

# Agenda

## Planning Commission

City of Kalamazoo



Thursday, February 6, 2025

7:00 PM

City Commission Chambers – 241 West South Street

**A. CALL TO ORDER/ROLL CALL**

**B. ADOPTION OF FORMAL AGENDA**

**C. APPROVAL OF MINUTES**

1. Approval of Minutes from the Planning Commission meeting on December 18, 2024

**D. COMMUNICATIONS AND ANNOUNCEMENTS**

**E. PUBLIC HEARINGS**

**F. DISCUSSION/ACTION ITEMS**

**G. REPORTS**

1. City Planner's Report
2. Site Plan List
3. 2024 Annual Report to the Planning Commission

**H. PUBLIC COMMENTS**

**I. CITY COMMISSION LIAISON COMMENTS**

**J. PLANNING COMMISSIONER COMMENTS**

**K. ADJOURNMENT**

City of Kalamazoo  
PLANNING COMMISSION  
Special Meeting Minutes  
December 18, 2024  
*DRAFT*

Members Present: Mitchell Curtiss; Gregory Milliken, Chair; Ian Smith; Michelle Audette-Bauman; Jennifer Swan; \*Shardae Chambers; Wendell Tolber

Members Excused: Christine Dascenzo; Brian Pittelko

City Staff: Pete Eldridge, Zoning Administrator; Beth Cheeseman, Executive Administrative Assistant; Bill Bates, Assistant City Attorney

**A. CALL TO ORDER/ROLL CALL**

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

Mr. Eldridge proceeded with roll call and determined there was a quorum.

**B. ADOPTION OF FORMAL AGENDA**

Mr. Eldridge noted that City Commissioner Praedel would not be there for item I. City Commission Liaison Comments.

**Commissioner Swan, seconded by Commissioner Curtiss, moved approval of the December 18, 2024 Planning Commission agenda as presented. With a voice vote, the motion carried unanimously.**

**C. APPROVAL OF MINUTES**

**Commissioner Swan, seconded by Commissioner Tolber, moved approval of the November 7, 2024 minutes as presented. With a voice vote, the motion carried unanimously.**

**D. COMMUNICATIONS AND ANNOUNCEMENTS**

None.

**E. PUBLIC HEARINGS**

None.

Commissioner Milliken shared how to call in for public comment on non-agenda items later in the meeting.

## **F. DISCUSSION/ACTION ITEMS**

1. P.C. #2024.11 – 3301 Tech Circle Drive – Site Plan Review by Planning Commission for Office Building Addition

Mr. Eldridge shared that 3301 Tech Circle Drive has an existing building and parking lot. The building was constructed in 2005 and is roughly 10,000 square feet. Mr. Eldridge showed maps of the location in the Business Technology and Research (BTR) park explaining that it is zoned CBTR. He shared that back in 1999, when the BTR park was created by Western Michigan University, there were concerns from neighbors that development would overwhelm the natural features. To help minimize concerns, an ordinance was created to state that all site plans for the BTR Park would go to the Planning Commission for review and approval. Site plans are still required to go through the staff driven site plan process. Mr. Eldridge said that Planning Commissioners were reviewing the site plan and considering approval with the condition that it would then go through the usual full site plan process. He shared that the property is also in the Natural Features Protection (NFP) Overlay which was adopted years after the creation of the BTR Park. The site plan was reviewed by the NFP Board on November 26, 2024. They approved the site plan with the condition of full site plan approval through the staff driven process.

Mr. Eldridge showed plans for the building, stating that they were adding a 5,124 square foot single story expansion, 16 additional parking spaces, and landscaping improvements. He indicated that the site was designed to handle additional stormwater.

\*Commissioner Chambers entered the meeting at this time.

Mr. Eldridge showed pictures of the property noting that a couple of trees would need to be removed as part of the project. He reviewed the staff rationale of recommending approval of the site plan. Mr. Eldridge mentioned information that Planner Durkee had emailed to Commissioners. This email shared responses to the questions raised by site plan reviewers. The applicant has already incorporated changes to the site plan in reference to the reviewers feedback. He noted that all code standards would be covered by the Site Plan Review Committee. The required approvals for this project are through the NFP, Planning Commission, and Western Michigan BTR Park Design Review Committee. Mr. Eldridge stated that staff recommends approval of the site plan with the condition that the applicant obtains full site plan approval from the Site Plan Review Committee.

Mr. Eldridge announced that Mr. Tom Carpenter from AR Engineering and Mr. Adam Harvey from Glas Associates were present at the meeting to address any questions.

Mr. Harvey thanked everyone for setting up the special meeting. He said the project is a small addition for the engineering firm which has been there since the early 2000s. Mr. Harvey stated that existing utilities would be used. There was not a lot of infrastructure expansion other than stormwater management. The building would continue to be fully fire suppressed. Exterior façade finishes will be similar to existing finishes. He said they would work with staff to replace any required landscaping features.

Commissioner Milliken asked if this was an expansion of the existing use. Mr. Harvey said the new addition will be office space. They are adding a training facility which includes a multi-purpose space where they can telecommunicate with other locations for projects.

**Commissioner Curtiss, seconded by Commissioner Swan, moved to approve the site plan as submitted with the condition that the applicant obtain full site plan approval from the Site Plan Review Committee.**

**A roll call vote was taken, and the motion passed unanimously.**

#### **G. REPORTS:**

##### **1. City Planner's Report**

Mr. Eldridge announced the Happy City book event with the author Charles Montgomery. He encouraged Planning Commissioners to sign up for the event.

Mr. Eldridge explained that there were two Planning Commissioners completing their second full term next year, so there would be vacancies. He announced a need for a volunteer interview team of three to look at the applications. Commissioners Chambers, Curtiss, and Audette-Bauman volunteered for the team.

##### **2. Site Plan List**

No questions.

##### **3. 2025 Planning Commission Meeting Schedule**

Mr. Eldridge announced that January, April, and July meetings were not scheduled on the usual dates of the month due to holidays.

Commissioner Milliken asked other Commissioners about Tuesday, January 7, 2025. Consensus seemed to be in favor of the January date.

**A voice vote was taken, and the 2025 Planning Commission meeting calendar was confirmed as presented.**

#### **H. PUBLIC COMMENTS:**

No in-person comments nor call-in comments.

#### **I. CITY COMMISSION LIAISON COMMENTS**

None.

#### **J. MISCELLANEOUS COMMENTS BY PLANNING COMMISSIONERS**

Commissioner Curtiss said he just finished reading Happy City. He highly recommended the book and said he was looking forward to the author event.

Commissioner Audette-Bauman asked if the Business Park was the only district that had the special requirement for the site plans to come to the Planning Commission. Mr. Eldridge confirmed that was the only place in the City that was zoned CBTR. Commissioner Audette-Bauman asked what it would take to have that changed. Mr. Eldridge said a change would require an ordinance amendment. Commissioner Audette-Bauman said given the NFP overlay and other checkpoints in the system, she thought it was worth exploring. She didn't feel it was necessary for those site plans to come before them.

Commissioner Milliken asked what qualified the property for the NFP. Mr. Eldridge said it was adjacent to the Asylum Lake Preserve and some sloped areas.

Commissioner Milliken encouraged everyone to enjoy the next few weeks. Happy Holidays.

#### **K. ADJOURNMENT**

Commissioner Milliken adjourned the meeting at 7:26 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            | \$ 360.00           | 2/6/2024               | NFP                                 | Site Plan Approved        | 3/1/2024                      | 5/1/2024       |                                                                 |
| 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           | \$ 500.00           | 2/14/2024              | HDC                                 | Site Plan Approved        | 4/30/2024                     |                |                                                                 |
| 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           | \$ 500.00           | 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           | \$ 250.00           | 2/21/2024              | NFP (Administrative)                | Site Plan Approved        | 5/1/2024                      | 5/31/2024      |                                                                 |
| 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           | \$ 500.00           | 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            | \$ 500.00           | 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            | \$ 500.00           | 3/6/2024               | N/A                                 | Site Plan Approved        | 5/8/2024                      |                |                                                                 |
| 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           | \$ 500.00           | 3/27/2024              | ZBA - Variances approved 2/8/2024   | Site Plan Approved        | 8/2/2024                      |                |                                                                 |
| 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            | \$ 250.00           | 4/3/2024               | N/A                                 | Withdrawn - Will Re-Apply | --                            | --             | Withdrawn                                                       |
| 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            | \$ 500.00           | 4/3/2024               | N/A                                 | Site Plan Approved        | 9/24/2024                     |                |                                                                 |
| 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           | \$ 500.00           | 4/10/2024              | ZBA - Variances approved 12/18/2023 | Withdrawn                 | --                            | --             | Withdrawn                                                       |
| 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            | \$ 500.00           | 8/7/2024               | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-013                | 3700 E Cork Street Court                       | Development of a Four-Story Hotel                                                                               | Steve Aldridge                        | Doerr Protection Trust                | 11/2/2023         | 11/29/2023       | 12/1/2023              | 5/7/2024            | \$ 500.00           | 5/29/2024              | N/A                                 | Site Plan Approved        | 11/21/2024                    |                |                                                                 |
| PSP24-014                | 1727 E Main Street                             | Commercial Redevelopment and Upper Floor Residential                                                            | Brian Peterson with Pastor Lavan Carr | Carr, Lavan Dyke & Kerry Ann Graham   | 1/16/2024         | 1/24/2024        | 1/26/2024              | 5/30/2024           | \$ 300.00           | 6/26/2024              | N/A                                 | Site Plan Approved        | 10/9/2024                     |                |                                                                 |
| PSP24-015                | 3625 W Michigan Avenue                         | Multi-Family Residential Development                                                                            | Greg Dilone Jr.                       | Kalamazoo Realty Holdings, LLC        | 10/20/2023        | 11/15/2023       | 11/17/2023             | 5/28/2024           | \$ 610.00           | 6/26/2024              | NFP                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-016                | 1500 N Pitcher Street                          | Building Demo, Underground Power Feed, and Site Work (GPI)                                                      | Hurley & Stewart                      | Graphics Packaging International, LLC | 5/1/2024          | 5/8/2024         | 5/10/2024              | 6/6/2024            | \$ 500.00           | 7/10/2024              | CC Approval - 7/1/2024              | Site Plan Approved        | 8/2/2024                      |                |                                                                 |
| PSP24-017                | 700 River Street                               | Development of 10 homes with 5 drive entrances along Bridge Street / Ampersee                                   | Hurley & Stewart                      | City of Kalamazoo                     | 11/30/2024        | 12/6/2023        | 12/8/2023              | 6/17/2024           | \$ 500.00           | 7/17/2024              | ZBA - Variances approved 03/19/2024 | Project Under Review      |                               |                |                                                                 |
| PSP24-018                | 100 W Michigan Avenue 100                      | Development of 10 homes with 5 drive entrances along Bridge Street / Ampersee                                   | Saroki Architecture                   | Catalyst Development Co, LLC          | 4/19/2024         | 5/1/2024         | 5/3/2024               | 6/30/2024           | \$ 500.00           | 7/24/2024              | N/A                                 | Site Plan Approved        | 9/24/2024                     |                |                                                                 |
| PSP24-019                | 3820 Stadium Drive                             | Building Addition for Car Wash and New EV Charging Station (Seelye Auto)                                        | Bosch Architecture                    | Seeco Investments, LLC                | 4/19/2024         | 5/1/2024         | 5/3/2024               | 7/17/2024           | \$ 500.00           | 8/14/2024              | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-020                | 4300 W Main Street                             | Site Redevelopment to Construct a New Restaurant with Drive-Through (Panda Express)                             | Panda Restaurant Group                | 4300 W Main Properties LLC            | 4/2/2024          | 4/10/2024        | 4/12/2024              | 7/30/2024           | \$ 500.00           | 8/21/2024              | ZBA - Variance approved 06/13/2024  | Project Under Review      |                               |                |                                                                 |
| PSP24-021                | 3050 Oakland Drive                             | Underground Fuel Tank Replacement and Site Improvements (Rich Oil / Speedway)                                   | CESO                                  | Checker Oil Co of Michigan Inc.       | 9/12/2023         | 9/20/2023        | 9/22/2023              | 7/31/2024           | \$ 610.00           | TBD Once Complete App. | NFP                                 | Pre-Process               |                               |                | Complete Application/Plans Not Yet Received                     |
| PSP24-022                | 4401 Siesta Street BLL                         | Cell Tower Antenna Co-Location (AT&T)                                                                           | Mastec Network Solutions              | SBA 2012 TC Assets, LLC               | 6/12/2024         | 6/26/2024        | 6/28/2024              | 7/30/2024           | \$ 250.00           | 8/21/2024              | NFP (Administrative)                | Site Plan Approved        | 8/29/2024                     |                |                                                                 |
| PSP24-023                | 5135 Portage Road                              | New Hotel Development and Site Improvements                                                                     | Hurley & Stewart                      | Mott, Phillip R Trustee               | 7/19/2024         | 7/31/2024        | 8/2/2024               | 8/13/2024           | \$ 500.00           | 9/11/2024              | ZBA - Variance approved 07/11/2024  | Project Under Review      |                               |                |                                                                 |
| PSP24-024                | 3431 E Kilgore Road                            | Pet Aquamation Facility                                                                                         | Hurley & Stewart                      | Peaceful Moments Pet Aquamation       | 8/21/2024         | 9/18/2024        | 6/7/2024               | 8/21/2024           | \$ 300.00           | 9/18/2024              | NFP (Administrative)                | Project Under Review      |                               |                |                                                                 |
| PSP24-025                | 3401 Nazareth Road                             | Non-Motorized Trail Development (Bow in the Clouds)                                                             | Southwest Michigan Land Conservancy   | Southwest Michigan Land               | 6/14/2024         | 7/10/2024        | 7/12/2024              | 8/23/2024           | \$ 610.00           | 9/18/2024              | NFP                                 | Site Plan Approved        | 9/24/2024                     |                |                                                                 |
| PSP24-026                | 3405 Duke Street                               | New Multi-Family Development                                                                                    | Hurley & Stewart                      | Kelli-Sue LLC                         | 7/12/2024         | 7/24/2024        | 7/26/2024              | 9/11/2024           | \$ 500.00           | TBD Once Complete App. | N/A                                 | Pre-Process               |                               |                |                                                                 |
| PSP24-027                | 411 W Kalamazoo Avenue                         | Site Redevelopment for a New 426,000 sq ft Event Center and New Parking Ramp with Multi-Tenant Commercial Space | CD Arena LLC                          | CD Arena LLC                          | 7/3/2024          | 7/10/2024        | 8/13/2024              | 9/11/2024           | \$ 500.00           | 10/23/2024             | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-028                | 119 E Dutton Street                            | New Parking Lot (119 E Dutton) and Parking Lot Improvement (622 John) (Bronson Methodist Hospital)              | AR Engineering                        | Bronson Methodist Hospital            | 8/14/2024         | 9/11/2024        | 9/13/2024              | 9/20/2024           | \$ 500.00           | 10/23/2024             | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-029                | 238 E Michigan Avenue                          | Redevelopment of Vacant Upper Floor to Four Residential Units (Hiemstra Optical Building)                       | Driven Design Studio                  | 234/238 EM LLC                        | 8/7/2024          | 8/14/2024        | 8/16/2024              | 9/23/2024           | \$ 300.00           | 10/30/2024             | HDC                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-030                | 3600 E Cork Street                             | New Warehouse Facility and Parking Lot Improvements (Clark Logic)                                               | AR Engineering                        | Clark Logistics Group XXII            | 5/10/2024         | 5/29/2024        | 5/31/2024              | 10/14/2024          | \$ 500.00           | 11/20/2024             | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-031                | 435 W Willard Street / 454 N. Westnedge Avenue | Cooley Substation Expansion (Consumers Enegry)                                                                  | Consumers Energy                      | Consumers Energy                      | 3/8/2024          | 3/20/2024        | 3/22/2024              | 10/30/2024          | \$ 500.00           | 11/20/2024             | N/A                                 | Project Under Review      |                               |                | National Electric Code / Zoning. OK to proceed as of 10/25/2024 |
| PSP24-032                | 1810 Lake Street                               | Paint Recycling Facility (E-Paint Recycling)                                                                    | EPaint Recycling LLC                  | EPaint Recycling LLC                  | 4/17/2024         | 4/24/2024        | 4/26/2024              | 11/7/2024           | \$ 300.00           | 12/11/2024             | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-033                | 4206 Stadium Drive                             | Drive-Through Addition with Site Work (Smoothie King / Jimmy Johns)                                             | Bosch Architecture                    | Sky King LLC                          | 10/22/2024        | 11/6/2024        | 11/8/2024              | 11/19/2024          | \$ 500.00           | 12/18/2024             | N/A                                 | Project Under Review      |                               |                |                                                                 |
| PSP24-034                | 2041 S Burdick Street                          | Change of Use from a Vacant Building to a Commercial Showroom (Kzoo Granite Countertops)                        | Calletano Reyes-Perez                 | Calletano Reyes-Perez                 | 10/15/2024        | 11/6/2024        | 11/8/2024              | 11/26/2024          | \$ 300.00           | 1/9/2025               | N/A                                 | Project Under Review      |                               |                |                                                                 |
|                          |                                                |                                                                                                                 |                                       |                                       |                   |                  |                        | <b>TOTAL</b>        | <b>\$ 15,440.00</b> |                        |                                     |                           |                               |                |                                                                 |

| Year 2025                 | Project Address                                  | Project Description                                            | Checklist App.<br>Received | Checklist<br>Meeting | Pre-App.<br>Approval<br>Date | Date Site<br>Plan Rec. | Fee       | Committ<br>ee Meet.<br>Date | Design<br>Review | Site Plan<br>Review<br>Status | Final Site<br>Plan<br>Approval<br>Date |
|---------------------------|--------------------------------------------------|----------------------------------------------------------------|----------------------------|----------------------|------------------------------|------------------------|-----------|-----------------------------|------------------|-------------------------------|----------------------------------------|
| Site Plan Review - Timing |                                                  |                                                                |                            |                      |                              |                        |           |                             |                  |                               |                                        |
| PSP25-001                 | 111 Portage Street<br>(200 E Michigan<br>Avenue) | Upper Floor Residential<br>(Suagatuck Brewing Co.<br>Building) | 12/17/2025                 | 1/15/2025            | 1/17/2025                    | 1/16/2025              | \$ 300.00 | 2/19/2025                   | HDC              | Under<br>Review               |                                        |

**CITY OF KALAMAZOO  
PLANNING COMMISSION  
ANNUAL REPORT  
2024**

**Introduction**

This is a summary of the activities conducted by the Planning Commission during 2024, 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 2024:

|                    |                          |
|--------------------|--------------------------|
| Greg Milliken      | Michelle Audette- Bauman |
| Mitchell Curtiss   | Brian Pittelko           |
| Christine Dascenzo | Shardae Chambers         |
| Wendell Tolber     | Ian Smith                |
| Jennifer Swan      |                          |

Planning Commission convened eight (8) regular meetings during the year, one special meeting and one joint meeting with the Brownfield Redevelopment Authority in December. The Annual Report was presented at a regular meeting held on May 2, 2024. At that meeting, the Commission voted to continue to have the site plan review program coordinated by the Planning Division staff. At the June 6, 2024 meeting, Commissioner Milliken was reelected as Chair, Brian Pittelko was elected as Vice-Chair, and Commissioner Jennifer Swan was elected as Secretary.

**Summary of requests reviewed by the Planning Commission**

A total of ten (10) requests were processed by the Planning Division staff in 2024 for review and action by the Planning Commission. This compares to seven (7) requests processed in 2023.

**The rezoning requests were as follows:**

1. CPED requested a rezoning of 1316 S Park St from Commercial Office (CO) to Live-Work 1 (LW-1) **Approved.**
2. CPED requested a rezoning of 107 Reed Ave from Commercial- (Local) Neighborhood to Residential, Multi-Dwelling (RM-15). **Approved.**

**The special use permit requests were as follows:**

1. Kazoo School requested a Special Use Permit for a school use at 2007 Saxonia Ln. **Approved.**
2. El Concilio requested a Special Use Permit for a Community Service Center at 2501 Millcork Street **Approved.**

### **Street vacation requests:**

1. Vacation of West Street (Platted Road) between W Kalamazoo Ave and W Water Street **Approved.**

Strategic Vision Goal Alignment: Economic Vitality

2. Vacation of an alley between Cooley Street and West Street. **Approved.**

Strategic Vision Goal Alignment: Economic Vitality

3. Vacation of the north seventeen (17) feet of W Water Street between N Park Street and N Westnedge Street. **Approved.**

Strategic Vision Goal Alignment: Economic Vitality.

### **Zoning overlay/text amendments:**

1. 1400 & 1402 N Drake - Friendship Village PUD Plan Amendment for additional buildings and expansion east. **Approved**

### **The site plans reviewed by Planning Commission:**

1. 3301 Tech Circle Drive – Building Addition to Office Building

### **Other items:**

1. Request by Community Planning & Economic Development to review the 2024 Capital Improvement Plan. **Approved.**
2. Request by Community Planning & Economic Development & Westwood Neighborhood to approve the Westwood Neighborhood 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 2024.
  - 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 by City staff and stakeholder to guide outreach and engagement for community engagement work.
  - City staff working with neighborhoods to use the PPP for their outreach activities.
  - Neighborhood Activator conducted staff training with all CPED divisions for staff to be able to use and work with the PPP for their work.

### **Summary of Planning Division staff activities**

The following is a list of significant activities completed by the Planning Division staff in 2024:

#### **1. The Site Plan Review Committee**

The site plan review committee reviewed thirty-four (34) site plans in 2024 and forty-two

(42) pre-site plans with five (5) requiring approval from the Natural Feature Review Committee. Significant projects in 2024 reviewed include the following:

- The new arena downtown at 411 W Kalamazoo Avenue
- A new hotel at 3700 E Cork Street Court
- New residential development at 3625 W Michigan Avenue
- New Boys and Girls Club Building at 872 Portage Street

City staff worked to develop modifications to the site plan administrative policy in 2024 which were implemented in January 2025.

## **2. Zoning Administration Work in 2024**

Sign Permits Reviewed – 136

Paving Permits Reviewed – 49

Building Permits Reviewed for Zoning Compliance – 579

Permits Reviewed for Historic Compliance – 82

Marihuana Facility Inspections – 13

Recycling Dealer License Inspection - 10

311 Service Message Responses in 2024 - 557

## **3. Sustainability Activities**

- Earned gold status through the [MI Green Communities Challenge](#).
- Over 350 residents participated in No Mow May, creating 33 acres of pollinator conscious habitat within the City of Kalamazoo.
- Held the first [Solarize](#) event in Kalamazoo.
- Distributed compost tumblers to neighborhood gardens.
- Held public events around energy efficiency, urban wildlife, native species, and composting/recycling.
- The City [signed a power purchase agreement](#) to purchase renewable energy.

## **4. Neighborhood Enterprise Zones**

New NEZ District Application (In Process) – City Center NEZ

- 4 Homestead Certificates approved (Vine NEZ)

## **5. Neighborhood Engagement Activities**

At least 21 Neighborhood events were conducted in 2024 including:

- An retreat for neighborhood associations in January, a bike fix it program in Oakwodd, KRVV placemaking workshops, Adopt a Drain, rain barrel workshop and other activities.
- Work with fourteen active neighborhood associations to assist with neighborhood planning and implementation.

Prepared by: Bobby Durkee, AICP  
Assistant City Planner