



Agenda

Committee of the Whole Meeting

City of Kalamazoo

Monday, February 17, 2025

5:00 PM

City Commission Chambers – 241 West South Street

A. CALL TO ORDER/ROLL CALL

B. COMMUNICATIONS

C. PUBLIC COMMENTS

D. SPECIAL AGENDA ITEMS

E. COMMITTEE OF THE WHOLE

F. WORK SESSION

1. City of Kalamazoo: Development Process Update

G. COMMISSIONER COMMENTS

H. ADJOURNMENT

City of Kalamazoo: Development Process Update

2025



01

Development Process: Challenges

02

3 Stages to Development

03

Opportunities for Improvement

What is the development process?

This process covers the City's role: From Idea to Occupancy

Who does the process serve?

Anyone from the novice who has never worked with City before, to the most experienced who does this work professionally

Development Process: Challenges



Inefficient Channels: Applicants come into the process through different staff



Timelines: Heard about challenges around review and approval timelines



Different Project Needs: Projects come into the process at different stages with unique needs



Development can be Complicated: Meetings and feedback can be overwhelming with many subject matter experts and code references

Opportunities for Improvement



Staff spent last year evaluating processes, capacity, and gaps for opportunities for improvement.

Now in 2025, we have:

- An updated development process that provides new services, better positions staff to assist with customer service and project review
- Revised Site Plan Review Policy
- Focus on filling vacancies and hiring new positions
- Held series of engagement events with development community in January-February 2025

Will continue dialogue and continue to seek feedback

New: Three Stages to Development



Pre-Development



PJ Thuringer
Development
Administrator



Site Plan



Emily Szymanski
Planner



Permits & Occupancy



Roger Iveson
Building Official

Start here



Step 1: Pre-Development Phase:

Steps before Site Plan Review & Building Permit Process



- Funnel projects through one point of contact – ***dedicated customer service representative***
- Staff & applicant meet to gather info and determine next steps and what other staff need to be involved
- Project review meeting – tailored to project needs
- Begin incentive discussions

A screenshot of a web browser displaying the 'Pre-Development' form on the City of Kalamazoo website. The browser's address bar shows the path: Home / Business & Development / Real Estate Development / Pre-Development. The page title is 'Pre-Development'. The main text reads: 'If you're planning to develop a real estate development in Kalamazoo, start here! Pre-development can be a long and complicated process and we want to make sure that we are a part of your team. We'll be able to offer support during the process and we're committed to providing front end, pre-development support to help you bring your project to fruition.' Below this, it says: 'Complete the form below to connect with our team. Just let us know a little bit about your plans and we'll follow up within 48 hours to learn more about your project and how we can help!'. The form is titled 'Pre-Development Form' and contains four input fields: 'First Name', 'Last Name', 'Company', and 'Email'. The background of the webpage shows a cityscape with buildings and trees.

Home / Business & Development / Real Estate Development / Pre-Development

Pre-Development

If you're planning to develop a real estate development in Kalamazoo, start here! Pre-development can be a long and complicated process and we want to make sure that we are a part of your team. We'll be able to offer support during the process and we're committed to providing front end, pre-development support to help you bring your project to fruition.

Complete the form below to connect with our team. Just let us know a little bit about your plans and we'll follow up within 48 hours to learn more about your project and how we can help!

Pre-Development Form

First Name

Last Name

Company

Email

Step 2: Site Plan Approval

*Technical review & approval of
site plan drawings*



- Updated Site Plan Review Policy for 2025
- Two required meetings:
 - Checklist meeting (adjusted format in 2025)
 - Site Plan Review meeting
- Site Plan Review Committee – includes staff from many departments
- New Site Plan Review Engineer- adding capacity in 2025
- Site Plan Review Applications – posted online for public viewing



Step 3: Permits & Occupancy

Tech review of construction docs for permitting, inspections & occupancy



Permitting involves Building/Trades staff and zoning administrator.



In 2025, adding a Pre-Construction Project Review Meeting to support applicant understanding required permits from building department and public services



In 2025, focused on filling staff vacancies & hiring plan reviewer



Looking Forward



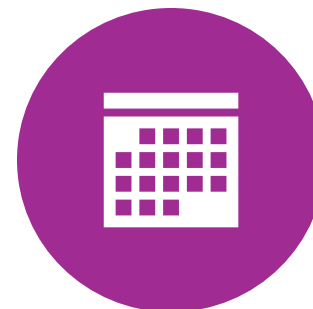
**1:1 Meetings with
Development Community**



**Site Plan Review
Engineer – Hiring**



**Online Resources &
Future Training**



Continued Dialogue