were two site plans reviewed in January 2018 and there are eight other site plans in various stages of review.

The Blue Beam program has been implemented by City staff in 2018 for electronic review of site plans. Comments on site plans will be sent electronically to applicants in an effort to save paper and provide more efficiency.

The Planning Commission recently recommended the vacation of a public alley between Cooley and North Park streets. That recommendation will be on the City Commission agenda on Monday for a first review.

The Annual Planning Commission meeting date has been changed to April 10th due to spring break. The annual meeting agenda will include a discussion regarding the site plan review process; elections for Chair, Vice Chair and Secretary of the Planning Commission; and presentation of the annual report for 2017.

Planner Anderson advised that the July meeting has also been moved to the following Tuesday, July 10th. Changes to the Planning Commission meeting scheduled have been placed on the city-wide calendar.

Commissioner Greenman Wright, supported by Commissioner Vyas, moved approval of the proposed changes to the April and July Planning Commission meeting schedule. With a voice vote, the motion carried unanimously.

L. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

None

M. ADJOURNMENT

Commissioner Greenman Wright, supported by Commissioner Wissner, moved to adjourn the February 1, 2018 Planning Commission meeting. With a voice vote, the motion carried unanimously.

The meeting adjourned at 7:26 p.m.

Submitted by: _____
Recording Secretary

Date: _____

Reviewed by: _____
Staff Liaison

Date: _____

Approved by: _____
Planning Commission Chair

Date: _____



Planning Commission Staff Report

City of Kalamazoo

Project Address: 713 Simpson Street

Case #: P.C. 2018.02 and P.C. 2018.03

Request: 1) Rezone the parcel from Zone M-1 to Zone RM-15, and; 2) Special use permit to allow a transitional residence use at the site

Meeting Date: April 10, 2018

Applicant: Patrick & Pam Coffee for Healthy House 4 Women

Owner: Income With Integrity, LLC, ZPI, LLC

Public Hearing: Yes

Date Legal Ad Published: March 26, 2018

Project Summary:

This project has two requests:

- 1) rezone the subject parcel from Zone M-1: (Manufacturing, Limited District) to Zone RM-15: (Residential, Multi-Dwelling District); and
- 2) approve a special use permit to allow a transitional residence.

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 transitional residence use, with the following condition:

1. The special use permit approval is conditioned upon the rezoning of the parcel.

Community Planning & Development Department

415 Stockbridge Avenue
Kalamazoo, MI 49001
(269) 337-8044
(269) 337-8513 [fax]
www.kalamazoocity.org

Staff Contact Information:

Christina Anderson, AICP, City Planner
Robert Bauckham, AICP, Senior Development Planner

ANALYSIS

Property Size:

.20 acres +/-

Description of Current Use of Property:

The parcel contains a house that is currently being used for a transitional residence for women recovering from addictions.

Current Zoning District:

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

2025 Master Plan & Imagine Kalamazoo 2025:

The Future Land Use map denotes the subject property as R-1 Residential. The proposed rezoning to the residential zone and special use for a transitional residential use align with this designation. The request also addresses the goal identified in the Strategic Vision of "Strength Through Diversity," which envisions an inclusive city where everyone feels at home.

Surrounding Zoning and Land Uses:

West: Zone RM-15: church, trail
North: Zone M-1: vacant land and an industrial building
East: Zone RM-15 & Zone CC: homes & transmission shop
South: Zone M-1 & Zone CC: home & commercial use

Project Description:

The subject parcel is located in the Northside neighborhood. It contains an approximately 1,000-square-foot, two-story house that was constructed in 1890. It is on a small lot and contains driveway parking only. Under the current zoning classification of M-1, new residential structures or units are not permitted, but existing structures or units are considered conforming. This home has existed on the subject parcel for residential purposes for over 100 years. M-1 is not the most appropriate zoning designation in this location given the surrounding residential and commercial uses. The properties to the east across Simpson and to the west across the trail are RM-15, which is the proposed zone for the subject parcel.

The applicants have been operating a transitional residence use in the house at 713 Simpson Street for approximately three years. This represents a violation of the Zoning Ordinance as such uses are not permitted in the industrial zones. The use is permitted in the RM-15 zone with approval of a special use permit.

Therefore, the second component of this request is to provide a special use permit for the parcel for the transitional residence use.

The applicant would like to be allowed to continue operating the Healthy House 4 Women transitional use in the house at 713 Simpson Street. It is a residential program for women recovering from addictions. A maximum of eight women reside in the house at any one time, and they are all adults. The average stay for the women is 90 days to one year. Other than staff and family members, no men are allowed in the house. A staff member lives in the house, and the residents are supervised at all times. Each resident is assigned to a recovery coach. Counseling and other assistance is provided to the women three days a week from area social services agencies, coaches, and WMU interns. The residents attend Alcoholics Anonymous and/or Narcotics Anonymous meetings daily. They have a curfew of 9:00 p.m. each day. The residents typically do not have vehicles on site. The goals of the program are to help the women with their recovery, provide life and job skills, and transition them into permanent housing.

NACD was notified of the request. The applicant has met with the NACD director and many of the property owners/occupants in the area to explain the request, answer questions, and address any concerns. They have spoken with 15 neighbors so far, and plan to conduct more interviews prior to the Planning Commission meeting. Reportedly, the response from the neighbors has been positive. A report of the comments from the neighborhood will be provided at the April 10 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 believes this request complies these criteria as is noted in the bolded text below.

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.
Staff believes the transitional residence use will be compatible with the existing adjacent uses. The subject property is bordered to the north by a vacant industrial use, to the west by a church and trail, and to the east by residential and commercial uses. Rezoning it to RM-15 is appropriate for its current residential use, is compatible with the 2025 Master Plan, and the zoning and use of the property to the east. Transitional residences are allowed in RM-15 by special use permit. The house has been used as a transitional residence for the past three years and granting the special use permit would make the use conforming under the Zoning Ordinance. It is not uncommon for such uses to be located

on neighborhood edges or areas with a mix of residential and commercial uses. The operations of the facility would be required to meet all City ordinances.

2. That the proposed special use complies with Sec. 4.2: Use Standards of the zoning ordinance.

With the approval of the rezoning request from M-1 to RM-15, a special use permit for a transitional residence can be requested.

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

Staff believes the request meets the criteria. The existing house has been located on the site for over 100 years. It has been used as a transitional residence for the past 3 years. There are no plans to add onto the building or conduct any major modifications to it or to the site. No existing trees will be removed from the property. The operation will need to meet all City ordinance requirements.

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.

Staff believes the request meets the criteria. 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.

Staff believes the request meets the criteria. 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.

Staff believes the request meets the criteria. 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. The residents will not have vehicles at the site.

7. That there are adequate potable water, wastewater, solid waste, park, police, and fire/EMS facilities to serve the proposed special use.
Staff believes the request meets the criteria. 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. **Staff believes the request meets the criteria. 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 request 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 request will meet the applicable provisions of the Zoning Ordinance.

Site plan review:

If the rezoning and special use permit are approved, site plan review is required.

Findings:

Staff has made the following findings regarding this request:

1. The rezoning of the subject property to RM-15 is appropriate for the location and to allow the opportunity for a special use permit to be granted for the transitional residence use.
2. The special use permit is needed to allow the transitional residence use to continue operating at 713 Simpson Street in the new RM-15 zone.
3. The current home on the parcel was constructed in 1890 and has been utilized for a transitional residence for the past 3 years. It is bordered by residential and business uses, and a church.
4. No expansions are planned for the house and no significant modifications will be made to it.
5. The applicant will report on the contacts they initiated with the neighbors and neighborhood association regarding the request at the Planning Commission meeting.

RECOMMENDED ACTION

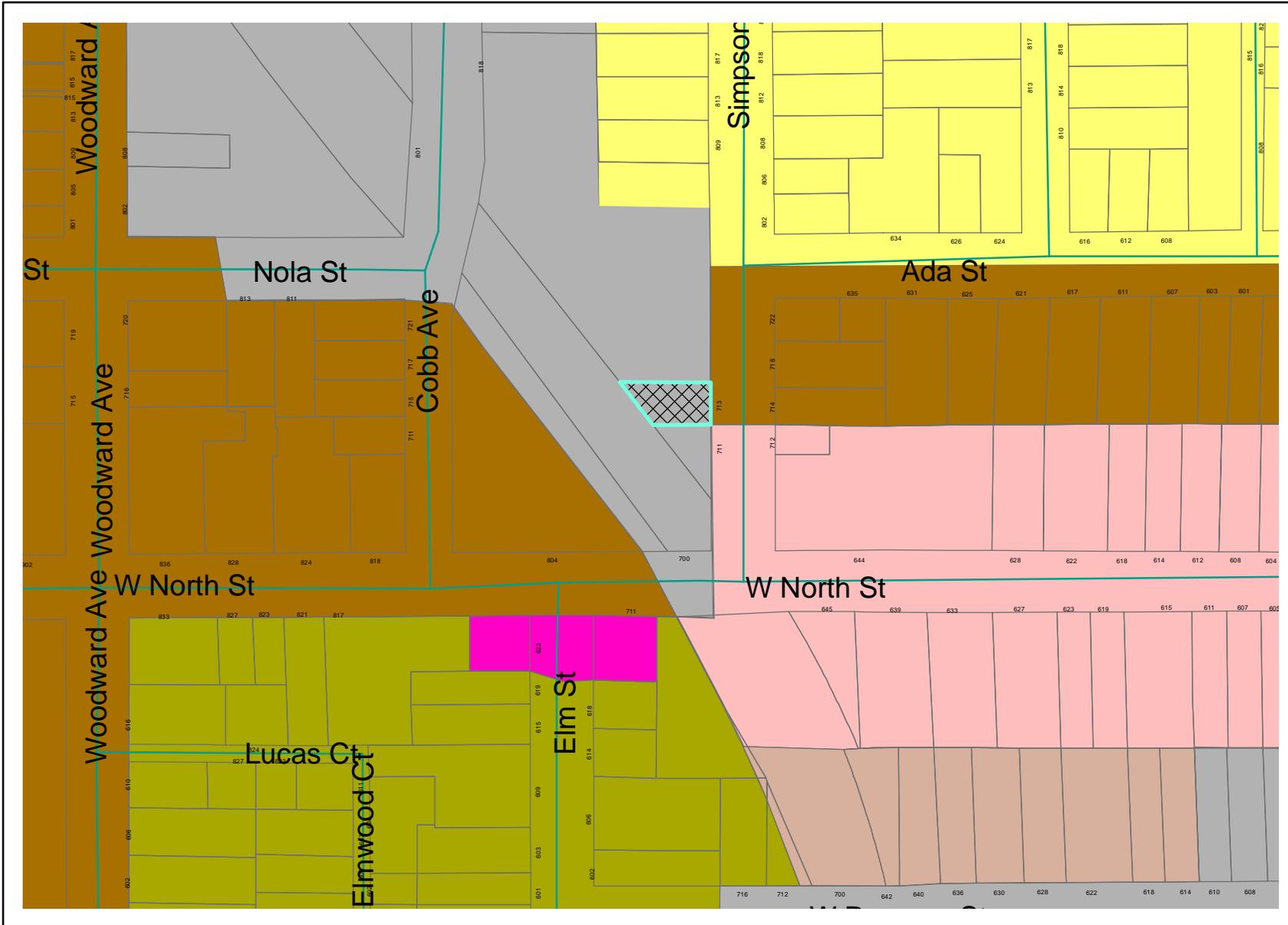
The Planning Division recommends that the Planning Commission recommend to the City Commission to approve the rezoning of the subject parcel from Zone M-1 to Zone RM-15. The Planning Division also recommends that the Planning Commission approve a special use permit to allow a transitional residence use at 713 Simpson Street, with one condition as follows:

1. The special use permit is conditioned upon the rezoning of the parcel.

Attachments:

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

P.C. #2018.02 & P.C. #2018.03 - 713 Simpson Street Rezone from M-1 to RM-15 and special use permit to allow a transitional residence.

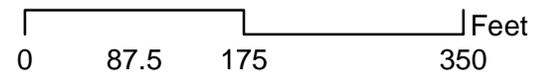


Current Zoning

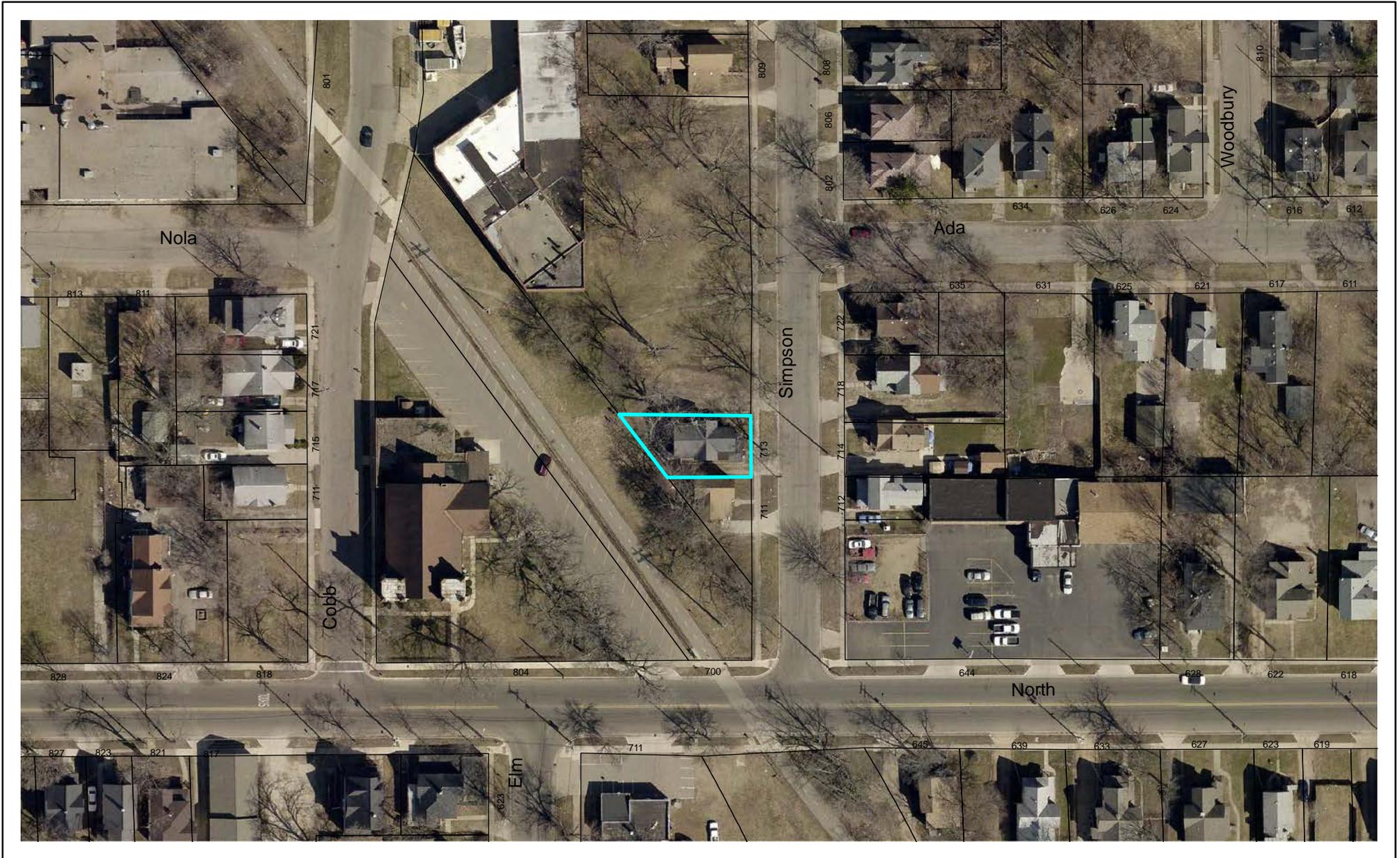
- CC
- CN-1
- M-1
- RD-19
- RM-15
- RM-36
- RS-5



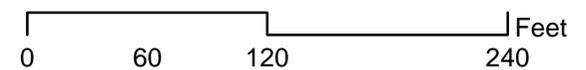
**REZONE FROM M-1 TO RM-15 & SPECIAL USE
PERMIT FOR A TRANSITIONAL RESIDENCE.**



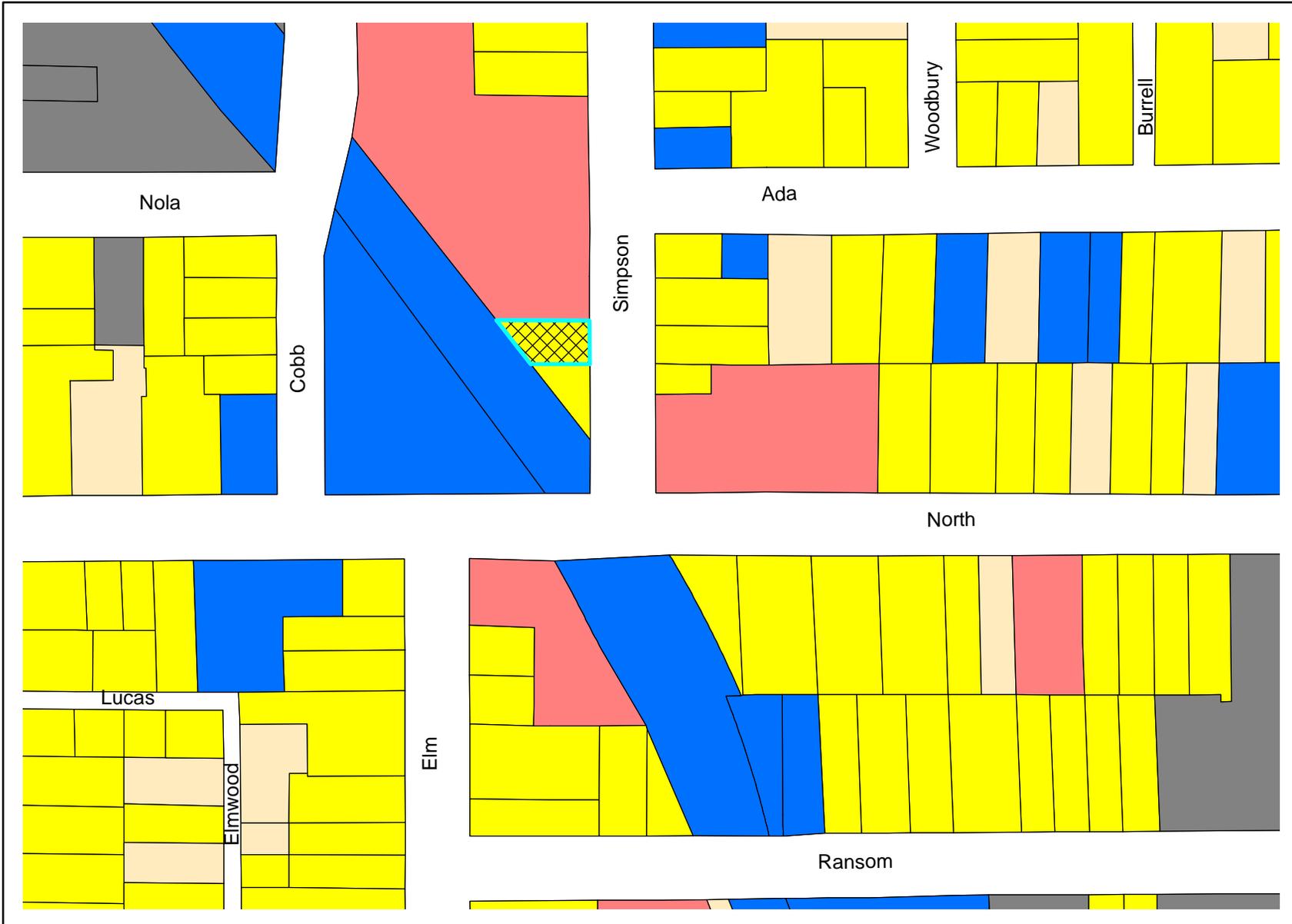
P. C. #2018.02 & P.C. #2018.03 - 713 Simpson Street
Rezone from M-1 to RM-15 and special use permit
to allow a transitional residence.



REZONE FROM M-1 TO RM-15 & SPECIAL
USE PERMIT FOR A TRANSITIONAL RESIDENCE.



P.C. #2018.02 & P.C. #2018.03 - 713 Simpson Street
 Rezone 713 Simpson from M-1 to RM-15
 and special use permit to allow a transitional residence.

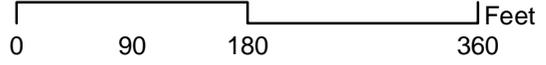


**EXISTING
 LAND USE**

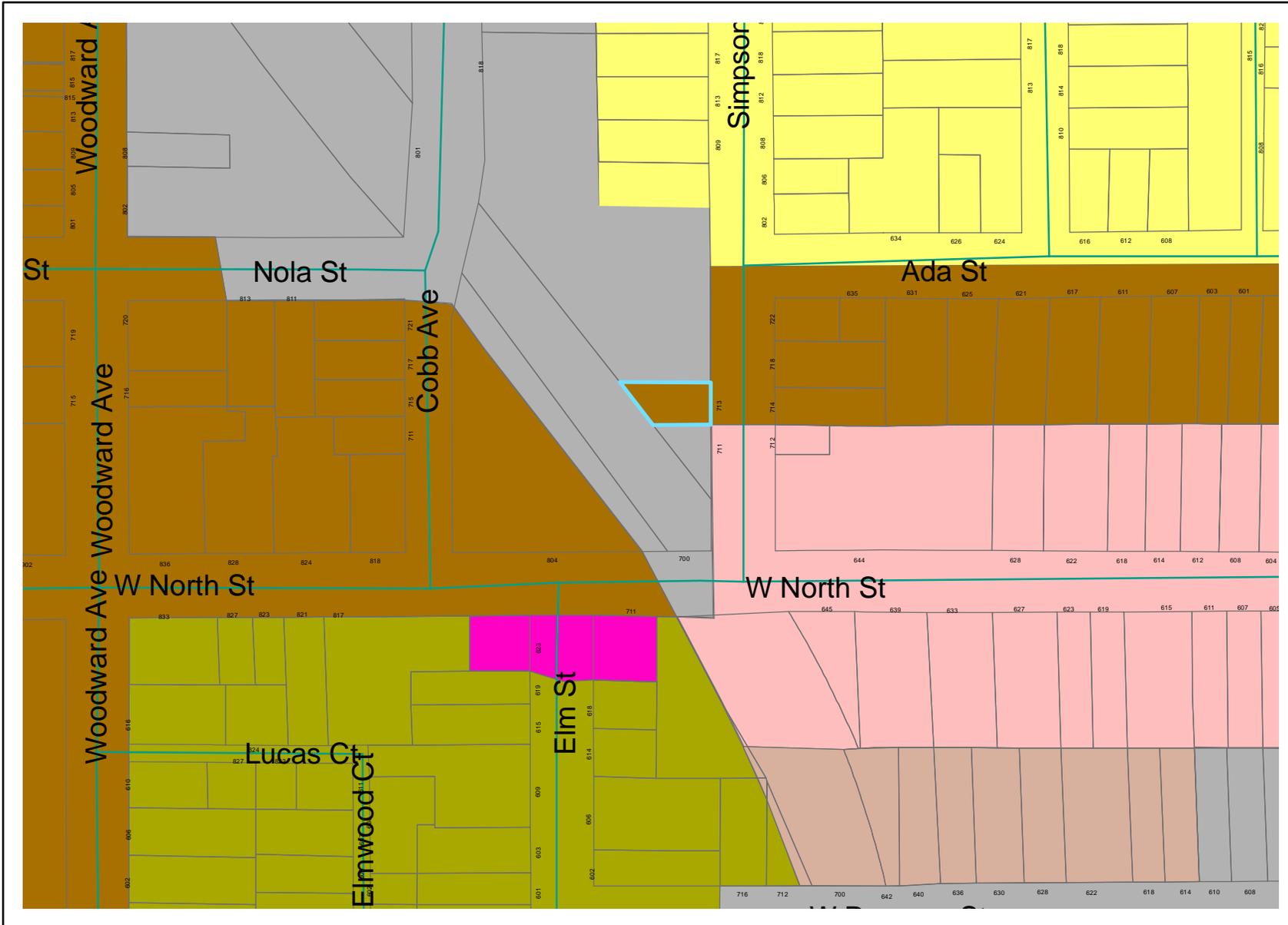
- COMMERCIAL
- VACANT
- TAX EXEMPT
- INDUSTRIAL
- RESIDENTIAL



**REZONE FROM M-1 TO RM-15 & SPECIAL
 USE PERMIT FOR A TRANSITIONAL RESIDENCE.**



P.C. #2018.02 & P.C. #2018.03 - 713 Simpson Street Rezone from M-1 to RM-15 and special use permit to allow a transitional residence.

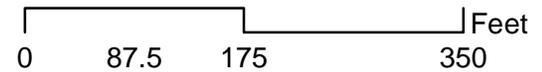


Proposed Zoning

- CC
- CN-1
- M-1
- RD-19
- RM-15
- RM-36
- RS-5



**REZONE FROM M-1 TO RM-15 & SPECIAL USE
PERMIT FOR A TRANSITIONAL RESIDENCE.**



**CITY OF KALAMAZOO
PLANNING COMMISSION
ANNUAL REPORT
2017**

Introduction

This is a summary of the activities conducted by the Kalamazoo City Planning Commission during 2017, 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 2017:

Greg Milliken	Derek Wissner
Geoffrey Cripe	Emily Greenman Wright
Rachel Hughes-Nilsson	Charley Coss
Josh Cook	

Commissioner Cripe resigned from the Planning Commission in March due to a change in his residency outside of Kalamazoo. He was replaced by Commissioner Alfonso Espinosa in April. Commissioners Sakhi Vyas and James Pitts were appointed in March. Commissioner Cook resigned in June. Commissioner Coss was appointed to an additional term that expires in 2020. The Commission contained eight members at the close of 2017. The Nominating Committee conducted interviews of six candidates in October to fill the vacancy. The final recommendation was approved by the Planning Commission in December, and it was provided to the Mayor for final appointment.

The Planning Commission convened eleven (11) regular meetings during the year; the meeting for January was 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 13. 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 Wissner was elected as Secretary. A Planning Commission retreat was held on November 15 at the Kalamazoo County Land Bank office on Riverview Drive. Presentations at the retreat were provided on the following:

1. Public Participation Plan and meeting notice procedures
2. 2025 Master Plan
3. Robert's Rules of Order and Open Meetings Act

Summary of requests reviewed by the Planning Commission

A total of twenty (20) requests were processed by the Planning Division staff in 2017 for review and action by the Planning Commission. The classifications of the requests were as follows:

Rezoning	4	Special Use Permits	8
Street vacations	2	CIP review	1
Text Amendment	1	New Plans	3
Street Re-alignment	1		

The rezoning requests were as follows:

1. Rezone 621 W. Kalamazoo Avenue from Zone M-1 to Zone RD-19 to allow a bed and breakfast use in the existing house. **Approved.**
2. Rezone 565 S. Drake Road from Zone PUD to Zone RS-5 for the Walden Woods Phase 4 condominium project. **Approved.**
3. Rezone Mayors' Riverfront Park at 251 Mills Street from Zone M-1 to Zone CMU. **Approved.**
4. Rezone 243 parcels along the S. Burdick Street corridor between W. Lovell and Stockbridge Avenue from Zones CC, CN-1, and M-1 to Zones CCBD, CN-1, CN-2 and RM-36, primarily to promote neighborhood-scale land uses. **Approved by Planning Commission. No action taken by City Commission.**

The special use permit requests were as follows:

1. Building addition for the Salvation Army at 1700 S. Burdick Street. **Approved.**
2. Bed and breakfast use in the house at 621 W. Kalamazoo Avenue. **Approved.**
3. Micro-brewery use in the building at 505 E. Kalamazoo Avenue. **Approved.**
4. Building addition for the YMCA at 1001 W. Maple Street. **Approved.**
5. Transitional residence use for Reach Sober Living at 120-128 W. Dutton Street. **Withdrawn by applicant.**
6. Group day care use in the house at 1508 Woodward Avenue. **Approved.**
7. Group day care use in the house at 1434 Woodward Avenue. **Approved.**
8. Transitional residence use for the YWCA in the house at 828 Oak Street. **Approved.**

The street vacation/re-alignment requests were as follows:

1. Vacate the public alley between Cooley and N. Park Street to the DDA for development purposes. **Approved by Planning Commission. Pending City Commission action.**

2. Vacate the south segment of Caves Court to the City BRA. **Approved by Planning Commission. Pending City Commission action.**
3. Re-align Portage Street in the Edison and Milwood neighborhoods. **Approved.**

The text amendment was an introduction to the proposed Medical Marijuana Ordinance. The Planning Commission voted to recommend to the City Commission to approve the amendments. The new Strategic Vision, Marketing Strategy, and Public Participation Plan were each reviewed by the Planning Commission and recommended for approval to the City Commission. The City Commission approved the plans. The Capital Improvement Plan (CIP) for 2018 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 2017:

1. The Planning Division processed fifty-four (54) site plan projects in 2017. Forty-four (44) of the projects were approved by the end of the year, and three had no activity following the initial submittal. The rest of the projects were still undergoing review at the close of 2017. Approximately \$11,000 in application fees was collected for the program. The Site Plan Review Committee convened twenty-nine (29) meetings to review the projects. Some of the more notable projects included the new Kalamazoo College Welcome Center on Thompson Street, townhouses for Main Street Properties in the Knollwood neighborhood, new Parkway Flats Apartments on Arboretum Parkway, re-use of the former Illinois Envelop building on Bryant Street for new Kalamazoo County offices, the Walden Woods Phase 4 condominium project on Arboretum Parkway, a new building for the Carriage Green Apartments on W. Main Street, the Vine Shoppes multi-tenant building on S. Westnedge Avenue, a new multi-tenant building for Gallagher's on Stadium Drive, the Davis Street Park improvements, and new offices for Wightman and Associates on E. Ransom Street. Forty (40) site plan cases from 2017 and prior years were inspected for compliance and closed out.
2. During 2017, 394 trees and 2,160 shrubs were planted or committed to be planted in the City for approved projects under the site plan review program. The landscaping count for the program since its inception in year 2000 totals **9,104 trees** and **34,436 shrubs**.
3. The City received the Redevelopment Ready Community (RRC) certification through the Michigan Economic Development Corporation (MEDC). Kalamazoo was the 15th municipality in the state to receive the certification. Out of the forty-three best practice standards established for the program, Kalamazoo initially met all but five of them. Three of the five outstanding standards were addressed by City staff and approved by the MEDC during 2016. Completion of a Marketing Strategy and a Public Participation Plan for the City, the final two requirements, were completed by City staff and approved by the MEDC in 2017. The Marketing Strategy was assembled with help from a steering committee consisting of business, educational, and institutional leaders in Kalamazoo. Strategies from other communities were reviewed and compared, and they were utilized

to help create Kalamazoo's plan. The Public Participation Plan was created by City staff largely using the public outreach tools and concepts from the 2025 Master Plan process. With the certification, Kalamazoo became a top-tier community in terms of marketing efforts conducted by the state. As state officials meet with developers in the country and the world about investing in Michigan, they will be encouraged to consider Kalamazoo for such endeavors and will be provided information on the local business, economic, housing, manufacturing, and retail climate.

4. After nearly two years of extensive public outreach that consisted of community meetings, presentations, surveys, and small group/one on one discussion, the Imagine Kalamazoo 2025 process created the Strategic Vision for the City of Kalamazoo. Over 3,000 citizens participated in the process including the Planning and City Commissions. The citizen engagement process was extensive and included five key phases; Imagine It, Plan It, Design It, Draft It, and Adopt It. The process culminated in the development of ten strategic goal areas: Shared Prosperity, Connected City, Inviting Public Places, Environmental Responsibility, Safe Community, Youth Development, Complete Neighborhoods, Strength Through Diversity, Economic Vitality, and Good Governance. Direction for specific action to be taken in each goal area was also provided. The City administration and staff will be focusing their efforts on addressing these goals to create a prosperous and more equitable City for the future.
5. The new Master Plan was also developed under the Imagine Kalamazoo 2025 process. It represents the City's guide to shaping growth and development, with a focus on land development and transportation, and includes zoning and policy updates to help implement the goals of the Strategic Vision. The future land use plan introduces new urban and neighborhood edge categories, which promote mixed-use development in the core area and along major commercial corridors. Neighborhood and commercial nodes are also identified in the Plan at important City intersections that will be the focus of future commercial and mixed-use development efforts. The Master Plan includes specific action statements that will be utilized during the next several years to address the stated goals. The Master Plan will be re-visited in five years to determine how the process is going and consider additions/adjustments where needed.
6. Three, new Neighborhood Enterprise Zone requests for homestead tax exemptions were processed for homes in the Vine Neighborhood. One application to transfer a previously-approved request to a new property owner in the Vine Neighborhood was also processed. All of the requests were presented to and approved by the City Commission.
7. A staff team was assembled and worked with a private consultant to review and revise the Site Plan Review Program process for the City using the Lean Six Sigma format. Interviews were conducted by the consultant of engineering firms, architects, and developers who have gone through the process to obtain their opinions. The goal was to maintain the components that are working well, and consider changes to make the process even more efficient and responsive to the needs of the development community. A new preliminary site plan review process was created that is designed to provide the developer with important information on the City's requirements, as well as to provide

City staff knowledge of the project. All plans are provided to the neighborhood organization in which the project is located for review. All review comments are provided to the applicant in advance of the meeting on the plan so that they can make revisions for the meeting. The goal is to have a plan presented at the meeting that can be approved, which will allow the applicant to apply for permits to get the project started. A reviewer back-up system was instituted for Committee members to ensure no lapses occur in project reviews when members are out sick or on vacation. The Blue Beam electronic plan review system was put in place allowing computer review of site plans by Committee members thereby reducing the need for paper plans and checklists. City staff will be trained on the new software in early-2018, the process will be tested, adjusted, and finalized.

8. The Planning Division staff met on several occasions with other City staff and project representatives on the Exchange Building project on W. Michigan Avenue. Topics for discussion included construction progress, the proposed snow-melt system for the building, modification to the water service on the north side of the building, planned utility improvements by the City in Rose Street, and the encroachment agreement for the building overhangs and lights over the right-of-way. The building construction is basically on schedule. The snow-melt system is under design. It was determined that the current system for the Mall will have sufficient capacity for the proposed expansion to the Exchange Building. Work on the north water service is continuing. The Public Services Department will work closely with the Exchange contractors on the timing of the Rose Street work to minimize disruption to construction traffic. The legal description for the encroachment agreement is being finalized.
9. The proposed text amendments for allowing Medical Marijuana uses in the City define and provide standards for the five types of medical marijuana facilities; growers, processors, transporters, safety compliance facilities, and provisioning centers. The zoning districts wherein the facilities would be allowed, and required distances of the facilities from other similar uses as well as community uses are also identified. It is anticipated that the City Commission will take action on the text amendments in March 2018.
10. The Planning Division hired a new Neighborhood Activator, who will be working closely with all City neighborhoods to develop area plans. All of the core neighborhoods are currently working on updating their plans (Northside, Edison, Eastside, Vine, and Oakwood), and the Arcadia and Oakland/Winchell neighborhoods are also beginning to work on their plans. The Neighborhood Activator will also be working with those neighborhoods that do not currently have a formal organization to determine if there is interest in forming one.
11. The Planning staff attended the monthly Technical Committee meetings of the Kalamazoo Area Transportation Study (KATS) to share information on road and infrastructure projects planned within the county, and to provide updates on planning initiatives for the City. Staff also attended the monthly Traffic Board meetings to discuss citizen/staff requests for proposed changes to roads and parking facilities within the city.

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

INTER-OFFICEMEMO

To: Kalamazoo City Planning Commission
From: Robert H. Bauckham, Senior Development Planner
Date: March 28, 2018
Subject: **New site plan review process and administration determination**

Greetings Commissioners:

In 2016, the City partnered with Mr. Mark Reynolds, a Lean Six Sigma consultant, to review the existing site plan review process. A staff team comprised of the members of the Site Plan Review Committee (City engineers, Fire Marshal, Building Official, Zoning Inspector, and Planning staff) plus Community Planning & Development Department management, was assembled and held regular meetings with Mark through the summer of 2017. Mark thoroughly reviewed all of our site plan review and development documents and processes. He also interviewed several architects, engineers, and developers who work with the city to identify what components of the existing system were working well, and what needed to be changed.

The result of this work is a new Site Plan Review Policy, new application forms, and updated web site. A copy of the Policy is attached for your review. The new Pre-Application Questionnaire, Site Plan Application, and Project Checklist can be found on the City web site at:

www.kalamazoocity.org/departments/communityplanninganddevelopment/planning/siteplanreview

The primary benefits of the new process are improved efficiency and reduced paperwork for the applicants and the Committee. Applicants are no longer required to submit seven, full-size paper copies of all site plans plus one 11 x 17 copy. Now, the plans and forms are submitted electronically plus one 11 x 17 paper copy of the plan. Applicants should also have fewer errors or omissions on the plans since they are provided with specific information on expectations and project review timelines up front. The materials are uploaded into the City's Building Permit software program for the site address. The site plans are placed into the City's BlueBeam plan review software program, which enables the Committee members to review the plans on their computers and insert comments electronically. Once the reviews are completed, all comments are provided to the applicant by email. Applicants can then make the necessary adjustments on the plans, and electronically return the final version for review. It took a great deal of staff time and cooperation to learn this new system and become comfortable with it. We believe it uses a highly efficient process for project review, and is very responsive to the development community. The new system is running smoothly.

The following table compares some of the attributes of the new program with the prior program:

Former Site Plan Program	New Site Plan Program
Pre-application review not required	Pre-app. review is required for all projects
Seven, full-size paper copies of plans needed	One, 11 x 17 paper copy plus electronic version
Paper copies of checklists used for reviews	Reviews are completed electronically
Review results provided at site plan meeting	Review results provided prior to meeting
Neighborhoods receive notice of a site plan	Neighborhoods receive elec. copy of the site plan
Planning Commission receives notice of plan	Planning Commission receives copy of site plan

All applicants that have gone through the process will be provided with a link to the City web site and asked to complete a survey regarding the experience. For the former program, the survey of applicants was not as extensive. The same architects, engineers, and developers previously surveyed will be surveyed again this year to gauge their reaction to the new process and determine if other adjustments are needed. The Site Plan Review Committee will meet quarterly to assess the process, the survey results, and consider changes to clear up any lingering confusion.

Thus far, ten projects have gone through or are in the Pre-Application stage, five have gone through or are in the Site Plan Review Process stage, and two have received final approval. Committee members have been learning the new process, and regular meetings take place to answer questions, and to refine the process.

Request for Planning Commission support

Language exists in the Zoning Ordinance that allows the Planning Commission to decide if the Planning staff should administer the Site Plan Review Program, or if it should be transferred to the Commission. Each year during the annual meeting, the Commission is asked to vote on this matter. **Staff recommends that the PC continue to allow staff to administer the Site Plan Review Process.**

Since 1999, the process has been administered by staff. That is not to say it should never be administered by the Commission. Each year between 50 and 65 site plan projects are processed. If the process was to be administered by the Commission, a second monthly meeting would be needed in order to insure the timely review and approval of the site plans.

The benefits of keeping the program with staff are primarily for the applicants. With Planning Commission review, applicants would need to attend the Commission meeting in which their project was being reviewed in addition to the pre-application and technical site plan meetings with staff. This would add more time to the review and approval process. The Commission could also postpone action on a site plan if so desired, which would delay the project further. Under the current staff review process, Planning Commissioners are provided with electronic copies of all site plans, the opportunity to review and comment on the plans, and are invited to attend the Committee meetings with the applicant. Many Commissioners regularly participate in the process. The site plans are also provided to the neighborhood in which they are located for review and comment.

Thank you.

Attachment



1. Document Ownership.

- 1.1 Authorization. Community Planning & Development (CP&D) Director
- 1.2 Prepared By. City Planner & Senior Development Planner
- 1.3 Reviewed by. Site Plan Review Committee, CP&D Staff, City Clerk's Office
- 1.4 Update Responsibilities. Senior Development Planner (SDP)

2. Purpose.

2.1 Background. This policy document was prepared with input from City of Kalamazoo (COK) staff and area partners including developers, contractors, architects and engineers who participate in the City's Site Plan Review process.

2.2 Purpose of Policy.

2.2.1 The primary purpose of this policy document is to outline the City's Site Plan Review process, identify the COK staff members who implement and track the process, and specify all staff responsibilities.

2.2.2 The secondary purpose is to align the City's Site Plan Review process with the State of Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) *Development Review Policy and Procedures* best practices.

2.2.3 This policy document strives to create a standard process that promotes efficiency in the Site Plan Review program and minimizes extra work and delays for COK staff as well as the partners seeking to develop in the City.

2.2.4 This policy is intended to support responsible growth and development in the community, ensuring that the City of Kalamazoo is a community where people want to live, work and play.

2.2.5 This policy is intended to foster a positive, long term relationship with area development partners.

2.2.6 This policy is intended to facilitate the alignment between projects and the City's Strategic Vision and Master Plan.

3. Overview of Policy.

3.1 Applicable Property. This policy applies to all development and redevelopment projects within the jurisdictional boundaries of the City of Kalamazoo, including new buildings and building additions, and a land use change to a more intensive



use. Exemptions to the process are outlined in City of Kalamazoo Zoning Ordinance 8.3H.3 and include the development or redevelopment of a single or a two family dwelling unit.

3.2 Site Plan Review Committee. Execution of this policy requires input from several City Departments working together to review and approve plans that promote positive development in the City of Kalamazoo. The Site Plan Review Committee (Committee) is established to review development plans and consists of the following departments and COK staff:

3.2.1 C&ED&P (SDP, City Planner, Building Official, Zoning Inspector, assigned Project Manager, Economic Development Staff)

3.2.2 Public Services: Traffic Division, Water Resource Division, & Waste Water Division (Traffic Engineer, Engineer, Environmental)

3.2.3 Public Safety (Fire Marshal)

3.2.4 Assistance may also be provided by the offices of the City Attorney, Clerk, Assessor, Treasurer, and Parks and Recreation Department on a project by project basis.

3.3 Committee Attendance. Committee attendance by noted departments and staff is required. Each Committee member has a designated alternate in case a member is unable to either review the submittals or attend the meeting.

4. **Pre-Application Meeting.** All applicants must attend a regularly scheduled Pre-Application meeting.

4.1. Responsible City Staff.

4.1.1. The SDP will assist applicants who do not have an assigned Project Manager to schedule the Pre-Application meeting and provide a summary of the meeting to the applicant.

4.1.2. If the applicant has a designated Project Manager, the Project Manager will assist the applicant with the process, including coordination with the SDP.

4.2. Purpose. The Pre-Application meeting allows applicants the opportunity to:

4.2.1. Learn about the Site Plan Review process and its requirements, including the application checklist.

4.2.2. Ask questions regarding the process or the potential development project.

4.2.3. Determine if review & approval from other City Boards or Commissions is required before Site Plan Review.

4.2.4. Discuss development project details with a variety of City Department representatives at one time.

4.2.5. Finalize Site Plan Review application.

4.3. Pre-Application Meeting Materials.

4.3.1. Completion of the Pre-Application Questionnaire. The questionnaire asks the applicant basic questions about the project and its scope. The questionnaire will assist in determining which City Departments should be in attendance at the Pre-Application meeting.

4.3.2. Plans & Documents. A formal Site Plan with all checklist requirements is not



required for the Pre-Application meeting. Applicants are welcome to provide any supportive materials desired with the Pre-Application questionnaire.

- 4.4. Pre-Application Schedule & Review.
 - 4.4.1. The Pre-Application meetings occur weekly.
 - 4.4.2. Upon completion of the Pre-Application Questionnaire, the SDP will schedule the applicant for the next available meeting.
 - 4.4.3. The SDP will distribute the Questionnaire and any provided plans and documents to the Committee immediately upon scheduling the meeting.
- 4.5 Meeting Summary. The SDP will provide a Pre-Application Letter to the applicant within 3 business days of the Pre-Application meeting.
 - 4.5.1 The summary letter details the meeting's discussion and outlines the next steps in the process.
 - 4.5.2 If the applicant has a City Project Manager a copy of the letter will also be provided to them.

5 Site Plan Review. Site Plan Review is the review of a project by the Committee.

- 5.1 Responsible City Staff.
 - 5.1.1. The SDP will assist applicants with their application, review applications for completeness, schedule Committee meeting, and coordinate with the Committee, Planning Commission, and applicable Neighborhoods for review.
 - 5.2.2 If the applicant has a City Project Manager assigned, they will assist applicant with application and coordinate process with SDP.
- 5.2 Purpose. Site Plan Review is the process of reviewing and approving development projects.
- 5.3 Application Materials. Site Plan Review application is made as follows.
 - 5.3.1 Electronic Submittal. All plans and documents shall be submitted in a digital format according to the Site Plan Review Checklist.
 - 5.3.1 Required Plans. Required documents are outlined in the Site Plan Review Checklist.
 - a. Checklists can be found on the Planning page of the City web site.
 - b. SDP and the Project Manager can provide paper copies of the checklist
 - 5.3.2 Additional Approvals. Any Zoning Boards of Appeals, Planning Commission, and Historic District approvals required for the project should be completed prior to making Site Plan Review Application. Approval letters from these bodies should be included with the application.
- 5.4 Application Review and Scheduling.
 - 5.4.1 Complete Application. If it is determined to be complete, the SDP schedules the project for review by the Committee.
 - 5.4.2 Incomplete Applications. Incomplete applications will not be scheduled for review by the Committee until all required items are submitted. SDP will



- inform the applicant and Project Manager, when applicable, within 3 business days of receiving the application that it is incomplete and why.
- 5.4.3 Internal Project Tracking. Complete applications and accompanying plans/documents are entered by the SDP into the City's BSA/PZE/Bluebeam system and Site Plan Project Spreadsheet for tracking and reporting purposes.
 - 5.4.4 Meeting Scheduling. Projects are scheduled for Committee meetings based on the following
 - a. A three-week review period is required for most projects.
 - b. Four-week review is required for review of large projects such as those with multiple buildings or buildings over 7,500 sq ft.
 - 5.5 Plan Distribution. This step provides for the distribution of the Site Plan application for review. Plans shall be distributed to the following within 24 hours of the application being determined complete.
 - 5.5.1 Committee. The application materials are available electronically for the Committee's review. SDP will create/update calendar invitation to all Committee members.
 - 5.5.2 Neighborhoods. A Site Plan is made available to the neighborhood contact based on C&ED&P's Neighborhood Contact List and information provided on review deadlines.
 - 5.5.3 Planning Commission. The Planning Commission is informed about the project and meeting schedule at their monthly meetings and via a calendar invitation to the Committee meeting from the SDP.
 - a. All Commissioners are encouraged to review and comment on the Site Plans.
 - b. Planning Commissioners must RSVP if they want to attend a Committee meeting.
 - 5.5.4 Committee Review. Committee members may contact the SDP with questions about the project or for additional information prior to the scheduled Committee meeting.
 - a. The Committee members shall complete their review of a project one week before the scheduled Committee meeting.
 - i. SDP shall send reminders to the Committee of the deadline.
 - b. Any significant concerns about a project shall be provided to the SDP upon discovery. The SDP will provide this information to the applicant immediately to allow the applicant to make revisions or to provide additional information.
 - 5.5.5 Neighborhood Comments. In order to be considered at the Committee's meeting, any citizen comments need to be submitted to the SDP no later than one week before the meeting.
 - 5.5.6 Summary of Comments. The SDP provides the applicant a copy of the comments at least three business days before the meeting.
 - 5.6 Committee Meeting. The Committee meets to discuss the proposed project with



the applicant.

- 5.6.1 Applicant Presentation. The applicant will present the project to the Committee.
- 5.6.2 Plan Review. Any needed changes or additions to the Site Plan are discussed with the applicant.
 - a. Questions. Questions can be asked by the applicant and Committee members to clarify issues and determine solutions or alternatives.
 - b. Meeting Minutes. The SDP will take notes during the meeting.
 - c. Additional Meetings. The Committee can determine that additional meetings are required before the Site Plan is approved.
- 5.6.3 Meeting Summary. The SDP provides the applicant and Project Manager, as applicable, a list of the required changes and/or additions to the Site Plan and information on next steps. The required changes are tracked on the project's checklist.
 - a. The summary is provided to the applicant and Committee members by the SDP within three business days after the meeting.
 - b. When the applicant returns the revised Site Plan, the project checklist is included with an identification of where the changes are located on the plan.
- 5.7 Revised Site Plan. The purpose of this step is to provide for the review of the revised Site Plan and project checklist to ensure it addresses the comments and changes identified by the Committee.
 - 5.7.1 Submittal of Revised Site Plan. Upon completing the revisions based on the Committee's review as summarized in the project checklist, the applicant submits the revised plans.
 - 5.7.2 Review of Revised Site Plan. The SDP reviews the revised plans for compliance with the Committee's review as summarized in the project's checklist.
 - a. Plans Revised within One Month. If the revised Site Plan is submitted within one month of the Committee meeting, the SDP will review it within five business days.
 - b. Plans Revised after One Month. If the revised Site Plan is submitted on a date after one month from the Committee meeting, the SDP will review within ten business days.
 - c. Committee Review. If the SDP determines it to be necessary, the revised Site Plan is also provided to Committee members for verification of the revisions. An example would be a needed change to a utility component that should be reviewed by a City Engineer.
 - d. Incomplete Revisions. If the revised Site Plan does not contain all of the required revisions, the SDP provides a list of the missing information to the applicant using the project's checklist.
 - 5.7.3 Applicant Follow Up. When a revised Site Plan has not been submitted, the



- SDP will keep in touch with the Project Manager or directly with the applicant on a bi-monthly basis to determine the status for up to six months after the Committee meeting
- 5.7.4 Reapplication. The applicant will need to re-apply for Site Plan Review, if the revised Site Plan is not submitted for approval within one year of the Committee meeting on the project.
 - 5.7.5 Permits. Construction or site preparation permits will not be approved without an approved Site Plan.
 - 5.7.6 Records Update. SDP will track a project's status until the project is closed through approval or time lapse.
- 5.8 Approval of the Site Plan. The Site Plan is approved if the SDP finds that all requested revisions are completed.
- 5.8.3 Site Plan Approval. If the required revisions are complete, the SDP will approve the Site Plan Review application.
 - a. Letter. The SDP approves all Site Plans with the issuance of the Site Plan Approval Letter to the applicant and Project Manager, if applicable.
 - b. Plans. Site Plans are approved, signed, and dated by the SDP.
 - 5.8.4 Records Update. SDP tracks the status of all applications.
 - 5.8.5 Committee Follow Up. The SDP notifies the Committee of the approval.
 - 5.8.6 Neighborhood Follow Up. SDP will provide the approved Site Plan Approval letter and plan copy to the neighborhood contact based on C&ED&P's Neighborhood Contact List.
 - 5.8.7 Expiration. If building and/or construction permits have not been applied for within twelve months, the applicant will need to reapply for Site Plan Review.
6. **Post Project Review.** The intent of this step is to ensure the process is operating efficiently for both the City and the applicants.
- 6.1. Quarterly Review Meetings. The Committee, Clerk's office, C& ED&P Director, and a representative from the City Manager's Office will meet quarterly to discuss Site Plan Review cases and the process.
 - 6.2. Site Plan Review Tracking. The SDP will track all cases to measure the success of the process, including timelines, submittals, and applicant comments.
 - 6.3. Survey Applicants. Upon completion of the Site Plan Review process, the Project Manager or SDP will provide the applicant with a survey for feedback on the process.
7. **City-wide Support of the Site Plan Review Process by Directors.**
- 7.1. Directors: Community and Economic Development and Planning (C&ED&P), Public Service, and Safety and Information Technology (IT) Directors are responsible for leading the City's Site Plan Review and Approval Process.
 - 7.2. Implementation. Implement the SPR consistent with the of State of Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) best practices contained in the Evaluation Criteria and



Expectations 3.1 – Development Review Policy and Procedures and 3.2 – Guide to Development. Following are the Evaluation Criteria.

- 7.2.1 Zoning ordinance articulates a thorough Site Plan review process.
- 7.2.2 City has a qualified intake professional.
- 7.2.3 City defines and offers Conceptual Site Plan Review meetings; has clearly defined expectations posted on and internal requirements checklists.
- 7.2.4 City has a clearly documented internal staff review policy.
- 7.2.5 Appropriate departments engage in joint Site Plan reviews.
- 7.2.6 City has a method to track development projects.
- 7.2.7 City promptly acts on development requests.
- 7.2.8 City encourages developers to seek input from neighboring residents and businesses at the onset of the application process.
- 7.2.9 City annually reviews the successes and challenges with the Site Plan review and approval procedures.
- 7.2.10 Appropriate departments engage in joint Site Plan reviews.
- 7.3. Communication. Communication of COK Site Plan policy to appropriate COK staff responsible for the administration and execution of the process.
- 7.4. Budget. Budget outlays to meet MEDC RRC best practices, including optimizing architectural and engineering drawing review times by investing in Informational Technologies (IT) to provide City staff with electronic drawing review and mark-up capabilities; as well as associated training.
- 7.5. Maintenance of Web Site. Accurate and updated information is maintained on the COK web site to streamline and create a clear Guide to Development (MEDC RRC best practice 3.2).
 - 7.5.1. Applicable site development ordinance requirements and building codes.
 - 7.5.2. City Brownfield prioritization studies and Community Development Plans.
 - 7.5.3. Policy for inclusion in COK Brownfield Plans.
 - 7.5.4. Brownfield and Community Planning process flowcharts and timelines, including Special Use Permits, Rezoning, Variance, and Street Vacation processes.
 - 7.5.5. COK Site Plan policy defining process requirements and staff responsibilities.
 - 7.5.6. COK policy for PA198 and PA328 tax abatement and repayment.
 - 7.5.7. Renaissance and Local Development Finance Authority Districts
 - 7.5.8. Site developmental area requirements checklists
 - 7.5.9. Forms, applications and permits.
 - 7.5.10. COK Site Plan contacts.
 - 7.5.11. Status of active COK Site Plan projects.
- 7.6. Effective communication and partnership with COK area developers, including annual lessons learned and feedback from development partners.
- 8. **City-wide Support of the Site Plan Review Process by Divisional Managers.**
 - 8.1. Divisional Management. Divisional Management (Divisional Director Direct Reports): Economic Development (ED), Community Planning and Development



- (CPD), Public Services, Public Safety and Information Technology (IT) managers are responsible for administering the City's Site Plan Review and Approval Process.
- 8.2. Implementation. Implement the SPR policy consistent with State of Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) best practices; ensure development, utilization and update of Site Plan developmental area requirements checklists.
 - 8.3. Communication. Communicate COK Site Plan policy to their direct reports responsible for the administration and execution of the process.
 - 8.4. Budget. Develop and request appropriate budget outlays to meet MEDC RRC best practices. In addition to traditional requests should include informational technology (IT) requirements to optimally communicate with area development partners and expedite the Site Plan process.
 - 8.5. Review Submittals. Review, mark-up, store, and track Site Plan drawings and material.
 - 8.6. Identify Primary and Designated Alternates to SPRC. Identify Site Plan primary and alternate representatives to expedite Site Plans thru the City's process and to mitigate development risks.
 - 8.6.1. Primary or alternate should be trained and informed on projects.
 - 8.6.2. Primary or alternate should attend COK Site Plan meetings.
 - 8.6.3. Each division will provide an appointment letter to the primary and alternate, with a copy provided to the CPD Director.
 - 8.7. Maintenance of Web Site. Maintain current Site Plan process information on the COK web site; striving to meet the following document requirements.
 - 8.7.1. Developing and maintaining development process documents.
 - 8.7.2. Standardized design across departments; to include: numbering scheme, City logo, document name, owner and date.
 - 8.7.3. Reviewed annually with the date changed to reflect the date reviewed.
 - 8.7.4. Consider update or rewrite, minimally, every 5 years
 - 8.8. ED / CPD Divisional Managers.
 - 8.8.1. Design and utilize standard Site Plan Review Approval processes.
 - 8.8.2. Design, utilize, and provide process measures for Monthly Reviews to evaluate the Site Plan process, including annual dollar build goal, MEDC RRC best practices, and SPRC goals.
 - 8.8.3. Collect lessons learned and feedback from COK area developmental partners to understand successes and challenges associated with the Site Plan process, for purposes of on-going, process improvements
9. **City-wide Support of the Site Plan Review Process by Division Administrative and Technical Staff (Divisional Management Direct Reports).**
- 9.1. Division Administrative and Technical Staff. Economic Development (ED), Community Planning and Development (CPD), Service, Safety and Information Technology (IT) administrative and technical staff are responsible for *executing* the City's Site Plan Review and Approval Process.
 - 9.2. Implementation. Implement the SPR policy consistent with State of Michigan



Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) best practices, design and utilize administrative and technical assessments, checklists and other tools.

- 9.3. Budget. Communicate budget requirements to Divisional Management for inclusion in annual budget outlays. In addition to traditional budget requests and informational technology (IT) requirements should include additional requirements to reduce development risks or expedite the SPR process.

CITY OF KALAMAZOO
SITE PLAN REVIEW PROJECT LIST

Year 2018	Project Address	Project Description	Applicant	Date Received	Comments Due Date	1st Review Date	Final Approval Date	Comments	Fee Paid	Status	Landscaping	Final Inspect.
2018.06	2315 Angling Road	Use change to education and trail facilities	Kalamazoo Nature Center	3/13/2018	3/29/2018	4/4/2018	--	Project under review	N/A	Project under review		
2018.05	412 Howard Street	Midtown Marketplace	Westnedge Investment Group	3/21/2018	4/4/2018	4/11/2018	--	Project under review	N/A	Project under review		
2018.04	1601 Henderson Court	Henderson Tot Lot improvements	Parks & Recreation Department	2/14/2018	2/28/2018	3/7/2018	3/8/2018	Final approval provided	N/A	Project completed	5 trees, 7 shrubs	
2018.03	1106 Trimble	Rockwell Park improvements	Parks & Recreation Department	2/7/2018	2/21/2018	2/28/2018	3/8/2018	Final approval provided	N/A	Project completed	6 trees, 26 shrubs	
2018.02	760 E. Vine Street	Building addition	Lewis C. Howard	1/24/2018	2/7/2018	2/14/2018	--	Applicant placed on hold	\$193.00	On hold	N/A	N/A
2018.01	4400 Canterbury	Frays Park improvements	Parks & Recreation Department	1/17/2018	2/2/2018	2/7/2018	2/8/2018	Final approval provided	N/A	Review completed	12 trees	
								Total:	\$193.00			