Agenda
Planning Commission

City of Kalamazoo

Thursday, May 2, 2024 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 Thursday, March 7, 2024

D. COMMUNICATIONS AND ANNOUNCEMENTS

E. PUBLIC HEARINGS

F. DISCUSSION/ACTION ITEMS

1. Planning Commission Training
   a. Form Based Code Districts in City of Kalamazoo
   b. Master Plan Update

2. Annual Vote to Delegate Site Plan Review to the Site Plan Review Committee

3. Recommendation from Interview Committee of candidates to fill vacant Planning Commissioner positions

G. REPORTS

1. City Planner's Report

2. Site Plan List

3. 2023 Annual Report of Planning Activities

H. PUBLIC COMMENTS

I. CITY COMMISSION LIAISON COMMENTS

J. PLANNING COMMISSIONER COMMENTS

K. ADJOURNMENT

City of Kalamazoo
PLANNING COMMISSION
Meeting Minutes
March 7, 2024
DRAFT

Members Present:	David Burgess; Gregory Milliken, Chair; Mitchell Curtiss; Christine Dascenzo; Shardae Chambers; James Pitts
Members Excused:	Brian Pittelko; Jennifer Swan; Michael Harrison
City Staff:	Christina Anderson, City Planner; Bobby Durkee, Assistant City Planner; Beth Cheeseman, Executive Administrative Assistant

A. CALL TO ORDER/ROLL CALL

Commissioner Milliken called the meeting to order at 7:04 p.m.

Planner Durkee proceeded with roll call and determined there was a quorum.

B. ADOPTION OF FORMAL AGENDA

Commissioner Burgess, seconded by Commissioner Curtiss, moved approval of the March 7, 2024 Planning Commission agenda as presented. With a voice vote, the motion carried unanimously.

C. APPROVAL OF MINUTES

Commissioner Curtiss, seconded by Commissioner Dascenzo, moved approval of the February 1, 2024 minutes as presented. With a voice vote, the motion carried unanimously.

D. COMMUNICATIONS AND ANNOUNCEMENTS

None.

E. PUBLIC HEARINGS

Commissioner Milliken explained the process of public comment for in-person and call-in comments.

1. 2024.07 – Vacate the northern seventeen (17) feet of W. Water Street, between N. Park Street and N. Westnedge Avenue.

Planner Durkee explained that the vacation request was for the northern 17’ of W. Water Street between N. Park and N. Westnedge. He clarified that the right-of-way (ROW) there is 66’ wide in total. Planner Durkee showed a map of recent street vacations of Eleanor, Cooley, and an alley. He also presented a survey of the ROW showing that the 17’ comes in a bit from the northern curbline. Planner Durkee shared that the City and developer have been coordinating utility work that will go in and around the property. Those conversations and designs have taken into account the narrower ROW. The applicant

proposes to grant a 4' easement to the City for sidewalks and utilities over the vacated 17'. Planner Durkee explained that the building is proposed to be at the property line, but the fittings have to be wider and go out in the road. The City doesn't allow buildings (above or below ground) to go in the ROW. He showed photos and schematics of the area. Properties that are adjacent to the proposed vacation are owned by the applicant. Planner Durkee stated that the road is big enough for public service vehicles, fire trucks, and access on the northside could be maintained. He said the parking garage would be 4' in on the future property line. The area between the parking structure and the arena will be more of an open area. Planner Durkee reviewed the zoning maps. Everything adjacent to this vacation is D2. The arena is an approved use in that zone.

Rationale for staff support:

- The ROW in this location is improved as a street. W. Water Street sees less traffic than W. Kalamazoo and W. Michigan, which are the primary capacity streets.
- The applicant owns all the land north of the proposed vacation, and it would be absorbed into their parcels.
- The applicant owns all the properties adjacent to this segment of W. Water Street.
- Transportation goals will not be impeded. The reconstruction of the roadway will align this stretch of W. Water Street with Street Design Manual Standards.
- The developers proposed relocation plan is feasible. The utility relocation plan will be done in coordination with the City of Kalamazoo ahead of permitting and construction. The applicant has letters from private utilities in this section of the ROW.
- This vacation request has been evaluated by Public Safety and Public Services and will not impede their ability to do their work.

Commissioner Burgess asked for the standard width of a sidewalk. Planner Durkee stated that the standard width of a sidewalk is 5' minimum for ADA. A more pedestrian focused street design could be a 6-8' width.

Commissioner Dascenzo asked if the vacation would leave enough width for a sidewalk in a pedestrian heavy area. Planner Durkee shared that the diagrams show the sidewalk to be 6' on one side and 10' on the other.

Commissioner Curtiss asked if anything needed to be done from the City's perspective because of changing the center line of the road. Planner Durkee shared that before utility work is done and the road is repaved, that would be evaluated in site plan.

Commissioner Milliken asked if the easement language sufficiently covered maintenance. Planner Durkee said they don't have the easement language, but it is typically a boilerplate language that covers maintenance.

Applicants, Mr. Tim Stewart, Hurley & Stewart, and Mr. Pete Mitchell (owner's representative) gave an overview of the project. Mr. Mitchell said the buildings would be 430,000 square feet total. There are

plans to have WMU basketball, WMU and K-Wings hockey in the arena. The parking ramp will have roughly 1100 parking spaces. He reported that they sent letters to all of the property owners on the south side of Water Street. Mr. Mitchell met with two of them and answered their questions. He said they didn't have complaints, they just wanted to understand timing and curb cuts. Mr. Mitchell explained that their rationale to move the parking deck south into the ROW was so they could activate the Arcadia Creek corridor and give it more space for activity and vehicle access.

Mr. Stewart spoke about Arcadia Creek and where the former Cooley Street crossed the creek. He said they have asked for the minimum width needed in order to have a high efficiency parking ramp with two exits and entrances. Mr. Stewart reviewed their plans for a community gathering space between the event center and the parking ramp. He showed pictures and renderings of their plans to maximize the space, and he also showed the utility drawing.

Commissioner Dascenzo asked if there would be a skybridge connecting the two buildings. Mr. Stewart agreed that was the plan.

Commissioner Milliken opened the public hearing.

No in-person comments.

Commissioner Milliken asked Planning Commissioners for questions while waiting for any call-in comments.

Commissioner Dascenzo asked Planner Durkee to explain the process or justification they have for the lack of additional outreach for this vacation. Planner Durkee shared that, in coordination with the Traffic Engineer, they determined additional outreach wasn't warranted. The road remains open, and the heavier traffic would be on Kalamazoo and Michigan. The road will still fit the largest vehicles needed for maintenance and emergencies. The Traffic Engineer didn't believe there would be a significant impact on traffic patterns. In addition, the applicant sent out notice letters.

Commissioner Pitts asked how the arena would affect small business taxes/insurance. Planner Durkee stated that he wasn't able to predict that impact. He speculated the arena would bring in pedestrian and vehicular traffic - potential customers.

Commissioner Milliken asked if any more vacation requests would come forward for this project. Mr. Stewart said he was not aware of anything else for the Planning Commission.

No call-in comments.

Commissioner Milliken closed the public hearing.

Commissioner Curtiss, seconded by Commissioner Pitts, moved to recommend approval to City Commission of the vacation of the northern 17' of Water Street between Park and Westnedge with two conditions: 1) a 4' easement be provided as shown on the application exhibit for public utilities and sidewalk; 2) any private utility relocation will be provided with an easement or relocated at the expense of the developer.

Commissioner Dascenzo voiced her trepidation for any vacation downtown that doesn't engage the public. She thinks that link that could be stronger and being in the downtown justifies more outreach.

Commissioner Curtiss thought about what Water Street would need to look like if it was built from scratch, and he believes what was proposed is exactly what they would want it to look like in reference to the Master Plan. He heard and understood the concern about not getting a full community outreach. He thought the only thing they would lose was public parking on both sides of the street. Commissioner Curtiss thought that was sufficiently addressed by building a parking ramp. He felt that any foreseeable community issues would be addressed since the applicant contacted neighboring properties in excess of City requirements. Commissioner Curtiss believed this was the best case scenario for a redesign of Water Street.

Commissioner Milliken believed that the request met all elements of the policy. It was still a functioning road with all the elements of the Complete Streets policy. He stated appreciation of efforts to maintain the creek.

A roll call vote was taken. Commissioner Dascenzo voted no. All other Commissioners voted yes. The motion passed.

F. DISCUSSION/ACTION ITEMS

None.

G. REPORTS:

1. City Planner's Report

Planner Durkee reported that there were no applications for next month's meeting. Staff hoped to hold the Planning Commission retreat at that time. He said there would be information regarding form based code and Michigan Association of Planning resources. Staff planned to cover the 2023 Annual Report and hold an election of officers.

Planner Durkee relayed that some Planning Commissioners (James Pitts, David Burgess, and Michael Harrison) had come to the end of their terms. He thanked them for their service and presented cards/tokens

of appreciation. Planner Durkee said he had been in contact with interview committee members (Commissioners Dascenzo, Curtiss, and Chambers) to schedule times with applicants.

Commissioner Milliken thanked them for their service, time, and contributions. It was very much appreciated. Commissioner Milliken asked if there were a decent number of applicants. Planner Durkee replied that there were six applicants, and they planned to interview four candidates.

2. 2023 Site Plan List

No questions voiced.

H. PUBLIC COMMENTS:

No comments.

I. CITY COMMISSION LIAISON COMMENTS

Commissioner Praedel echoed his thanks to Planning Commissioners ending their terms. He encouraged the community to put forward names and for their peers to consider serving. Commissioner Praedel stated that the City Commission adopted ordinances to rezone the two properties missed in the larger rezoning. He mentioned a new publication, The City View, that was mailed with the View from the Curb. He said it had information regarding significant road construction projects. He noted that it gave people the opportunity to see what road projects were coming up and the location of detours.

J. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS

Commissioner Burgess thanked the other Commissioners for serving. He thanked the staff of the Planning Department for their work. Commissioner Burgess said serving on the Planning Commission was an interesting thing to do and he thanked everyone for the opportunity.

Commissioner Pitts thanked everyone, saying that it was a pleasure, an honor, and a roller coaster to serve. He saw the room full of people and had seen it empty. Sometimes they have to make hard decisions, and he feels good leaving it in the hands of the other Commissioners. Commissioner Pitts thought it was nice to have the experience of serving and see what the City goes through. He noted that staff works hard throughout the year.

Commissioner Milliken thanked Commissioners Burgess, Pitts, and Harrison for serving. He said it is not always glamorous or fun work because often times people only want to talk with them when they are mad. It is an important job, and he appreciates the time they took from their schedules to serve.

K. ADJOURNMENT

Commissioner Milliken adjourned the meeting at 7:48 pm.

Year 2024 Full Site Plan	Project Address	Project Description	Applicant	Property Owner	Pre-App. Received	Pre-App. Meeting	Pre-App. Approval Date	Date Site Plan Rec.	Fee	Committee Meet. Date	Design Review	Site Plan Review Status	Final Site Plan Approval Date	Final Inspect.	Process Issues
PSP24-001	3100 Stadium Drive	Cell Tower Antenna Co-Location	SBA Network Services LLC	City of Kalamazoo	8/29/2023	9/6/2023	9/8/2023	1/4/2024	$360	2/6/2024	NFP	Site Plan Approved	3/1/2024		
PSP24-002	266 E Michigan Avenue	Proposed Building Addition and Addition of Residential Units (Coney Island)	266 E Michigan Ave Kalamazoo LLC	266 E Michigan Ave Kalamazoo LLC	10/27/2023	11/1/2023	11/3/2023	1/17/2024	$500	2/14/2024	HDC	Project Under Review			
PSP24-003	708 N Burdick Street	Redevelopment of Existing Structure into Mixed-Used Building with Residential / Office Space	708 N Burdick St LLC	708 N Burdick St LLC	11/30/2023	12/20/2023	20/23/2023	1/10/2024	$500	2/21/2024	N/A	Site Plan Approved	3/14/2024		
PSP24-004	3419 S Burdick Street	Cell Tower Antenna Co-Location	Crown Castle USA	T-Mobile Central USA LLC	11/1/2023	11/29/2023	12/1/2023	1/24/2024	$250	2/21/2024	NFP (Administrative)	Project Under Review			
PSP24-005	2156 Race Street	Southside Park Improvements	City of Kalamazoo Parks & Rec	City of Kalamazoo	8/4/2023	8/23/2023	8/25/2024	1/25/2024	$500	2/28/2024	NFP (Administrative)	Site Plan Approved	4/9/2024		
PSP24-006	2501 Millcork Street	Redevelopment for a Community Center and Accessory School Use (El Concilio)	Abonmarche Byce	Hispanic American Council	11/8/2023	1/10/2024	1/12/2024	2/2/2024	$500	2/28/2024	N/A	Site Plan Approved	3/22/2024		
PSP24-007	1109 Engleman Avenue	Quadplex Development for Transitional Sober Living Housing (Reach Sober Living)	Abonmarche Byce	Reach Sober Living	9/28/2023	10/11/2023	10/13/2023	2/7/2024	$500	3/6/2024	N/A	Project Under Review			
PSP24-008	825 Portage Street	New Development for a Community Center (Boys and Girls Club)	Hurley & Stewart	Boys & Girls Club of Greater	11/14/2023	12/6/2023	12/8/2023	2/23/2024	$500	3/27/2024	ZBA - Variances approved 2/8/2024	Project Under Review			
PSP24-009	1727 E Main Street	Phased Commercial Redevelopment	Pastor Lavan Carr	Carr, Lavan Dyke & Kerry Ann Graham	1/16/2024	1/24/2024	1/26/2024	3/5/2024	$500	4/3/2024		Withdrawn - Will Re-Apply			
PSP24-010	1019 Miller Road	Redevelopment of Existing Building for Commercial Use (Truth & Parks Innovator Exchange).	Nicole R. Triplett	Black Wall Street Kalamazoo	1/2/2024	1/17/2024	1/19/2024	3/5/2024	$500	4/3/2024		Project Under Review			
PSP24-011	1102 Lake Street	Site Work and Building Addition (Mills Street Market)	Tyler Bourdo	Patel, Kirit	8/29/2023	9/13/2023	9/15/2023	3/15/2024	$500	4/10/2024	ZBA - Variances approved 12/18/2023				Submitted Initial Full SPR in January, needed additional info
PSP24-012	3600 Alvan Road	New Lighting and Pavement Expansion for the Existing Truck Yard (Old Dominion Freight Lines)	Manhard Consulting	Old Dominion Freight Line Inc.	12/7/2023	1/3/2024	1/5/2024	4/4/2024	$500			Pre-Process			Waiting on Env. Information
								Total	$5,610						

CITY OF KALAMAZOO
PLANNING COMMISSION
ANNUAL REPORT
2023

Introduction

This is a summary of the activities conducted by the Planning Commission during 2023, plus information on notable tasks and projects undertaken by the Planning Division.

Planning Commission Members

The Planning Commission was made up of the following nine members at the end of 2023:

Greg Milliken	James Pitts
Mitchell Curtiss	Brian Pittelko
Christin Dascenzo	Shardae Chambers
Michael Harrison	David Burgess
Jennifer Swan	

Planning Commission convened ten (10) regular meetings during the year and one joint meeting with the NFP Review Committee and the Zoning Board of Appeals in December. The annual meeting was conducted on April 6, 2023. At that meeting, the Commission voted to continue to have the site plan review program coordinated by the Planning Division staff. Commissioner Milliken was reelected as Chair, David Burgess was elected as Vice-Chair, and Commissioner Pittelko was reelected as Secretary.

Summary of requests reviewed by the Planning Commission

A total of seven (7) requests were processed by the Planning Division staff in 2023 for review and action by the Planning Commission. This compares to twelve (12) requests processed in 2022.

The rezoning requests were as follows:

1. Approve Text Amendments to Chapter 50 Zoning Ordinance & Appendix A Zoning and Updates to the Zoning Map. Rezoning focused on reclassification and rezoning of nearly 2,000 primarily commercially zoned parcels.

   Strategic Vision Goal Alignment: Economic Vitality, Good Governance

The special use permit requests were as follows:

1. Jaqueline Fullerton is requesting a special use permit for a in home Group Day Care at 1108 N Church street. **Approved.**

Strategic Vision Goal Alignment: Complete Neighborhoods

2. Kenzie Clancy is requesting a special use permit for a in home Group Day Care at 3916 Bronson Blvd. **Approved.**

   Strategic Vision Goal Alignment: Complete Neighborhoods

The street vacation request was as follows:

1. Vacation of Cooley Street between Eleanor Street & W. Kalamazoo Avenue. **Approved.**

   Strategic Vision Goal Alignment: Economic Vitality

2. Vacation of Eleanor Street between N Park Street & N Westnedge Avenue. **Approved.**

   Strategic Vision Goal Alignment: Economic Vitality

The overlay/text amendments:

3. Approve Text Amendments to Chapter 50 Zoning Ordinance & Appendix A Zoning and Updates to the Zoning Map. Rezoning focused on reclassification and rezoning of nearly 2,000 parcels.

   Strategic Vision Goal Alignment: Economic Vitality, Good Governance

The site plans reviewed:

None by Planning Commission

Other items:

1. Request by Community Planning & Economic Development to review the 2023 Capital Improvement Plan. **Approved.**

Summary of Public Participation Policy Activities

1. The PPP serves as the roadmap for outreach and engagement activities for the City of Kalamazoo, staff and the community. The following items were done in alignment with the PPP in 2023.
   - City Planning staff assists applicants for NFP, planning commission or other public board activity to navigate the PPP and advise on options in the plan.
   - City Planning staff use the project planning templates in the PPP to plan outreach, staff trainings, engagement and large staff driven action items.
   - The PPP was utilized in planning outreach and engagement for the commercial rezoning project in 2023.
   - The PPP was utilized by City staff and stakeholder to guide outreach and engagement for the Stuart Neighborhood plan.
   - City staff working with neighborhoods to use the PPP for their outreach activities.
   - PPP was used by the Historic Preservation Coordinator for the update to the Historic Standards and Guidelines

Summary of Planning Division staff activities

The following is a list of significant activities completed by the Planning Division staff in 2023:

1. The Site Plan Review Committee reviewed Twenty-five (25) site plans in 2023 with seven (7) requiring approval from the Natural Feature Review Committee. Significant projects in 2023 reviewed include the following:

    - The new Country Club and Clubhouse at 3921 Oakland Drive
    - A new restaurant downtown in the Haymarket District from a former vacant bank at 215 E Michigan Ave.
    - Mixed Use development for senior housing at 128 E Frank Street
    - A new mixed-use building at 209 E Stockbridge Avenue.

2. Other Planning Division Work in 2023

    Sign Permits Reviewed – 229
    Paving Permits Reviewed – 70
    Permits Reviewed for Zoning Compliance – 231
    Permits Reviewed for Historic Compliance – 64
    Brownfield Plans Approved – 5
    Marihuana Facility Inspections – 24
    Historic District Case Reviews – 116
    Zoning Board of Appeals Applications – 21
    311 Service Message Responses in 2023 - 659

    Greenhouse Gas Inventory Completed

    Achieved a Silver Award (from Bronze) from Michigan Green Communities Challenge
    New NEZ Policy Developed

    New NEZ District – Eleanor-Rose-Water- Park NEZ District
    - 6 Rehab NEZ Certificates approved.
    - 6 Homestead Certificates approved.
    - 1 New NEZ Certificates approved.

Neighborhood Engagement Activities

58 Neighborhood plan projects were implements in 2023 including:

9 benches purchased, 2 play streets implements, 11 little libraries built, 60 household kits for emergency preparedness were distributed and 320 youth bike helmets are some of these 58 activities.

Work with fourteen active neighborhood associations to assist with neighborhood planning and implementation.

Prepared by: Bobby Durkee, AICP
Assistant City Planner