City of Kalamazoo
Site Plan Review Policy Document   12/29/2017

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.