Agenda
Planning Commission

City of Kalamazoo

Thursday, January 6, 2022 7:00 PM

City Commission Chambers – 241 West South Street

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of Minutes from the Planning Commission meeting on December 2, 2021

D. COMMUNICATIONS AND ANNOUNCEMENTS

E. PUBLIC HEARINGS

F. DISCUSSION/ACTION ITEMS

G. REPORTS

1. City Planner's Report

2. PC # 2022.1: Bylaw Amendments. Change to Planning Commission bylaws for public comment.

3. 2021 Site Plan Review Project List

H. PUBLIC COMMENTS

I. CITY COMMISSION LIASON COMMENTS

J. PLANNING COMMISSIONER COMMENTS

K. ADJOURNMENT

City of Kalamazoo
PLANNING COMMISSION
Meeting Minutes
December 2, 2021
DRAFT

This meeting is being conducted electronically pursuant to the Open Meetings Act MCL 15.263 (2) and MCL 15.263a 1(b).

Members Present: Gregory Milliken, Chair; David Burgess; *Mariah Phelps; Brian Pittelko; Jennifer Swan; James Pitts; Michael Harrison; Shardae Chambers

Members Excused: Sakhi Vyas, Vice Chair

City Staff: Christina Anderson, City Planner; Pete Eldridge, Assistant City Planner; Beth Cheeseman, Executive Administrative Assistant; Chris Praedel, City Commissioner; Charles Bear, Assistant Attorney; Amanda Cockroft, Marketing and Communication Specialist; Don Hepler, Senior Systems Analyst; James Baker, Public Services Director

A. CALL TO ORDER/ROLL CALL

Commissioner Milliken called the meeting to order at 7:01 p.m.

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

B. ADOPTION OF FORMAL AGENDA

Planner Anderson clarified that the Capital Improvement Plan under F. Discussion/Action Items is case #2021.18 not 2021.17 as listed on the agenda.

Commissioner Burgess, seconded by Commissioner Chambers, moved approval of the December 2, 2021 Planning Commission agenda as amended. With a voice vote, the motion carried unanimously.

C. APPROVAL OF MINUTES

Commissioner Pittelko, seconded by Commissioner Burgess, moved approval of the November 4, 2021 minutes as presented. With a voice vote, the motion carried unanimously.

D. COMMUNICATIONS AND ANNOUNCEMENTS

Planner Anderson announced that meetings will go back to in-person at the beginning of the year. She welcomed Planning Commissioners to reach out if they have questions or concerns.

Commissioner Milliken asked if there were any protocols involved with in-person meetings. Planner Anderson replied that plexiglass was put on the dais between stations. She will not sit on the dais so each Planning Commissioner will have their own space and microphone. Planner Anderson stated that it is still under consideration whether to allow phone call comments. She noted that if phone call comments are allowed, they would not be recorded, but they would be live calls.

E. PUBLIC HEARINGS

None.

*Mariah Phelps joined the call and was noted in the attendance.

F. DISCUSSION/ACTION ITEMS:

1. P.C. #2021.18: 2022 Capital Improvement Plan. Request by Community Planning & Economic Development to review the 2022 C.I.P. [Recommendation: Recommend approval of C.I.P. to City Commission]

Mr. James Baker, Public Services Director and City Engineer, presented information on the 2022 Capital Improvement Plan. He stated that projects in the General fund would include the following areas: Parks, Facilities, IT infrastructure, Public Safety Stations, Heavy equipment, and Fleet. Other areas of the C.I.P. include Major Street funds and Local Street funds. These funds are used to improve safety, incorporate neighborhood plans, and stormwater improvements. Water and wastewater funds are used for continued investment in that infrastructure.

Director Baker showed a bar chart showing investments by the funds: General funds - $9.4 million, Major Street funds - $13.7 million, Local Street funds - $1.6 million, Water funds - $39 million, and Wastewater funds - $17.7 million.

Director Baker reviewed projects underway or planned for the various funds.

General fund projects:

- Farmers Market redevelopment, facilities improvements, radios and IT equipment upgrades, heavy equipment purchases, fleet, and the Public Safety Station No. 2.

Major/Local Streets:

- 33 local streets are to be paved or preserved. Major street projects are planned for Parkview, Stadium Drive, Miller Drive, Angling Road culverts, Ransom NCBD, and Paterson Bridge.

Wastewater:

- Solids handling process upgrade, tertiary process upgrade, sanitary sewer replacements and trenchless rehab, Biofilter – odor control treatments.

Director Baker said they will coordinate projects with the township, streets, and road commission. They will coordinate sewer lining work throughout the City.

<u>Water</u>:

- Lead service line replacements, treatment plant station improvements, system reliability improvements, corrosion control optimization, north Kalamazoo lead service line replacement project.

Director Baker encouraged Planning Commissioners to go to the lead service replacement map on the website.

Commissioner Burgess noted that the bar chart showed the water fund and main streets fund were the highest. He wondered if that was a typical distribution of funds. Director Baker said there has been an increase in investment in drinking water and wastewater funds. He said there has been a substantial need to increase investment in the water system due to lead service line replacements. There is a need for station improvements and water quality improvements. Director Baker shared that they have worked with EGLE to prioritize schedules and work priorities.

Commissioner Burgess also asked if the City has an asset management system to keep track of the status of roads. Director Baker shared that the City has a transportation asset management plan. He said it is focused on a PASER rating of streets over time. That helps them determine when to complete road work in an effort to extend the life cycle of streets and minimize costs.

Commissioner Harrison asked where the Public Safety Station would be located. Director Baker said that it would be Public Safety Station 2 on Alcott Street in the Edison Neighborhood. It is currently under construction.

Commissioner Harrison asked how priorities were determined and about the communication process of projects to communities. Director Baker said the communication process is unique to the project. Some projects, like the Farmers Market or Public Safety Station 2, will have a tremendous need for community involvement and communication. Some will need less front end communication but will need some back end communication. He said the Capital Program is based within the focus areas of Imagine Kalamazoo 2025. Water system projects are based more in regulatory requirements. Director Baker said that some projects are years in the making - like Stadium Drive which can be linked back to 2014 or 2015. He said that on the drinking water side, communication comes as they are implementing the project.

Commissioner Pittelko asked about funds for jurisdictional transfer. Director Baker explained that a couple years ago, the City took local control of some of the streets previously under MDOT. The City was given funding to use specifically for those streets.

Commissioner Milliken commented on the Stadium Drive work stopping at Lovell. Director Baker shared that the next phase of work will be incorporated in the two-way conversion coming in future years. He said there will be pedestrian improvements and a planted median to help soften the roadway. Planner Anderson added that there will be a shared use pedestrian path connecting from the Howard path and extending along the railroad track property moving towards downtown.

Commissioner Milliken asked about dedicated funds for potential conversion projects in the future. Director Baker stated there has been a lot of planning and engineering going into two-way conversion projects. He said a lot of work was going on to identify future sources and uses. Director Baker said the project is moving swiftly forward. Commissioner Milliken commented that it was good to see that work is happening and funds are being dedicated to it.

Commissioner Milliken explained that the Planning Commission is required by State law to review the C.I.P. every year. As keepers of the Master Plan, they review and give their blessing on the C.I.P. to confirm its compliance with the Master Plan. He said this was their opportunity to raise any issues. This is a key implementation element of the Master Plan.

Commissioner Burgess, seconded by Commissioner Chambers, moved to recommend approval of the C.I.P. to the City Commission.

Commissioner Burgess said he thinks the C.I.P. is consistent with the goals of the Master Plan.

Commissioner Milliken said he is hopeful that next year brings the resources they need to get this all done.

A roll call vote was taken and passed unanimously.

<u>G. REPORT</u>:

1. City Planner's Report

Planner Anderson explained that they do an annual review of the Master Plan - looking at accomplishments, ongoing projects and projects not yet started. In addition to presenting the annual review to the Planning Commission, this presentation will be given to the City Commission on the 20th of December.

2. Presentation on 4-Year Master Plan Update

Planner Anderson reminded Planning Commissioners that the Strategic Vision Goals are the ten broad goals that guide the City's work. The Strategic Vision is the umbrella document. The Master Plan is under that and lasts for approximately 10 years. Next are the Neighborhood Plans and Parks & Recreation Plans which last for 5 years. Budgets and the C.I.P. are in place for one year.

Planner Anderson reported that the original Master Plan had 136 actions, 8 Strategic goals, and will last about 8 years. Since then, they have added Neighborhood Plans. She said that some goals have collapsed into each other as projects were done. At four years in, they are more than 50% complete.

2021 Accomplishments include:

- Complete Neighborhoods – Infill Housing
  - 13 new housing units were built.
  - In progress of creating a set of pre-approved housing plans which will increase the rate of infill housing in the community and increase types of housing.
- Zoning Updates
  - Eastside & Northside Neighborhoods.
- Kalamazoo Roots
  - Free Container Gardening Course.
  - 100 Garden Kits Distributed in 2021.
- Environmental Responsibility – Increasing Tree Canopy
  - Planted ~300 trees.
  - Completed Tree Inventory.
  - Tire Blitz (3,700 tires collected for recycling).
  - Natural Features Protection (Over 1,400 parcels added, text amendments).
- Economic Vitality
  - $746,000 invested to start or grow 24 small businesses.
  - 10 grants of $25,000 given in 2021 for storefront improvements – Eastside Neighborhood.
- Connected City
  - Added 4.1 center line miles of new bike lanes.
  - 1.2 miles of new shared use paths.
  - 9.6 miles of sidewalks repaired.
  - 0.7 miles of new sidewalk.
- Safe Communities
  - Traffic Calming work (speed humps, narrowed lanes, added bike lanes, or shared paths, crosswalks, and street signage).
  - Lead Service Lines (773 lead lines replaced in 2021).
  - Lead paint remediation (15 homes remediated).
- Shared Prosperity Goal
  - STEAM Academy (Eastside Youth Strong summer program).
  - Parent Literacy Together (Multi-generational learning).
- Youth Development
  - Youth Action Council (13 Kalamazoo youth advised Kzoo Parks programs and plans).
  - Super Rec (248 Youth served – summer camp, field trips, activities, reading, Meet Up and Eat Up Program).
  - Opportunities for Teens (28 counselors in training, 139 teens participants in MyCity Kalamazoo Program, 28 participated in All Things Possible).
- Inviting Public Places
  - Farmer's Market (Renovations will be completed Spring 2022).

Planner Anderson noted the 2021/2022 Projects in progress include the Farmer's Market Renovation, Sustainability Strategy, Safe Routes to School grant applications, Youth Master Plan, and the LaCrone Park Splash Pad Installation.

Planner Anderson indicated that FFE Support was critical to the completion of projects. She noted they have invested $52.7 million since 2017 with $8.5 million invested in 2021.

Commissioner Burgess thought that presentations like that are exciting. He said it was wonderful to see the review and all the great statistics and how it links the day to day to the greater goals. He is happy to be a part of the next stages in all of this.

Commissioner Chambers said she is excited to see all this happen with Imagine Kalamazoo. She commented that the residents loved the tire program, and she hopes they can do that again. Commissioner Chambers thought it was good for the environment and good to have residents think about recycling on levels like that. Planner Anderson commented that when you think about the Master Plan, people usually think about land use and transportation use, but Strategic Vision Goals touch a lot of different areas.

Commissioner Milliken thought it was rare for a City to celebrate anniversaries like this and for them to look backwards and see what has been accomplished. He said that reflecting on those positive things are so needed right now and he was thankful they are sharing the presentation with the City Commission.

3. 2021 Site Plan Spreadsheet

4. 2022 Planning Commission Meeting Schedule

Planner Anderson asked Commissioners to review the schedule and see if there are any dates of concern. No one brought forward any concerns.

H. CITIZENS' COMMENTS (Regarding non-agenda items)

Tina McClinton from Lake Street called. She requested that the City fix the infrastructure in the Southtown Neighborhood. She also wondered why they would put a Pod City in a neighborhood where infrastructure is failing. Ms. McClinton commented that Kalamazoo is not a safe place to live anymore with the flooding and the shootings.

I. CITY COMMISSION LIAISON COMMENTS

Planner Anderson read a statement from Commissioner Praedel. The City administration officially transmitted the 2022 fiscal year budget to them this week. It can be viewed and downloaded at kalamazoocity.org/budgets. He said it is 14.62% more than the previous budget. The work session for the City Commission and the public will be held on Monday, Dec. 13. The budget vote won't occur until late Jan. or early Feb. Commissioner Praedel said they would hear about the proposed sustainability plan and water system at the next COW meeting. At the regular business meeting they will consider an emergency housing ordinance which would take effect immediately. He indicated there was a presentation given on it at the last COW meeting – Nov 15. The draft ordinance and presentation are on the City's website. He reported that the City Commission's last virtual meeting would be in December. They are planning for in-person meetings in January.

J. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

Commissioner Harrison proposed that moving into 2022 they develop a process, or consideration of how to incorporate more community involvement. He wants the community to feel connected and not disconnected in 2022.

Commissioner Chambers said she hoped to be in City Hall in January. She thought they would feel more connected, and the new Commissioners can see how things work with the public coming in to comment. Commissioner Chambers felt that residents may not use the call-in feature. They need to make sure they are listening to residents and hearing concerns.

Commissioner Milliken wished everyone enjoyable holidays and said he would see them in-person in January.

K. ADJOURNMENT

Commissioner Milliken adjourned the meeting at 8:12 pm.

BYLAWS OF THE
KALAMAZOOCITY PLANNING COMMISSION

Adopted in Accordance with Section 19, PA 2008, No. 33, as amended, (the Act) and Ordinance No. 1884 adopted June 20, 2011

ARTICLE I - OFFICERS AND MEMBERSHIP

Section 1.0 Officers: The officers of the Kalamazoo City Planning Commission shall consist of a chairperson, a vice chairperson and secretary elected by the commission at its annual meeting. Officers shall serve for a period of one year and may be re-elected. If a vacancy occurs for any officer position, the commission shall - as soon as practical after the vacancy occurs - fill the vacant office position by an election from the remaining members of the commission. Such officer shall serve the unexpired term of the vacant office position.

The city planner shall designate a member of his or her staff to serve as the recording secretary of the commission for purposes of recording and preparing a draft of the proposed minutes for each meeting for the secretary to review prior to presenting to the commission.

Section 1.1 Duties of Officers: The duties and powers of the officers of the Kalamazoo City Planning Commission shall be as follows:

(a) Chairperson
1. To preside at all meetings of the commission;
2. To call special meetings of the commission in accordance with these Bylaws;
3. To see that all actions of the commission are properly taken;
4. To appoint subcommittees of the commission which, in his or her opinion, may be required from time to time to assist the commission in carrying out its responsibilities;
5. To sign all documents and letters of the commission directed to the City Commission;
6. To see that an annual report is prepared and submitted to the City Commission by December 1 of each year;

(b) Vice Chairperson
1. During the absence, disability, or disqualification of the chairperson, the vice chairperson shall perform the duties and assume the responsibilities of the chairperson.

(c) Secretary
1. To review, present and keep the proposed and final minutes of all meetings of the commission;
2. To distribute the proposed agenda for all meetings of the commission;

3. To inform the commission of correspondence relating to business of the commission and, at the direction of the commission, to respond to such correspondence;
4. To conduct the election of officers at the commission's annual meeting;
5. To conduct a special election for the appointment of an acting chairperson to serve in the absence of both the chairperson and vice chairperson;
6. To sign documents and letters as directed by the commission;
7. To report to the City Commission any member who has missed three regular meetings in a row without having made a request to be absent from a meeting for just cause.

Section 1.2 Membership: The commission shall consist of nine (9) members. The members are appointed by mayor with the approval of the City Commission, and no voting member shall hold any salaried position in the municipal service, or be a member of the City Commission. The terms of the commission members shall be for three (3) years, or until their successors respectively take office, and the terms of the members shall be staggered so that three (3) members may be replaced each year.

Section 1.3 Vacancies: Should any vacancy occur among the members of the commission by reason of death, resignation, disability, or otherwise than through the expiration of terms, the secretary shall notify the city clerk.

ARTICLE II - MEETINGS

Section 2.0 Annual Meeting: The annual meeting of the commission shall be the first regular meeting in the month of February each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as scheduled before the commission.

Section 2.1 Regular Meeting: The commission shall meet at least four times in any calendar year. However, unless there is no business to be conducted the commission shall hold regular meetings in the City Hall at 7:00 p.m., on the first Thursday of each month. At such meetings, the commission shall consider all matters properly brought before it. A regular meeting may be canceled or rescheduled by the commission with sufficient public notice as may be required under the Open Meetings Act.

Section 2.2 Special Meetings: The commission may hold a special meeting at the call of the chairperson or by 2 other members upon written request to the secretary. The time, place within City Hall, and purpose of the special meeting shall be included in the written notice given to all commission members not less than

48 hours before the meeting. Sufficient public notice as required by law shall be made of all special meetings.

Section 2.3 Quorum: At any meeting of the commission, a quorum shall consist of five (5) members. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 2.4 Voting: At all meetings of the commission, each member attending is entitled to cast one vote. Voting involving a text amendment, a map amendment to the Zoning Ordinance, the adoption of a Master Plan element or special use permit shall be by roll call vote. Where a member is not present at a public hearing, the vote on the matter at subsequent meetings shall depend upon a public statement from such member attesting to his or her familiarity to the subject from listening to the recorded tape of the hearing and/or from a review of appropriate written materials.

Section 2.5 Disclosure: If any member of the commission shall have a personal interest of any kind or a reasonably potential conflict of interest in a matter then before the commission, he or she shall disclose any such interests. As a result the member is disqualified from voting upon the matter and the minutes shall reflect that no vote was cast by such member.

For purposes of determining whether a member has a personal interest or reasonably potential conflict of interest in a matter before the commission the following, without limitation, apply:

(a) The member has a direct interest in outcome of the matter because of any ownership or other interest in the land in question, or in land adjacent to the land in question.
(b) The matter involves a corporation, company, partnership or any other entity in which the member is part owner, or any other relationship where the member may stand to have a financial gain or loss.
(c) The matter involves the employer or employee of the member.
(d) The applicant or agent of the applicant on the matter before the commission is directly related to the member (spouse, child, grandchild, parent, grandparent or in-law) or a member of his or her household.
(e) Action on the matter will result in a pecuniary benefit to the member.

The question of whether or not a conflict of interest exists is decided by a majority vote of the remaining members.

Section 2.6 Commission Action: The affirmative vote of a majority of the members present at any official meeting of the commission shall be necessary for the adoption of any resolution or other voting matter. However, the affirmative vote of 6 members, regardless if vacancies or absences exist, shall be necessary for the adoption, or recommendation for adoption, of any land use plan or amendment to a land use plan. The reasons for commission action shall be specified in writing.

Section 2.7 Conduct of Meetings: All meetings shall be open to the public, and ~~citizens~~ members of the public shall be permitted to address the meeting in accordance with law, ~~and~~ pursuant to these bylaws and the City Commission Rules pertaining to advisory boards and commissions. ~~Citizens comments shall be limited to 4 minutes, unless extended by the chairperson.~~ The order of business at the meeting shall be as follows:

A. Call to Order
B. Roll Call
C. Adoption of Agenda
D. Approval of Minutes
E. Public Announcements and Communications
F. Public Hearings
G. ~~Citizens'~~ Public Comments regarding Non-Agenda Items
H. Old Business (~~Citizens'~~ Public comments are welcome before each item is voted upon by the commission)
I. New Business (~~Citizens~~' Public comments are welcome before each item is voted upon by the commission)
J. ~~Citizens'~~ Public Comments
K. Miscellaneous Comments by Planning Commissioners
L. Adjournment

Section 2.8 Adjourned Meetings: The commission may adjourn a regular or special meeting if all business cannot be disposed of on the day set, and public notices in accordance with law shall be made for such a meeting.

Section 2.9 Robert's Rules of Order: All meetings of the commission shall be conducted in accordance with Robert's Rules of Order.

ARTICLE III - COMMITTEES

Section 3.0 There shall be temporary committees established as the commission deems appropriate and necessary.

ARTICLE IV - AMENDMENTS

Section 4.0 Amending Bylaws: These bylaws may be amended at any meeting of the commission if the proposed amendment is given to each member in writing at least 5 days prior to the meeting.

ARTICLE V - AMENDMENTS TO THE MASTER PLAN/LAND USE MAPS

Section 5.0 Procedure for Amending Plan Kalamazoo (2010 Master Land Use Plan), future master plans or land use maps, neighborhood plans, or any portion of such plans:

(a) An amendment to the current master plan or future land use map may be initiated by (i) a member of the public after submitting the required application fee as set forth by resolution of the City Commission to the city planner, (ii) city staff, (iii) the commission, or (iv) the City Commission.

(b) The commission may, at its discretion, hold in abeyance the consideration of requests (e.g., rezonings, special use permits, PUD approvals, subdivision approvals, street vacations, etc.) within the area affected by the proposed amendment until such time as a public hearing has been held on the amendment and a decision on the amendment is reached. Unless such abeyance conflicts with the Act, the commission may delay such actions for 6 months.

(c) A public hearing on the amendment to the master plan shall follow the procedures required under the Act, being MCL.125.3831 et.seq.

(d) The commission may continue the public hearing on the proposed amendment for at least one month until its next regularly scheduled meeting.

(e) The commission may request that city staff facilitate neighborhood meetings or conduct additional studies if needed. Documents and reports from city staff will be forwarded to the commission.

(f) A resolution and an affirmative vote of 6 members shall be required to approve any amendment.

(g) A copy of the approved amendment shall be signed by the chairperson and/or secretary of the Planning Commission and shall be certified to the City Commission. Upon final adoption of the amendment, the secretary shall provide copies to those entities who received copies of the proposed amendment for review and comment prior to public hearing. A copy may also be sent to the county register of deeds for recording.

(h) At least every 5 years after the adoption of a master plan, the commission shall review it to determine amendments are needed to the master plan or to adopt a new master plan.

Subject: **CITY COMMISSION RULES** **No. 10.1**

Date: **December 20, 2021** **Page: 1 of: 15**

PURPOSE:

Pursuant to Section 8(a) of the Kalamazoo City Charter, this policy establishes rules for conducting meetings of the City Commission; and establishes protocol in the absence of the Mayor and Vice Mayor or a Commissioner.

SCOPE:

The following rules are applicable to all City Commission meetings. Rule No. 12 establishes policies, which shall be applicable to boards and commissions of the City.

1. MEETINGS

   The City Commission shall establish and publish a schedule of regular meetings that are to be held throughout the calendar year prior to January 1 of each year. Regular Business meetings of the City Commission shall be at 7 o'clock p.m. the first and third Monday evening of each month, except as otherwise provided for in the annual schedule of regular meetings.

   In the event of a natural or man-made *force majeure*, the Mayor (or Vice Mayor in the absence of the Mayor) after consultation with the City Manager, may cancel a scheduled Regular Business, Special, or Committee of the Whole meeting. The City Commission shall act to amend the schedule of meetings to reflect the cancellation and reasons therefore at its next Regular Business meeting.

   The City Commission may adopt rules governing the orderly conduct of meetings while permitting the electronic attendance and participation of the public during the meeting.

2. CALLING SPECIAL MEETINGS; EMERGENCY MEETINGS

   a. Notice of any special meeting called by either the Mayor or by two other Commissioners shall be posted by the City Clerk at least 18 hours in advance of the holding of the meeting and each Commissioner shall be notified of such meeting at least 12 hours before the holding thereof. (Such notice may be given by telephone or email to a phone number or email address indicated by each Commissioner as the one to be used for such purposes.) Such notice shall indicate the purpose or purposes for which the special meeting is called.

   b. The City Commission may meet in emergency sessions without posting of notice in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the Commissioners decide that delay would be detrimental to efforts to lessen or respond to the threat. If an emergency public meeting is held without compliance with the 18-hour posted notice requirement, paper copies of the public notice for the emergency meeting shall be available to the public at the emergency meeting. Such paper notice shall include the specific explanation of the reasons that the 18-hour posted notice requirement could not be met. Within 48 hours of after the emergency special meeting, notice of the emergency meeting and its explanation shall be posted on the City's internet website and correspondence shall be sent to the board of county commissioners by the City Clerk that an emergency public meeting with less than 18 hours public notice has taken place. In the absence of the City Clerk, the Commissioner presiding shall designate someone to keep the minutes of such emergency session.

3. AGENDA FOR REGULAR BUSINESS MEETINGS

The agenda for Regular Business meetings shall be as follows: Call to Order/Roll Call, Opening Ceremony, Adoption of Formal Agenda, Communications, Public Hearings, Consent Agenda (any and all items of business for which a separate roll call vote is not required), Regular Agenda (final reading of ordinances or any other matter for which a separate roll call vote is required), Reports and Legislation (City Clerk's Report, City Attorney's Report, City Manager's Report, Miscellaneous Reports), Unfinished Business, Policy Items, New Business , Public Comments, Commissioner Comments, Closed Session, Adjournment. A Consent Agenda Item may be moved to the Regular Agenda for individual discussion and action at the request of any Commissioner, or by anyone present in person or by electronic means at the meeting.

4. ORDER OF BUSINESS FOR SPECIAL MEETINGS & MEETINGS OF THE COMMITTEE OF THE WHOLE

a. Special Business Meetings shall be used for the purpose of discussing and taking action on items that require immediate consideration between Regular Business Meetings. a. The order of business for Special Business Meetings shall be as follows: Call to Order/Roll Call, Communications, Public Comments, Discussion Topics/Action Items, Commissioner Comments, Adjournment.

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b. The order of business for Committee of the Whole Meetings shall be Call to Order/Roll Call, Communications, Public Comments, Special Agenda Items (matters recommended for decision), Committee of the Whole (information and discussion of items on upcoming City Commission regular business meeting agendas), Work Session (presentation and discussion of study topics and community issues), Commissioner Comments, and Adjournment. This rule shall not be construed to prohibit the addition, removal, or relocation of items on the upcoming City Commission meeting agenda.

c. The agenda for Committee of the Whole Meetings shall be set by the City Manager in consultation with the Commission and/or Administrative Committee and consist of matters that may come before the City Commission at future Regular Business meetings, study topics, information on community issues and matters requiring immediate action.

d. Committee of the Whole Meetings shall be chaired by the Mayor or in his or her absence by the Vice Mayor. Parliamentary procedures will be governed by Robert's Rules of Order for Informal Consideration. In considering any matter coming before the Committee of the Whole, such may be amended, postponed until a certain time or postponed indefinitely. Minutes will be kept and approved in the course of usual business of the City Commission.

e. Public Comment at Special Business Meetings and Committee of the Whole Meetings is limited to the matters being considered by the City Commission at that particular meeting. Comments by individual speakers are limited to two minutes.

5. PROCESS FOR MAKING MOTIONS

   a. All motions shall be reduced to writing by the Clerk and shall be re-stated by the maker, if necessary, for that purpose.

   b. No motion shall be discussed until it has been seconded and then restated by the chair of the meeting.

6. PUBLIC COMMENTS

No Commissioner or other person shall speak until duly recognized by the chair, and he or she shall immediately cease speaking if ruled out of order. Speakers other than Commissioners, after being recognized, shall commence by identifying themselves-and indicating whether they reside in the City of Kalamazoo. Comments by members of the public at Regular Business meetings shall be limited to three minutes for each speaker unless the time is extended by the chair or by vote of the Commission. Members of the public who are physically present at the meeting shall be permitted to speak to all items on the agenda for action by the City Commission, except those votes setting a public hearing or votes on secondary motions to the main motion, except the motion to postpone indefinitely.

7. CITIZEN PROPOSALS

All written proposals by residents of the City of Kalamazoo seeking City Commission action on matters not currently being considered shall be filed with the City Clerk and shall be included in a City Clerk's agenda report within 21 days of receipt.

8. PARLIMENTARY PROCEDURE

a. When a question is under debate, no motion shall be in order except the following, which have precedence in the order in which they are arranged from first to last:

   to adjourn,
   to recess,
   to call the previous question,
   to lay on the table,
   to postpone indefinitely or to a time certain,
   to commit or refer,
   to substitute or amend.

   A substitute motion adopted shall be deemed to dispose of the main motion. Motions to adjourn, call for the previous question, or to lay on the table shall be decided without debate. Public comments shall be allowed only on motions to postpone indefinitely.

b. A motion to call the previous question must be seconded, is not debatable, and requires a 2/3 vote of the members present and voting to pass. If passed, its effect shall be put to an end to all debate and require an immediate vote upon the question under debate.

c. Any member of the Commission may call for a roll call vote upon all questions which will admit thereof. A roll call shall be taken on all resolutions and appropriations of funds. A separate roll call vote shall be required to approve the City's annual budget.

d. The order of voting shall be rotated at each meeting so that no Commissioner votes first on every roll call.

e. A motion to reconsider may be made at any time during the same meeting or at the first Regular Business meeting held thereafter. The motion may be made only by a member who either voted with the prevailing side or did not vote. It may be seconded by any member. No questions shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

9. ADOPTION OF ORDINANCES

It shall be the policy of the City Commission that, except for emergency measures adopted pursuant to Charter Section 13, all ordinances presented for first reading shall be held for final consideration and adoption by a separate roll call vote until the next Regular Business meeting. A material amendment to a proposed ordinance shall preclude adoption of the ordinance at the same meeting at which it was amended.

10. MEETING AGENDA GUIDELINES

a.

b. The following matters shall appear on the Regular Agenda portion of Regular Business meetings of the City Commission:

Consideration and approval of the City budget;
Consideration and approval of City-issued or City-guaranteed bonds;
Consideration and adoption of City ordinances;
Consideration of the acquisition or disposal of real property.

c. The following matters shall appear on the Consent Agenda portion of Regular Business meetings of the City Commission:

Acceptance of grants whose amount is $25,000 or more, or whose acceptance requires approval by the City Commission. (Grants in the amount of less than $25,000 may be accepted by the City Manager but shall be reported to the City Commission.)

11. ATTENDENCE BY PHONE/VIDEO

Members of the City Commission who are absent from the City due to active military service shall be permitted to participate in Commission meetings by telephone or video conferencing, provided that a quorum of the City Commission is physically present at the time and place of the meeting. Commission members who desire to attend a meeting by telephone or video conference shall inform the City Manager or the designee of the City Manager at least 24 hours before the meeting so as to permit any necessary technology to be put in place to accommodate the participation of the member. City Commission members attending a meeting by telephone or video conferencing may fully participate in the meeting, including voting; however, a City Commission member shall not be permitted to participate in any closed session of the City Commission by telephone or video conferencing. A City Commission member participating by telephone or video conferencing is not permitted to chair the meeting.

12. ADVISORY BOARDS AND COMMISSIONS

Unless otherwise provided by statute, ordinance or resolution, or other special considerations apply, the following policies shall be applicable to the volunteer boards and commissions of the City:

a. All terms of office for members of advisory boards and commissions will commence on April 1 and expire on March 31 and shall be for the term of years prescribed by the by laws of the particular advisory board or commission. All members of boards and commissions whose current terms expire on a date other than March 31 shall be extended until the March 31 following the current expiration date of their terms. New members shall officially take office at the next regular or special meeting of the board or commission.

b. Appointments to all advisory boards and commissions shall be made by the City Commission. No member shall serve past the expiration date or his or her term unless the City Commission has, by a majority vote taken prior to the expiration of that member's term, approved that extended service for a specified length of time. In making appointment recommendations to the City Commission, boards and commissions should consider the following factors, and should document them on the nomination report form when presenting its recommendation:

    i. Introducing new members to the advisory board process
    ii. Ensuring that appointments represent a cross-section as to gender, race, neighborhood, etc. of the community.
    iii. The experience and interest of applicants in the subject matter that would come before the advisory board.

iv. The desire to have several points of view represented.

c. The applicant must file an application with the City Clerk prior to his or her appointment to provide adequate time for the City Commission and advisory board to review the application.

d. The City Commission shall normally make appointments to advisory boards and commissions on the last, Regular Business Meeting of each month.

e. No person shall be appointed to the same board or commission after having served for two full consecutive terms, but this rule shall not apply after the expiration of one-term (or the equivalent amount of time) of non-membership on that board or commission.

f. A membership shall be deemed vacated if the member is absent from more than 50% of the regular meetings of the board or commission within any six-month period. The City Commission shall fill the vacancy by appointment, as promptly as possible.

g. No later than two weeks after any meeting, the chair or secretary shall file with the City Clerk a draft of the minutes of that meeting and shall promptly file the approved minutes with the City Clerk.

h. Each board or commission shall select its own methods of procedure and shall establish and publish a schedule of regular meetings that are to be held throughout the calendar year prior to January 1 of each year. Prior to March 1 of each year, every board and commission shall conduct an annual meeting to consider candidates for membership, shall review and approve the annual report for the previous year, and shall file the annual report once approved with the City Clerk.

i. Special purpose committees established by the City Commission will be dissolved not later than the expiration of that Commission's term of office.

j. All boards and commissions shall operate under the Open Meetings Act, and members of the public shall be afforded an opportunity to speak on any matter before the board or commission. All board and commission meeting agendas shall include a time for public comment on non-agenda items.

k. Unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, or unless waived by a majority vote of the City Commission, no person shall serve on more than one board or commission at a time. All members of boards and commissions shall be residents of the City of Kalamazoo unless otherwise provided by statute, ordinance, or by the by-laws of a particular board or commission, in which case a majority of the members of such boards or commissions shall be City residents. The Economic Development Corporation of the City of Kalamazoo and the Brownfield Redevelopment Authority may have non-resident members who are employed by, or are affiliated with, business organizations, corporations or entities which have a significant economic impact on the City of Kalamazoo or are located within the City of Kalamazoo, provided that a majority of the members of the Economic Development Corporation Board of Directors must be City of Kalamazoo residents.

l. Unless otherwise required by ordinance or statute, Commissioners who serve as liaisons to City Commission advisory boards and commissions shall not have voting privileges.

m. Notwithstanding any rule or bylaw to the contrary, for all boards and commissions of the City, general public comments by individual speakers are limited to 3 minutes.

13. APPOINTMENT OF MAYOR PRO TEMPORE

The City Commissioner who is he immediate-past Vice Mayor is designated Mayor Pro Tempore. In the absence of the Mayor and Vice Mayor at the same City Commission meeting, the Mayor Pro Tempore shall chair the meeting and be addressed as Mayor Pro Tempore. This rule shall also govern any ceremonial or formal function on behalf of the City where the Mayor and Vice Mayor are both absent. (However, the Mayor Pro Tempore is not authorized to perform marriages.) In the even that a sitting City Commissioner does not qualify for designation as Mayor Pro tempore, such vacancy shall be filled by the City Commission from its members.

14. APPOINTMENT OF CITY COMMISSIONERS TO COMMITTEES AND SUBCOMMITTEES

a. The following standing committees of the City Commission are established: the Administrative Committee; the Legislative Committee; and the Audit Committee. Within six weeks of the beginning of the Organizational Meeting required by Section 8 of the City Charter for each session of the City Commission, the City Commission shall approve the appointment of its members to standing committees.

b. The Administrative Committee shall consist of the Mayor, Vice Mayor, and the Mayor Pro Tempore.

c. After the initial standing committee assignments are made, any changes in their membership must be approved by the City Commission.

d. The Mayor, with the concurrence of a majority of the City Commission, may establish, make appointments to, and dissolve ad-hoc committees and sub-committees as necessary. Ad-hoc committees and subcommittees also may be established and dissolved by a majority vote of the City Commission.

e. All ad-hoc committees, unless extended by the action of the next session of the City Commission at its Organizational Meeting or following the following Regular Business meeting, shall dissolve automatically at the adjournment *sine die* of the session of the City Commission which established the ad-hoc committee.

15. DISCLOSURE OF BOARD MEMBERSHIPS

The Mayor and Commissioners shall disclose their membership of all organizations, entities and clubs, regardless of whether they are voting members of board of such organization, entity or club. This requirement shall apply to membership of non-profit entities, as well as to voting membership on boards created by a governmental body or agency other than the City of Kalamazoo. Such disclosure shall be in writing and shall be filed annually by January 31 of each year with the City Clerk.

16. WAIVER OF CITY COMMISSION RULES

Any City Commission rule may be waived by a simple majority vote of the City Commission. The effect of a waiver is limited to the meeting wherein the waiver was granted.

17. AMENDING CITY COMMISSION RULES

Any City Commission rule may be amended by a majority vote of the City Commission.

18. APPLICABILITY OF RULES

These rules shall supersede any and all rules previously adopted by this Commission.

19. ROBERTS RULES OF ORDER

On all matters relative to the conduct of the Commission and the transaction of its business not covered by these rules, or the ordinances or Charter of the City, and the

Commission shall be governed by Roberts Rules of Order, except as modified by these rules.

EFFECTIVE DATE: January 1, 2022

____

David F. Anderson, Mayor

SEE ALSO:

Section 8(a) of the Kalamazoo City Charter; Resolution No. 77-145; Resolution No. 78-112; Resolution No. 91-50; Resolution No. 94-42; Resolution No. 94-60; Resolution No. 95-33; Resolution No. 96-58; Resolution No. 96-64; and Resolution No. 98-07.

HISTORY:

April 8, 1918	City Commission adopted Rules and Order of Business for City Commission.
April 19, 1954	City Commission adopted Resolution establishing rules and regulations for the conduct of the City Commission meetings. These rules established certain legal holidays and regular meeting time of the City Commission and the order of business and supersede the rules adopted in 1918.
March 12, 1956	City Commission adopted Resolution amending Rule 1 to permit the holding of the regular City Commission meeting, from time to time, at a time other than 8:00 p.m.
August 20, 1956	City Commission adopted Resolution amending Rule 3 to identify types of business under the City Clerk's Report; adding new Rule 12 to establish a policy to defer for two weeks the consideration of any application for a new liquor license or a change of persons so licensed; and adding Rule 13 establishing a policy that when any claim amounting to less than $25.00 against the City has been referred to the City Attorney for investigation, said City Attorney shall have power to pay, deny or settle said claim without further report to said Commission.
February 8, 1965	City Commission adopted Resolution adding new Rule 14 to establish policy relating to city boards and Commissions.

June 24, 1968	City Commission adopted amendment to Rule 3 to include petitions under City Clerk's Report; amending Rule 5 to include citizen proposals to be left with City Clerk; amending Rule 6 to limit length of presentation by speakers other than City Commissioners adding new Rule 7 to provide citizen proposals to be submitted to City Clerk prior to Commission meeting; and, amending Rule 14 to authorize City Attorney power to pay, deny or settle claim less than $300 and draw upon General Fund.
February 16, 1970	City Commission adopted Resolution to amend Rule 1 to substitute Memorial Day and to include Veterans' Day; amending Rule 2 to change number of hours to notify Commissioners in advance of special meetings to 12; and amending Rule 13 to change number of weeks to hold a liquor license application to one week.
March 7, 1977	City Commission adopted amendment to Rule 1 to convene regular meetings at 7:00 o'clock p.m.; amending Rule 2 to provide notice of special or emergency meetings; and, amending Rule 15b to extend advisory board member terms until appointments of successors.
December 5, 1977	City Commission adopted Resolution No. 77-145 amending Rule 3 and Rule 6 concerning the order of business and citizen participation during meetings.
July 17, 1978	City Commission adopted Resolution No. 78-112 amending Rule 3 to include City Attorney's Report under order of business.
March 1, 1982	City Commission adopted amendment to Rule 2 to delete limitation of meeting to stated purposes; amending Rule 8 to change language; and amending Rule 15 to expand the scope of authority of the City Attorney for claims up to $1,000.
March 29, 1982	City Commission adopted amendment to Rule 3 to include public hearings, communications and petitions within City Clerk's Report and create Internal Auditor's Report and Legislative Report; eliminate existing Rule 5; amending Rule 9 to require 2/3 vote to call a question; amending Rule 11 to provide for reconsideration of a motion; adding Rule 12 to establish a policy for presentation of ordinance consideration; amending Rule 13 to include liquor license change of location for City Commission consideration; adding Rule 16 regarding Mayor Pro Tern; and adding Rule 17 to address majority vote requirements for disposal of city property.

July 7, 1986	City Commission adopted new Rule 11 to include rotation of names on roll calls effective Monday, July 14, 1986.
April 6, 1987	City Commission adopted amendments to Rule 16 regarding the advisory board appointment process.
April 1, 1989	City Commission adopted Resolution No. 91-050 to provide membership on the Downtown Architecture & Urban Design Review Commission to allow employees or organizations participation in the Arcadia Creek Project.
February 21, 1994	City Commission adopted Resolution No. 94-42 to eliminate Rule 18 regarding the disposal of city real estate requiring a majority vote of the City Commission and sales being offered for first reading before final action taken by the City Commission.
March 28, 1994	City Commission adopted Resolution No. 94-60 amending Rule 16(k) to provide non-city residents to serve on the EDC.
February 27, 1995	City Commission adopted Resolution No. 95-33 amending Rule No. 15 to increase the City Attorney's scope of authority to settle claims against the City to $2,500.00.
July 15, 1996	City Commission adopted Resolution No. 96-58 amending Rule 1, Rule 3, and Rule 14 to provide for the establishment of bi-weekly study sessions effective August 1, 1996.
August 19, 1996	City Commission adopted Resolution No. 96-64 which revised Rule No. 3 regarding the order of business for City Commission work sessions. This amendment to the policy was effective August 19, 1996.
January 20, 1998	City Commission adopted Resolution No. 98-07 which revised City Commission Rules 1 and 5 regarding the scheduling and frequencies of work sessions and to make rule language gender neutral.
January 3, 2000	City Commission approved changes which revised Rule No. 3 regarding the order of business for City Commission business meetings to incorporate the use of a Consent Agenda; and, the call to order/roll call and opening ceremony for work sessions to be identical to business meetings.

October 28, 2002 City Commission approved changes to Rule No. 16 sections (b), (e), (g), U), and (k) dealing with Advisory Boards and Commissions. The changes to section (b) required City Commission approval for service beyond a member's appointed term. The extension must be for a specified time period. Also, this section mandated the use of the nomination report form for all appointments and re-appointments. The change to section (e) increased the amount of time a person must sit-off a board after serving two consecutive full terms from one *year* to one *term.* The change to section (g) required the chair or secretary of the board to submit meeting minutes to the City Clerk within two weeks of the meeting, in draft form if necessary. Section U) was amended to require the board and commission meeting agendas to include a time for citizen comments on non-agenda items. The changes to section (k) disallowed service on more than one advisory board at a time, unless waived by a majority vote of the city commission. Also, the listing of boards which enjoy an exception to the general residency requirement was replaced with a blanket statement that made city residency a requirement for all boards unless otherwise provided by statute, ordinance, or the bylaws of the board. The Economic Development Corporation and Brownfield Redevelopment Authority's residency exceptions were retained.

November 17, 2003 The City Commission approved changes to rule #1 changing the frequency of its meetings from every Monday evening to the first, third, and fifth Mondays of the month. The changes also included a provision specifically naming the fifth Monday as a time when work sessions and special meetings could be scheduled.

January 5, 2004 The City Commission approved amended and restated rules. The amended rules included the following structural changes: rule 1 (a) was added requiring the publication of the Commission's annual meeting schedule by January 1st of each year; the order of business for work sessions, formerly part of rule # 3, was made rule #4; rules 4-6 were renumbered to be rules 5-7 respectively; rule #7 was renumbered to be rule #5(b); rules 8-12 regarding parliamentary procedure were combined into one rule (#8); rules 13-18 were renumbered to be rules 9-14; rule 12(a) was added regarding the responsibilities of City Commission Advisory Board Liaisons; rule #15 was added regarding Commissioner involvement on ad-hoc committees and community boards, commissions and committees; rule #16 was added specifying a majority vote of the Commission to waive City Commission Rules; rule #17 was added specifying a majority vote of the Commission to amend the City Commission Rules; and rule #19 was renumbered to be rule #18. In terms of substantive changes, rule #3 was amended to remove references to specific items eligible to be on the Consent Agenda in favor of a more general statement; the new rule #4 was amended to provide two opportunities for citizen comments at special meetings and work sessions; the new rule #6 was amended to allow citizen comments on Regular Agenda items and items of Unfinished Business prior to the Commission voting thereon; the new rule #11 was amended to authorize the City Attorney to settle claims against the city for up to $10,000 (formerly $2,500); and the new rule #13 was amended to restate and clarify the appointment of the Mayor Pro-Tern.

June 13, 2005 Rule #3 was amended to create Committee of the Whole meetings.

June 19, 2006 The City Commission approved revisions to Rules 1, 3, 4, 6-9, 12, 14, and 15.

December 17, 2007 Rule #3 was amended to eliminate "Citizens Comments on Non-Agenda Items" from the Regular Business Meeting agenda. Rule #6 was amended to remove the words "or discussion" from the last sentence immediately after the phrase, "Citizens shall be permitted to speak to all items on the agenda for action ..."

September 21, 2015 Rule #1 amended to reflect City Charter amendment requiring only two regular meetings a month and to set forth the meeting cancellation procedure in the event of a natural or man-made circumstance precludes meeting. Rule #2 amended to permit email notification of special and emergency meetings and to reflect changes in the Open Meetings Act regarding special meetings. Rule #4 amended to reflect the scope of actions permitted at a Neighborhood Meeting. Rule #6 amended to remove optional 30 minute restriction on Citizen Comment portion of meeting and to clarify that Citizen Comment is not permitted on certain parliamentary and procedural matters. Rule #7 amended to correct typographical error. Rule #8 amended to bring nomenclature into conformity with Roberts Rules of Order. Rule #9 amended to reflect that a material amendment to a proposed ordinance precludes adoption of the ordinance at the same meeting. Rule #10 amended to reflect City Charter amendment changing the frequency of regular meetings and to authorize the City Manager to accept grants of less than $25,000. Rule # 11 amended to permit attendance of City Commission members by phone or video and reflect that the authority of the City Attorney to resolve claims against the City has been moved to Policy 10.8. Rule #13 amended to correct formatting

	and spelling errors. Rule #15 amended to broaden the obligation of City Commission members to disclose membership in private organizations.
March 31, 2020	Resolution 20-22 amended Rules 1, 3, 6, and 11 to allow the City Commission to meet remotely, and members of the public to participate remotely, during the COVID-19 pandemic.
January 19, 2021	Resolution 21-12 created Rule #4A, which set the parameters and order of business for Committee of the Whole (CoW) meetings as a pilot meeting format. This new meeting format combined aspects of the special meeting, work session and existing Committee of the Whole meeting as described Rule #4, paragraph 3. Resolution 21-12 created a July 31, 2021 sunset for the new CoW format and amended the 2021 annual meeting schedule to add CoW meetings on the first and third Mondays of the month at 5:00 p.m., immediately prior to the already scheduled regular business meetings.
July 19, 2021	Resolution 21-41 extended Rule #4A through December 31, 2021 and amended the 2021 annual meeting schedule to add Committee of the Whole meeting dates from August through the end of the year.

Year 2021	Project Address	Project Description	Applicant	Property Owner	Pre-App. Received	Pre-App. Meeting	Pre-App. Approval Date	Date Site Plan Rec.	Fee	Committee Meet. Date	Design Review	Site Plan Review Status	Final Site Plan Approval Date	Final Inspect.	Process Issues
2021.49	1919 Stearns	Add Tattoo Studio to Existing Building	Heirloom Arts, LLC	Main & Maple, LLC	11/24/2021	12/8/2021	12/8/2021	12/20/2021	$250	1/12/2022	NA	Project Under Review			
2021.48	3300 Miller	Change of Use to Marihuana Processor	Art Bates	3300 Miller Road, LLC	9/22/2021	11/24/2021	11/24/2021	12/14/2021	$250	1/12/2022	NA	Project Under Review			
2021.47	440 N Church	Parking Lot	Hurley & Stewart	440 NC, LLC	11/4/2021	11/17/2021	11/17/2021	12/3/2021	$250	1/5/2022	DDRC	Project Under Review			
2021.46	619 Porter & 405 E North & 314 E North & 710 N Pitcher	Mixed Use Redevelopment & Associated Parking Lots	Bosch Architecture	619, LLC	9/13/2021	10/6/2021	10/6/2021	11/30/2021	$500	12/22/2021	LW-2	Project Under Review			
2021.45	3100 Stadium Dr	Cell Antenna Colocation	SBA Communications/ Tara Jones	City of Kalamazoo	10/21/2021	11/10/2021	11/10/2021	11/18/2021	$250	12/15/2021	NA	Site Plan Approved	**12/23/2021**		
2021.44	4502 Campus Dr	Building Addition	Rockford Construction	RDG-KZO Development, LLC	10/7/2021	10/27/2021	10/27/2021	11/6/2021	$500	12/15/2021	WMU BTR Park Design Review	Project Under Review			PC Review, new hydrant & FDC,
2021.43	4525 W KL Ave	Change of use to Marihuana microbusiness	Marty Webber	Peter & Anelyse Cotter	7/13/2021	9/15/2021	9/15/2021	10/25/2021	$250	12/8/2021	NA	Project Under Review			FDC/ easement to south
2021.42	3104 Lovers Ln	Building Addition/ Change of Use to Restaurant	Aline Mejia	Aline Mejia	7/1/2021	7/28/2021	7/28/2021	9/2/2021	$250	12/8/2021	NA	Project Under Review			
2021.41	710 Collins St	Cell Antenna Colocation	Catalyst Network Services	T-Mobile, Central	9/22/2021	10/6/2021	10/6/2021	10/15/2021	$250	11/10/2021	NA	Site Plan Approved	11/17/2021		
2021.4	2839 Millcork St	Cell Antenna Colocation	Crown Castle	Sprint Spectrum LP	4/28/2021	5/19/2021	5/19/2021	10/15/2021	$250	11/10/2021	NA	Site Plan Approved	11/17/2021		
2021.39	215 E Michigan Ave	Add residentail units to 2nd floor	Inform Architecture	215 E Michigan Ave, LLC	7/1/2021	7/21/2021	7/21/2021	9/15/2021	$250	10/20/2021	DDRC	Site Plan Approved	11/23/2021		Parking Spaces on-street/ FDC location
2021.38	4200 Manchester	Building Addition	Continental Linen Service	Continentlal Linen Service	8/20/2021	9/1/2021	9/1/2021	9/12/2021	$500	10/13/2021	NA	Project Under Review			Water Service/ Salt Storage Bin
2021.37	345 W Michigan Ave (AKA 302 Academy)	Nature Playscape	First Congregational Church	First Congregational Church	7/1/2021	7/28/2021	7/28/2021	9/12/2021	$500	10/13/2021	DDRC	Site Plan Approved	10/27/2021		
2021.36	525 E Kalamazoo Ave	Marihuana Retailer	ACA Finacial Group,, LLC	ACA Finacial Group,, LLC	8/3/2021	8/18/2021	8/18/2021	9/11/2021	$250	10/6/2021	DDRC	Site Plan Approved	10/20/2021		Fire Protect window infill
2021.35	2516 Miller	New Pole Building	Ingersoll, Watson & McMachen	2516 Site, LLC	6/28/2021	7/21/2021	7/27/2021	8/28/2021	$500	9/29/2021	NA	Site Plan Approved	10/19/2021		
2021.34	1430 Alamo	Reuse for Rehab Center	Wighman		NA	Reapplication of 2020 project	3/25/2020	8/28/2021	$250	10/6/2021	NA	Project Under Review			
2021.33	151 S Rose St	Cell Antenna Colocation	Pyramid	Glimore Real Estate, LLC	6/9/2021	7/7/2021	7/7/2021	7/13/2021	$250	8/18/2021	NA	Site Plan Approved	9/3/2021		
2021.32	527 Harrison St	A drive-thru to existing business	Mark Smutek	527 Harrison, LLC	2/3/2021	3/24/2021	3/24/2021	6/30/2021	$250	8/11/2021	RiverFront Overlay	Site Plan Approved	10/15/2021		Easement on west side
2021.31	2605 E Kilgore Rd	New Boiler Building	Zoetis	Zoetis	5/21/2021	6/16/2021	6/16/2021	7/13/2021	$500	8/11/2021	NA	Project Under Review			Wellhead Protection
2021.3	3612 Miller Rd	New Manufacturing Bldg	James L Ware, Trustee	James L Ware, Trustee	2/18/2021	4/28/2021	7/14/2021	7/14/2021	$500	8/11/2021	NA	Site Plan Approved	9/8/2021		Easement Terminated
2021.29	813 W Kilgore Rd	Cell Antenna Colocation	T-Mobile/ Haley Law Firm, PLC	City of Kalamazoo	4/20/2021	5/5/2021	5/5/2021	6/29/2021	$250	7/28/2021	NA	Site Plan Approved	7/29/2021		
2021.28	3821 Stadium Dr	AU Maihuana Consumption Lounge	Stonefield Engineering	Spartan Partner Properties, LLC	3/26/2021	4/14/2021	4/14/2021	6/24/2021	$500	7/21/2021	NA	On hold per applicant			
2021.27	1500 N Pitcher St	Building Demolition and Pitcher Street Overhead Crossing	Hurley & Stewart	Graphic Packagin International	4/29/2021	4/29/2021	5/12/22021	6/18/2021	$250	7/14/2021	NA	Site Plan Approved	8/5/2021		Overhead Right-of-Way Crossing
2021.26	519 W Willard	Cell Antenna Colocation	T-Mobile/ Haley Law Firm, PLC	Cellco Partnership	5/4/2021	5/19/2021	5/19/2021	6/10/2021	$250	7/7/2021	NA	Site Plan Approved	7/19/2021		
2021.25	3521 E Cork St	New Building for Moving Business	Nederveld, Inc.	HKH Properties	3/15/2021	3/31/2021	3/31/2021	6/10/2021	$500	7/14/2021	NA	Site Plan Approved	9/24/2021		
2021.24	432 W Paterson	Trailer Storage Lot	Hurley & Stewart	Spur Development, LLC	4/29/2021	5/12/2021	5/12/2021	6/9/2021	$250	7/7/2021	NA	Site Plan Approved	9/14/2021		Enforcement for Change of Use
2021.23	511 W Paerson	Trailer Storage Lot	Hurley & Stewart	Spur Development, LLC	4/29/2021	5/12/22021	5/12/2021	6/9/2021	$250	7/7/2021	NA	Site Plan Approved	9/14/2021		Contamination Onsite

Year 2021	Project Address	Project Description	Applicant	Property Owner	Pre-App. Received	Pre-App. Meeting	Pre-App. Approval Date	Date Site Plan Rec.	Fee	Committee Meet. Date	Design Review	Site Plan Review Status	Final Site Plan Approval Date	Final Inspect.	Process Issues
2021.22	121 E South Street	Adult Use Marihuana Retailer	William A Kibbe & Associates, Inc.	Peregrine-International, LLC	4/16/2021	5/5/2021	5/5/2021	6/5/2021	$250	7/7/2021	DDRC	Site Plan Approved	7/29/2021		Window Transparency
2021.21	500 W Crosstown Pkwy	Marihuana Safety Compliance	Bosch Architecture	Frank Newman Enterprises, LLC	4/27/2021	5/19/2021	5/19/2021	5/27/2021	$250	6/30/2021	NA	On hold per applicant			
2021.2	1206 E Crosstown Pkwy	Safety Compliance Center	HCD Properites, LLC	BMR Real Property Management, LLC	4/7/2021	5/5/2021		5/19/2021	$250	6/30/2021	NA	Site Plan Approved	8/16/2021		
2021.19	2036 Olmstead	Rebuild Pole Buildings	Schupan and Sons, Inc	Schupan & Sons, INC	12/10/2020	12/30/2020	12/30/2020	4/28/2021	$500	6/23/2021	NA	Project Under Review			Acquiring land to the south
2021.18	2734 Miller Rd	Marihuana Microbusiness	Inform Architecture	Frostiez Farms, LLC	3/30/2021	4/21/2021	4/21/2021	5/17/2021	$250	6/23/2021	NA	Site Plan Approved	8/12/2021		
2021.17	266 E Michigan Ave	Add apartments to building	266 Michigan Ave LLC	266 Michigan Ave LLC	3/26/2021	4/7/2021	4/7/2021	5/21/2021	$500	6/23/2021	DDRC/ HDC	Site Plan Approved	8/5/2021		Extends into Alley
2021.16	2411 Parkview Ave	Storage Building - Kzoo Books	Gloria Tiller	Gloria Tiller	4/6/2021	4/28/2021	4/28/2021	5/5/2021	$500	6/9/2021	NA	Site Plan Approved	7/19/2021		
2021.15	1009 Stockbridge	Change of Use to Community Center	CSM	Urban Alliance	2/22/2021	3/3/2021	3/3/2021	5/6/2021	$250	6/9/2021	NA	Site Plan Approved	9/8/2021		Parking Lot
2021.14	4037 S Westnedge	AU Marihuana Retailer	QPS Holdings, LLC	Denins Starbuck	4/2/2021	4/28/2021	4/28/2021	5/5/2021	$250	6/9/2021	NA	Site Plan Approved	6/21/2021		
2021.13	3630 Gull Road	AU Marihuana Retailer	Viridis Design	M & N Development Co.	3/4/2021	3/24/2021	3/24/2021	5/4/2021	$500	5/26/2021	NA	Site Plan Approved	7/8/2021		Non-Motorized Agreement RCKC
2021.12	303 E Cork St(Multiple Parcels)	Allied Cleanup Site	Tetra Tech	Lyondell Environmental Trust	3/19/2021	4/7/2021	4/7/2021	4/30/2021	$250	5/26/2021	NA	Site Plan Approved	5/27/2021		EAP Lead Cleanup
2021.11	610 E Cork	New Building - Gillespie Maintenance	Gar Gillespie	Gillespie Garnett, Rev. Trust	3/17/2021	3/24/2021	3/24/2021	4/14/2021	$500	5/12/2021	NA	Site Plan Approved	6/9/2021		
2021.1	3110 Oakland Dr	New Credit Union / Mixed Use Bldgs	Bosch Architecture	Consumers Credit Union	11/30/2020	12/30/2020	12/30/2020	3/31/2021	$500	4/28/2021	NFP	Project Under Review			NFP Required
2021.09	601 Portage	Adult Use Marihana Retailer/ Grower/ Processor	Yuma Way, LLC	601 Holdings, LLC	1/19/2021	1/27/2021	1/27/2021	3/30/2021	$250	4/21/2021	Southtown	Site Plan Approved	5/24/2021		Fire Escape
2021.08	1211 S Westnedge	Change of Use to Dwelling Units (Apartments)	Inform Architecture	Bavasar, LLC	2/11/2021	2/17/2021	2/17/2021	3/18/2021	$250	4/14/2021	HDC	Site Plan Approved	7/30/2021		
2021.07	104 & 110 N Drake	Adult Use Marihana Retailer	Rair, INC	Echelon Real Estate, LLC	1/20/2021	2/10/2021	2/10/2021	2/22/2021	$500	3/17/2021	NA	Site Plan Approved	6/7/2021		RCKC Approval
2021.06	1203 Fourth Street	Marihuana Grow	Friends of the Garden, LLC	Nielsens LLC	10/6/2020	11/18/2020	11/18/2020	2/9/2021	$250	3/17/2021	NA	Site Plan Approved	5/11/2021		
2021.05	303 Balch	Funeral Home Redevelopment	Intersect Studios	Echols, LLC	8/21/2020	9/9/2020	11/13/2020	1/27/2021	$500	2/24/2021	NA	Site Plan Approved	4/29/2021		Wellhead Protection/ Easement for use of City Property/ ZBA Approval
2021.04	508 Harrison	Apartment Development with Commercial pad sites	Byce and Associates	City of Kalamazoo Brownfield Authority	10/15/2020	12/2/2020	12/2/2020	1/21/2021	$500	TBD	NA	Revision Required for Scheduling			ZBA Approval
2021.03	924 Russell	Rebuild of Edison School	Tower Pinkster	Kalamazoo Public Schools	10/2/2020	10/28/2020	10/28/2020	1/15/2021	$500	2/17/2020	NA	Site Plan Approved	11/12/2021		Environmental Due Care
2021.02	1709 Fraternity Village	Fraternity House	Hurley and Stewart	1701 Fraternity Village, LLC	11/18/2020	12/2/2020	12/2/2020	1/8/2021	$500	2/3/2021	NA	Site Plan Approved	3/4/2021		
2021.01	1628 E Main St.	Pocket Park	Kalamazoo Land Bank	Kalamazoo Land Bank	9/18/2020	9/30/2020	9/30/3030	1/8/2021	$250.00	2/3/2021	NA	Site Plan Approved	2/11/2021		