



Agenda

Regular Meeting of the City Commission

City of Kalamazoo

Tuesday, September 5, 2017

7:00 PM

City Commission Chambers - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. OPENING CEREMONY

1. Invocation: Chaplain Mike Kemple, Lighthouse on Eleventh
2. Pledge of Allegiance
3. Introduction of Guests
 - a. Central County Transportation Authority Annual Report (Linda Teeter, Chair)
4. Proclamations

C. ADOPTION OF FORMAL AGENDA

D. COMMUNICATIONS

1. Calendar of Upcoming Meetings

E. PUBLIC HEARINGS

F. CONSENT AGENDA

(Action: Motion to approve Items "1-11"; hold Item "12" until September 18, 2017; and authorize the City Manager to sign all documents on behalf of the City)

1. Approval of a contract extension with Republic Services for packer truck rental in the amount of \$135,387.
2. Approval of a change order to the contract with Epic Excavating, Inc. for sidewalk work on Mabel Street in the amount of \$213,681.00; and approval of a funding reallocation from the Foundation for Excellence Fund to the Local Streets Fund in the amount of \$213,681.00.
3. Approval of a contract with Treeworks, Inc. in the amount of \$135,565.00 for Neighborhood Tree Maintenance.
4. First reading of an ordinance to rezone 565 S. Drake Road from Zone PUD (Planned Unit Development) to Zone RS-5 (Residential, Single-Dwelling District).

5. Adoption of a RESOLUTION recognizing Kalamazoo in Bloom as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license.
6. Adoption of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission, recommending approval of a Micro Brewer License for Wax Wings Brewing Company, LLC to be located at 3480 Gull Road.
7. Authorization for the City Manager to sign a Contract for Independent Contractor Services with Comstock Public Schools to operate the Kalamazoo Regional Education Service Agency, Education for Employment Law Enforcement Program for the 2017-2018 school year.
8. Authorization for the City Manager to sign a Memorandum of Agreement for the Kalamazoo Department of Public Safety to provide School Resource Officer Services for Kalamazoo Public Schools for the 2017-2018 school year.
9. Approval of a request from Western Michigan University to publicly display fireworks at Hyames Field on Saturday, September 16, 2017.
10. Approval of an amendment to the Kalamazoo City Commission's *2017 Meeting Schedule* to relocate the September 18th neighborhood and business meetings to Hays Park, which is located at 2001 Miller Road.
11. Approval of the following appointments and reappointments to boards and commissions:
 - the appointment of **Ken Nichols** to the Community Development Act Advisory Committee as an at-large member for a term expiring on March 31, 2018.
 - the appointment of **Candice Howell** to the Community Development Act Advisory Committee as an at-large member for a term expiring on March 31, 2018.
 - the appointment of **Kayleen Shafer** to the Parks and Recreation Advisory Board for a term expiring on January 1, 2020.
 - the reappointment of **Chris Flach** to the Zoning Board of Appeals for a term expiring on March 31, 2020.
 - the appointment of **Christina Doane** to the Zoning Board of Appeals as Alternate Member #1 for a term expiring on March 31, 2020.
 - the appointment of **Jeff Carroll** to the Zoning Board of Appeals as Alternate Member #2 for a term expiring on March 31, 2018.
12. Approval of a Buy/Sell Agreement with Carrie Yancer for purchase of the property located at 1019 East Alcott Street and authorization for the City Manager, or his designee, to sign all related documents related to the closing of this purchase. (*Hold until September 18, 2017*)

G. REGULAR AGENDA

H. REPORTS AND LEGISLATION

1. City Manager's Report

I. UNFINISHED BUSINESS

J. POLICY ITEMS

K. NEW BUSINESS

L. CITIZEN COMMENTS

M. MISCELLANEOUS COMMENTS AND CONCERNS BY COMMISSIONERS

N. CLOSED SESSION

O. ADJOURNMENT

ADDITIONAL INFORMATION

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Questions regarding agenda items may be answered prior to the meeting by contacting the City Manager's Office at 269.337.8047.

Persons with disabilities who need accommodations to effectively participate in City Commission meetings should contact the City Clerk's Office at 337-8792 a week in advance to request mobility, visual, hearing or other assistance.

Agendas for the regular meetings of the Kalamazoo City Commission are available on the Internet at: www.kalamazoocity.org

The Kalamazoo City Commission business meetings are held on the first and third Mondays at 7:00 p.m. and are shown live on the Public Media Network (channel 190 for Charter customers, channel 99 for U-Verse customers). Business meetings are also web streamed live on the City's YouTube channel at <https://goo.gl/Q6DW37>. Public Media Network rebroadcasts these meetings on Tuesdays at 8:00 a.m., Wednesdays, at 1:00 a.m., and Thursdays at 3:00 p.m. Recorded meetings are also available on-demand on the YouTube channel.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

PREPARED BY: Shelby Moss, Deputy City Clerk

DATE: 7/19/2017

SUBJECT: Calendar of Upcoming Meetings

INFORMATIONAL ITEMS

Attached is the calendar of upcoming meetings of the City Commission's advisory boards, commissions, and committees.

ATTACHMENTS:

Type	Description
Meeting Schedule	20170905 Calendar of Meetings



Calendar of Upcoming Meetings

City of Kalamazoo

City Commission (next 30 days)

Regular Business Meetings – 7:00 p.m. in the City Commission Chambers

September 18th* and October 2nd

Regular Neighborhood Meetings – 6:00 p.m. in the Community Room at City Hall

September 18th*

*Pending City Commission approval the Monday, September 18th City Commission Neighborhood and Regular Business meetings will be held at Hayes Park, located at 2001 Miller Road.

Advisory Boards, Commissions and Committees (next two weeks)

The **Employee Retirement System Board of Trustees** will meet on Wednesday, September 6, 2017 at 8:00 a.m. on the Third Floor Conference Room at City Hall.

The **Planning Commission** will meet on Thursday, September 7, 2017 at 7:00 p.m., in the City Commission Chambers at City Hall.

The **Parks and Recreation Advisory Board** will meet on Tuesday, July 11, 2017 at 5:30 p.m., at Kik Pool, located at 1018 Walter Street.

The **Kalamazoo Historic Preservation Commission** will meet on Wednesday, September 13, 2017 at 7:00 p.m., in the Community Room at City Hall.

The **Traffic Board** will meet on Thursday, September 14, 2017 at 2:00 p.m., in the Public Services Conference Room, located at 415 Stockbridge Avenue.

The **Community Development Act Advisory Committee** will meet on Thursday, September 14, 2017 at 6:30 p.m., in the Community Room at City Hall.

The **Zoning Board of Appeals** will meet on Thursday, September 14, 2017 at 7:00 p.m., in the Commission Chambers at City Hall.

The **Downtown Development Authority** will meet on Monday, September 18, 2017 at 3:00 p.m., in the Community Room at City Hall.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Wendy M. Burlingham, Administrative Support Manager

DATE: 8/9/2017

SUBJECT: Packer Truck Rental 975-86-002.1

RECOMMENDATION

It is recommended that the City Commission approve a contract extension for packer truck rental with Republic Services in the amount of \$135,387.

BACKGROUND

Public Services personnel perform leaf removal services to City residents through the City's Solid Waste millage. Truck rental is needed for transporting the leaves picked up from the right of way to the City's leaf compost site. In September 2016 Purchasing solicited bids for the rental of this equipment and Republic Services was the only responsive bidder and has provided favorable contract extension pricing.

COMMUNITY RESOURCES CONSULTED

This recommendation did not require advisory board consultation or additional public input.

FISCAL IMPACT

Funds for this contract are available in the Solid Waste budget.

ALTERNATIVES

No viable alternatives are recommended at this time.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Teresa T. Johnson, Deputy Public Services Director

DATE: 8/2/2017

SUBJECT: Epic Excavating, Inc. Change Order for Foundation for Excellence Sidewalk on Mabel. Bid Ref # 968-54-037.0

RECOMMENDATION

It is recommended that the City Commission approve a Change Order to the Epic Excavating, Inc. contract for sidewalk work on Mabel for \$213,681 and a budget transfer from the General Fund (Community Planning & Development) to the Local Streets fund in the amount of \$379,000.

BACKGROUND

Invitation for bids were let in April 2017 and opened on May 18, 2017 for 2017 Streets Concrete Work; the lowest responsive bidder was Epic Excavating with unit prices provided for all items. As additional project needs are identified throughout the construction season Public Services staff have requested change orders to the existing contract with Epic Excavating, this methodology provides Public Services the ability to remain responsive to construction needs without issuing several additional bid invitations for small and limited scope projects.

Foundation for Excellence (FFE) projects were presented to and approved by the City Commission on July 17, 2017 for Great Neighborhoods Infrastructure Pilot in the amount of \$750,000 with the funding appropriated to Community Planning and Development. Within that recommendation was the plan to use Foundation for Excellence funds for the replacement of sidewalk and drive access approaches on Mabel from Westnedge to Cobb, and Woodward from Paterson to Dunkley. The requested allocation to Local Streets for \$213,681 is for the identified sidewalk and drive access work on Mabel, and \$165,319 for Woodward with the work to be performed by city crews. The total amount for Local Street sidewalk improvements is \$379,000.

COMMUNITY RESOURCES CONSULTED

This project, along with others, was selected based upon results obtain via IK2025 overlaid with Public Services work order requests. Direct citizen input was obtained through several public meetings concerning connectivity and mobility throughout the northwest corridor of the Northside Neighborhood.

FISCAL IMPACT

The identified funding source for this project is via the FFE Great Neighborhoods Infrastructure Pilot fund of \$750,000. The requested change moves \$379,000 of the original appropriation from the General fund (Community Planning and Development) to the Local Street fund and covers the amount of the requested change order.

ALTERNATIVES

This project was presented as an integral component of the Great Neighborhoods Infrastructure Pilot. This single project helps to address the needs of the community in terms of walkability, connectivity and mobility within our neighborhoods; while it is acknowledged that the overall needs of the City are large with regard to sidewalks.

ATTACHMENTS:

	Type	Description
▣	Proposal	Proposal

Epic

Excavating, Inc.

1351 Briarcliff Drive SE
Grand Rapids, MI 49546

Linda DenHartigh (616) 813-9596

Jason Workman (616) 293-6272

KZOO 2017 CITY STREETS CONCRETE PROJECT

Mabel Street - Westnedge to Cobb

Item	Item Code	Description	UNIT	UNIT PRICE	PLAN QTY	TOTAL
1	1500001	Mobilization, Max \$10,000	LS	\$ 5,000.00	1.00	\$ 5,000.00
2	2020008	Stump, Rem, 6 inch to 18 inch	Ea	\$ 80.00	3.00	\$ 240.00
4	2040055	Pavt, Rem	Syd	\$ 15.00	800.00	\$ 12,000.00
5	2040055	Sidewalk, Rem	Syd	\$ 13.00	1,400.00	\$ 18,200.00
6	2047001	Curb & Gutter, Rem, Special	Ft	\$ 13.00	750.00	\$ 9,750.00
8	2050010	Embankment, CIP	Cyd	\$ 20.00	25.00	\$ 500.00
9	2050016	Excavation, Earth	Cyd	\$ 15.00	100.00	\$ 1,500.00
10	2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	\$ 100.00	15.00	\$ 1,500.00
11	3010002	Subbase	Cyd	\$ 20.00	50.00	\$ 1,000.00
12	3060026	Maintenance Gravel	Ton	\$ 24.00	250.00	\$ 6,000.00
20	4030050	Dr Structure Cover, Type K	Ea	\$ 950.00	3.00	\$ 2,850.00
22	4037050	Dr Structure, 24 inch Dia, Inlet	Ea	\$ 900.00	3.00	\$ 2,700.00
25	5010025	Hand Patching	Ton	\$ 162.00	80.00	\$ 12,960.00
26	6020015	Conc Base Cse, Nonreinf, 6 inch	Syd	\$ 43.00	85.00	\$ 3,655.00
30	8010005	Driveway, Nonreinf Conc, 6 inch	Syd	\$ 40.00	800.00	\$ 32,000.00
33	8020023	Curb and Gutter, Conc, Det C4	Ft	\$ 29.00	750.00	\$ 21,750.00
35	8037001	Detectable Warning Surface, Modified	Ft	\$ 30.00	40.00	\$ 1,200.00
36	8030036	Sidewalk Ramp, Conc, 6 inch	Sft	\$ 7.50	400.00	\$ 3,000.00
37	8030044	Sidewalk, Conc, 4 inch	Sft	\$ 4.00	12,500.00	\$ 50,000.00
38	8030046	Sidewalk, Conc, 6 inch	Sft	\$ 5.00	2,800.00	\$ 14,000.00
53	8120170	Minor Traffic Devices	LS	\$ 5,000.00	1.00	\$ 5,000.00
54	8120250	Plastic Drum, High Intensity, Furn	Ea	\$ 20.00	25.00	\$ 500.00
55	8120251	Plastic Drum, High Intensity, Oper	Ea	\$ 1.00	25.00	\$ 25.00
56	8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	\$ 4.75	50.00	\$ 237.50
57	8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	\$ 0.25	50.00	\$ 12.50
58	8120370	Traffic Regulator Control	LS	\$ 1.00	1.00	\$ 1.00
59	8167011	Slope Restoration, Modified	Syd	\$ 9.00	900.00	\$ 8,100.00
TOTAL						\$ 213,681.00



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: James J. Baker, PE, Public Services Director and City Engineer

PREPARED BY: Teresa T. Johnson, Deputy Public Services Director

DATE: 8/9/2017

SUBJECT: Neighborhood Tree Maintenance Bid Reference #960-88-017.0

RECOMMENDATION

It is recommended that the City Commission approve a contract with Treeworks, Inc. in the amount of \$135,565.00 for Neighborhood Tree Maintenance.

BACKGROUND

Foundation for Excellence (FFE) projects were presented to and approved by the City Commission on July 17, 2017 for Great Neighborhoods Infrastructure Pilot in the amount of \$750,000. Within that recommendation was the plan to use Foundation for Excellence funds for Neighborhood Tree Maintenance within the northwest side of the Northside Neighborhood. On July 25, 2017 bids were opened for Neighborhood Tree Maintenance. Treeworks Inc. was the sole responsive bidder.

COMMUNITY RESOURCES CONSULTED

Throughout the IK2025 process staff received input from residents concerning lighting and street beautification via new and existing trees. Much of the existing tree canopy is blocking available light output from street lighting. An analysis was done by Public Services utilizing Davey Tree Keeper Tree inventory software to track requests for service from residents. Arborists on staff used available inventory data and onsite observation to identify the area in the most need for tree maintenance. Each tree in the defined area has been inspected, necessary maintenance noted and included in the Invitation for Bid.

FISCAL IMPACT

Funds in the amount of \$135,565 are available as part of the Foundation for Excellence Great Neighborhoods Infrastructure Pilot.

ALTERNATIVES

The option to have City crews perform the work has been reviewed. This option is not feasible at this time due to

staffing levels.

ATTACHMENTS:

	Type	Description
	Bid	
▣	Results	Bid Summary for Neighborhood Tree Removal
	Summary	

BID RESULTS SUMMARY

PROJECT: Neighborhood Tree Removal
and Maintenance

DATE: August 17, 2017

BIDDERS SOLICITED: 24

BIDDERS RESPONDED: 2

MBE/WBE BIDS SOLICITED: 6

MBE/WBE BIDDERS RESPONDED: 0

BID REFERENCE NO: 960-88-017.0

MBE/WBE AWARDED: No

ISSUE DATE: June 27, 2017

BID OPENING: July 25, 2017

APPROVAL REQUIRED: City Commission

FUNDED BY: FFE

<u>BIDDERS</u>	<u>AMOUNT BID</u>	<u>LOCATION</u>
CHOP	*\$97,187.00	Grand Rapids, MI
Tree Works	\$135,565.00	Coopersville, MI

*Bidder was determined to be non-responsive. Bid was not complete and bidder did not provide ISA Arborist Certification.

Purchasing procedures have been followed and City Attorney has reviewed as to form.



Melissa Fuller
*Deputy Director of Mgmt Services/
Purchasing Agent*



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Christina Anderson, City Planner

PREPARED BY: Robert Bauckham, Senior Development Planner

DATE: 8/9/2017

SUBJECT: Rezoning of 565 S. Drake Road

RECOMMENDATION

It is recommended that the City Commission offer for first reading an ordinance to rezone 565 S. Drake Road from Zone PUD (Planned Unit Development) to Zone RS-5 (Residential, Single-Dwelling District), and schedule a public hearing for September 18, 2017.

BACKGROUND

The subject property is located in the Arcadia neighborhood and contains 10.1 acres of vacant and wooded land. A dirt road bisects the northern portion of the site, terminating near the center of it. No other roads, driveways or other access points exist for the site.

The site was formerly part of the Drake's Pond Planned Unit Development (PUD) that was approved by the City Commission in 1987. The Drakes Pond Apartment complex was constructed on the PUD property, and contains 497 apartment units in 35 buildings on 36 acres of land. The final phase of the complex, Phase 3, was built in 2004, and is directly west of the subject property. The current medical and office buildings for the PUD were constructed on the west side of the property along Drake Road between 2005 and 2007.

The owners of the apartment complex chose not to build an additional phase of apartments on the subject property, and sold it to the applicant for this request. The site has been split off from the rest of the PUD property, but it still retains the PUD zoning designation. The applicant has developed the Walden Woods condominium project to the east of the subject property on Arboretum Parkway. Sixty-eight units have been constructed in the complex or are planned for construction. The applicant would like to combine the subject property with the overall Walden Woods site and develop additional condominiums. The rezoning is necessary to change the zoning of the site from PUD to RS-5, allowing the site to be compatible with the zoning of the property in the rest of the Walden Woods complex. Walden Woods is developed as a cluster housing project, which is a permitted use in the RS-5 zone.

A concept plan for the project has been attached. It would become Phase 4 of Walden Woods, and include approximately 156 new units. Sixty-two of these new units would be located on the subject property in three- and four-unit buildings. The other new units would be located on the original Walden Woods property. Under

the proposed RS-5 zone, the overall Walden Woods property could accommodate up to 440 total units. The planned build out will be between 215 and 230 units. The style and design of the new units would be similar to those in the other phases of the Walden Woods development. If the rezoning is approved, the applicant would be required to submit a final site plan to the city for review and approval.

POLICY CONSIDERATIONS

The proposed rezoning complies with the future land use plan (2010) designation for the subject property.

COMMUNITY RESOURCES CONSULTED

Property owners and occupants within 300 feet of the subject property were notified of the rezoning request and public hearing before the Planning Commission. The Arcadia Neighborhood Association was also notified. The Planning staff did not receive any comments or concerns from the neighborhood regarding the rezoning, and no public comments were provided during the public hearing. The same notification process will be conducted for the public hearing to be held by the City Commission. The applicant spoke with an Arcadia Neighborhood Association board member and held a neighborhood meeting to answer questions about the project. Attendance was sparse, but the applicant reported that no negative comments or concerns were provided about the request.

FISCAL IMPACT

If the rezoning is approved, the applicant plans to construct approximately 62 new condominium units on the subject property. The value of the project is estimated to be approximately \$43 million and will be fully taxable. An estimate of the annual amount that will be added to the city tax rolls for the project will be calculated by the city Assessor's office once the final value is known.

ALTERNATIVES

The City Commission has the option of not approving the rezoning request. This is not recommended because the applicant indicated there is a demand for such additional residential units in this area, the land has been planned for such use, and the project will be taxable. It is recommended that the City Commission approve the request as presented.

ATTACHMENTS:

Type	Description
□ Ordinances	Ordinance
Map -	
□ Existing Land Use	Existing land use map
□ Aerial Photo	Aerial photo
Map –	
□ Existing Zoning	Existing zoning map
Map –	
□ Proposed Zoning	Proposed zoning map
Map –	
□ Future Land Use	Future land use map
□ Concept Plan	Concept plan

▢ Minutes PC minutes

**CITY OF KALAMAZOO, MICHIGAN
ORDINANCE NO. _____**

**AN ORDINANCE TO AMEND SECTION 1.8.A. ZONE DISTRICT MAP OF THE ZONING
ORDINANCE, BEING APPENDIX A OF THE KALAMAZOO CODE**

THE CITY OF KALAMAZOO ORDAINS:

Section 1. Under Section 1.8.E. the Zone District Map described in Section 1.8.A. is amended as follows:

The land area rezoned from Zone PUD (Planned Unit Development) to Zone RS-5 (Residential, Single-Dwelling District) located in Section 19 of the City of Kalamazoo, County of Kalamazoo, State of Michigan, commonly referred to as 565 S. Drake Road and described as the following:

Section 19-2-11 Commencing at the Northwest corner of Section 19 of the City of Kalamazoo, Kalamazoo County, Michigan, thence South along the West line of said section 660 feet, thence East 2617.59 feet parallel to the North line of said section to the North and South quarter line of said section, thence North along said quarter line 660 feet to the North line of said section, thence West along said North line to the Place of Beginning, except commencing at the Northwest corner of said section, thence South 88 degrees, 40 minutes, 17 seconds East 1730.36 feet along the North line of the Northwest quarter of said section, thence South 1 degree, 19 minutes, 43 seconds West 42.5 feet, thence South 88 degrees, 40 minutes, 17 seconds East 30 feet, thence South 4 degrees, 10 minutes, 7 seconds East 115 feet, thence South 76 degrees, 39 minutes, 53 seconds East 187.5 feet, thence South 54 degrees, 44 minutes, 21 seconds East 297.5 feet, thence South 35 degrees, 00 minutes, 00 seconds West 357.9 feet, thence North 88 degrees, 40 minutes, 17 seconds West 1991.83 feet to the West line of said section, thence North along said West line 660 feet to the Place of Beginning.

A map identifying the land area is also attached.

Section 2. Repealer. All former ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, said portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

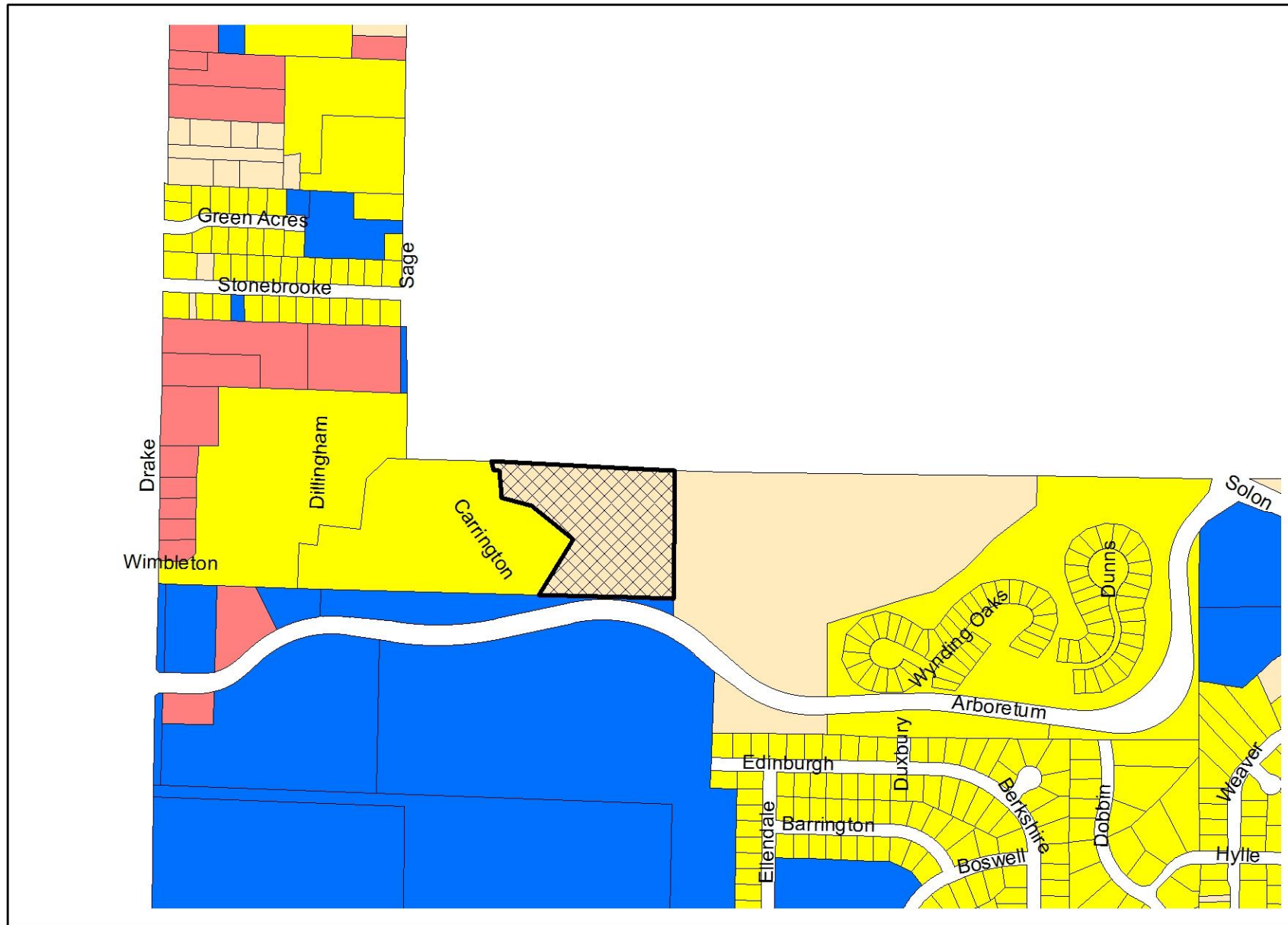
CERTIFICATE

The foregoing is a true and complete copy of an ordinance adopted by the City Commission of the City of Kalamazoo at a regular meeting held on _____, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been available as required by said Act, and furthermore, said ordinance was duly recorded, posted, and authenticated by the Mayor and City Clerk as provided by the Charter of said City.

Bobby J. Hopewell, Mayor

Scott A. Borling, City Clerk

P.C. #2017.08 - 565 South Drake Road
Rezone from Zone PUD (Planned Development Unit) to
Zone RS-5 (Residential, Single-Dwelling)



**EXISTING
LAND USE**

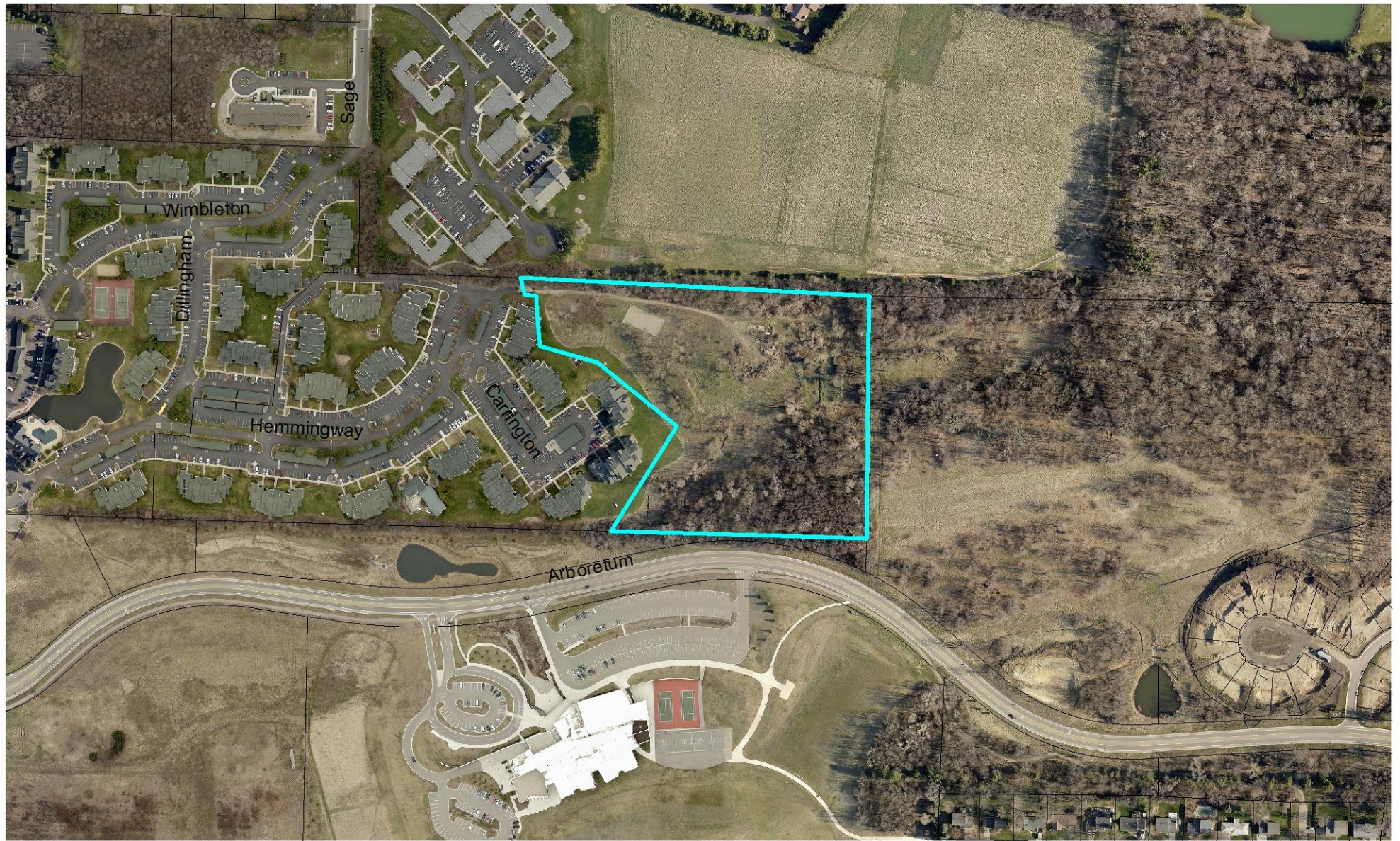
- COMMERCIAL
- VACANT
- TAX EXEMPT
- INDUSTRIAL
- RESIDENTIAL



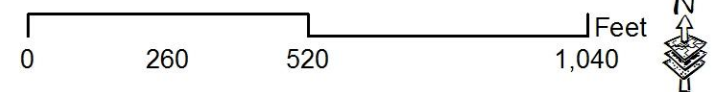
REZONE FROM ZONE PUD TO ZONE RS-5

0 485 970 Feet
1,940

P. C. #2017.08 - 565 South Drake Road
Rezone from Zone PUD (Planned Development Use) to
Zone RS-5 (Residential, Single-Dwelling)



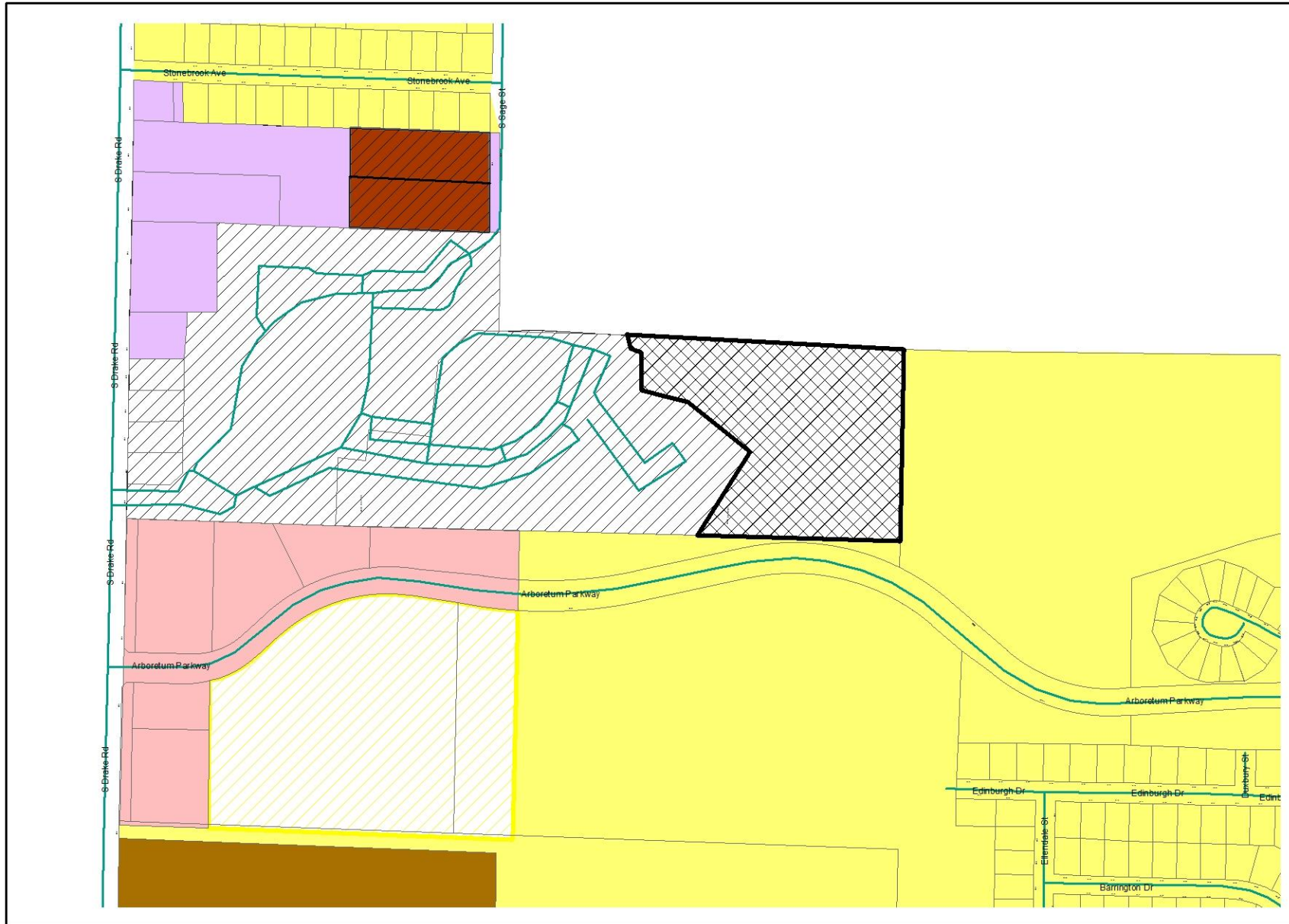
REZONE FROM ZONE PUD TO ZONE RS-5



P. C. #2017.08 - 565 South Drake Road
 Rezone from Zone PUD (Planned Development Unit) to
 Zone RS-5 (Residential, Single-Dwelling)

**CURRENT
 ZONING**

- CBTR
- CC
- CCBD
- CMU
- CN-1
- CO
- M-1
- M-2
- PUD
- RD-19
- RM-15
- RM-15C
- RM-36
- RMU
- RS-5
- RS-7



REZONE FROM ZONE PUD TO RS-5

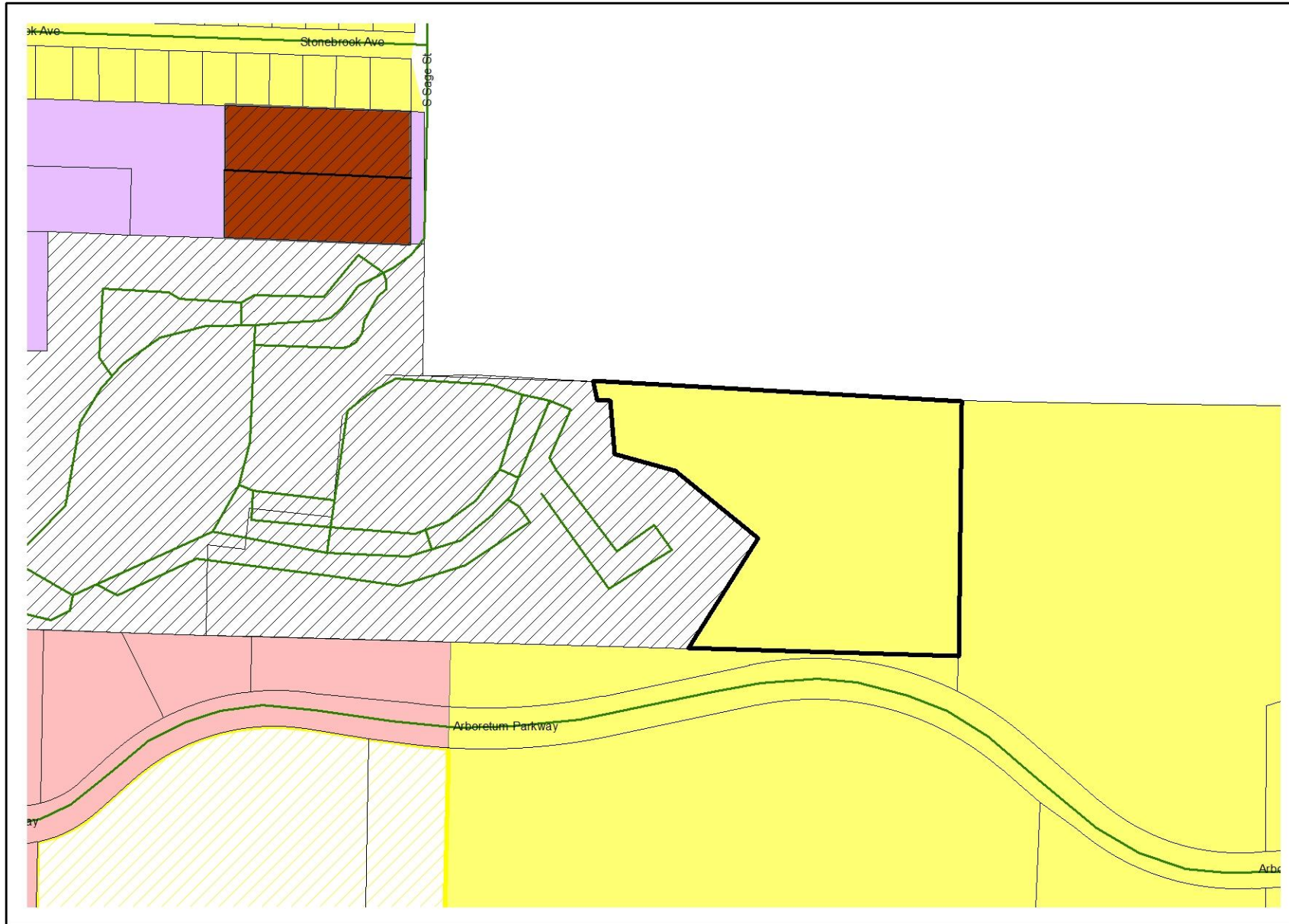
0 205 410 820 Feet



P. C. #2017.08 - 565 South Drake Road
Rezone from Zone PUD (Planned Development Unit) to
to Zone RS-5 (Residential, Single-Dwelling).

PROPOSED
ZONING

-  CBTR
-  CC
-  CCBD
-  CMU
-  CN-1
-  CO
-  M-1
-  M-2
-  PUD
-  RD-19
-  RM-15
-  RM-15C
-  RM-36
-  RMU
-  RS-5
-  RS-7

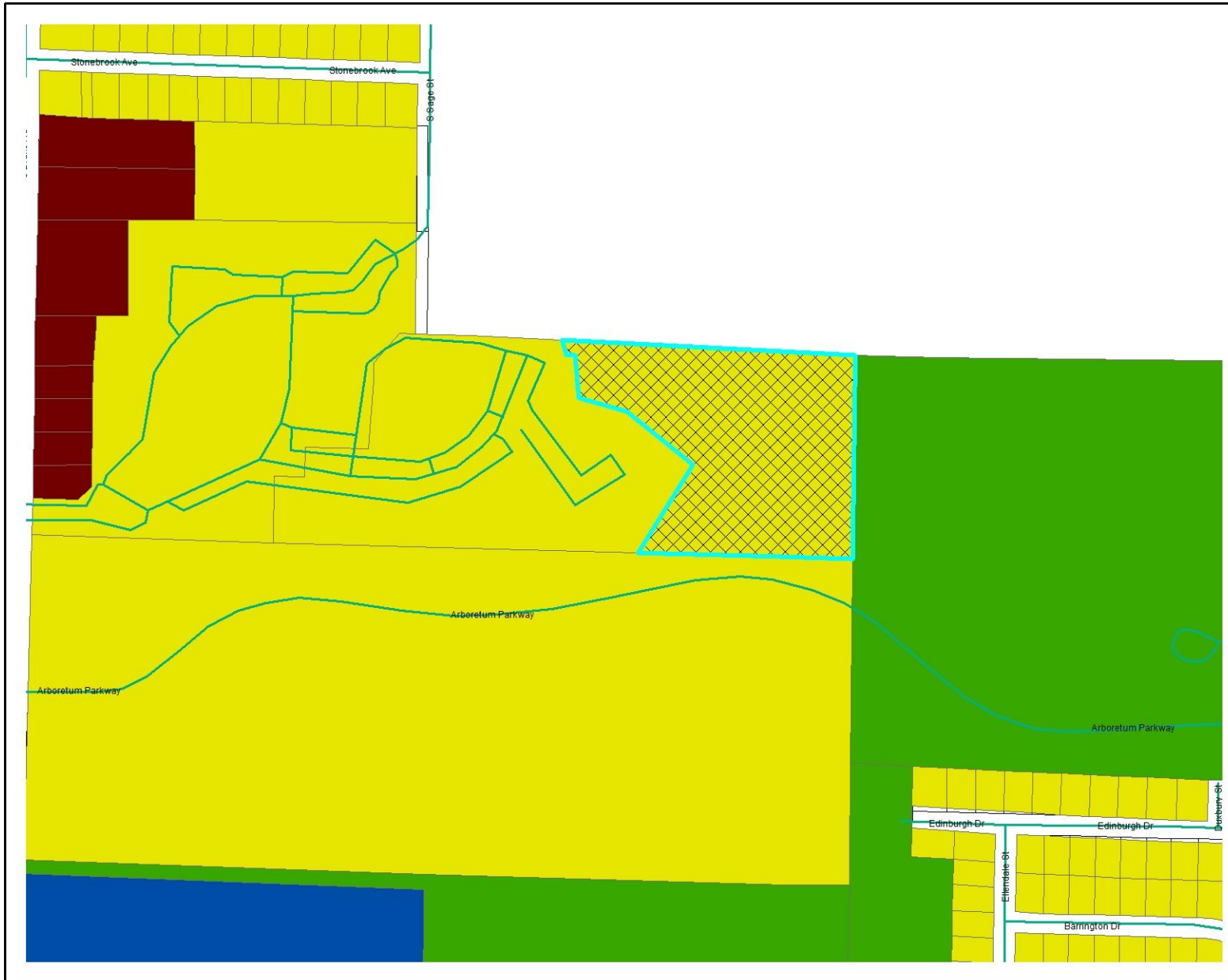


REZONE FROM ZONE PUD TO ZONE RS-5

0 150 300 600 Feet



P. C. #2017.08 - 565 South Drake Road
Rezone from Zone PUD (Planned Development Unit) to
Zone RS-5 (Residential, Single-Dwelling).



Future Land Use

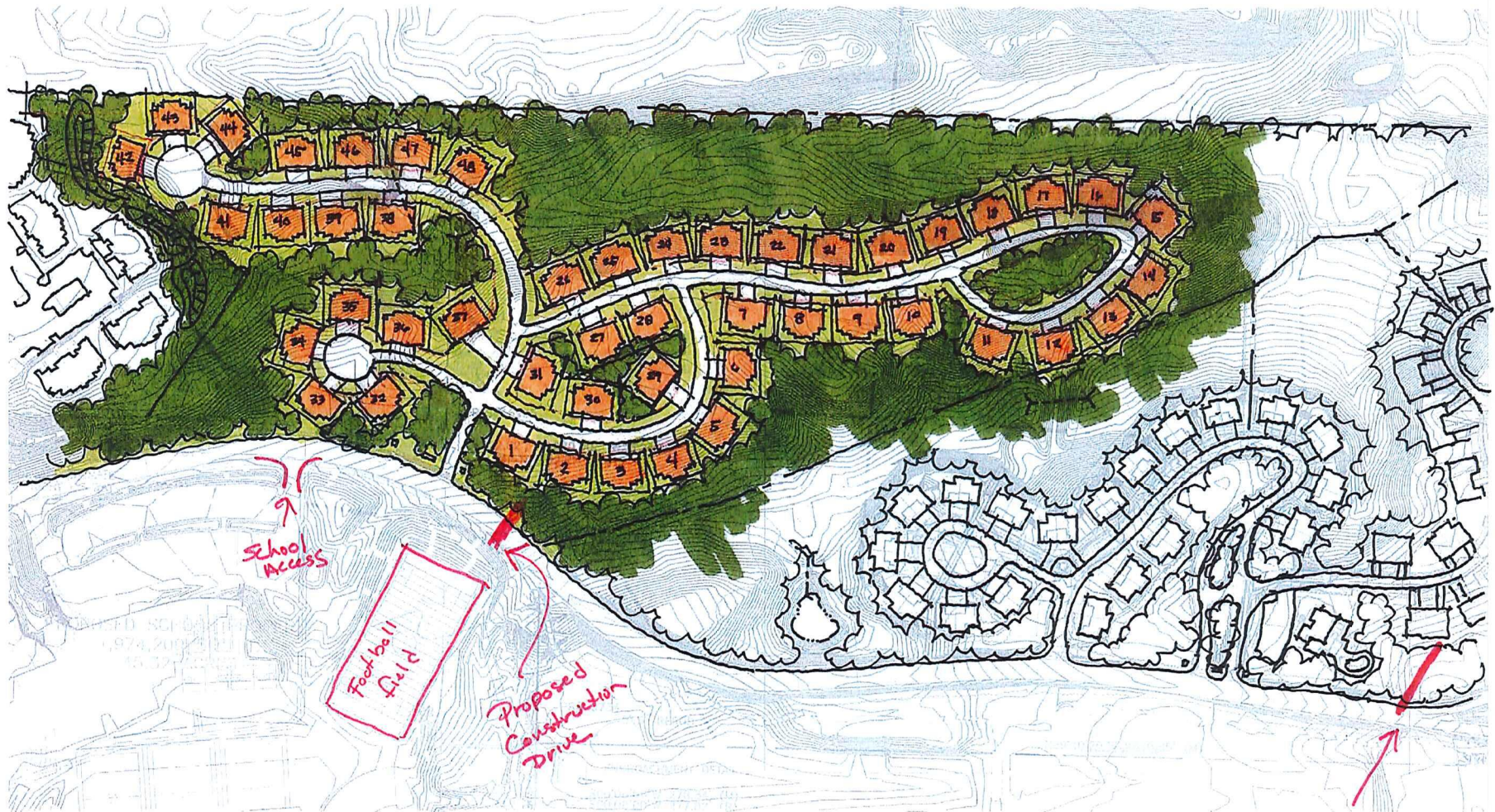
Type of Use

- Central Business District
- Community Commercial
- Core Residential 1
- Core Residential 2
- Employment Centers
- Greenspace
- Institutional
- Mixed-Use
- Modern Residential 3
- Modern Residential 4
- Multiple-Family
- Neighborhood Commercial
- Railroad Right of Way



REZONE FROM ZONE PUD TO ZONE RS-5

0 260 520 1,040 Feet



Concept Plan

Walden Woods-Phase 3&4

5.26.16

Scale: 1"=200'

Current Construction
Drive



City of Kalamazoo
PLANNING COMMISSION
Minutes
August 3, 2017
DRAFT

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

Members Present: Rachel Hughes-Nilsson, Chair; Gregory Milliken; Sakhi Vyas; Derek Wissner; Alfonso Espinosa; Charley Coss, Vice Chair; Emily Greenman Wright;

Members Excused: James Pitts;

City Staff: Christina Anderson, City Planner; Robert Bauckham, Senior Development Planner; Clyde Robinson, City Attorney; Amanda Coeur, Recording Secretary

Guests: None

A. CALL TO ORDER

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

B. ROLL CALL

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

C. ADOPTION OF FORMAL AGENDA

Planner Anderson requested a change to the agenda, she requested that the Public Hearing for PC2017.09 be continued until the September 7th meeting. Commissioner Coss, supported by Commissioner Greenman-Wright moved approval of the August 3, 2017 Planning Commission agenda, as amended. With a voice vote, the motion carried unanimously.

D. APPROVAL OF MINUTES

Commissioner Wissner, supported by Commissioner Vyas moved approval of the July 6, 2017 Planning Commission minutes as presented. With a voice vote, the motion carried.

E. COMMUNICATIONS AND ANNOUNCEMENTS

None

F. PUBLIC HEARINGS

P.C. #2017.08 Request to rezone 565 S. Drake Road from Zone PUD (Planned Unit Development District) to Zone RS-5 (Residential, Single-Dwelling District). [Recommendation: motion to recommend to the City Commission to approve the rezoning.]

Planner Bauckham gave the staff report. Drakes Pond sold the property in question to the applicant as they will not be expanding. The applicant would like to build Phase Four of the Walden Woods

development on this property. Currently there are 68 units built on the development, the applicant owns 88 acres of land, which can accommodate 440 units. The applicant is only planning on 215-230 units being built throughout the entire development. The applicant met with the Arcadia neighborhood whose only concern was that they would like more walking trails through the development that they could use and they would like a small neighborhood commercial area by the development with cafes, or coffee shops the neighborhood could frequent. Planner Bauckham requests the commission approve this request.

The applicant, Mr. Jack Gesmundo from AVB, gave a presentation to the commission. During this presentation he shared the history of AVB, as well as the history of Walden Woods. He stated that with the Walden Woods development \$70 million would be added to the tax roll.

The Planning Commission opened the public hearing, no one spoke, and the public hearing was closed.

The Commissioners discussed the request, Commissioner Espinosa asked the applicant if the City had to manage the roads within the development. Mr. Gesmundo stated the roads were private and taken care of by a contractor hired by the development association.

Commissioner Wissner, supported by Commissioner Espinosa moved to recommend to the City Commission, the request to rezone 565 South Drake Road from Zone PUD to Zone RS-5. With a roll call vote, the motion carried.

P.C. #2017.09 Request for text amendments to Sections 4.1, 4.2, 4.3, and 12.3 of the Zoning Ordinance for the regulation of Medical Marihuana uses. [Recommendation: motion to extend the public hearing to the September 7th meeting.]

Attorney Robinson gave a presentation, similar to the one he gave to the Planning Commission last month. There were a few additions based on the feedback from the community meetings that were held. Some changes that are currently being looked at are the standards needed to grow marihuana. In the draft ordinance it was stated 1 acre or more was needed to grow marihuana, city staff has learned this could be lessened. Also currently under review is the space needed to process marihuana. During the community meetings it was brought up that processing could happen effectively in a very small room.

Commissioner Wissner asked Attorney Robinson to clarify the maps that were on display this evening. Attorney Robinson explained all of the white areas on the maps were prohibited due to zoning.

Commissioner Coss asked about waste from the product, Mr. Robinson said this would be addressed in the regulatory code.

Commissioner Espinosa expressed concern about where processors could be located, he would like to see more facilities allowed in other areas. Attorney Robinson stated that processing and growing are manufacturing processes, unfortunately so is garbage disposal, this is why they are currently allowed uses within the zoning code. He also mentioned that state law says growers are limited to manufacturing and agriculture zones, the City of Kalamazoo does not have any agriculture zones.

Commissioner Greenman-Wright asked if the charter amendment would allow processing centers to come before the Planning Commission for a special use permit if the location would be located in a CC zone. Attorney Robinson shared that staff had thought of this but decided against it due to potential legal ramifications.

Commissioner Milliken asked multiple questions including Attorney Robinson to explain the projected funds to the City, and the time frame the state has to respond to licensing requests. Attorney Robinson shared how much revenue the city could potentially earn from the excise tax. He also stated that the state does not have a time frame in place to respond to licensing requests.

Commissioner Coss asked Planner Anderson if the Commission could get a summary of how this ordinance fits within the Master Plan and Strategic Vision. Planner Anderson stated she will have this to the Commission prior to the next meeting.

The Commissioners opened the public hearing. Alison Park, non city resident spoke. She wanted to applaud the City Attorney's office for reviewing acreage requirements. She stated that the setback requirements the city is recommending could be burdensome. Federal guidelines state schools are the only requirement to setbacks, by the city including churches, parks, etc. it could limit properties.

Brian Senada, City resident spoke. He praised staff for taking the lead on this issue. He hopes commercial districts will be looked into more. He owns a commercial property and if he decided to open a provisioning center he would have to go in front of the ZBA to grant his request.

The public hearing was closed.

Commissioner Espinosa asked what would happen if Planning Commission does not pass the ordinance. Planner Anderson stated the ordinance will still go in front of City Commission and it will be stated that Planning Commission did not approve the ordinance.

Multiple Commissioners thanked city staff and residents for their time and feedback.

Commissioner Coss, supported by Commissioner Greenman-Wright moved to recommend the public hearing for P.C. #2017.09 be extended to the September 7th meeting. With a roll call vote, the motion carried.

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

None

H. UNFINISHED BUSINESS

None

I. NEW BUSINESS

None

J. CITIZENS' COMMENTS

None

K. CITY COMMISSION LIAISON COMMENTS

None

L. CITY PLANNER'S REPORT

Planner Bauckham gave the City Planner's Report. He shared with the Commission that 34 projects are underway or have been completed so far in 2017. Some of these projects include:

- 213 East Frank, which is being repurposed for a café and retail space
- Exchange Building, which is progressing and has the ground floor being built currently.
- 600 East Michigan Avenue, is putting the finishing touches on the space. The owners hope to be occupied in the fall with a restaurant.
- Spirit Shoppe, who are doubling their retail space.
- YMCA, who are building two additions onto the building.

Planner Bauckham also reported:

- The marketing strategy, and Public Participation Plan for Redevelopment Ready Communities are nearing completion, when completed all requirements will be met to become a Redevelopment Ready Community.
- The Site Plan Review process is being reviewed.
- The Master Plan has been released for public comment and will come before the Planning Commission in October.

Planner Anderson reported:

- On September 12, there will be a citywide meeting about the Master Plan at the Kalamazoo Institute of Arts.
- There will need to be a work session prior to the October meeting. Planner Anderson will be contacting the board with potential dates.

M. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

Commissioner Hughes-Nilsson and Commissioner Milliken thanked Attorney Robinson for his hard work regarding the marijuana ordinance.

M. ADJOURNMENT

The meeting adjourned at 8:28 p.m.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 8/18/2017

SUBJECT: Resolution of Non-Profit Status for Charitable Gaming License

RECOMMENDATION

It is recommended that the City Commission adopt a RESOLUTION recognizing Kalamazoo in Bloom as a non-profit organization operating in the community for the purpose of obtaining a charitable gaming license.

BACKGROUND

Since 1984 Kalamazoo in Bloom has been planting flowers to beautify public spaces in Kalamazoo and Portage, with one of its most visible planting sites being Bronson Park. The organization's annual budget of approximately \$80,000 is raised through grants and donations. Each fall Kalamazoo in Bloom hosts The Great Pumpkin Soiree, a tasting competition of food made with pumpkin by local chefs, to jump start its annual fundraising efforts. This year's Soiree will take place on November 1st at Cityscape, and the organizers would like to include a raffle for prize packages as part of the event.

In order to hold a raffle Kalamazoo in Bloom must obtain a charitable gaming license through the Michigan Lottery Bureau. As part of the licensing process, the State requires the local unit of government to establish and verify the applicant's non-profit status through the adoption of a Local Governing Body Resolution for Charitable Gaming Licenses. The City Clerk has received a copy of a letter from the Internal Revenue Service confirming the organization's tax exempt status and has verified with the Michigan Department of Licensing and Regulatory Affairs (LARA) that Building Blocks of Kalamazoo is registered as a domestic non-profit corporation.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

There is no fiscal impact to the City.

ALTERNATIVES

The City Commission could deny the request. However, Kalamazoo in Bloom has submitted sufficient documentation to demonstrate its non-profit status.

ATTACHMENTS:

Type	Description
▣	Resolution Local Governing Body Resolution



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

RESOLUTION 17-

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(9))

At a Regular meeting of the Kalamazoo City Commission
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Hopewell on September 5, 2017
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Kalamazoo in Bloom of Kalamazoo,
NAME OF ORGANIZATION CITY

county of Kalamazoo, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining a charitable

gaming license, be considered for Approval.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the Kalamazoo City Commission at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on September 5, 2017.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Scott A. Borling, City Clerk

PRINTED NAME AND TITLE

241 W. South Street, Kalamazoo, MI 49007

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R7/02)



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

DATE: 8/29/2017

SUBJECT: Micro Brewer License for Wax Wings Brewing Company, LLC at 3480 Gull Road

RECOMMENDATION

It is recommended the City Commission adopt of a RESOLUTION from the Michigan Department of Licensing and Regulatory Affairs, Liquor Control Commission (MLCC), recommending approval of a Micro Brewer License for Wax Wings Brewing Company, LLC to be located at 3480 Gull Road.

BACKGROUND

The approval of this resolution would allow Wax Wings Brewing Company, LLC to have a Micro Brewer liquor license. This would allow this business to produce up to 60,000 barrels of beer a year. With this type of license, Wax Wings Brewing Company, LLC will be able to sell the beer they produce as take out and it can be consumed on site.

Wax Wings Brewing Company, LLC currently leases the property at 3480 Gull Road, Kalamazoo, Michigan 49001. The sole proprietor of Wax Wings Brewing Company, LLC is Robert Hopkins IV. The estimated cost to open the facility is \$100,000 and the estimated number of jobs to be created is 5 by the end of the first year.

I made contact with owner Robert Hopkins. He stated that at this time all the production and retail will be done at this location. Hopkins is also applying for a Beer Tasting permit, outdoor service permit, dance permit and an entertainment permit. Robert Hopkins does not have any current plans to utilize the Dance, Entertainment and Outdoor Service Permit. In the future he is hoping to be able to offer live music and allow his patrons to be able to dance on the premise. There are no current plans to have an outdoor service area as space is limited at this time.

There are no plans to serve any food inside this facility. Robert Hopkins advised that he hopes to partner with the neighboring restaurant Mi Pueblo as well as local food trucks in order to serve the customers of Wax Wings Brewing Company, LLC.

3480 Gull Road is located in a small building with retail shops and a restaurant. The City Zoning Administration has reviewed the license request and found that the zoning is correct for this location. Attached to this report is a map overview of this location.

This facility will not be allowed to open until it passes final inspection from the Fire Marshal and the Building Inspectors office. This approval will insure that Wax Wings Brewing Company, LLC can work with the Michigan Liquor Control Commission knowing the City of Kalamazoo has given its approval for the new license, and will insure that we do not have a business opening in the City of Kalamazoo that isn't safe to serve the public.

COMMUNITY RESOURCES CONSULTED

No community resources were consulted.

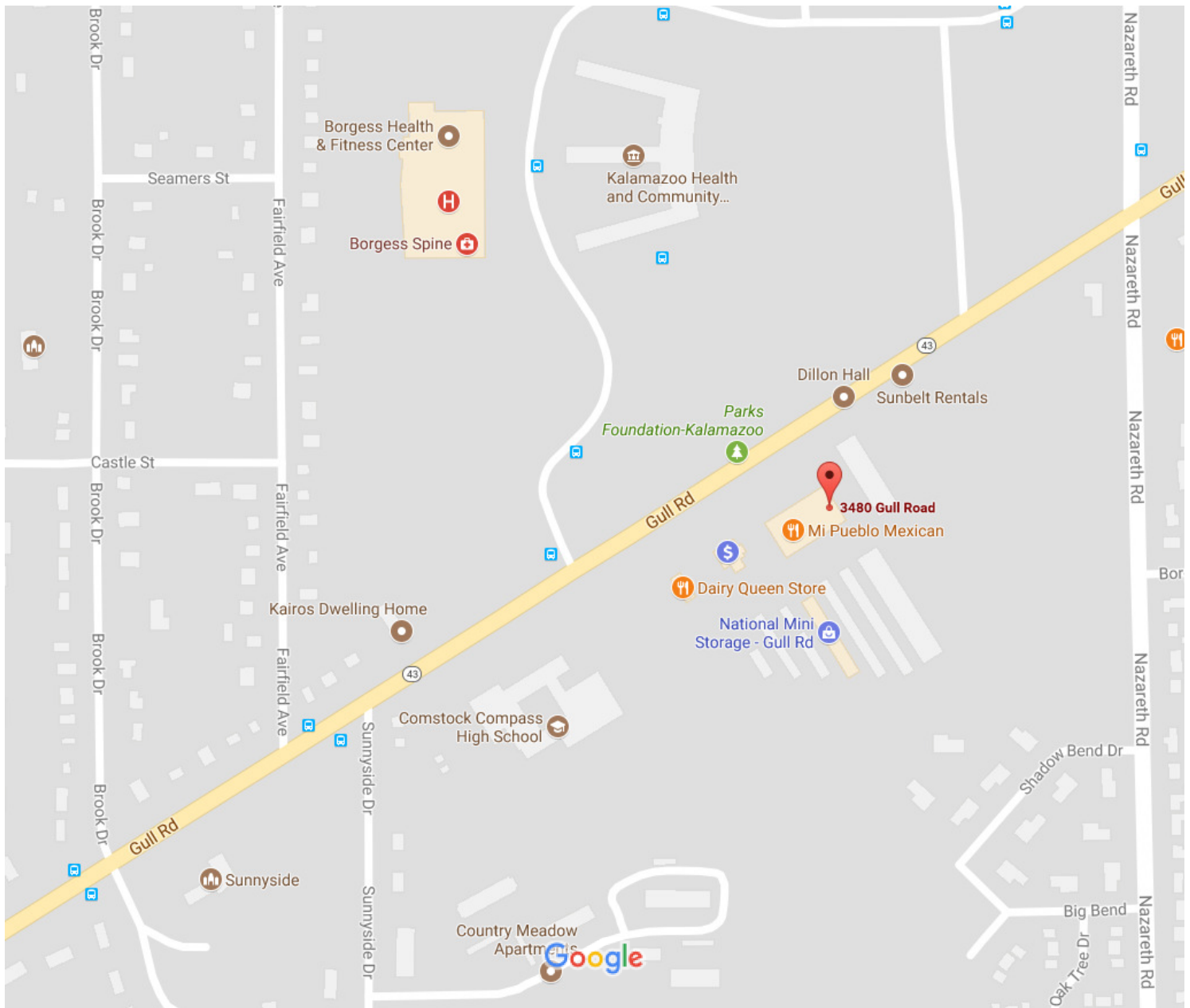
ATTACHMENTS:

	Type	Description
▣	Map	Facility Location
▣	Resolution	MLCC Local Government Approval

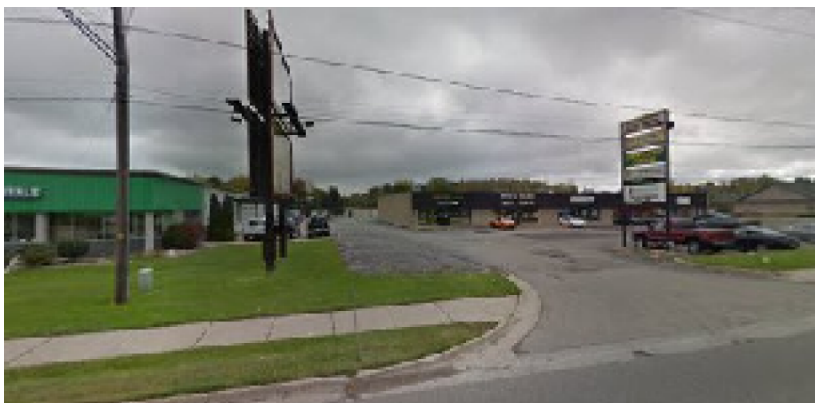


3480 Gull Rd

Proposed location for Wax Wings Brewing Company, LLC



Map data ©2017 Google United States 200 ft



3480 Gull Rd

Kalamazoo, MI 49048

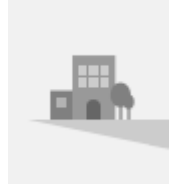


At this location

Instant Cash Advance

5.0 ★★★★★ (1)

Loan Agency · 3480 Gull Rd





Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ Kalamazoo City Commission _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ Sep 5, 2017 _____ at _____ 7:00 p.m.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____ Wax Wings Brewing Company, LLC _____

(name of applicant)

for the following license(s): _____ Micro Brewer License _____

(list specific licenses requested)

to be located at: _____ 3480 Gull Road, Kalamazoo, MI 49001 _____

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ recommends _____ this application be considered for

(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____ city _____

council/board at a _____ regular _____ meeting held on _____ Sep 5, 2017 _____ (township, city, village)

(regular or special)

(date)

Scott A. Borling

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Jeffrey Hadley, Public Safety Chief

PREPARED BY: Ryan Tibbets, Assistant Chief – Fire Administration/Finance

SUBJECT: 2017-2018 Public Safety Contract with Comstock Public Schools for the Law Enforcement Education for Employment Program

RECOMMENDATION

It is recommended that the City Commission authorize Public Safety to continue a partnership with Kalamazoo Regional Education Service Agency (KRESA) for the Education for Employment (EFE) Law Enforcement Program for the 2017-2018 school year and to authorize the City Manager to sign the Contract for Independent Contractor Services with Comstock Public Schools to operate the KRESA EFE Law Enforcement Program.

BACKGROUND

Since 1991, area high school students have had the opportunity to enroll in the High School Education for Employment Law Enforcement Program. Beginning in 2006, Public Safety partnered with KRESA to provide instruction for this course. Public Safety engages local high school youth in an educational setting, provides classroom instruction, guidance and mentoring for those interested in public safety as a profession.

In addition to Kalamazoo Public Schools, eight other school districts participate in the KRESA EFE Law Enforcement Program. This partnership helps to prepare students to take advantage of the Kalamazoo Promise and help all participants to develop skills necessary for entrance into institutes of higher education and later into public service.

Students benefit from daily interaction with Public safety Officers in a setting that provides training and serves as a foundation for future recruiting initiatives.

If the contract with Comstock Public Schools is approved, the City of Kalamazoo, through Public Safety will operate the EFE Law Enforcement Program for the 2017-2018 school year for both year 1 and year 2 participants utilizing a Public Safety Officer. The EFE Law Enforcement Program will be conducted at the Comstock Education Services Center. Student reporting and record keeping requirements (attendance, progress reports, grades and discipline) will be handled by the EFE Officer.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

Under the proposed contract, Comstock Public Schools will reimburse the City of Kalamazoo \$69,500 for officer/instructor support.

The salary/benefit package for the officer filling this position is equivalent to the funding provided by Comstock Public Schools for the school year. The remaining funding is accounted for in the Public Safety general fund budget.

ALTERNATIVES

None



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Jeffrey Hadley, Public Safety Chief

PREPARED BY: Ryan Tibbets, Assistant Chief – Fire Administration/Finance

SUBJECT: 2017-2018 Kalamazoo Public Schools for School Resource Officer Services

RECOMMENDATION

It is recommended that the City Commission authorize the Kalamazoo Department of Public Safety (KDPS) to provide School Resource Officer Services for Kalamazoo Public Schools (KPS) for the 2017-2018 school year and authorize the City Manager to sign the Memorandum of Agreement.

BACKGROUND

For over a decade KDPS has had a partnership with KPS to provide public safety services at Loy Norrix High School through the assigned School Resource Officer (SRO). The focus of the SRO is prevention, education, and problem solving via community based relationships.

The role of the SRO at Loy Norrix is to:

- Investigate criminal activity, enforce state statutes, city ordinances and make proper referrals within the juvenile system.
- Mentor students and help reduce juvenile delinquency.
- Monitor crime statistics and share information with school administration to design crime prevention strategies.
- Help Campus Safety Officers and school administrators with emergency crisis planning and building security issues.
- Assist teachers and staff with classroom presentations as needed.
- Maintain visibility and attend school functions as necessary.
- Be a positive role model for the students and endorse the profession of law enforcement officers.

POLICY CONSIDERATIONS

None

FISCAL IMPACT

Under the proposed contract, KPS will reimburse the City of Kalamazoo \$71,000 for the 2017-2018 school year.

The salary/benefit package for the officer filling this position is equivalent to the funding provided by KPS for the school year. The remaining funding is accounted for in the Public Safety general fund budget.

ALTERNATIVES

None



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 8/29/2017

SUBJECT: Western Michigan University Fireworks Permit

RECOMMENDATION

It is recommended that the City Commission approve a request from Western Michigan University (WMU) to publicly display fireworks at Hyames Field on Saturday, September 16, 2017.

BACKGROUND

Pursuant to State law, WMU has submitted an application for a permit to publicly display fireworks at Hyames Field located on the WMU campus. The Department of Public Safety has reviewed the request, and Fire Marshal Jim Williams has endorsed the application. WMU has also provided proof of liability insurance from the pyrotechnic operator, which the City Attorney has reviewed and found acceptable.

COMMUNITY RESOURCES CONSULTED

Outside community input was not required. Public Safety reports previous events at this location have not generated complaints.

FISCAL IMPACT

There is no budgetary impact associated with the request.

ALTERNATIVES

The City Commission could deny the request based upon the location, size of display, or previous complaints concerning excessive noise. However, location and excessive noise have not been problems at this event in the past.



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 8/29/2017

SUBJECT: Second Amendment to the 2017 City Commission Meeting Schedule

RECOMMENDATION

It is recommended that the City Commission approve an amendment to its *2017 Meeting Schedule* to relocate the September 18th neighborhood and business meetings to Hays Park, which is located at 2001 Miller Road.

BACKGROUND

From time-to-time City Commissioners have suggested the Commission hold some of its meetings out in the community. Recently it has been suggested the Commission hold one of its regular business meetings in a park, both as an outreach into the community and to showcase the City's parks. In order for this to happen, the City Commission must amend its annual meeting schedule to note the change in location.

COMMUNITY RESOURCES CONSULTED

None

FISCAL IMPACT

None

ALTERNATIVES

If the City Commission wants to change the date, time, or location of a regular meeting it must amend its annual meeting schedule - there is no alternative. The alternatives to the current recommended action are not to change the location of the September 18th meetings, or to select a location other than Hays Park.

ATTACHMENTS:

Type	Description
Meeting Schedule	Second Amendment to the City Commission 2017 Meeting Schedule

Kalamazoo City Commission

2017 Meeting Schedule - September 5, 2017 Amendment

January

3 Business Meeting*
17 Business Meeting*
23 Work Session

February

6 Business Meeting
20 Neighborhood Meeting
20 Business Meeting
27 Work Session

March

6 Business Meeting
20 Neighborhood Meeting
20 Business Meeting
27 Work Session

April

3 Business Meeting
17 Neighborhood Meeting
17 Business Meeting

May

1 Business Meeting
15 Neighborhood Meeting
15 Business Meeting

June

5 Business Meeting
19 Neighborhood Meeting
19 Business Meeting

July

3 Business Meeting
17 Neighborhood Meeting
17 Business Meeting
24 Work Session***

August

7 Business Meeting
21 Neighborhood Meeting
21 Business Meeting

September

5 Business Meeting*
18 Neighborhood Meeting****
18 Business Meeting****

October

2 Business Meeting
16 Neighborhood Meeting
16 Business Meeting

November

13 Business Meeting**
20 Neighborhood Meeting
20 Business Meeting

December

4 Business Meeting
18 Business Meeting

Times and Locations

Business Meetings - 7:00 p.m. in the City Commission Chambers

Neighborhood Meetings - 6:00 p.m. in the City Hall Community Room

Work Sessions - 6:00 p.m. Locations To Be Determined

*This meeting will take place on Tuesday rather than Monday due to the observance of a national holiday

**City Commission Oath of Office Ceremony

***The work session on 7/24/2017 will take place in the City Commission Chambers at City Hall

****The business and neighborhood meetings on 9/18/2017 will take place in Hays Park, 2001 Miller Road



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: Scott A. Borling, City Clerk

DATE: 8/18/2017

SUBJECT: Appointments and Reappointments to Boards and Commissions

RECOMMENDATION

Approval of the following appointments and reappointments to boards and commissions:

- the appointment of **Ken Nichols** to the Community Development Act Advisory Committee as an at-large member for a term expiring on March 31, 2018.
- the appointment of **Candice Howell** to the Community Development Act Advisory Committee as an at-large member for a term expiring on March 31, 2018.
- the appointment of **Kayleen Shafer** to the Parks and Recreation Advisory Board for a term expiring on January 1, 2020.
- the reappointment of **Chris Flach** to the Zoning Board of Appeals for a term expiring on March 31, 2020.
- the appointment of **Christina Doane** to the Zoning Board of Appeals as Alternate #1 for a term expiring on March 31, 2020.
- the appointment of **Jeff Carroll** to the Zoning Board of Appeals as Alternate #2 for a term expiring on March 31, 2018.

BACKGROUND

The City Commission must approve appointments and reappointments to the Community Development Act Advisory Committee (CDAAC), Parks and Recreation Advisory Board (PRAB), and Zoning Board of Appeals (ZBA). The City Clerk's Office receives applications for these boards and committees and forwards them to the staff liaisons. It is then the responsibility of these boards and committees to recommend nominees for appointment by the City Commission. The attached *Appointee Nomination Reports* detail the nominees' qualifications.

COMMUNITY RESOURCES CONSULTED

The nominees were considered and recommended for appointment or reappointment by the respective boards and committees.

FISCAL IMPACT

There is no fiscal impact associated with these appointments and reappointments.

ALTERNATIVES

The City Commission could choose to approve these appointments and reappointments, not approve them, or postpone action to a date certain.

ATTACHMENTS:

Type	Description
▣	Report CDAAC Nomination Report
▣	Report PRAB Nomination Report
▣	Report ZBA Nomination Report



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Community Development Act Advisory Committee (CDAAC) recommends the City Commission approve the following two new appointments:

- The appointment of **Ken Nichols** for his first partial term as an At-Large Representative. Mr. Nichols term would expire on March 31, 2018.
- The appointment of **Candice Howell** for her first partial term as an At-Large Representative. Ms. Howell's term would expire on March 31, 2020.

SPECIAL REQUIREMENTS FOR THIS POSITION

CDAAC membership is open to seven (7) community members-at-large and representatives from the six (6) core neighborhoods.

CDAAC considers funding requests from nonprofit organizations to meet City of Kalamazoo priorities under Community Development Block Grant (CDBG) and HOME Investment Partnerships. Members of CDAAC are cognizant of community issues, local service providers, and any special restrictions associated with the various funding sources. In order to make informed decisions, the members of CDAAC constitute a microcosm of the community as a whole.

All of the recommended candidates lend much-needed expertise and diversity to the committee.

SELECTION PROCESS

Each applicant submitted a formal application through the City Clerk's Office. The CDAAC Nominating Subcommittee received and reviewed applications to fill the vacant seats.

The CDAAC Nominating Subcommittee interviewed the aforementioned candidates on July 11, 2017, and felt their qualifications would make them a positive addition to the Board. During the July 13, 2017, regularly scheduled CDAAC meeting, members of the CDAAC Nominating Subcommittee made their recommendations known to the Board as a whole. A quorum of the CDAAC Committee approved the recommendation.

NOMINEE QUALIFICATIONS

Dual Board Memberships

These applicants do not currently serve under any other City advisory board.

Residency

Mr. Nichols resides within the Winchell neighborhood. Ms. Howell resides within the Edison neighborhood. All three reside within the City of Kalamazoo.

Term Limits

If approved, Mr. Nichols will serve a partial term ending in March of 2018, and Ms. Howell will serve a partial term ending in March of 2020. Per current CDAAC bylaws, all three will then be eligible for reappointment for a first full term.

Training, Experience, Education and Skills

All members bring valuable training, experience, education and skills to CDAAC.

Mr. Nichols has worked in the non-profit sector for 14 years within the economic and community development fields. Currently he is working with a non-profit that provides workforce development and housing programs within the Edison Neighborhood.

Ms. Howell has many years of experience with property management, re-development and rehabilitation. She also has experience with grant preparation, HOME programs, and loan packaging initiatives.

Contribution to Diversity

All the above-mentioned members contribute to the ethnic, gender and age diversity of CDAAC.

NOMINATION RATIONALE

Kenneth Nichols, and Candice Howell have demonstrated an enthusiasm for community service and an eagerness to continue his work with CDAAC. They bring a valuable set of experiences to CDAAC, which will be more comprehensive in its decision-making because of his perspectives and involvement.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

Scott A. Borling, City Clerk



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Parks and Recreation Advisory Board (PRAB) recommend that the City Commission approve the following appointment:

- The appointment of Kayleen Shafer to fill a vacant position on the PRAB Board. Ms. Shafer's term would expire July 2020.

SPECIAL REQUIREMENTS FOR THIS POSITION

The PRAB membership requires representatives be residents of the City of Kalamazoo.

SELECTION PROCESS

Applicants Considered

The City Clerk's Office has an application on file for PRAB. The Committee reviewed the application of Ms. Shafer and she attended the July 11th, 2017 meeting.

Interview Process and Final Recommendation

PRAB conducted an interview with Ms. Shafer at their regularly scheduled meeting on July 11th. Following the interview, the Board discussed the results of the interview and each of Ms. Shafer's qualifications. The PRAB Board voted to recommend Ms. Shafer for appointment.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Currently, Ms. Shafer is not serving on another City Advisory Board.

Residency

Ms. Shafer resides in the City of Kalamazoo in the Winchell neighborhood.

Term Limits

This would be a three year term and Ms. Shafer would be eligible to serve one more consecutive full term after this term expires.

Training, Experience, Education and Skills

Ms. Shafer and her husband have recently moved to the area from Ludington, where Ms. Shafer spent much of her time outdoors. She enjoys walking her dog and hiking outdoors with family and friends. She works for KSS Enterprises as a recruiter and would like to apply those skills to Parks projects.

Contribution To Diversity

Ms. Shafer lives in the Oakland/Winchell area. She is new to the area and can bring her other experiences from Ludington to the Kalamazoo area.

NOMINATION RATIONALE

Ms. Shafer expressed a strong desire to get involved in the community and has an interest in City parks. She is very excited about becoming involved in outdoor activities in Kalamazoo and is willing to serve in the capacity of an Advisory Board Member.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

Scott A. Borling, Deputy City Clerk



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

The Zoning Board of Appeals (ZBA) recommends the City Commission approve the following appointments:

- The reappointment of **Chris Flach** for a partial term expiring on March 31, 2020.
- The appointment of **Christina Doane** for a partial term expiring on March 31, 2020 as Alternate #1
- The appointment of **Jeff Carroll** for a partial term expiring on March 31, 2018 as Alternate #2

SPECIAL REQUIREMENTS FOR THIS POSITION

Zoning Board of Appeals members must be residents of the City of Kalamazoo and should have knowledge of the City, including some familiarity with the Zoning Ordinance, as well as knowledge of the current issues in the community.

SELECTION PROCESS

Applicants Considered

Chris Flach has served on the ZBA as Alternate #2 since December 26, 2016. He is filling the vacancy left by Christina Anderson, who resigned from the ZBA.

There were three applicants considered for the Alternate #1 and Alternate #2 vacancies. Christina Doane, Simona Lynne-Caper and Jeff Carroll.

Interview Process and Final Recommendation

Interviews were held on May 10, 2017.

On July 13, 2017, the Zoning Board of Appeals approved a recommendation to reappoint Chris Flach to regular seat and appoint Christina Doane as Alternate #1 and Jeff Carroll as Alternate #2.

NOMINEE QUALIFICATIONS

Dual Board Memberships

Chris Flach, Christina Doane and Jeff Carroll are not presently serving on any other City boards.

Residency

Chris Flach currently resides in the South Westnedge Neighborhood

Christina Doane currently resides in the Milwood Neighborhood

Jeff Carroll currently resides in the Arcadia Neighborhood

Term Limits

This will be Mr. Flach's second partial term on the ZBA. Mr. Flach will be eligible to serve two full terms.

This will be Ms. Doane's first partial term on the ZBA. Ms. Doane will be eligible to serve two full terms.

This will be Mr. Carroll's first partial term on the ZBA. Mr. Carroll will be eligible to service two full terms.

Training, Experience, Education And Skills

Chris Flach is a realtor with a local real estate company. Mr. Flach has background in residential and commercial property sales. Mr. Flach also served in the United States Army prior to beginning his real estate career.

Ms. Doane is a librarian currently working at both the City of Parchment Public Library and City of Portage Public Library. She has degrees in Organizational/Business Management and Library Science. Ms. Doane has also been involved with United States Airforce Auxiliary since 1999

Mr. Carroll is a medical office administrator. Mr. Carroll holds a degree in Business Administration and a Master's in Public Administration. He has experience in zoning and land use issues through his medical office administration work

Contribution To Diversity

Mr. Flach is from the South Westnedge Neighborhood and will further diversify the number of neighborhoods represented by the ZBA membership.

Ms. Doane is from the Milwood Neighborhood and will further diversify the number of neighborhoods represented by the ZBA membership and will contributing to the gender diversity of the Board.

Mr. Carroll will add to the representation from Arcadia Neighborhood. However, with Nick Boyd's term limit being reached in March of 2018, Mr. Carroll will then be the only representative from the Arcadia Neighborhood.

NOMINATION RATIONALE

Mr. Flach possesses significant real estate experience which benefits the Zoning Board of Appeals in reviewing monthly applications dealing with land use issues.

Ms. Doane has past board experience and has demonstrated good analytical skills for this board position.

Mr. Carroll has past volunteer experience and exposure to zoning and land use analysis through his current occupation.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

Scott A. Borling, City Clerk



Commission Agenda Report

City of Kalamazoo

TO: Mayor Hopewell, Vice Mayor Cooney, and City Commissioners

FROM: James K. Ritsema, ICMA-CM, City Manager

REVIEWED BY: Jeffrey Hadley, Public Safety Chief

PREPARED BY: John W. Kneas, Assistant City Attorney

DATE: 7/26/2017

SUBJECT: Buy/Sell Agreement – 1019 East Alcott Street

RECOMMENDATION

It is recommended that the City Commission approve and authorize the City Manager to sign the Buy/Sell Agreement with Carrie Yancer regarding the purchase of the property located at 1019 East Alcott Street; and to further authorize the City Manager (or his designee) to sign all related documents to complete the closing on this purchase.

BACKGROUND

The attached Buy/Sell Agreement (Agreement) dated July 1, 2017 pertains to the property at 1019 E. Alcott St., which consists of a single family home. The purchase price for this property is \$54,000. Public Safety has been planning for nearly five (5) years to replace the current Station #2. The current facility was constructed in 1952 and no longer meets the needs of the organization. The goal with rebuilding is to continue to have a strong presence in the Edison neighborhood. Furthermore, the current calls for service (CFS) data support the proposed location based on facility distribution and concentration of the CFS.

If the City Commission approves the Agreement then KDPS will begin the process to eventually demolish the home currently located on the property.

POLICY CONSIDERATIONS

None

COMMUNITY RESOURCES CONSULTED

KDPS and the Edison Neighborhood Association have discussed the department's desire to keep Station #2 in the neighborhood.

FISCAL IMPACT

In addition to the \$54,000 purchase price, the Buy/Sell Agreement obligates the City to pay all the closing costs of the Buyer in addition to the 3% sales commission. The funds to purchase this property are included in the KDPS 2016 capital improvement project budget.

ALTERNATIVES

The City Commission could decline to approve the Agreement, but this action is not recommended.