

Agenda

Planning Commission

City of Kalamazoo



Thursday, May 5, 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 April 7, 2022

D. COMMUNICATIONS AND ANNOUNCEMENTS

E. PUBLIC HEARINGS

1. P.C. #2022.02: 116 Fellows Avenue. OutFront Kalamazoo is requesting a special use permit for a transitional residence at 116 Fellows Avenue.
2. P.C. #2022.04: 1506 and 1508 E. Michigan Avenue. Felicia Townsend is requesting a special use permit for a rooming / boarding house at 1506 and 1508 E. Michigan Avenue.

F. DISCUSSION/ACTION ITEMS

G. REPORTS

1. City Planner's Report
2. P.C. #2002.05: Community Sustainability Plan Presentation
<http://www.imaginekalamazoo.com/projects/sustainability/>

H. PUBLIC COMMENTS

I. CITY COMMISSION LIASON COMMENTS

J. PLANNING COMMISSIONER COMMENTS

K. ADJOURNMENT

City of Kalamazoo
PLANNING COMMISSION
Meeting Minutes
April 7, 2022
DRAFT

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

Members Excused: Sakhi Vyas, Vice Chair

City Staff: Christina Anderson, City Planner; Beth Cheeseman, Executive Administrative Assistant; Chris Praedel, City Commissioner; Charles Bear, Assistant Attorney; Peter Eldridge, Assistant City Planner

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.

Commissioner Milliken announced that they would not be able to take call-in comments during the meeting due to technical difficulties, but they would be able to stream the meeting. He also stated that the first item on the agenda regarding 116 Fellows would be adjourned and carried over to the next meeting per the applicant's request.

*Commissioner Harrison entered the meeting during Commissioner Milliken's announcements.

B. ADOPTION OF FORMAL AGENDA

Commissioner Phelps, seconded by Commissioner Burgess, moved approval of the April 7, 2022, Planning Commission agenda as presented. With a voice vote, the motion carried unanimously.

C. APPROVAL OF MINUTES

Commissioner Burgess, seconded by Commissioner Pittelko, moved approval of the March 3, 2022, minutes as presented. With a voice vote, the motion carried unanimously.

D. COMMUNICATIONS AND ANNOUNCEMENTS

None.

E. PUBLIC HEARINGS

1. P.C. #2022.02: 116 Fellows Avenue. OutFront Kalamazoo is requesting a special use permit for a transitional residence at 116 Fellows Avenue.

Commissioner Milliken announced that the applicant requested an adjournment of the public hearing to the May meeting of the Planning Commission.

Commissioner Harrison, seconded by Commissioner Pitts, moved to adjourn P.C. #2022.02 to the May Planning Commission Meeting. With a voice vote, the motion carried unanimously.

2. PC # 2022.03 Text Amendments to Chapter 50 Zoning Code Proposed by City Staff

Planner Anderson presented the text amendments to Chapter 50 of the zoning ordinance. She said the amendments come from running list staff keeps as they apply the code. The changes are based upon best practices, variance requests, and a need for clarification of wording.

Planner Anderson said that, based on variance requests, they changed the use definition of Bed and Breakfast. The language was adjusted to make sure it matched the intent of the code. They also made some changes to the parking code. They clarified how personal rvs can be stored on property and parked. Parking numbers changed, including those for industrial uses. Planner Anderson explained they originally had a parking requirement of one space for every two employees of a company's largest shift. That resulted in several variance requests. The ordinance was changed to one space per employee of their largest shift.

Planner Anderson said one item, allowing ground floor residential in the CC district, resulted in changes in multiple locations. She brought that District from Appendix A to Chapter 50. That included bringing the definition of the district, updating the use table and dimensional requirements.

Planner Anderson reported that through the application of the marihuana code, they determined clarification was needed for handling medical marihuana provisioning centers and adult use retailers. The code had different distances set from those uses to specific protected uses. She explained that the State allows those licenses to be stacked so they can sell medical and adult-use marihuana in one spot. The change allows them to be regulated the same. Planner Anderson said they clarified language and prohibited drive throughs.

Commissioner Phelps asked what constituted a marihuana drive-through. She wondered if it referred to a drive through window or curbside service. Planner Anderson clarified that it was for a drive through window. During Covid the State allowed temporary drive through facilities.

Commissioner Milliken asked if there were any tweaks or modifications to CC text that needed to be made to adapt to Chapter 50. Planner Anderson shared the change that residential uses are allowed on ground floor, but they should not be along the front façade. Dimensional standards, for the most part was kept the same - same height, and generally the same setbacks. She said they put in some design guidelines. Table 5.1-2 just has one district in it now but will be populated as they bring over all the commercial districts.

Commissioner Milliken asked if there is a maximum lot area for rezoning in the existing district. Planner Anderson said there is not. There is a minimum for Community Commercial. She indicated there would

be maximum lot areas associated with the upcoming new commercial districts. Planner Anderson expects there would be a maximum size to differentiate districts and to separate them.

Commissioner Milliken opened the public hearing.

No one from the public was in attendance, and the phone issue was not resolved.

Commissioner Milliken closed the public hearing.

Commissioner Phelps, seconded by Commissioner Harrison, moved to recommend approval of the Text Amendments to Chapter 50 Zoning Code to the City Commission.

Roll call vote was taken and passed unanimously.

F. PUBLIC COMMENTS:

None.

G. DISCUSSION/ACTION ITEMS

None.

H. REPORT:

Planner Andersons shared that the next sections of the code they would present would be the sign code, landscaping, screening, fencing, and lighting. The sign code is online and ready for review. She said they would bring that forward later this spring.

Planner Anderson reviewed the existing commercial districts: CO & CNO, CN-1 & CN-2, CC, CMU, Node, LW-1, LW-2, CBTR. She mentioned overlays, and that CNO and CN-2 are not mapped anywhere.

Planning Commissioners and staff were asked to check their microphones because they could not be heard through streaming.

Planner Anderson shared that some of the commercial districts are well intentioned, but don't do what they need them to do. She said they are working with consultants to look at their commercial districts to see what is working. Planner Anderson indicated they will go to Commercial Node, CC2, and CC.

Planner Anderson showed zoning maps for two corridors, Stadium Drive and Westnedge. She spoke about the differences in parcel sizes, commercial vs. residential, auto dominated vs. walkable. She also said they looked to see the common size of the parcels. Planner Anderson said they've started to determine the standards and parameters of the districts.

Commissioner Harrison asked how different parcel sizes, traffic concerns, and traffic calming practices played into the rezoning. Planner Anderson said the 2025 Master Plan talks about all development as two pieces - what happens on lots and on the street next to it. She explained that you have to consider both pieces – the street impacts the success of a use. A person wouldn't front a home on a highway. The code already has street types that help guide uses, location of uses, and height in some cases. This is a continuation of that. Planner Anderson shared they are updating the zoning code because the code from 2005 doesn't necessarily reflect development patterns today. They also want to make sure they are setting standards that support what is happening on adjacent lots. She said they want the right set of uses that are flexible, creating minimum and maximum lot sizes that won't cause barriers. As they update, they keep those things in mind.

Commissioner Milliken said he will need more convincing on the value of minimum and maximum lot areas. He expressed worry that it will add standards where they're not needed and lead to more variance requests. Commissioner Milliken said he needs to know and understand what it will contribute. Most larger parcels are larger for a reason - usually coming for a rezoning for redevelopment or because there is some natural feature that limits use. Planner Anderson said there are no minimum lot sizes in LW-1 and LW-2. She said Commissioner Milliken's concerns are worth considering. Staff doesn't want to put things in the ordinance that will cause problems. Planner Anderson explained that if they want some areas to slowly evolve, a maximum lot size may help that happen. If there is a large parcel on a block of smaller parcels and it's coming for redevelopment, the encouraging factor could be the need to create smaller lots for the project.

Commissioner Milliken clarified that he is on board with lot size requirement in that district whether it is tied to rezoning or a lot split/land division process. He thought it was the mechanism that was the issue. Commissioner Milliken said someone could take 10 acres and rezone it to CC2, then come up with a plan that fits the vision. But they couldn't do that if they couldn't first rezone it. Planner Anderson said that one reason the map is taking so long is because she is going through it lot by lot. She is really trying to look at all the parcels.

Planner Anderson shared that drafts of landscaping and fencing will be released and put out for public review. She has a goal to set up public meetings in May and go to multiple locations throughout the city. She will provide an update at the next meeting as to where things stand.

Planner Anderson said the Sustainability Plan draft was released. It can be found on [imaginekalamazoo.com/projects](https://www.imaginekalamazoo.com/projects). Several virtual and in-person activities will be happening in the next few weeks. They will make the necessary edits, and then it will go to the City Commission for approval.

I. CITY COMMISSION LIAISON COMMENTS

City Commissioner Praedel expressed excitement about the Sustainability Plan. He said it is a 10 year guide with four key themes, 10 community goals, 29 strategies, and 81 actions. The first upcoming event is an open house in the Community room and then a virtual townhall on the 27th. Commissioner Praedel encouraged their attendance. He commented on the City's bond ratings. The City's general allocation

debt rating was given an AA- with a stable outlook. Commissioner Praedel shared that the City's utility funds, Water and Wastewater, each received an AA- with an improved outlook from negative to stable. They cited the biggest factor in the improvement was the City Commission's willingness to improve rates to support capital improvements to replace aging infrastructure. These ratings are significant positive indicators of management and financial factors across the board. Commissioner Praedel announced another highlight. The city will receive \$564,534 from the State's 2021 sales tax revenue sharing from marihuana. He shared that they are required to set aside 25% for social equity.

J. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

Commissioner Chambers reminded Planning Commissioners about the May 3 election. She said that Kalamazoo Public Schools and law enforcement have millages to be renewed. She encouraged them to go vote or send in ballots.

Commissioner Pitts said it was good to see everyone again in the same circle – in-person.

Commissioner Harrison extended an invitation to Planning Commissioners to join him in reading the book, *13 Ways to Kill Your Community*, by Doug Griffiths. He said it is about different things leaders can do to get in the way of community growth.

Commissioner Milliken again apologized for the technical difficulties they experienced during the meeting.

K. ADJOURNMENT

Commissioner Milliken adjourned the meeting at 7:54 pm.



Planning Commission Staff Report

Date: **5/5/2022**

Item: **E.1.**

City of Kalamazoo

TO: City of Kalamazoo Planning Commission

FROM: Reviewed by: Christina Anderson, AICP, City Planner
Prepared by: Pete Eldridge, AICP, Assistant City Planner

DATE: May 5, 2022

SUBJECT: P.C. #2022.02: 116 Fellows Avenue. OutFront Kalamazoo is requesting a special use permit for a transitional residence at 116 Fellows Avenue.

BACKGROUND:

After a multi-year search and vetting other properties, the Kalamazoo County Public Housing Commission (KCPHC) identified 116 Fellows Avenue as the chosen location for the proposed transitional residence for LGBTQ individuals. The property was selected in the Spring of 2020 and after extensive fundraising the property was acquired by the KCPHC in June of 2020.

At the same time, the City of Kalamazoo Planning Division was analyzing and preparing for significant zone district updates for the downtown and adjacent areas. Existing land use and development patterns were reviewed to determine where zoning map amendments were necessary. Fellows Avenue was on this list for zoning map amendments as three residential occupied lots were in the Commercial – Community (CC) District. The City sent notice of the upcoming rezoning to all impacted property owners in the Fall of 2020. On November 2, 2020, the City Commission approved the rezoning of 116 Fellows Avenue and two other lots on Fellows Avenue from the CC-District to the Residential - Multi Dwelling District (RM-36).

The renovations of 116 Fellows Avenue for the proposed transitional residence were delayed due to the COVID-19 Pandemic, but were completed in November, 2021. On December 23, 2021, the KCPHC sold 116 Fellows Avenue to OutFront Kalamazoo expressly for opening and operating an LGBTQ transitional residence. In the Spring of 2022, OutFront Kalamazoo began to publicize the new facility. City staff then reached out to explain that due to the residential zoning, the use would require a special use permit. In the CC District, transitional residences are permitted by-right.

OutFront Kalamazoo began working with young, LGBTQ homeless individuals due to studies that show a sizable portion of the homeless youth population is LGBTQ. The need for housing is higher also due to lack of safe temporary housing options for LGBTQ youth. OutFront Kalamazoo has worked with a number of LGBTQ youth and determined that there are three

areas of focus: intensive case management (linking individuals with needed services), transitional housing for those under 18 years of age, and transitional housing for those 18 to 24 years of age. OutFront Kalamazoo is focused on bettering the lives of LGBTQ youth and intends to utilize the proposed transitional residence on Fellows Avenue for LGBTQ youth 18 to 24 years of age.

STRATEGIC VISION ALIGNMENT:



Complete Neighborhoods - residential areas that support the full range of people's daily needs



Strength Through Diversity- an inclusive city where everyone feels at home

Strategic Vision , Master Plan 2025 and Vine Neighborhood Plan Impact:

This project aligns with the Strategic Vision goal of Complete Neighborhoods by adding to the variety of housing options in our community and the goal of Strength Through Diversity by promoting a safe and welcoming temporary housing option for LGBTQ youth. The Future Land Use Map of the Master Plan 2025 identifies this property as in neighborhood edge, which promotes a mix of residential and small-scale neighborhood-oriented development. A transitional residence is compatible with the neighborhood edge category where on this block there are single family dwellings, duplexes, a bed and breakfast, and a housing coop. It is also directly adjacent to a commercially zoned business on S. Burdick Street. Looking at the Vine Neighborhood Plan, it includes the goal of increasing housing options in the neighborhood.

COMMUNITY ENGAGEMENT:

Inform (one-way conversation) – the community will be made aware of the project.

Appropriate Depth of Engagement:

On March 23, 2022, the City sent letters to all surrounding property owners within 300 feet to inform them of the public hearing. The applicant has reached out to the Vine Neighborhood Association, gone door to door to talk with residents about this project and has received multiple letters of support.

Engagement/Communication Tools:

Letters and emails

FINDINGS:

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. The staff's opinion of the level of conformance of the project with the criteria is provided in the bold text.

1. That the proposed special use is appropriate for its proposed location and compatible with the character of surrounding land uses and the uses permitted in the zone district(s) of surrounding lands.

The proposed special use is compatible with the character of the surrounding area. This area is in a multi-dwelling zone district (RM-36) and on this block are a bed and breakfast, housing cooperative, duplex and single- family dwellings. Additionally, 116 Fellows Avenue is adjacent to commercially zoned property to the north and east.

2. That the proposed special use complies with § 4.2: Use Standards of the Zoning Ordinance.

The proposed special use does comply with the provisions of Chapter 4, Section 4.2. Additionally, there are no separation distances between transitional residences in the RM-36 District.

3. That the location and design of the proposed 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; 4) providing appropriate screening, fencing, landscaping, and setbacks.

The structure retains its residential character as no alterations have been made to the exterior.

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.

This transitional residence use will not result in any environmental impacts.

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

There is adequate road capacity for this transitional residence. It is not anticipated that residents will have vehicles.

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

Safe ingress and egress already exists for this property from the existing driveway.

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

The residential structure is hooked up to city water and sewer.

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

This location has adequate access off of S. Burdick Street for emergency vehicles.

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

There are no additional landscaping or screening requirements for a transitional residence in the RM-36 District.

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

The proposed special use does meet all other applicable standards of the Zoning Ordinance.

RECOMMENDATION:

The staff recommends that the Planning Commission approve the special use permit requested as it is compatible with the surrounding area and meets the above criteria for granting a Special Use Permit.



COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Planning Division

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Kalamazoo, MI 49001

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March 23, 2022

**NOTICE OF A PUBLIC HEARING FOR A SPECIAL USE PERMIT
FOR A TRANSITIONAL RESIDENCE AT 116 FELLOWS AVENUE**

Dear Property Owner/Occupant:

You are receiving this notice because you either own or occupy property that is near this site. This notice is to inform you that an application has been filed with the Planning Commission for a Special Use Permit for a transitional residence at 116 Fellows Avenue.

All Special Use Permits are reviewed by the Planning Commission at a public hearing. During the public hearing, the applicant is provided the opportunity to present the request. Then property owners and other city residents/citizens will have an opportunity to provide comments on the special use. Final decisions on Special Use Permits are made by the City Planning Commission.

APPLICANT OutFront Kalamazoo

APPLICATION #: P.C. #2022.02

LOCATION OF PROPERTY: 1116 Fellows Avenue

PROPOSED SPECIAL USE: Transitional Residence in the Residential – Multi Dwelling District (RM-36)

DATE OF HEARING: A public hearing will be held by the **Planning Commission** on Thursday, April 7, 2022, at 7 p.m. in the City Commission Chambers at City Hall, 241 W. South Street. This meeting will also be streamed live on the [City's Facebook page](#) and [YouTube Channel](#). Check www.kalamazoocity.org for details.

To examine documents related to this request or provide written comments, please contact Pete Eldridge at eldridgep@kalamazoocity.org or call (269) 337-8806. The agenda will be posted at <https://kalamazoomi.civicclerk.com/web/home.aspx>

Sincerely,

Peter C. Eldridge, AICP
Assistant City Planner



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007
(269) 337-8026 • www.kalamazoocity.org

Plan Review invoice :PSU22-001

PLANNING COMMISSION APPLICATION

APPLICANT INFORMATION			
Name: Amy Hunter		Mailing Address: 340 S Rose St	
City: Kalamazoo		State: MI	ZIP Code: 49007
Phone: 2697209329	Email: amy@outfrontkzoo.org	Preferred Contact: ☐ Email ☐ Phone	
PROPERTY OWNER INFORMATION			
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>			
Name: Kalamazoo Gay/Lesbian Resource		Mailing Address: 340 S. Rose St	
City: Kalamazoo		State: MI	ZIP Code: 49007
Phone: 2697209329	Email: amy@outfrontkzoo.org	Preferred Contact: ☐ Email ☒ Phone	
PROPERTY INFORMATION			
Property Address(s): 116 Fellows Avenue			
Parcel Identification Number(s):		Zone District (kalamazoocity.org/maps):	
TYPE OF REQUEST			
☐ Rezoning ☐ Text Amendment (Chapter(s) _____, Section(s) _____) ☒ Special Use Permit		☐ Planned Unit Development (PUD) ☐ Preliminary Subdivision ☐ Right of Way Vacation	
Description: Transitional Housing for members of the LGBTQ+ community			
ATTACHMENTS			
☒ \$ 375.00 Fee		☒ Completed Review Sheet	
☐ Other documents or engagement information <i>Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support</i>			
SIGNATURE			
Signature of Applicant: Amy Hunter		Date: 2-3-2022	
Signature of Owner (if different than applicant):		Date:	

116 Fellows Avenue

“Legacy House”

Brief Zoning history

After a three-year search, in June of 2020, the Kalamazoo County Public Housing Commission (KCPHC) purchased the property at 116 Fellows Avenue with the express intent of renovating it to become transitional housing for LGBTQ youth aged 18-24. At that time, the zoning of 116 Fellows Ave was “C-C” or “Commercial – Community” making the property suitably zoned for transitional housing. Unbeknownst to OutFront Kalamazoo and the KCPHC, the property was re-zoned to “Residential” in November of 2020. But it was not until February of 2022 that the zoning change was discovered.

Because KCPHC and OutFront Kalamazoo were unaware of the zoning change, plans by OutFront Kalamazoo to purchase, finish renovations, and furnish the property went forward with the intent of using the home as LGBTQ youth transitional housing. The renovation was completed in November of 2021 and the property was purchased by OutFront Kalamazoo from the KCPHC in December of 2021 with OutFront Kalamazoo still believing the zoning was acceptable for transitional housing.

This history of the property and the description below of the need for transitional housing in Kalamazoo is meant to give you a clear perspective about why a **“special use permit”** is needed to fulfill these needs and use the property at 116 Fellows Avenue as transitional housing.

The Problem

40% of homeless youth identify as lesbian, gay, transgender, or queer (LGBTQ). **Forty percent.**

Homelessness has been increasing across the country in the past few years. With the pandemic came a marked increase in the jobless rate, and the lack of affordable housing has pushed many more Americans out of their homes. Along with adults, homelessness affects youth – in fact, about 7% of the homeless are youth aged 13-24. Nationally, about 40% of those youth identify as LGBTQ, and Kalamazoo County mirrors this national average. Those percentages translate to 7,422 homeless LGBTQ youth annually in Kalamazoo County.¹ In the community-wide commitment to ending homelessness, this sector of the homeless population has been largely ignored, though the problem is clear.

The Study and Start-up

As a start-up program, we set out to determine what homeless young people need and to propose a long-term solution. Through connections with OutFront Kalamazoo, The Ark for Youth, other organizations that serve youth, and youth groups, we made one-on-one connections with LGBTQ youth. Similarly, we connected at house parties, coffee shops, and dance clubs. Via text, social media, and phone calls, those

¹ Based on population data the US Census Bureau

we connected with let us know what they needed, and we offered our help. In total, we connected with 292 LGBTQ youth.

There are many details these youth reported, all of which combine to form a picture of what it looks like to be young, and LGBTQ, and homeless. This is just a partial list.

- They have a very difficult time finding a local shelter that is safe and where they are treated respectfully. They report higher rates of violence, abuse, exploitation, and other forms of discrimination from both staff and residents. This is especially true for transgender clients and those who don't fit the heterosexual norm – they look or sound “different” than others their age.
- Rather than in an abusive shelter environment, many have chosen to live in their car, in an abandoned building without water or heat, or in an underground shelter. They remain constantly focused on where they will stay that night and where to find food.
- Another housing option is “couch-surfing,” where they will sleep on someone’s couch for a night or two and then move on. This living situation often leads to cyclical homelessness, where they don’t follow a consistent path toward a permanent home.
- LGBTQ youth have often been rejected by their families and thrown out of their family home. This is most often a traumatic experience and can lead to emotional stresses and no access to counseling or support.
- Sex trafficking is often a means of survival – in exchange they may find a place to sleep, a meal, or money.

We began by working with 110 youth to help find housing. Each developed their own set of goals to move out of homelessness – their goals ran the gamut from needing emergency shelter to requesting drug addiction counseling to employment and family reconciliation. Each of the individuals took an active role in working with a wide variety of local organizations that serve youth. As expected, they needed guidance and support systems to find emergency shelter and to eventually move into sustainable housing.

The Stories

We began working with two clients during spring of 2017, one seventeen and one sixteen-year-old, that were kicked out of their homes after coming out to their families. They were living in a car as they did not trust faith-based shelters in town. We worked with them to find employment and then assisted in finding a permanent housing option. With basic needs of food and shelter met, focus shifted to returning to school. Both were enrolled back into high school and were able to reconcile with their families with our guidance and support. In the spring of 2018, we received an invitation to their high school graduation. One of these clients is attending a trade school and the other client enrolled in a university with plans to become an Astrophysicist.

Another client we began working with at the beginning of 2018 was living out of a backpack and had spent several nights on the street. They had spent time in a local shelter where they experienced abuse that went unchecked by staff. The client was suicidal, and we were able to coordinate a stay in a local inpatient mental health care facility. Upon leaving inpatient care, we were able to provide a two week stay in a motel. This gave them time to find employment and move into permanent housing. With basic needs of shelter, food, and mental wellness met, they were able to focus on reconciliation with their family. With our guidance and support, they were able to reconcile and move back into their family’s home. They have plans to continue working and to attend college.

The Work

In assisting our first clients, it became clear that there are 3 distinct subservices needed: intensive case management, transitional housing for those under 18, and transitional housing for 18- to 24-year-olds. Our initial clients provided the details we needed to create this program.

Case Management

As you can tell from the stories, each person faces their own set of challenges in moving out of homelessness, and each developed their own set of goals to that end. The program offers guidance and support and coordinates services with other local organizations that assist these youth in reaching those goals. This list includes:

- emergency shelter
- transitional housing
- sustainable long-term housing
- access to food
- reconciling with family
- employment search guidance, advice, transportation
- translation services
- assistance escaping human trafficking
- life skills and further education
- therapists and physicians
- treatment for drug addiction
- legal assistance

Some of the ways we helped:

- 32 returned to/furthered their education
- 62 found employment
- 162 obtained mental health services that specialize in LGBTQ issues
- 26 found medical professionals trained in LGBTQ health concerns

Emergency and Transitional Housing with Supportive Services

Our first role was frequently to find a safe place to stay for the short term. We found places for some through connections with local organizations, others we housed briefly at a motel. This short-term housing allowed the time to find transitional housing – a medium-term solution geared toward finding a permanent home.

Transitional Housing for Youth under 18

Host homes was developed with the Faith Alliance of OutFront Kalamazoo as a transitional housing option. In this model, the Faith Alliance engages families interested in housing a homeless teen. A host home is a way for a young person to live with another family while working to reunite them with their family through counseling.

Transitional Housing for Youth 18-24 – Legacy House

To end their homelessness, this age group needs to be prepared to sustain themselves and a safe place to live. This requires training in life skills – things such as school tutoring, cooking and nutrition, employment support programs, daily organization, and scheduling. Our programming provides the training and the time to learn and then to branch out on their own.

- Youth in this age group may stay in a host home so they have time to find a job, locate an affordable place to live, and gain life skills to live on their own.
- **A second alternative for transitional housing is soon to be the *Legacy House*. This house, purchased specifically for this program, is now renovated and ready to be furnished for occupancy. With a Special Use Permit, it will soon provide safe and affirming transitional support for 6-8 young LGBTQ+ people aged 18-24.**

Continued Need

The biggest lesson we learned from our experience is that there is a huge need for emergency and transitional housing, supportive services, and life skills training for LGBTQ youth in Kalamazoo County.

We have worked hard to make connections and establish relationships in our community so that when these youths come to us for help, we have the resources and the networks to provide that assistance and set them on the path to stability. The Legacy House will have a huge impact on our ability to provide a safe and affirming place to transition out of homelessness and into productive and meaningful lives.

The Funders

Without our funders and partners, this program and the **Legacy House** would not have existed. We are so grateful to the organizations and those we worked with at each of them for working to lift this population out of homelessness.

Kalamazoo County Housing Choices

OutFront Kalamazoo

CARES of Southwest Michigan

Kalamazoo Community Foundation

Kalamazoo Public Housing Commission

LISC Kalamazoo

Kalamazoo County Government

Gilmore Foundation

Stryker Johnston Foundation

Kalamazoo Community Foundation Equality Fund Richard Knapp Bequest Foundation through First

United Methodist Church

Northwood Foundation

PLANNING COMMISSION

SPECIAL USE PERMIT REVIEW SHEET

Please describe use which requires a special use permit: (may also provide on a separate sheet):

Review Criteria for Special Use Permit

The Planning Commission will use the following criteria to review Special Use Permits. Please reach out to staff if you have any questions.

Will the proposed special use be appropriate for this location and compatible with the character of surrounding land uses and the uses permitted in the zone districts?

Does the proposed special use comply with the Use Standards of Chapter 4 and Chapter 50 for this land use?

Will the location and design of the special use reduce any negative impacts on surrounding lands with regard to: visual impact, parking and loading, odors, noise, glare, and vibration?



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Does the location and design of the special use reduce undesirable effects, including visual impact of the proposed use on adjacent property by retaining some natural features of the landscape to provide a buffer between the special use and adjoining lands?

Does the location and design of the special use reduce adverse effects, including visual impact of the proposed use on adjacent property by locating buildings, structures, and entryways to reduce impact?

Does the location and design of the special use reduce adverse effects, including visual impact of the proposed use on adjacent property by providing appropriate screening, fencing, landscaping, and setbacks?

Will the proposed special use reduce environmental impacts, and conform to all environmental protection standards of this Ordinance, or any other state or federal laws?

Will there be adequate road capacity available to serve the proposed special use?

Will the proposed special use be designed to ensure safe ingress and egress onto the site and safe road conditions around the site?

Will there be adequate potable water, wastewater, solid waste, park, police, and fire/EMS facilities to serve the proposed special use?

Will the proposed special use be located and designed so that adequate access onto the site is provided for fire, police, and EMS services?

Does the proposed special use meet the appropriate standards in Chapter 6: General Development Standards?

Does the proposed special use meet all standards imposed on it by all other sections of this Ordinance for use, layout, and general development characteristics?



OutFront Kalamazoo's office at 340 S. Rose St in Kalamazoo, Michigan. (Joel Bissell | MLive.com) Joel Bissell | MLive.com



142
shares

By **Ryan Boldrey | rboldrey@mlive.com**

KALAMAZOO, MI — OutFront Kalamazoo is in the process of preparing to open Kalamazoo's first long-term transitional housing facility that will cater primarily to LGBTQ+ youth.

The nonprofit organization, which serves the region's LGBTQ+ community, purchased the property in December for \$25,000 from the Kalamazoo Public Housing Commission, according to Kalamazoo County property records. The organization expects to be ready to house its first residents in the space this spring, OutFront Kalamazoo executive director Amy Hunter told MLive/The Kalamazoo Gazette.

Advertisement



Multiple community partners — including LISC Kalamazoo, The Irving S. Gilmore Foundation and Kalamazoo Community Foundation — worked with the Kalamazoo Public Housing Commission to renovate the property after the housing commission purchased it in 2020, Hunter said. The housing commission, she said, used grant funds to purchase the home in 2020.

The property, a three-bedroom home in the city's Vine neighborhood, has just a few minor renovations that need done before it opens, Hunter said. There are no major or structural repairs anticipated that would slow the organization's plans to open this spring.

Hunter said the home is being set up to be able to house anywhere from six to 10 people between the ages of 18 and 24 at any given time. Wraparound services will be offered at the home, as part of a six-month program for residents.

In addition to the three bedrooms for residents, a fourth bedroom/office will provide space for a house manager, she said. There will also be a storage area, for residents' belongings. While someone in need of emergency services won't likely be turned away if they showed up on the doorstep, Hunter said, staff will likely help them find other facilities that can help meet those more immediate needs.

"It's not a shelter as much as it is transitional housing," she said. "We want to be able to help (residents) out with wraparound services and help them to learn life skills and set them up for success by doing what we can to put a dent in at-risk, chronic homelessness in Kalamazoo."

The need for such a facility in the area is enormous, Hunter said. Advocacy group True Colors United, through research with the Williams Institute at UCLA, has found that while an estimated 7% of youth identify as LGBTQ+ in the U.S., upward of 40% of homeless youth in the nation identify as such.

"We are serving a niche population, but it is a population that is in desperate need of support not just in Kalamazoo but nationwide," Hunter said. "So, we really feel very fortunate to have had the partners we have had over the past several years to make this a reality. I can't stress enough how needed.

“OutFront is really proud to be out front on this here in Michigan. I think it’s a terrific project and we are set up for success with this and we will be very soon serving clients that we will help set up for success.”

The organization will begin accepting applications for potential residents in mid-late March. Those interested in learning more information can contact OutFront Kalamazoo Communications Director Grace Gheen, at grace@outfrontkzoo.org or 269-349-4234.

The nonprofit is also looking for donations to help furnish the home at this time. Those interested in helping out with that, may also contact Gheen.

Also on MLive:

[OutFront Kalamazoo seeks nominations to recognize those working for LGBTQ+ equality locally](#)

[New Kalamazoo women and children’s shelter aims to build relationships, offer ‘step forward’ for residents](#)

[Coast Guard icebreaker medevacs patient from Mackinac Island when no ferries, planes, choppers can get there](#)

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HBA of Western Michigan



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March 3, 2022

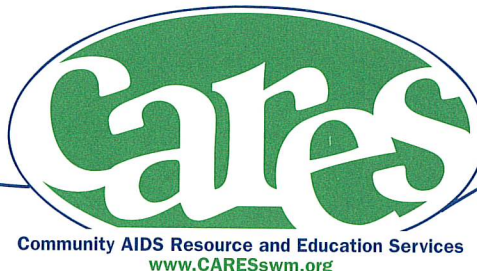
Dear Planning Commission Members:

Please consider providing a special use permit to OutFront Kalamazoo for the 116 Fellows residence for transitional housing. When the zoning was changed, CARES, OutFront Kalamazoo, and the Kalamazoo County Public Housing Commission had been in the middle of a 3-year project of finding a home to purchase that would be perfect for the Legacy House, a transitional home for 18-24-year-old LGBTQ homeless youth. The house was in mid renovation and no notice was given to CARES or OutFront Kalamazoo of these changes.

In 2016, the Kalamazoo Community Foundation put together numerous partners from the various sectors of Kalamazoo County including housing, non-profit, health, education, mental health, law and justice, etc... to discuss the current supports for LGBTQ homeless youth and a plan to increase those supports and an assessment of the overall issue in Kalamazoo County.

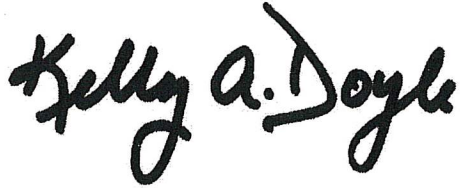
From 2017-2019, CARES ran the Out Proud Safe program which provided case management and information and referral for 13-24-year-old LGBTQ homeless youth. This program was 2 fold: 1.) to determine if the issue of homelessness for LGBTQ homeless youth mirrored the national statistics and 2.) to determine the individual needs of this community and to provide some support for this population. From this program, we worked with 392 youth who were deemed LGBTQ homeless youth. Many of the youth needed basic life skills, mental health supports and housing. These youths reported feeling unsafe in some of the current housing supports and wanted something specific for their LGBTQ identity. This bore the Legacy House and the Host Homes Program at OutFront Kalamazoo, a large scale housing program specific to LGBTQ homeless youth.

In June 2020, the Kalamazoo County Public Housing Commission purchased the house from Kalamazoo Neighborhood Housing Services Association rehabbing the space for transitional housing for 6-8 18-24-year-old LGBTQ youth. It was reported to us that KCPHC did their due diligence for the house in order for OutFront Kalamazoo to be able to provide transitional housing. In December 2021, OutFront Kalamazoo purchased the home from the Kalamazoo County Public Housing Commission with a plan to open the house this March. This zoning change has interrupted the process of opening the house and providing housing to LGBTQ homeless youth. It is of utmost



importance that a special use zoning be granted in order for OutFront Kalamazoo to be able to provide these essential services. LGBTQ homeless youth are counting on it.

Thank you for your consideration,

A handwritten signature in black ink that reads "Kelly A. Doyle". The signature is written in a cursive, flowing style.

Kelly Doyle
CEO
CARES of Southwest Michigan



Dear Planning Commission Members,

I am writing to offer support for Out Front's Legacy House project, and their request to this body for a special use permit for the property at 116 Fellows Ave so that it can be used for a transitional living residence. Several years ago, the Kalamazoo Community Foundation (KZCF) supported a community LGBTQ needs assessment and conducted focus groups to better understand the needs of the local LGBTQ community. The results indicated that identifying resources for homeless LGBTQ youth was one of the greatest priorities for the LGBTQ community. It should be noted that nationwide approximately 40% of homeless youth identify as LGBTQ, and that a secular youth shelter does not currently exist in Kalamazoo.

Over the past several years, KZCF worked closely with LGBTQ and local youth serving organizations to help identify the service and program gaps for this population. Through a community wide survey, focus groups, youth sector convenings, and direct outreach to homeless LGBTQ youth, a program model led by Out Front and CARES emerged to support the needs of this population, and has been supported through a variety of grants from KZCF.

A Community Outreach worker has been supported since 2017, to address the needs of this population. The program Out Proud Safe was established and offered direct support and referral services. Through direct interactions with this population, it was identified that homeless LGBTQ youth did not feel welcome or safe at existing shelters for youth or adults. The Legacy House project was initiated with the goal of providing a transitional living home for homeless members of the LGBTQ community 18 to 26 years old. The program would also provide wrap around services to help these individuals transition into healthy adulthood.

Representatives from the Public Housing Commission, Kalamazoo County Commission, Out Front and CARES as well as from KZCF have been engaged with this project since its inception. A house was purchased and rehabilitated for this express purpose by the Public Housing Commission and sold to Out Front for the program. During the prolonged selection, purchase, and restoration of the property at 116 Fellow Ave, the zoning for the property changed.

This letter indicates KZCF's support for the special use permit required to allow this property to be used for the purpose indicated above. It should also be considered a letter of support for this important program and the leadership of Out Front, who we believe will steward the program and property well into the future.

Please feel free to reach out to me if you have any questions.

David Feaster
Community Investment Officer
Kalamazoo Community Foundation

City of Kalamazoo
Zoning Board of Appeals
241 West South Street
Kalamazoo, MI 49007

March 7, 2022

Dear members of the Zoning Board of Appeals,

It is with great enthusiasm that I present this letter to express support for the proposed rezone by OutFront Kalamazoo of their *Legacy House* located at 116 Fellows Avenue, Kalamazoo, MI 49001.

For over 30 years, OutFront Kalamazoo has worked to advance social justice, build coalitions, change hearts, and open minds so that all people in southwest Michigan can live authentically and free from discrimination, regardless of their gender identity or sexual orientation. OutFront Kalamazoo provides services and programming which connect members of at-risk LGBTQIA+ communities and helps to further an environment of equity and inclusivity in SW Lower Michigan, especially Kalamazoo County, including emerging work in connecting residents to safe, affordable housing opportunities.

OutFront's *Legacy House* will provide transitional housing for LGBTQIA+ youth to help address homelessness in Kalamazoo. This transitional housing initiative strongly aligns with the goals of the City of Kalamazoo, and your approval of the rezoning request will demonstrate the City's commitment to its priorities.

If you have any questions or need further information, please do not hesitate to contact me at zbauer@lisc.org or (269) 200-2878.

Sincerely,



Zachary D. Bauer, JD, MBA
Executive Director



806 SOUTH WESTNEDGE AVENUE
KALAMAZOO, MICHIGAN 49008
269.349.8463
www.vineneighborhood.org

March 8 2022

To Whom It May Concern,

It is my pleasure to write a letter in support of OutFront Kalamazoo requesting a zoning change for their property located at 116 Fellows Ave. within the Vine Neighborhood. OutFront Kalamazoo has proven to be a wonderful asset, and the need for providing safe, quality, transitional housing for the population being served by this house is real and immediate. OutFront Kalamazoo did an enormous amount of outreach and fact-finding, and the vision for this "Legacy House" is informed by narrative as well as hard data. There is a massive need for emergency transitional housing with supportive services, and it is our hope that the Legacy House" can be a sanctuary as well as a resource.

In conclusion, The Vine Neighborhood Association fully supports the zoning change request change for 116 Fellows to transition th and hopes to see similar housing options here in the Vine neighborhood in the near future.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Walsh".

Stephen Walsh
Executive Director
Vine Neighborhood Association

March 5, 2022

Dear Planning Commissioners,

Thank you for the opportunity to express our support for OutFront Kalamazoo in obtaining a special use permit for 116 Fellows Ave.

Kalamazoo County was an early supporter of this project and made a commitment to provide the initial funds. In May 2020 the Board of Commissioners unanimously passed an allocation of \$150,000 to the Kalamazoo County Public Housing Commission to go towards the purchase and renovation of 116 Fellows.

As you all are aware, there is a housing crisis in Kalamazoo County, including in its largest city, Kalamazoo. In fact, we are approximately 6,000 units short throughout the county. Additionally, LGBTQ+ youth represent 40% of all homeless youth. OutFront receives calls weekly to help find spaces for LGBTQ+ youth. This house will help address both salient needs.

The location of the house is nearly perfect. It is located on public transit routes, close to OutFront, downtown Kalamazoo, Bronson hospital, and many other important resources. Kalamazoo County Public Housing Commission worked incredibly hard to find this location and it did do its due diligence.

As County Commissioners who represent parts of the City of Kalamazoo, we are invested in the overall wellbeing of our community and City. This is a wonderful, well thought out project, that fulfills an important need. Additionally, the Fellows house and its mission directly tie into our Commission's priorities of Housing and Equity. Our hope is that the Planning Commission approves the special use permit so this essential project can move forward.

Thank you for your time and consideration.

Sincerely,

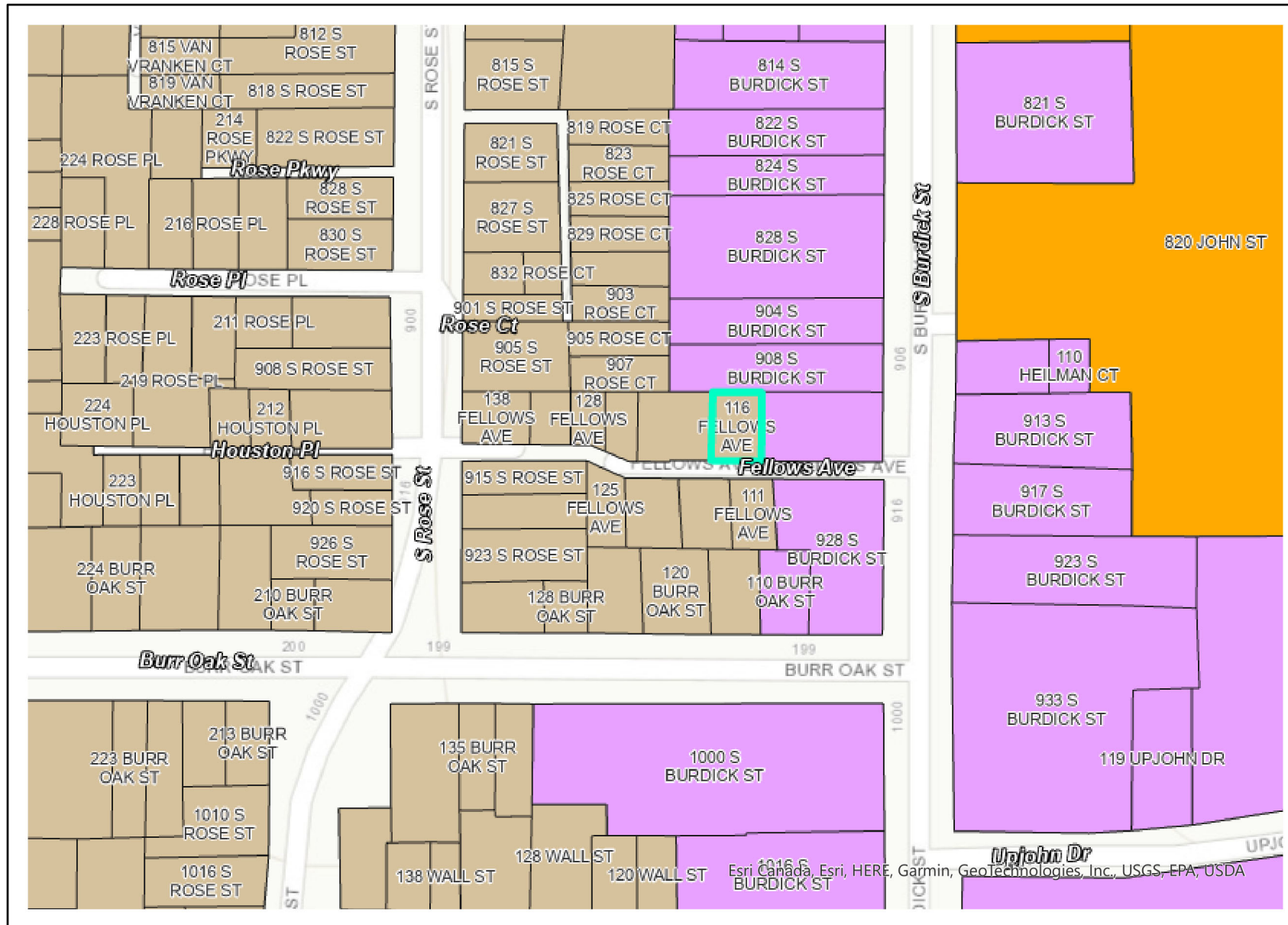
Commissioner Tami Rey, district 1

Vice Chair Monteze Morales, district 2

Commissioner Tracy Hall, district 3

Commissioner Jennifer Strebs, district 4

P.C. #2022.02 - 116 Fellows Avenue
Special Use Permit for Transitional Residence



Zoning

-  Subject Property
-  Other Property

Zoning

-  D-3
-  LW-1
-  RM-36

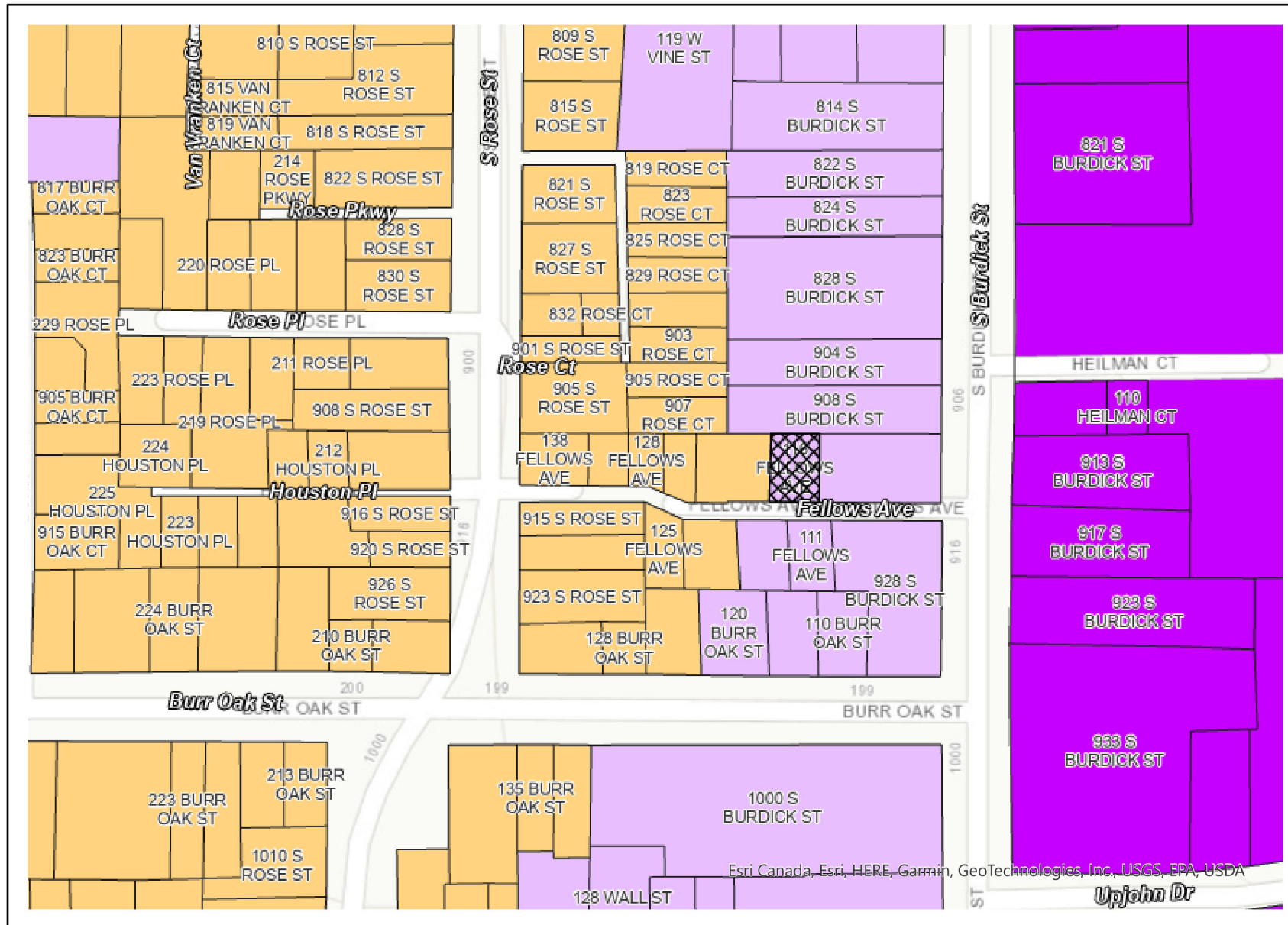
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Special Use Permit for Transitional Residence



P.C. #2022.02 - 116 Fellows
Special Use Permit for Transitional Residence

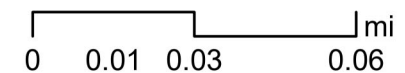


Zoning

-  Subject Property
-  Other Property

Future Land Use

-  Neighborhood Edge
-  R2-Residential
-  Urban Edge



P.C. #2022.02 - 116 Fellows Avenue
Special Use Permit for Transitional Residence



Zoning

- Subject Property
- Other Property
- 2018
- Red: Band_1
- Green: Band_2
- Blue: Band_3

0 0.01 0.01 0.03 mi





Planning Commission Staff Report

City of Kalamazoo

Date: **5/5/2022**

Item: **E.2.**

TO: City of Kalamazoo Planning Commission

FROM: Reviewed by: Christina Anderson, AICP, City Planner
Prepared by: Pete Eldridge, AICP, Assistant City Planner

DATE: May 5, 2022

SUBJECT: P.C. #2022.04: 1506 and 1508 E. Michigan Avenue. Felicia Townsend is requesting a special use permit for a rooming / boarding house at 1506 and 1508 E. Michigan Avenue.

BACKGROUND:

The dwelling at 1506 and 1508 E Michigan Avenue is 1,453 square feet. This dwelling has four bedrooms and two full bathrooms. The lots combined are 88 feet in width by 150 feet in depth. Rental records indicate this has been a one-unit rental since as early as 2000.

The property is in the Residential- Multi Dwelling District (RM-15), which is a medium density multi-family zone district. The combined lots would allow for a single - family dwelling , duplex, or multi- unit under the current zoning. A rooming / boarding house is permitted in the RM-15 District with approval of a Special Use Permit. One of the added requirements for a rooming / boarding house is one parking space must be provided for each rooming unit. The driveway can hold approximately two vehicles currently. The applicant plans to expand the driveway to accommodate four vehicles. There is sufficient land area for the parking expansion.

The owner, began utilizing the unit as a rooming / boarding house in 2021 and was advised that zoning approval was required for rooming/ boarding houses during a routine rental housing inspection. In January of 2022, a Special Use Permit application was received from Felicia Townsend.

STRATEGIC VISION ALIGNMENT:



Complete Neighborhoods - residential areas that support the full range of people's daily needs

Strategic Vision, Master Plan 2025 and Neighborhood Plan Alignment:

The request aligns with the Strategic Vision with regard to the Complete Neighborhoods goal as

this adds to the diversity of housing options available in the community. The Future Land Use Map of the Master Plan identifies this area as R3 - High Density Residential which would support a rooming / boarding house. The Eastside Neighborhood Plan supports allowing a mix of housing types to meet the needs of the Eastside residents.

COMMUNITY ENGAGEMENT:

Inform (one-way conversation) – the community will be made aware of the project.

Appropriate Depth of Engagement:

On April 19, 2022, the City sent letters to all surrounding property owners within 300 feet to inform them of the public hearing. The Eastside Neighborhood Association has been informed and the applicant will communicate with the neighboring property owners.

Engagement/Communication Tools:

Letters and emails

FINDINGS:

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

1. That the proposed special use is appropriate for its proposed location and compatible with the character of surrounding land uses and the uses permitted in the zone district(s) of surrounding lands.

This use will be compatible with the surrounding area between Phelps Avenue and E. Main Street, which is a mix of vacant lots, single-family dwellings and duplexes.

2. That the proposed special use complies with § 4.2: Use Standards of the Zoning Ordinance.

The rooming / boarding house use complies with the standards of Chapter 4, Section 4.2. As a further note, the RM-15 District allows for rooming houses, transitional residences, rehabilitation centers, group day care, parking lots, fraternity and sorority houses all as special uses.

3. That the location and design of the proposed 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; 4) providing appropriate screening, fencing, landscaping, and setbacks.

Approval for rooming / boarding house will not change the exterior appearance of the structure or the floor plan. There is also a vacant lot that separates this property from the home to the north. Additionally, the site has sufficient area to expand the off-street parking for this use.

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

The rooming / boarding house is not anticipated to have any negative environmental impacts on the property or on the adjacent neighborhood.

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

The existing road capacity is more than sufficient to handle the traffic for this rooming / boarding house with four rooming units.

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

Existing driveway with established access to E. Michigan Avenue.

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

The site is adequately served by all services.

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

Adequate access will continue to be provided on the site for emergency services.

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

The proposed change does not require Site Plan Review. Required parking can be accommodated on the property

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

The rooming / boarding house use will meet all applicable zoning standards and will also be subject to any rooming house requirements in the Housing Code.

RECOMMENDATION:

The staff recommends that the Planning Commission approve the special use permit requested as it is compatible with the surrounding surroundings and meets the above criteria for approval of a Special Use Permit.



COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT

Planning Division

245 North Rose Street, Suite 100

Kalamazoo, MI 49001

(269) 337-8044

www.kalamazoocity.org

www.imaginekalamazoo.com

April 19, 2022

**NOTICE OF A PUBLIC HEARING FOR A SPECIAL USE PERMIT
FOR A ROOMING / BOARDING HOUSE AT 1506 AND 1508 E. MICHIGAN AVENUE**

Dear Property Owner/Occupant:

You are receiving this notice because you either own or occupy property that is near this site. This notice is to inform you that an application has been filed with the Planning Commission for a Special Use Permit for a transitional residence at 1506 and 1508 E. Michigan Avenue.

All Special Use Permits are reviewed by the Planning Commission at a public hearing. During the public hearing, the applicant is provided the opportunity to present the request. Then the public will have an opportunity to provide comments on the special use permit. Final decisions on Special Use Permits are made by the City Planning Commission.

APPLICANT: Felicia Townsend

APPLICATION #: P.C. #2022.04

LOCATION OF PROPERTY: 1506 and 1508 E. Michigan Avenue

PROPOSED SPECIAL USE: Rooming / Boarding House in the Residential – Multi Dwelling District (RM-15).

DATE OF HEARING: A public hearing will be held by the **Planning Commission** on Thursday, May 5, 2022, at 7 p.m. in the City Commission Chambers at City Hall, 241 W. South Street. This meeting will also be streamed live on the [City's Facebook page](#) and [YouTube Channel](#). Check www.kalamazoocity.org for details.

To examine documents related to this request or provide written comments, please contact Pete Eldridge at eldridgep@kalamazoocity.org or call (269) 337-8806. The agenda will be posted at <https://kalamazoomi.civicclerk.com/web/home.aspx>

Sincerely,

Peter C. Eldridge, AICP
Assistant City Planner



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007
(269) 337-8026 • www.kalamazoo.org

PLANNING COMMISSION APPLICATION

APPLICANT INFORMATION			
Name: Felicia Townsend		Mailing Address: 2216 Clark Ave.	
City: Kalamazoo		State: MI	ZIP Code: 49048
Phone: 269-744-4396	Email: feliciaa.townsend@gmail.com	Preferred Contact: ☐ Email ☒ Phone	
PROPERTY OWNER INFORMATION			
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>			
Name: Same as Above		Mailing Address:	
City:		State:	ZIP Code:
Phone:	Email:	Preferred Contact: ☐ Email ☐ Phone	
PROPERTY INFORMATION			
Property Address(s): 1506&1508E.MichiganAve.			
Parcel Identification Number(s): 06-14-344-001 & 06-14-344-007		Zone District (kalamazoo.org/maps): RM-15	
TYPE OF REQUEST			
☐ Rezoning ☐ Text Amendment (Chapter(s) _____, Section(s) _____) ☒ Special Use Permit		☐ Planned Unit Development (PUD) ☐ Preliminary Subdivision ☐ Right of Way Vacation	
Description: Request for approval of a rooming/boarding house with four bedroom			
ATTACHMENTS			
☒ \$ 375 Fee		☒ Completed Review Sheet	
☐ Other documents or engagement information <i>Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support</i>			
SIGNATURE			
Signature of Applicant:		Date:	
Signature of Owner (if different than applicant):		Date:	

PLANNING COMMISSION

SPECIAL USE PERMIT REVIEW SHEET

Please describe use which requires a special use permit: (may also provide on a separate sheet):

Review Criteria for Special Use Permit

The Planning Commission will use the following criteria to review Special Use Permits. Please reach out to staff if you have any questions.

Will the proposed special use be appropriate for this location and compatible with the character of surrounding land uses and the uses permitted in the zone districts?

Does the proposed special use comply with the Use Standards of Chapter 4 and Chapter 50 for this land use?

Will the location and design of the special use reduce any negative impacts on surrounding lands with regard to: visual impact, parking and loading, odors, noise, glare, and vibration?

Does the location and design of the special use reduce undesirable effects, including visual impact of the proposed use on adjacent property by retaining some natural features of the landscape to provide a buffer between the special use and adjoining lands?

Does the location and design of the special use reduce adverse effects, including visual impact of the proposed use on adjacent property by locating buildings, structures, and entryways to reduce impact?

Does the location and design of the special use reduce adverse effects, including visual impact of the proposed use on adjacent property by providing appropriate screening, fencing, landscaping, and setbacks?

Will the proposed special use reduce environmental impacts, and conform to all environmental protection standards of this Ordinance, or any other state or federal laws?

Will there be adequate road capacity available to serve the proposed special use?

Will the proposed special use be designed to ensure safe ingress and egress onto the site and safe road conditions around the site?

Will there be adequate potable water, wastewater, solid waste, park, police, and fire/EMS facilities to serve the proposed special use?

Will the proposed special use be located and designed so that adequate access onto the site is provided for fire, police, and EMS services?

Does the proposed special use meet the appropriate standards in Chapter 6: General Development Standards?

Does the proposed special use meet all standards imposed on it by all other sections of this Ordinance for use, layout, and general development characteristics?



Community Planning and Economic Development

245 N. Rose Street, Suite 100

Kalamazoo, MI 49007

PH: (269) 337-8044

FAX (269) 337-8429

www.kalamazoocity.org

January 27, 2022

Felicia Townsend
2216 Clark Avenue
Kalamazoo, MI 49048

**RE: 1508 E. Michigan Avenue – Rooming/Boarding House Requirements
Parcel #06-14-344-007**

Dear Ms. Townsend:

A copy of the Special Use Permit Review Sheet was received for your address at 1508 E. Michigan Avenue. The information referenced the desire to utilize this large house (four bedroom / two bathroom) as a rental where the individual rooms would be rented out and tenants would have the kitchen and other common space areas of the dwelling. I believe what is described would fall under the definition of a 'Rooming House'. The definition is below from the Zoning Ordinance.

ROOMING/BOARDING HOUSE - Any dwelling or that part of any dwelling or dwelling unit containing one or more rooming units in which each rooming unit is let for sleeping purposes by the owner or operator to more than four persons who are not related by blood, marriage or adoption to the owner or operator. A "rooming unit" means any room or group of rooms forming a single, habitable unit or intended to be used for living and sleeping but not for cooking or eating purposes.

Please confirm this is the desired change you would like to seek approval for. A 'Rooming/Boarding House' is a special use in the Residential – Multi Dwelling District (RM-15), where this property is located. In addition, the required parking for a 'Rooming House' is one parking space per bedroom. In addition to the review sheet submitted, there is also an application form that can be found at <https://www.kalamazoocity.org/zba>. The fee for this application is \$375, checks should be made payable to the City of Kalamazoo.

The application deadline is February 3, 2022 for the March 3, 2022 Planning Commission meeting date.

If you have any questions, please contact me in the Community Planning and Economic Development Department at (269) 337-8806.

Sincerely,

Peter C. Eldridge, AICP
Assistant City Planner

P.C. # 2022.04 - 1506 and 1508 E. Michigan Avenue

Special Use Permit for Rooming House



Current Zoning

 Subject Property

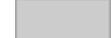
 Other Property

 Natural Features Overlay

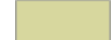
Zoning

 CC

 LW-2

 M-1

 M-2

 RD-19

 RM-15

 RS-5

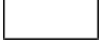
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P.C. # 2022.04 - 1506 and 1508 E. Michigan Avenue Special Use Permit for Rooming House



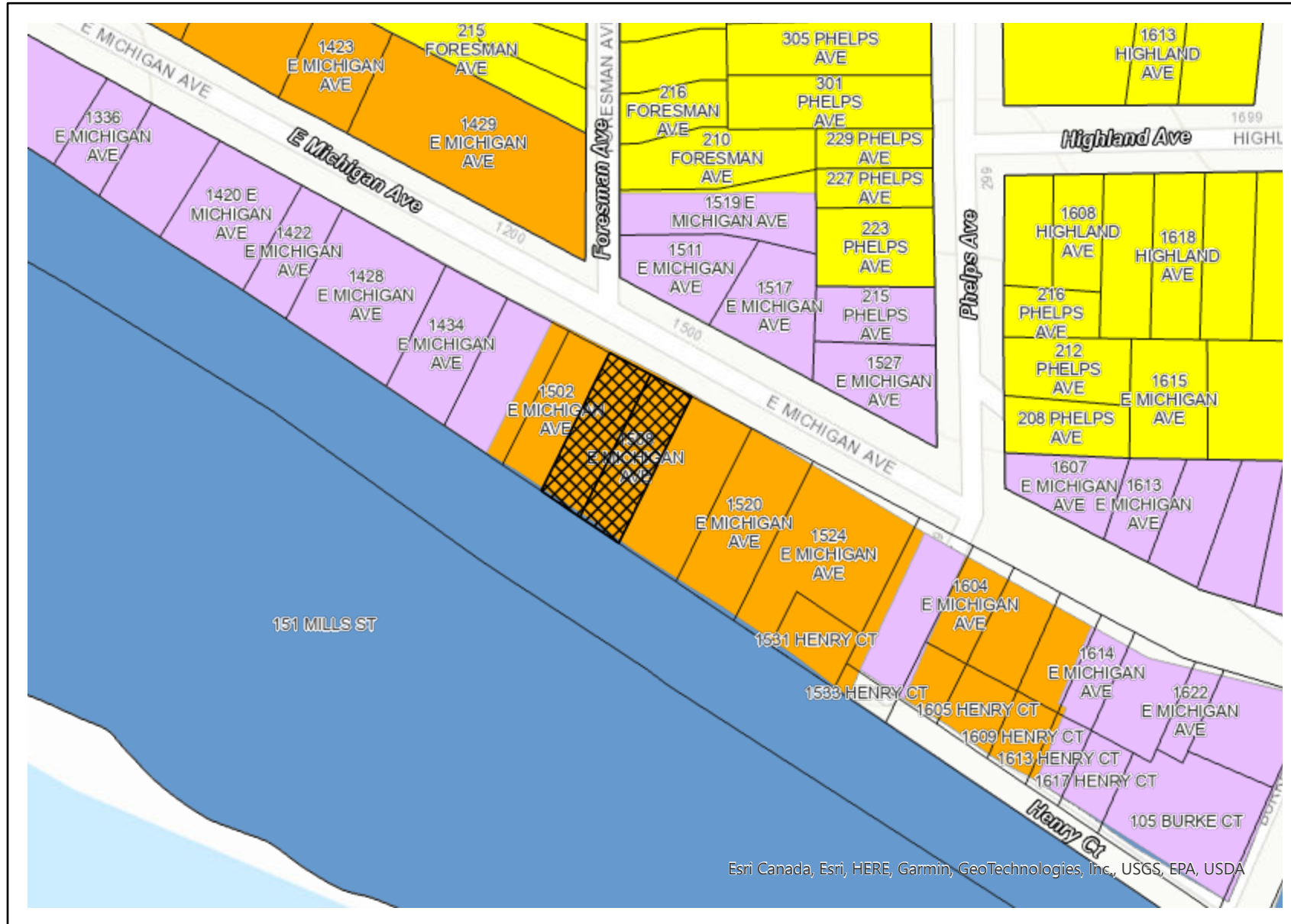
Existing Land Use

-  Subject Property
-  Other Property
-  Tax Exempt
- Property Class**
 -  Commercial
 -  Vacant
 -  Industrial
 -  Residential
 -  Not Classified

0 0.01 0.03 0.06 mi

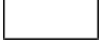


P.C. # 2022.04 - 1506 and 1508 E. Michigan Avenue Special Use Permit for Rooming House



Future Land Use

 Subject Property

 Other Property

Future Land Use

 Industrial

 Neighborhood Edge

 R1-Residential

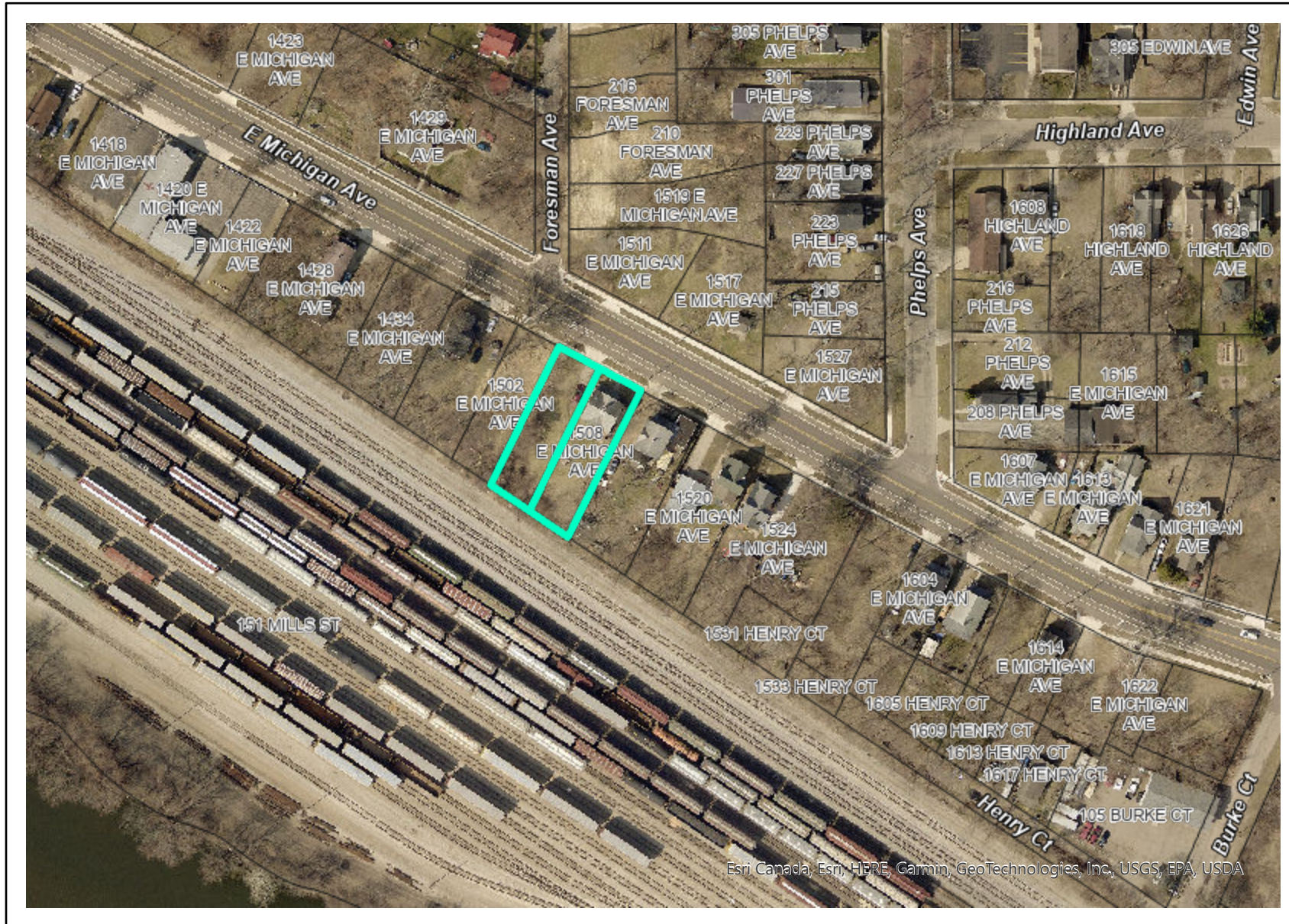
 R3-Residential

Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA, USDA

0 0.01 0.03 0.06 mi



P.C. # 2022.04 - 1506 and 1508 E. Michigan Avenue
Special Use Permit for Rooming House



Aerial View

-  Subject Property
-  Other Property

2018

-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3

Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, EPA, USDA

0 0.01 0.03 0.06 mi





Planning Commission Staff Report

Date: **5/5/2022**

Item: **G.2.**

City of Kalamazoo

TO: City of Kalamazoo Planning Commission

FROM: Christina Anderson, AICP, City Planner
Reviewed by: Pete Eldridge, AICP, Assistant City Planner
Prepared by: Jamie McCarthy

DATE: May 5, 2022

SUBJECT: P.C. #2002.05: Community Sustainability Plan Presentation
<http://www.imaginekalamazoo.com/projects/sustainability/>

BACKGROUND:

In October 2019, the Kalamazoo City Commission adopted a resolution declaring a climate emergency. It pointed to local government and community partners to take bold action to stop the harmful impacts of climate change. At that time, City staff launched a planning process for what would eventually be called the Community Sustainability Plan (CSP). This plan seeks to tackle climate issues and other environmental responsibilities within the framework of sustainability.

The City's Public Participation Plan was used to engage the community in different ways. Staff determined the impact of the plan was large scale and high impact. Surveys, focus groups, and advisory and review committees were created to consult and collaborate on the plan.

The advisory committee helped develop four guiding principles for the CSP. The plan does not separate climate action, racial equity, or resiliency into its own chapters. Instead, these key principles are woven throughout the entire plan.

STRATEGIC VISION ALIGNMENT:

Local and Community-Wide:

Not only focused on municipal facilities and operations, the CSP is a community-wide plan for all Kalamazooans with practical actions that consider our local sphere of influence and political realities.



Shared Prosperity - Abundant opportunities for all people to prosper

Viewed through a sustainability lens, this means everyone is included in realizing the benefits of sustainability actions, and priority is given to those with the highest need or burden.



Environmental Responsibility - A green and healthy City.

The CSP recognizes Kalamazoo shares responsibility for the causes of the climate crisis and strives for a net-zero carbon future by 2050 or earlier.

Interconnected and Resilient:

Acknowledging the interconnectedness of people and nature, CSP efforts must leverage nature-based solutions in the urban environment to create a more resilient and healthier Kalamazoo.

In April 2022, the City of Kalamazoo released the first ever Community Sustainability Plan for public review and comment. The plan sets 10 visionary sustainability goals and 29 strategies for advancing these goals. The CSP includes over 80 action items that the City and community partners will work on over the next 10 years and beyond. The plan focuses on making four key systems more sustainable and lower carbon, including:

1. **Transportation system** (CH 2: Accessible Complete Network, pp 24 - 53)
2. **Energy system** (CH 3: Affordable Efficient City, pp 54 – 85)
3. **Public health and natural systems** (CH 4: Healthy Prepared Community, pp 86 – 117)
4. **Food and waste system** (CH 5: Green Circular Economy, pp 118 – 137)

COMMUNITY ENGAGEMENT:

Over the next six weeks, staff are seeking community input on the top priorities identified in the plan. Referred to as the “Top Six Strategies for Sustainability” (page 143), these strategies will serve as a 2-year work plan for the City. While not a strict climate action plan, the CSP is action-oriented and focused on community outcomes including a low carbon future. The plan creates a framework for continuous improvement through regular tracking of key performance indicators and re-evaluating priorities. Similar to the IK process, annual progress monitoring and reporting will be presented to City boards, Commission, and the community (see CH 6: Implementation for key summary information, pp 138 – 149; Sustainability Action Table, pp 150 – 163).

FINDINGS:

RECOMMENDATION:

No action is required at this time.