Agenda
Natural Features Protection Review Board

City of Kalamazoo

Tuesday, February 25, 2025 4:00 PM

City Commission Chambers at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

1. Excuse Absent Board Members **(Action: Motion to Excuse Absent Board Members)**

B. ADOPTION OF AGENDA

(Action: Motion to approve the agenda)

1. Agenda Approval **(Action: Motion to Approve Agenda)**

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Natural Features Protection Review Board meeting on January 28, 2025 **(Action: Motion to approve the minutes from the Natural Features Protection Review Board meeting on January 28, 2025)**

D. PUBLIC COMMENTS

E. BOARD MEMBER COMMENTS

F. NEW BUSINESS

1. Creation of a three-member nominating subcommittee and update on board applications

G. UNFINISHED BUSINESS

1. Data Discussion & Draft NFP Guide Work Session

H. STAFF REPORTS AND UPDATES

I. COMMUNICATIONS AND ANNOUNCEMENTS

J. ADJOURNMENT

2Minutes
Natural Features Protection Review Board
January 28, 2024
Regular Meeting

Held at City Hall, Commission Chambers 4:00 p.m.

A. Call to Order: Director Martin called the meeting to order at 4:00 p.m.

B. Members absent:

C. Adoption of Agenda

Motion to adopt the agenda made by Director Bassett, supported by Director Fredrickson, motion passed unanimously.

C. Approval of the Meeting Minutes

Motion to approve the minutes from the December 10, 2024, NFP Review Board Meeting made by Director Fuller supported by Director Lettow, passed unanimously.

D. General Citizen Comments

There were no general citizen comments, either in person or by phone.

E. Board Comments

No comments

F. New Business

Question?

Public Comments:

Unfinished Business

None

Staff Reports and Update

1. Annual Report Presentation, Draft NFP Guide Overview, & 2025 Work Plan

   Nolan Bergstrom is the point person for homeowners and developers to connect with concerning slope or NFP triggered projects, if residential with little work being done it will be done through the building department. On projects, we inform them about the Protected tree standards or ordinance and other features that might coincide. The pre-development phase will be with Paul or PJ Thuringer, the development administrator, who will be the point of contact. Pete Eldridge is our Zoning Administrator who also does site checks. Other Cities have permits with a specialized "NFP" Inspector, which varies within States for variances and ordinances.

   Can an NFP member go on-site visits or a third party? Or we can try to educate the public on NFP requirements. Nolan will find out more information concerning this.

   What else have we asked for besides the Tree survey? What point are they told to get started because we will need to ensure no delays? Nolan answered the rare species review and let them know to work with MSU extension and get started right away. Woodland assessments and sometimes we get an Arborist's Woodland Management plan as a deliverable document. A topographic analysis for a site is usually included in the base plan, as well as NREPA documentation and wetland permits for State and Federal regulations.

Can we look into a directory of Consultants who have been through NFP in the past, not for recommendation but to show what a qualified consultant means to NFP. Nolan has brought up to the attorney's office related to a certified Arborist because some people are not sure where to start to look for someone in that field. It's a fine line between recommending versus preferential treatment. Hopefully, this will be part of the NFP guide, but the last time asked it was a soft no, for people to read and understand what needs to be done and where to go to get the information. Will look into other ideas to help with publicizing that information. Egle has several certified lists and you can put in the city and they would just be listed as prepared and meet requirements without endorsement.

Looking into why permits are withdrawn, for NFP reasons, changes in funding, or projects are under review for too long or not approved?

How many NFP go to full Site Plan and what percentage does the variance represent? Nolan will have that information at the next meeting.

Pre-Site Plan then Full Site Plan with categories under the processes. Nolan will bring the data and process next meeting.

NFP has a review form, and after NFP recommends it, it will go to ZBA, which will review it. The timing of this process depends on when boards meet and when approvals happen with public notices within 300 feet of the property. The best-case scenario will be 3 to 4 months if everything is submitted in a timely manner.

There are many open seats on the multiple boards, if we know of anyone please direct them to the City of Kalamazoo website and they can apply online.

The next meeting on February 25, 2025 will be open for questions after everyone has had a chance to look over the presentation in more detail.

Communications and Announcements

1. City of Kalamazoo Boards and

   Commissions Openings

Adjourn Meeting

Director Martin adjourned the meeting at 5:40pm

Natural Features Protection Guide

THE CITY OF Kalamazoo

Table of Contents

Introduction

Adopted in 2019, the Natural Features Protection Ordinance put in place standards for the development of land on or near areas identified with Natural Features in order to achieve better management and long-term protection of these areas. Overlay districts provide an additional set of requirements for the development and use of parcels with the overlay.

When a parcel is developed, redeveloped, or the natural feature is impacted due to any site alterations, the standards for all applicable natural features are applied. The site development standards shall be applied to all parcels in the NFP Overlay District. The NFP Overlay District is intended to balance development with the consideration of natural features in the City of Kalamazoo, specifically wetlands, water resources, trees, woodlands, floodplains, slopes, natural heritage areas, and habitat corridors.

Contact

City Liaison

Nolan Bergstrom, Community Planner

Phone

311 or 269-337-8000

Email

development@kalamazoocity.org

Location

245 N Rose Street Suite 100
Kalamazoo, MI 49007

Introduction

The Creation of the NFP Overlay District & Ordinance

Guiding Principles

The creation of the NFP Overlay was guided by four principles:

1. Does not mean no development, means more thoughtful development as it relates to Natural Features
2. Standards must be protective of the defined natural feature
3. City staff must be able to mange and enforce standards
4. The ordinance must work for a variety of parcels all over the City

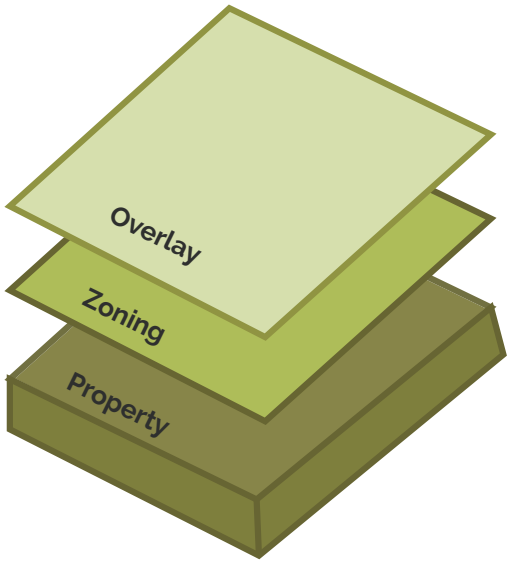
Phases

There are three phases to Natural Features Protection in the City:

1. **Engagement, Ordinance Creation, Map**
   2019
2. **Mapping Analysis**
   2020 - 2021
3. **Public Education & Stewardship**
   2024 & Beyond

What is a Zoning Overlay?

A Zoning Overlay is a set of zoning standards applied to a property in addition to the zoning standards from the base or underlying zoning district. For properties within the NFP Overlay, the standards of today's zoning district apply in addition to those of the NFP Overlay. In cases of conflict, the NFP Overlay standards apply.



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Development Process

Road to Approval

Projects located with the NFP Overlay District have pathways for approval. The following pages will go through each step in greater detail. The next section will showcase real project examples and how they navigated this process.

Project Review Paths

There are three different review pathways for projects to consider for development or changes planned for an NFP property:

1. **Administrative Review**
   For projects not requiring Site Plan Review & require permits.
2. **NFP Review Board & Site Plan Review**
   For projects requiring Site Plan Review OR there is a ground disturbance affecting existing natureal features.
3. **NFP Review Board & Public Notice**
   For more extensive projects with multiple Natural Features and those requiring zoning approvals from the Planning Commission or Zoning Board of Appeals

All projects require site plan review, except:

- **Development or expansion of a one-family or two-family dwelling unit.**
- **Placement of a dwelling unit in an approved mobile home park.**
- **Internal construction or change in the floor area of a structure that does not increase gross floor area, increase the intensity of use or affect parking requirements on a site that meets all development and site design standards of this Ordinance.**
- **Grading, excavation, filling, soil removal, creation of ponds or clearing of trees within an area of less than 1/2 acre in size.**
- **Temporary Uses**
- **Expansion or new structures up to and including 250 square feet in area.**
- **Antenna co-locations in compliance with State Act 514 (plans will be reviewed to determine if Site Plan Review is required)**

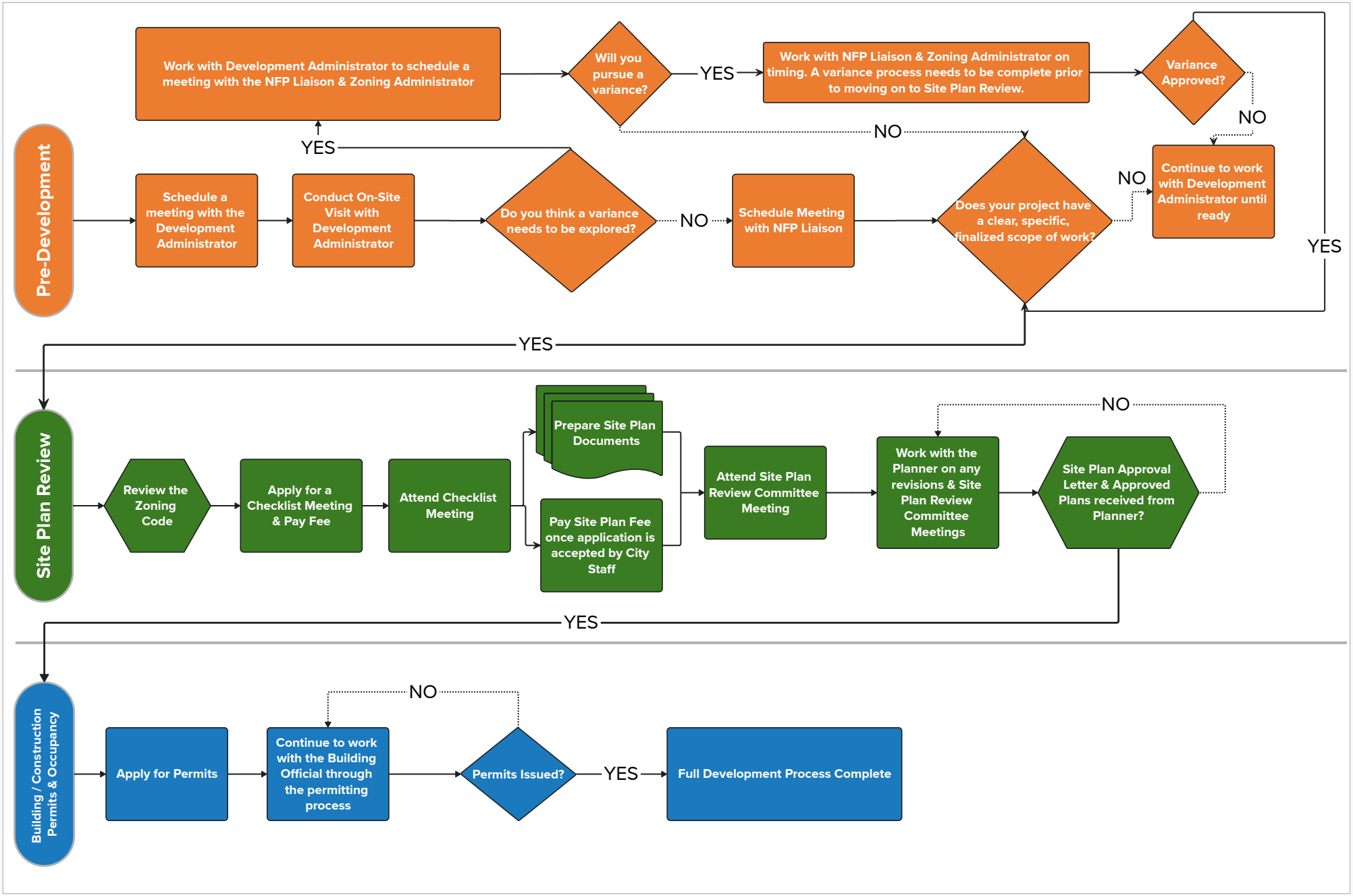
Development Process

In 2025, the City of Kalamazoo launched a new Development process (see picture on next page). This streamlines the process and walks you, the applicant, through each step with the end goal of completing the development process.

NFP processes are primarily tied to Site Plan Review. It is important for you as the applicant to connect with the City of Kalamazoo in the Pre-Development phase to discuss these processes.

STOP! Scan the QR code at the right to connect to more resources related to Development within the City of Kalamazoo.

Process


Pre-Development
Work with Development Administrator to schedule a meeting with the NFP Liaison & Zoning Administrator
Will you pursue a variance?
YES
Work with NFP Liaison & Zoning Administrator on timing. A variance process needs to be complete prior to moving on to Site Plan Review.
Variance Approved?
NO
NO
YES
Schedule a meeting with the Development Administrator
Conduct On-Site Visit with Development Administrator
Do you think a variance needs to be explored?
NO
Schedule Meeting with NFP Liaison
Does your project have a clear, specific, finalized scope of work?
NO
Continue to work with Development Administrator until ready
YES
YES
Site Plan Review
Review the Zoning Code
Apply for a Checklist Meeting & Pay Fee
Attend Checklist Meeting
Prepare Site Plan Documents
Pay Site Plan Fee once application is accepted by City Staff
Attend Site Plan Review Committee Meeting
Work with the Planner on any revisions & Site Plan Review Committee Meetings
NO
Site Plan Approval Letter & Approved Plans received from Planner?
YES
Building / Construction Permits & Occupancy
Apply for Permits
Continue to work with the Building Official through the permitting process
NO
Permits Issued?
YES
Full Development Process Complete

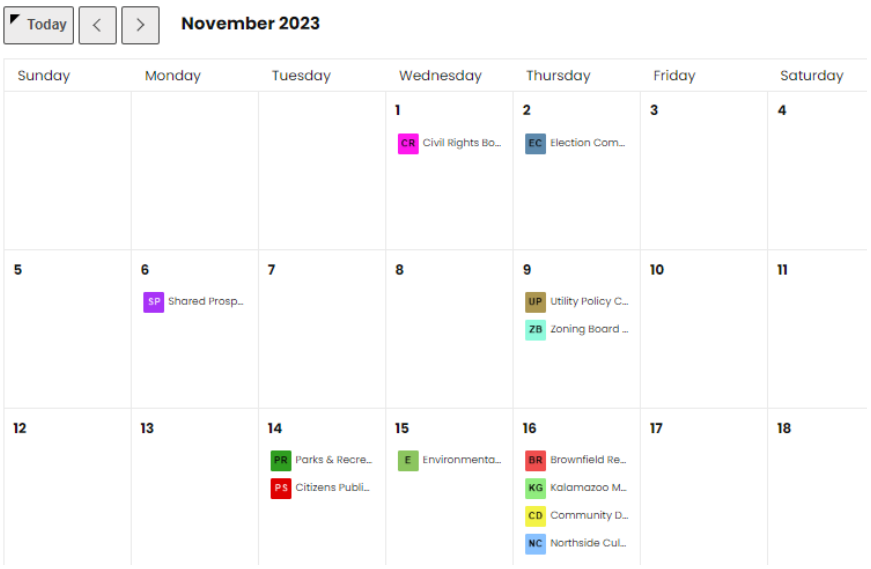
NFP Regular Meeting Schedule - 2025

2025 Meeting Schedule

All meetings held at City Hall (241 W South St, Kalamazoo MI 49007)
The meeting room is the City Commission Chambers

January 23
February 27
March 26
April 23
May 28
June 25
July 23
August 27
September 24
October 22
November 26
December 17

You can visit the City of Kalamazoo website to look at the board meetings calendar to track changes to meeting dates.

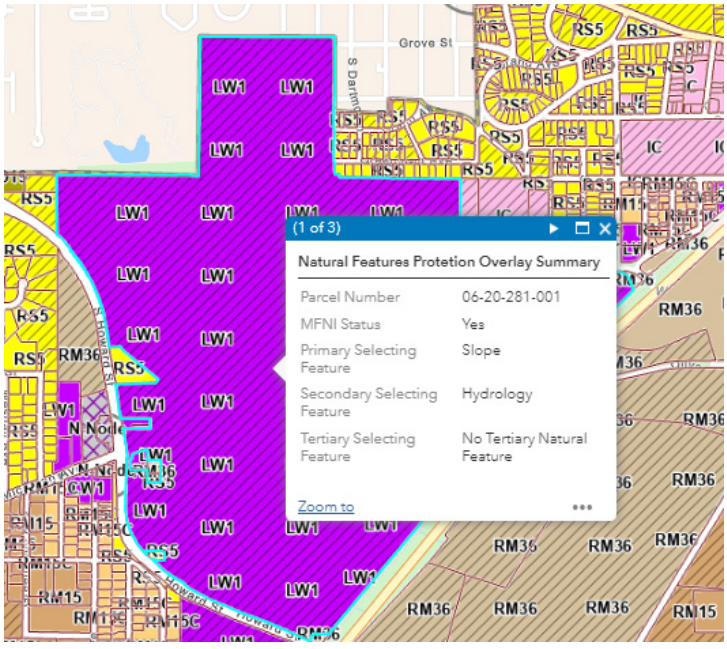


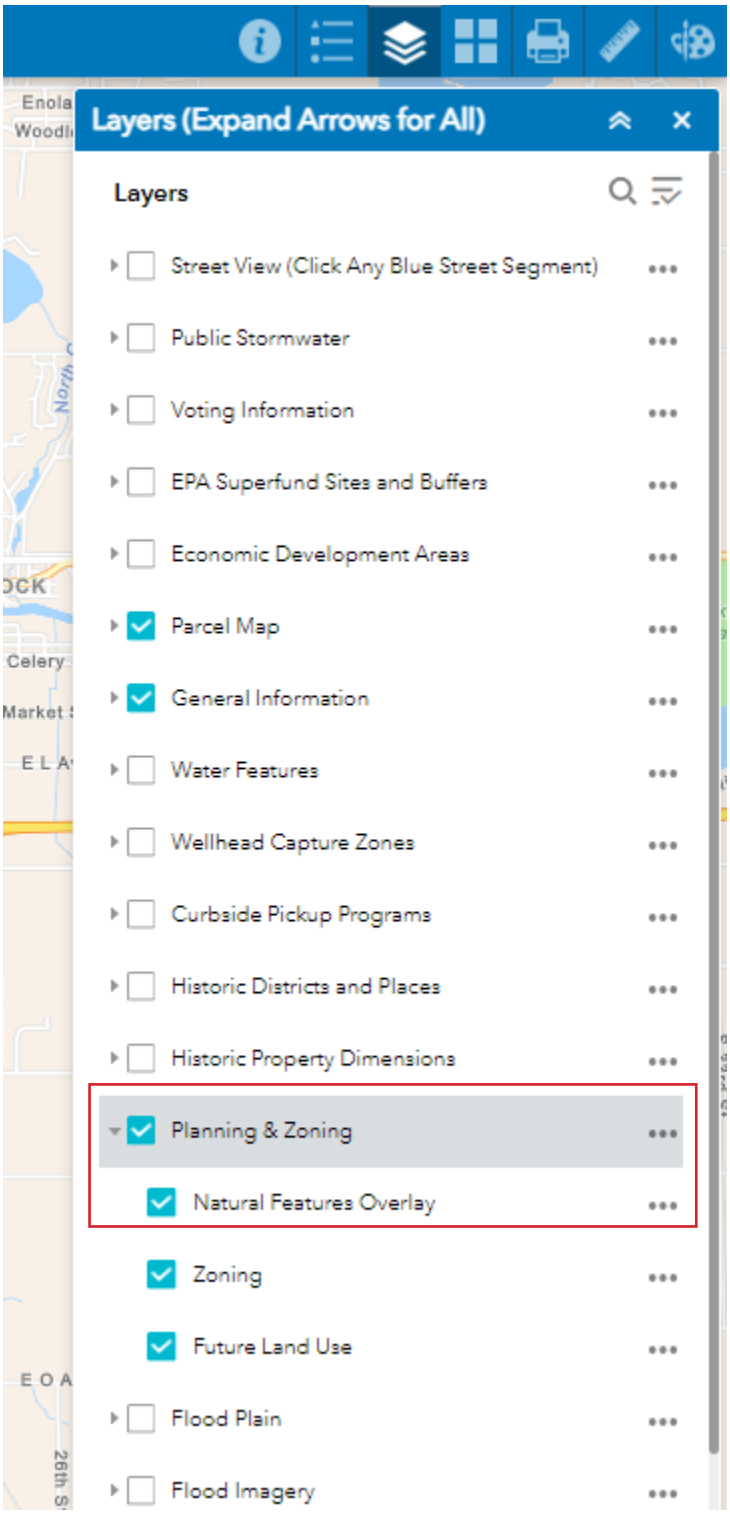
GIS / Map Review

The City of Kalamazoo has a Public GIS Map available for anyone to use. A desktop review is advisable to understand which natural features are on your site, if you require rare species review, and what the base zoning is for the site. The Public GIS Map system is available here: City of Kalamazoo GIS and provides many layers including aerial imagery to help conduct a desktop review of your property.

When you expand the layers tab on the Public GIS Map you will want to expand the Planning & Zoning category and make sure the Natural Features Overlay is checked. With this layer checked, properties within the NFP Overlay District will have a hatched marking within them. You can select your property and a pop-up box will give a brief summary of what the natural features identified on-site are as well as the Michigan Natural Features Inventory Rare Species Review Status.

There are a many other layers available to help complete a thorough desktop review. Once this review is complete, you can move onto a review of the ordinance and NFP Supplemental Application.



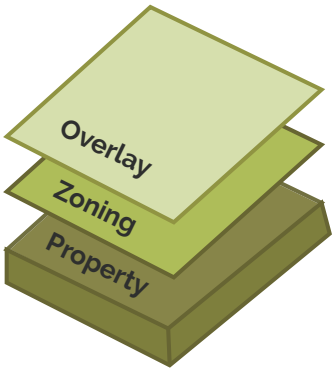


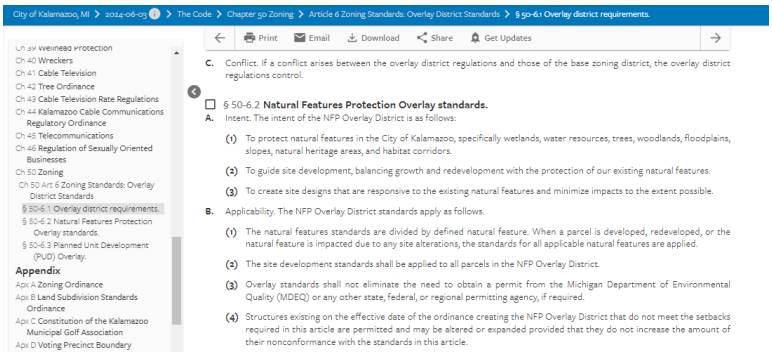
Ordinance Review

NFP Overlay District Standards are located within Chapter 50 of the Zoning Code. It is highly recommended that applicants review the standards and procedures to prepare for conversations with City staff. This review is a benefit to you as an applicant in prepping questions for City staff and familiarizing yourself with the Standards within the NFP Ordinance. This can also save time and financial resources.

It is important to rememeber that Zoning still applies to the site.

The ordinance is available online to review.





Supplemental NFP Application

A Supplemental Application is required for project that are on a parcel in the NFP Overlay District.

An example of what the Supplemental Application looks like is on the following pages. The application consists of various sections related to the NFP Standards. There is a section about if an NFP Application is required. If the project is limited to interior work only with no increase in impervious surface or ground work apart of the scope, then you would sign the page and not fill-in the sections on the following pages. A conversation with the NFP Staff Liaison can help determine what the best path forward is based upon the proposed project scope. The supplemental application is available on the City's website here.

SUPPLEMENTAL SITE PLAN REVIEW APPLICATION
FOR NATURAL FEATURES PROTECTION

For projects located within the Natural Features Protection (NFP) Overlay District, separate site plan approval is required before the full site plan can be approved. This review is done either by the NFP Review Board or administratively by staff to verify conformance with NFP Overlay District zoning code (Chapter 50, NFP). The NFP Overlay District map can be found on the City's GIS mapping website (select "Planning & Zoning" layer and make sure "NFP Overlay" is clicked on).

The NFP Supplemental Application must be completed and submitted with the regular Site Plan Review Application and checklists. The NFP Review Board meets monthly to review and approve applications. City staff can assist in scheduling a project at an upcoming NFP Review Board meeting. While the review process offers some flexibility, projects often seek NFP approval between the Pre-Application meeting and regular Site Plan Review meeting.

Section I. Project & Applicant Information

All projects must complete Section I. If the project will not impact any natural features on the site, and does not trigger additional stormwater controls or treatment, applicants should sign and submit Section I only. Staff will review and determine if the application can be approved administratively.

Section II. Natural Features Checklist & Attachments

For projects proposing improvements or changes to the site that impact natural features, change grading, or involve work in or near NFP setbacks, Sections II and III must be completed. Section II identifies which natural features are present and standards apply. Section III will assist you in determining what documentation and additional plan sets are needed for a complete application. Once a complete application is submitted to the City, the project will be scheduled for the next available NFP Review Board meeting and an application fee of $110 will apply.

QUESTIONS

THE CITY OF Kalamazoo
Community Planning & Economic Development
245 N Rose St • Suite 100 • Kalamazoo, MI 49007
(269) 337-8000 • www.kalamazoocity.org

SECTION I. PROJECT AND APPLICANT INFORMATION

Please provide all of the project and applicant information requested below. Include the date of your regular site plan review meeting, if one has been scheduled or already taken place.

APPLICANT NAME:	(first) (last)		
APPLICANT ADDRESS:	(number) (street name) (city) (state) (zip)		
APPLICANT EMAIL:		**PHONE:**	( )
PARCEL ADDRESS/PIN:			
PROJECT DESCRIPTION:			
OWNER NAME: *(if different)*	(first) (last)		
HAS REGULAR SITE PLAN REVIEW MEETING OCCURRED?	☐ Yes ☐ No	**DATE OF SITE PLAN REVIEW MEETING:**	

NFP APPLICATION REQUIRED?

Is the project limited to interior work only with no exterior ground changes or increase in impervious coverage?	
YES	If YES, Sections II & III of this application are not needed. Sign below & submit only this page with your site plan review or permit application.
NO	If NO, proceed to Sections II & III. Do **NOT** sign below.

By signing below, the applicant certifies that no natural features will be disturbed as part of this project.

Print name: _____

Signature: _____ Date: _____

SECTION II. NFP SITE PLAN CHECKLIST & ATTACHMENTS

Use the checklist to determine what documentation and addition plans sets must be prepared for this application. All plan sets, maps, and additional information must be attached to this application to be considered complete. If you checked "no" to certain NFP items in questions 1-7 in Section II, record "N/A" on the checklist.

REQUIRED: NFP SITE PLAN SET

All applications must include separate sheets in the plan set showing the following:

1. Existing conditions map showing an inventory of all protected natural features and any associated natural features setbacks with distances (use checklist below)

2. Future development plan overlaid onto the existing conditions and natural features inventory; indicate where and to what extent protected natural features will be disturbed, removed, altered, or impacted in any way and which natural features will be protected during and after construction

   Future development plan must include:

   - **Boundary with extent of re-grading**, construction, or site preparation activities
   - **All existing and new building footprints** (mark whether existing buildings will be removed or maintained)
   - **New and existing parking** surfaces or structures, sidewalks, trails, and other impervious or semi-impervious surfaces including decks, patios, viewing platforms, etc. (list proposed surface materials and whether existing surfaces will be maintained or removed)
   - **Proposed location of fencing and screening**, whether permanent, natural, or construction silt fencing and/or natural feature protection fencing (with specifications)
   - **Stormwater facilities** showing boundary of ground disturbance, grading or construction activities, if located near natural features
   - **New utilities** and/or relocation of existing utilities showing corridors that could impact natural features

3. Landscape plan detailing the minimum elements needed to meet zoning code requirements and all proposed additional landscaping elements or features (include table with species name)

4. Any additional plans or tables detailing which natural features will be restored or replaced after construction, if required (e.g., riparian buffer installation or slope restoration plan may be required under certain circumstances when the ordinance allows changes within these protected areas)

WETLANDS	Present:	Included on page #:	Notes:
Mark existing wetland boundaries with notes about wetland conditions. *Attach a copy of EGLE permit or permit application for work impacting Part 303 wetlands regulated by the State.*	☐ Yes ☐ No		
WATER RESOURCES	**Present:**	**Included on page #:**	**Notes:**
Mark the location of all water resources on the parcel and those within 25 feet of the parcel boundaries. *Attach a copy of EGLE permit or permit application for work impacting Part 301 waters regulated by the State.*	☐ Yes ☐ No		
Show required setbacks with dimensions; describe existing or future ground cover within riparian setbacks.			
TREES	**Present:**	**Included on page #:**	**Notes:**
Mark the location of all "protected" trees that are proposed to be removed and those that will remain and require protection fencing.	☐ Yes ☐ No		
Include a table with species name, size (DBH and height), and condition of "protected" trees that are proposed to be removed and list replacement tree information.			
Provide a note with justification for removal.			
WOODLANDS	**Present:**	**Included on page #:**	**Notes:**
Delineate the boundary of all woodlands on the parcel noting where woodlands likely extend onto adjacent parcels.	☐ Yes ☐ No		
Mark all areas of woodland that will be retained and removed (i.e., cleared).			
Include a table or note with the required preservation ratio (based on existing woodland coverage), percentage proposed to be removed, and rationale for selecting area for removal.			
SLOPES	**Present:**	**Included on page #:**	**Notes:**
Provide a slope analysis that shows the boundaries of all "protected" slopes and mark the required setback(s).	☐ Yes ☐ No		
Include a note with co-existing feature that triggers "protected" slope status (e.g., wooded, within 500 ft of water resource.			

NATURAL HERITAGE AREAS	Present:	Included on page #:	Notes:	
Is an MNFI* rare species review required? *Parcels can be pre-screened using the City's GIS website, click on the "Planning & Zoning" layer and "NFP Overlay" layer; then click on parcel and see MNFI status.*	☐ Yes ☐ No			
If an MNFI rare species review is required, attach the resulting report.				

*Michigan Natural Features Inventory (MNFI) Rare Species Reviews can be requested at: https://mnfi.anr.msu.edu/services/rare-species-reviews

ACCEPTED DATA SOURCES & ANALYSIS

All data sources, analysis, and professionals are subject to approval by the City Planner according to Chapter 50-6.2. The following guidance may be useful when selecting a professional or methodology for inventorying natural features.

1. **WETLANDS**
   - Wetland delineation report performed by a qualified consultant including a map denoting delineated boundary of all wetlands, OR
   - Most recent US Fish & Wildlife Service's National Wetlands Inventory boundary (State of Michigan mapper: https://www.michigan.gov/egle/about/organization/water-resources/wetlands/inventory-maps)

2. **PROTECTED TREE IDENTIFICATION**
   - May be performed by an qualified professional (including ISA Certified Arborist or similar); a full tree inventory is not required if all necessary information can be obtained and communicated using another survey, inventory, or site assessment methodology

3. **WOODLANDS**
   - A qualified professional, such as an ISA Certified Arborist, landscape architect, or license engineer may perform a desktop analysis or field survey to delineate woodlands
   - When a variances is being requests to remove more woodland cover than is allowed under the preservation ration, the following is required
     - Woodland assessment report with determination that the Trees per Area (TPA) meets the NFP definition of a woodland and mapped delineation of woodland
     - Woodland assessment report with a determination that Basal Area is equivalent to the TPA in the NFP definition and meets definition of a woodland and mapped delineation of woodland
     - In addition to determination of whether stand of trees meets NFP definition of a woodland, assessment must include information on general species diversity,
     -

composition of species, any notable trees (either notable species or size), invasive species composition, and general health and age observations of tree stand

4. **PROTECTED SLOPES**
   - Topographic survey performed in the field by a qualified consultant to delineate areas of a slope with grade of 20% or greater
   - Desktop analysis performed using U.S. Geological Survey digital topographic maps, LIDAR, digital elevation map, or equivalent data showing 2' intervals or finer resolution, performed by a qualified consultant or engineer

Submitting Your Application

Once you have completed your NFP Supplemental Applilcation you must submit it along with your regular site plan checklist for review by both City staff and the NFP Review Board.

Full site plan approval requires approval from the NFP review board or an Administrative Approval. Meeting with City Staff to discuss the project will help determine the appropriate next steps.

Timing is important. A completed application must be submitted 14 -21 days before the regular meeting of the NFP Review Board. If you are required to notice the public , letters must be mailed no less than **14 days** before the regular NFP Review Board Meeting.

Public notice is required under certain situations (§ 50-6.2K(1)(c)). Send a letter to all parcels located within 300' of the project. The letter must be mailed first-class postage no later than 14 days before the NFP Regular Board Meeting.

What about Application

The NFP Fee is $110 and can be paid alongside fees associated with Site Plan Review.

Direct questions about fees to

311 or visit:
kalamazoocity.org/Residents

Remember!

If a property is multiple units, in the letter ask the property owner/manager to share this info with tenants or post this information in a public location.

Completed Checklist Due Date:

14-21 days

Turn in your checklist no less than **2-3 weeks** before the regular NFP Review Board Meeting

IF/When Public Notice is Required:

14 Days

Mail your letters no less than **14 days** before the regular NFP Review Board Meeting. NOTE! Checklist must be submitted prior to mailing

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	Preferred Deadline for Supplemental Application Submittal (21 days)	5	6	7	8
9	10	Deadline to submit Supplemental Application (14 Days)	12	13	14	15
16	17	18	19	20	21	22
23	24	NFP Board Meeting	26	27	28	1

If public notice is required, it must be post-marked no later than 14 days prior to the meeting.

NFP Board Meeting Preparation

NFP meetings occur the fourth Tuesday of each month at 4pm in City Hall in the City Commission Chambers (2nd Floor). Meetings are recorded and live-streamed to the public and both phone-in and in-person comments are available.

It is strongly recommended that the following be completed in preparation for the NFP Board Meeting:

1. Share copy of Presentation with NFP Board Liaison
2. Bring copy of presentation on PC or USB Thumbdrive
3. Advisable to have both applicant and consultant team members available for the presentation
4. Consider Accessibility of Presented content (see Public Participation Plan Document in Resources section)
5. Review previous NFP Meetings on the City YouTube page to understand pace of meeting
6. Prepare for questions from NFP Board Members
7. Work with City staff to review timing of other required meetings through the approval process
8. **Parking is available along South St, Lovell St, next to City Hall and along Rose St**
9. **Utilize the rear entrance of City Hall**
10. **Check-in with security staff prior to moving to the second floor**

There is a microphone available for when presenting content at the podium. There are TV screens that will show the presentaton on the live-stream and for Board members.

How should I come prepared?

NFP meetings are always held at CIty Hall in the City Commission Chambers. Meetings are livestreamed and recorded over Facebook and YouTube by Public Media Network.

Coming prepared for this environment is crucial. Consider how you will present information and plan for questions from Board Members.

At the right is a pre-meeting checklist that helps identify items of importance for a smooth meeting experience. It is also recommended that you bring a laptop with an HDMI port. There is an HDMI cord available at the podium to connect your laptop.

Please see the July 2023 NFP Meeting by scanning the QR code below as an example of a well prepared presentation on a larger-scale project.

NFP Pre-Meeting

The following are tips to a concise and smooth NFP

- ☑ Paper Copies of slide
- ☑ Flash Drive with copy of slide deck
- ☑ Universal and Readable graphics and
- ☑ Copy of Presentation emailed to NFP Board

YouTube Search

July 25, 2023 City of Kalamazoo, Natural Features Protection Review Board

City of Kalamazoo
863 subscribers
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0
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July 2023 NFP Meeting

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Site Development Standards - Overview

Development Standards

View the full zoning code and NFP Ordinance to view all information related to NFP Site Development Standards. These items can be discussed with city staff throughout the Site Plan Review Process. The following Resources are represented in the NFP Ordinance.

Water Resources & Wetlands

Protection of these Natural Features requires specific setbacks from wetlands, rivers, streams, and lakes. A planted buffer is required in the setback to limit pollutants from getting into our waterway.

Woodlands

Protection of this Natural Feature requires developers to preserve a portion of Woodlands on the property, maintain habitat corridors, and avoid damaging roots of nearby trees.

Trees

Individual trees located on a property must be protected within the NFP Overlay. Large trees and special species trees must be replaced if they must be removed. A list of native, climate resilient, and site-appropriate trees guides developers to plant trees that will thrive.

Slopes

Slopes tied to Water Resources, Wetlands, and Woodlands are protected Natural Features and new development will be limited. Setbacks at the top and bottom will help protect the stability of the slope and other Natural Features.

Natural Heritage Areas

Remnants of natural communities and rare species are protected by requiring a database search for known locations of these Natural Features. An on-site survey must be done when species are found in the vicinity of the property.

Zoning & Stormwater

Additional zoning and stormwater requirements apply within the NFP Overlay. For example, certain intensive uses are not allowed and all landscaping must use native plants. And sites must capture and treat more of the stormwater on the property.

Site Development Standards - Detail

View the full zoning code and NFP Ordinance to view all information related to NFP Site Development Standards. These items can be discussed with city staff throughout the Site Plan Review Process.

Impervious Coverage

- Areas that are required to remain pervious must be left undisturbed (no grading, clearing, etc.)

Landscaping

- Native species must be used for all required landscaping
- No invasive species from the Prohibited Planting List may be planted
- Fill material brought on the parcel must not be contaminated or contain invasive species

Protected Trees

- Table 6.2-4 shows what are considered Protected Trees
- In order to be considered a protected tree both the species and DBH requirements need to be met
- A certified Arborist can help with inventorying protected trees
- If the Woodland standard is being applied, the

Rare Species Review

- Some NFP sites require MNFI Rare Species Review
- MNFI stands for the Michigan Natural Features Inventory via the Michigan State Extension
- Fees and Review is conducted in conjunction with the MSU Extension or another qualified professional

Stormwater Management

- Restricted uses: Wellhead Protection Overlay 10-year restrictions and Wellhead Protection Overlay 1-year restrictions within 500 feet of surface water
- Higher volumes of stormwater must be collected and treated on-site using more than one stormwater BMP (or underground storage can be used)

Water Resources & Setbacks

- A water resource is any lake, pond, or impoundment; a river, stream, or creek which may or may not be serving as a drain; or any other body of water that has defined banks, a bed, and visible evidence of a continued flow or continued occurrence of water, or as otherwise defined in Part 301 of the NREPA
- The setback from water resources is accompanied by a vegetative buffer to protect the resource where no existing vegetation exists.

Slopes & Slope Setbacks

- Slopes greater than or equal to 20% grade are protected
- Usually coincides with woodland areas
- Many limitations to work that can be completed within the slope face and slope setback

Woodland

- Defined as a minimum area of 21,780 square feet or half an acre, regardless of parcel boundaries.
- At least 40 trees per acre of at least 2 inches DBH
- Requires a Woodland Assessment

How do I know if I have a water resource?

Step 1

Desktop Review

The City's online GIS map can be used as the first step in exploring water resources on your parcel.

City of Kalamazoo GIS

- Expand the layers tab
- Clicm the checkbox next to the **"Water Features"** layer

Step 2

In Person Review

Any lake, pond, river, stream, wetland, or county drain is considered a Water Resource. Look for these features on your parcel or on adjacent parcels within 25 feet of your parcel

Step 3

Professional Review *Optional but Recommended*

The exact location of Water Resources on the parcel should be confirmed on-site, beyond the review of online maps. This is not required to be done by a professional.

Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

- ☑ **Section II. Part B. Questions 2-4**
- ☑ **Section III. Water Resources** *(If you have a water resource)*

Find a Certified Natural Shoreline Professional

- mishorelinepartnership.org/find-a-shoreline-contractor

Design Your Own Vegetated Buffer

Natural Shoreline Landscaping

- tworiverscoalition.org/naturalshoreline.asp

Native Plants

- mishorelinepartnership.org/plants-for-inland-lakes

Step 1

Ordinance Review

Chapter 50 NFP Overlay District

- Refer to the **Water Resources Section(§ 50-6.2D)**

Size of Parent Parcel	Minimum Required Setback
Greater than 1 acre	25 feet
1/2 acre - 1 acre	20 feet
Less than 1/2 acre	15 feet

Table 2 - Water Resource Setbacks

Step 2

Be prepared to:

- Mark the location of water resources and the correct setback on the site plan map
- Design your site plan to keep impervious coverage out of the setback area
- Work with a landscape architect, Certified Natural Shoreline Professional, or consultant to design a vegetated buffer or create your own design with native plants
- Install temporary construction fence or silt fencing at the setback boundary to protect this area during construction

Note!

- A setback is required from the edge of the water resource based on the size of your parcel
- When measuring the setback, be sure to start from the ordinary high watermark
- No impervious coverage, grading, or vegetation removal allowed in the setback area
- Natural vegetation must be kept within the setback area or new vegetation must be planted

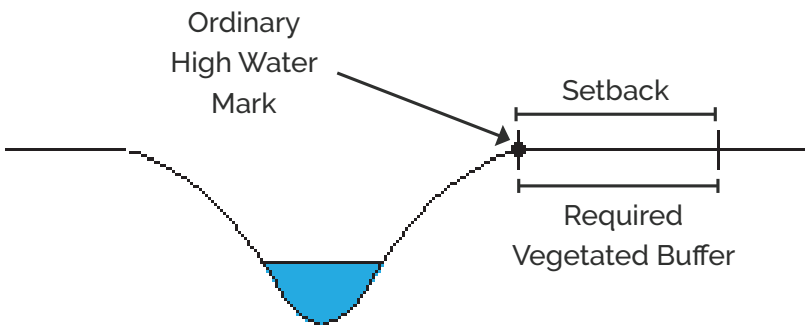


Figure 3 Measuring Water Resource Setbacks

Wetlands

How do I know if I have a wetland?

Step 1

Desktop Review

There are several online maps you can use as the first step in exploring if you have wetlands on your parcel.. Wetlands are considered a water feature.

Michigan EGLE Wetland Map Viewer
mcgi.state.mi.us/wetlands/mcgiMap.html

Step 2

In Person Review

You can also review your property in person and look for any area on the parcel that is wet enough during some part of the year to grow wetland plants (e.g., cattails, pond weed, water lilies, sedges, willow, white cedar, dogwood, or moss).

Step 3

Professional Review *Optional*

If there are low lying areas, soggy spots, or other areas on the parcel you are unsure are wetlands, a Professional Wetland Scientist can perform a wetland determination through an on-site assessment to confirm whether wetlands are on the parcel. The State of Michigan maintains a list of consultants.

State of Michigan List of Consultants

- Visit michigan.gov/egle
- Click **"Water" "Wetlands"**
- Under **"Wetland Quick Links"** click **"Wetland Consultants List"**

Note!

A wetland does not have to be wet all of the time. Areas with soggy, saturated soils that grow wetland plants can also be wetlands.

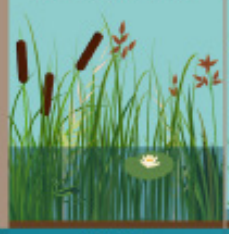
If you are unsure whether or not you have wetlands, but don't want to hire a consultant for a professional review, you can always just treat the area in question as a wetland and apply the wetland standards.

Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

- ☑ **Section II. Part B. Question 1**
- ☑ **Section III. Wetlands** *(If you have wetlands)*

TYPES OF WETLANDS

	MARSH	WET MEADOW	WET PRAIRIE	SWAMP
	Marshes are wetlands found at the edges of water bodies, dominated by rooted plants that grow underwater, float, or extend out of the water.	Wet meadows can occur in wetland depressions, swales, or in the transitional zone between marshes and other wetlands with less saturated soils.	Wet prairies are wetland ecosystems where the water level usually varies in wetness between wet meadows and dry prairies.	Swamps are dominated by woody vegetation, and are often found in basins or low-elevation floodplains along rivers or slow-moving streams.
				
WATER DEPTH	1–6 feet (standing or slow moving)	At or near soil surface	Saturated soils (0–1 feet below soil surface)	0–2 feet (standing or slow moving)
FREQUENCY	Permanent	Permanent or near permanent	Frequent	Permanent
PLANTS	Cattails, Bulrushes, Lotus, Sedges, Water Lily	Sedges, Grasses	Grass-like and Flowering plants, Orchids	Alders, Cypress, Ferns

	BOG	FENS & SEEPS	VERNAL POOL	PRAIRIE POTHOLE
	Bogs are isolated basin wetlands characterized by spongy peat-rich soils. They have nutrient poor, acidic waters with floating mats of vegetation that are fed by rainfall and snow melt.	Fens are peatlands that are fed by a calcareous groundwater source, resulting in an alkaline water chemistry. Seeps, or springs, are areas where the groundwater naturally comes to the surface at the base of slopes.	Vernal pools are shallow, isolated depressions that are filled each spring by rain and snow melt, then dry up since they are not connected to other water bodies. They serve as an essential breeding habitat for frogs and salamanders.	Prairie potholes are water-holding depressions of glacial origin. These isolated wetlands provide essential food and resting places to migrating waterfowl.
WATER DEPTH	Shallow lake basins	Saturated soils	0.5–3 feet	1–4 feet
FREQUENCY	Seasonal to Permanent	Seasonal to Permanent	Seasonal (Spring)	Seasonal to Permanent
PLANTS	Sphagnum Moss, Pitcher Plant, Tamarack, Cranberry	Sedges, Grasses, Orchids, Marsh Marigolds	Ferns, Irises, Mosses, Marsh Purslane	Water Lilies, Pondweeds, Bulrushes, Arrowhead

www.wetlands-initiative.org

Step 1

View the Full Standards

Chapter 50 NFP Overlay District

- Refer to the **Wetland Section (§ 50-6.2C)**

Size of Parent Parcel	Minimum Required Setback
Greater than 1 acre	25 feet
1/2 acre - 1 acre	20 feet
Less than 1/2 acre	15 feet

Table 1 - Wetland Setbacks

Step 2

Be prepared to:

- Mark the location of wetlands and the correct setback on the site plan map
- Design your site plan to keep impervious coverage out of the setback area
- Install temporary construction fence or silt fencing at the setback boundary to protect this area during construction

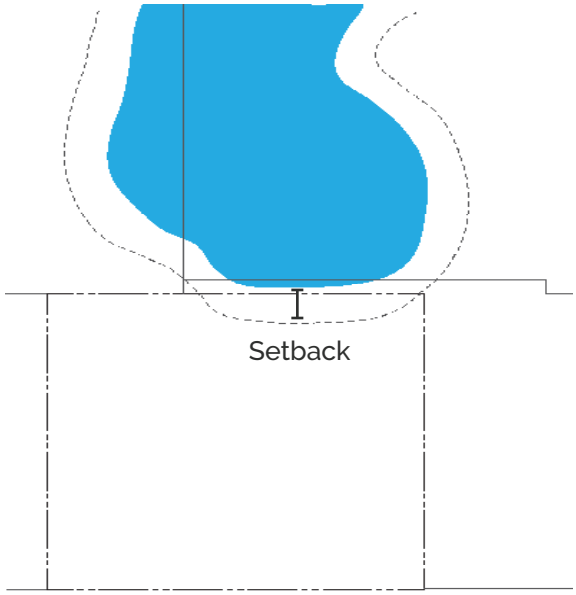
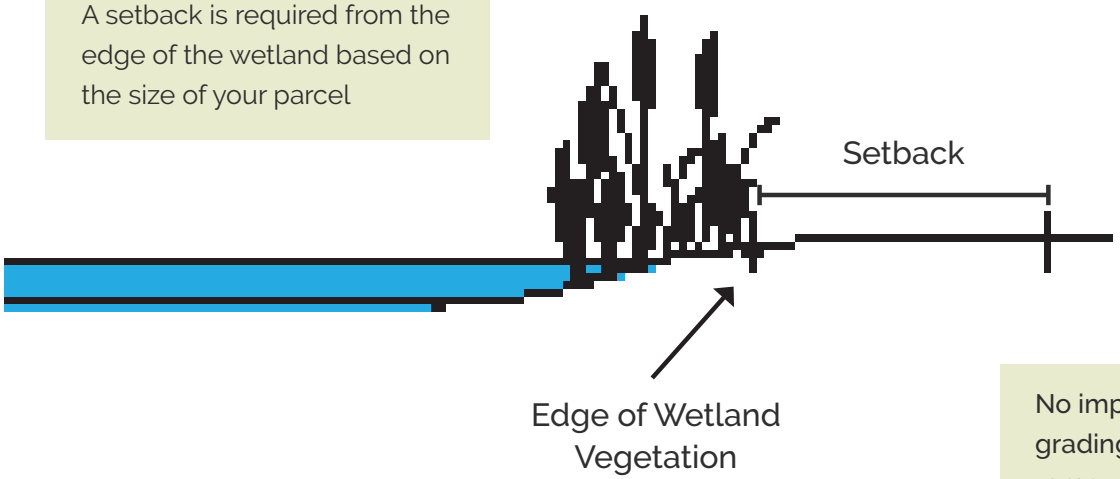


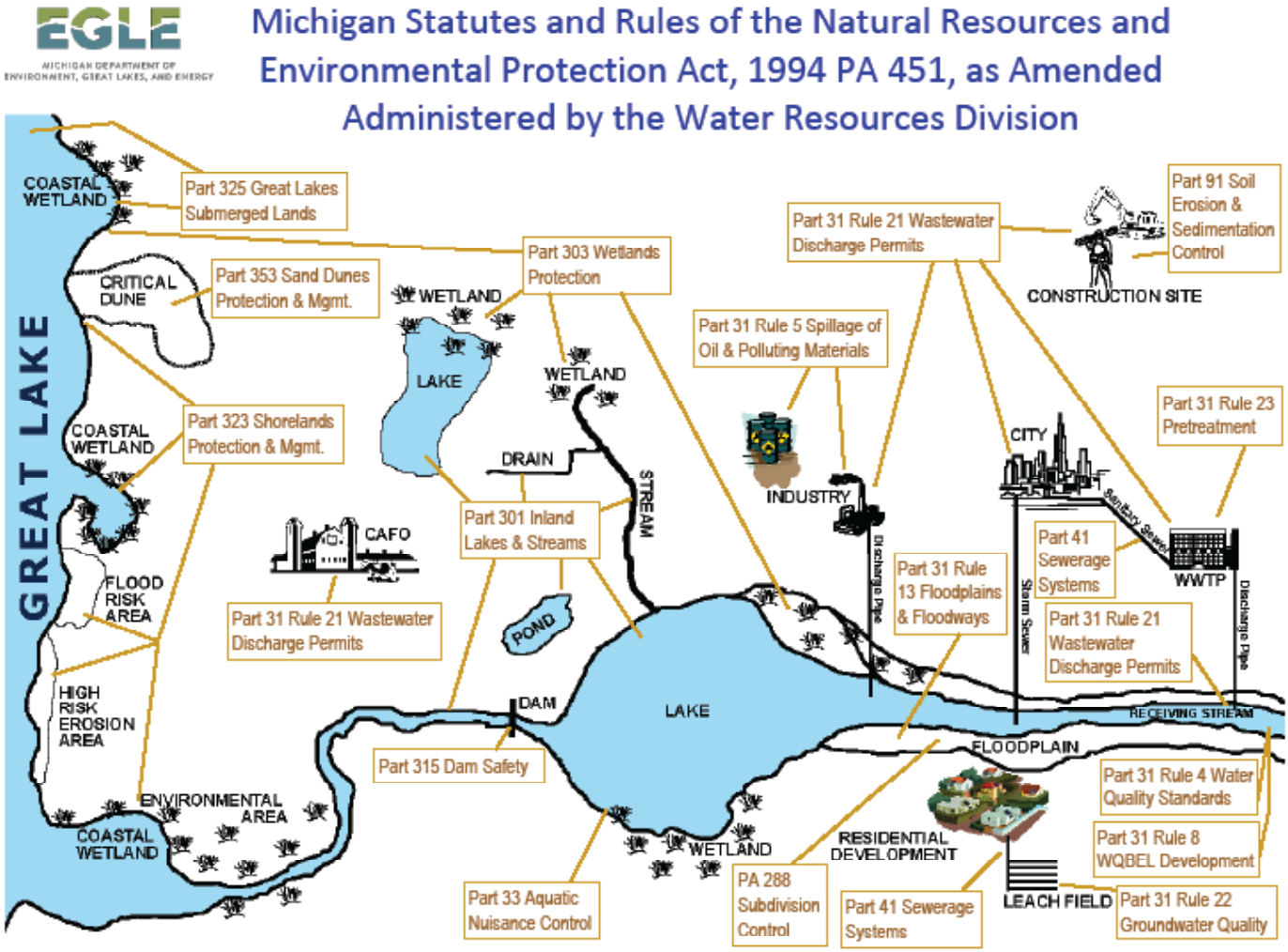
Figure 2 - Setbacks Across Parcel Boundaries

A setback is required from the edge of the wetland based on the size of your parcel



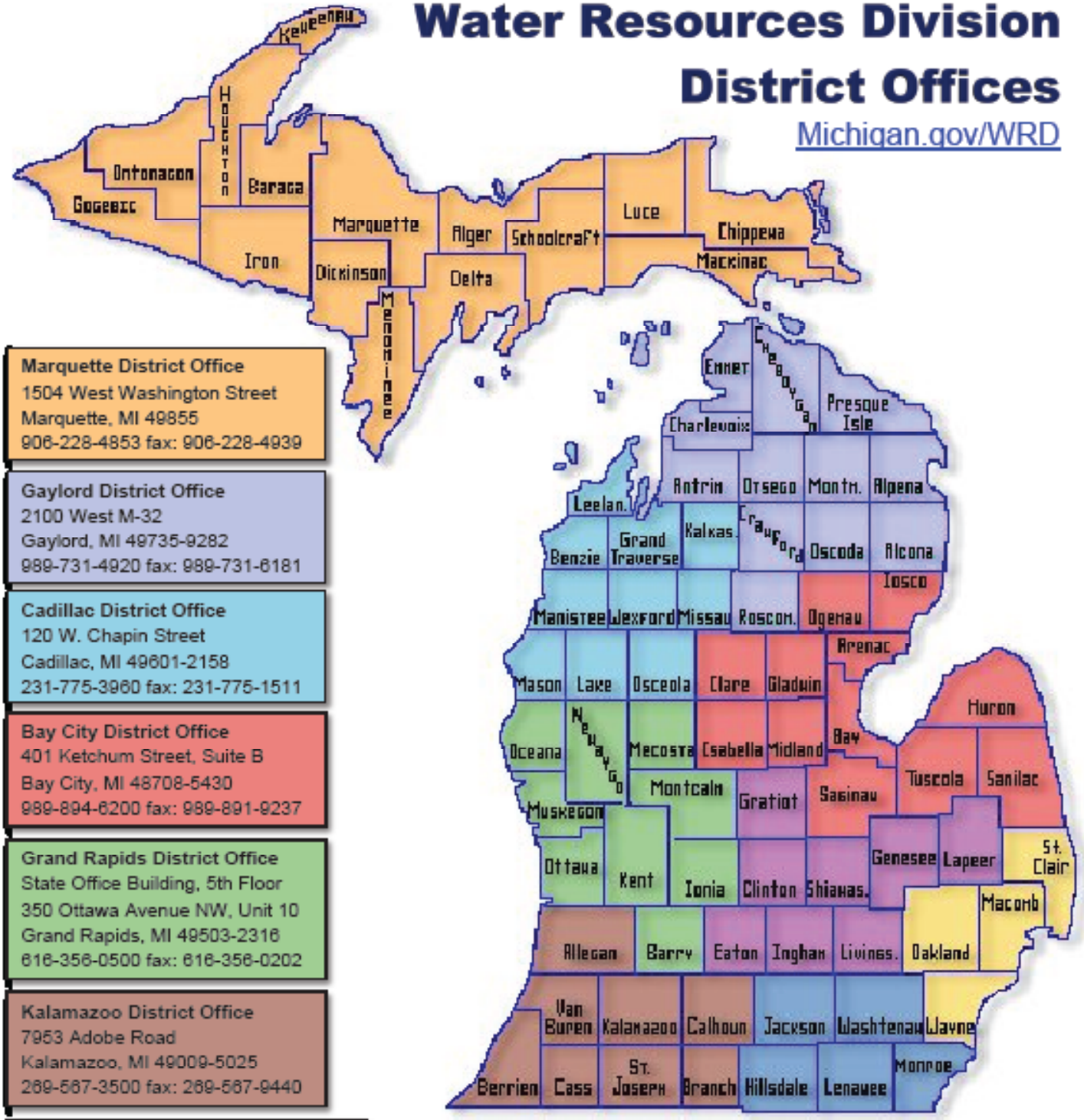
No impervious coverage, grading, or vegetation removal allowed in the setback area

It is important to understand if any State of Michigan or Federal permits are required for your project. The Michigan Department of Environment, Great Lakes, and Energy provides a nice overview of when certain permits may be reqiured. If you are unsure of what permit is required, please contact the Michigan Department of Environment, Great Lakes, and Energy.



Water Resources Division
District Offices

Michigan.gov/WRD



Marquette District Office
1504 West Washington Street
Marquette, MI 49855
906-228-4853 fax: 906-228-4939

Gaylord District Office
2100 West M-32
Gaylord, MI 49735-9282
989-731-4920 fax: 989-731-6181

Cadillac District Office
120 W. Chapin Street
Cadillac, MI 49601-2158
231-775-3960 fax: 231-775-1511

Bay City District Office
401 Ketchum Street, Suite B
Bay City, MI 48708-5430
989-894-6200 fax: 989-891-9237

Grand Rapids District Office
State Office Building, 5th Floor
350 Ottawa Avenue NW, Unit 10
Grand Rapids, MI 49503-2316
616-356-0500 fax: 616-356-0202

Kalamazoo District Office
7953 Adobe Road
Kalamazoo, MI 49009-5025
269-567-3500 fax: 269-567-9440

Lansing District Office
525 W. Allegan (Constitution Hall, 1S)
P.O. Box 30242
Lansing, MI 48909-7742
517-284-6651 fax: 517-241-3571

Jackson District Office
301 E Louis Glick Highway
Jackson, MI 49201-1556
517-780-7690 fax: 517-780-7855

Warren District Office
27700 Donald Court
Warren, MI 48092-2793
586-753-3700 fax: 586-753-3751

EGLE Water Resources Division

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Michigan.gov/WRD ↔ 517-284-5567

How do I know if I have a protected tree?

Step 1

Desktop Review

The easiest way to identify trees on the parcel is by visiting the site when leaves are on the trees. Individual trees may be visible on the City GIS map, but distinguishing individual trees may be difficult.

City of Kalamazoo GIS

- Expand the layers tab
- Click the checkbox next to the **"City Aerial Imagery"** layer

Step 2

In Person Review

Look for any tree with a trunk diameter of 24" or larger (or equal to approximately 75" when measured around the trunk at 4.5 feet above ground). Measuring Tree DBH can vary based on external factors like angle of the tree due to slope and the growing pattern of the trunk or if a tree has multiple trunks. Some specific types of trees are "protected" when smaller than 24" diameter.

- Refer to Table 6.2-4 in the Ordinance for the Protected Tree List

Step 3

Professional Review *Recommended*

If you have more than just a few trees or have trouble identifying the tree species, it is best to get a tree survey performed by an ISA-certified arborist. The tree survey should include location, species, size (diameter and height), and condition for all "protected" trees.

Note!

The tree standard only applies to individual trees not grouped in what would be considered a woodland.

All of the protected trees on the parcel must be marked on the SIte Plan Documents.

Step 2

View the full standards

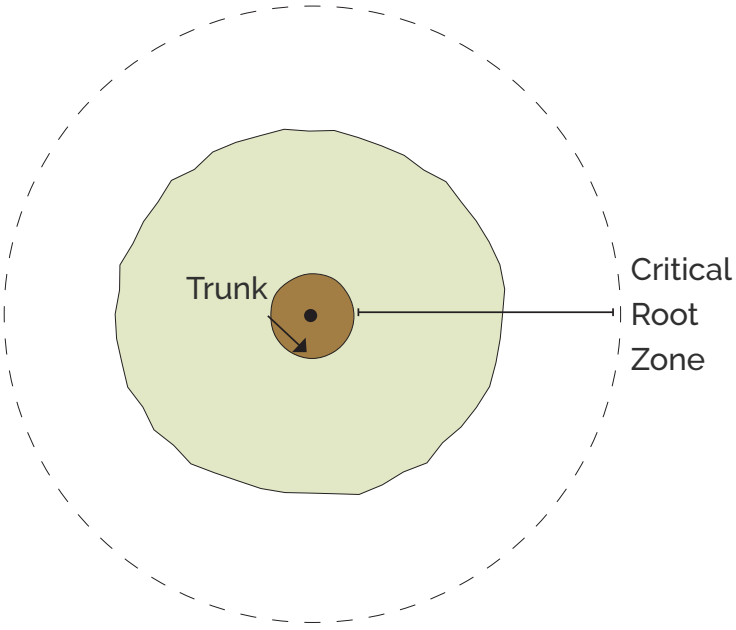
Chapter 50 NFP Overlay District

- Refer to Protected Tree Standard (§ 50-6.2F)

Step 2

Be prepared to:

- Find an ISA-certified arborist to complete a tree survey
- Mark on the site plan map the location, species, size, and condition of all "protected" trees and whether they will remain or be removed
- Provide justification why a tree must be removed
- Use tree protection fencing during contruction to protect the Critial Root Zones of ALL Protected Trees.



Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

- ☑ **Section II. Part B. Question 5**
- ☑ **Section III. Trees** *(If you have a protected tree(s))*

Note!

- Protected trees must remain on the site during and after construction
- In specific situations, some trees may be removed (see full tree standard)
- Any "protected" trees that are removed must be replaced with new trees

How do I know if I have a woodland?

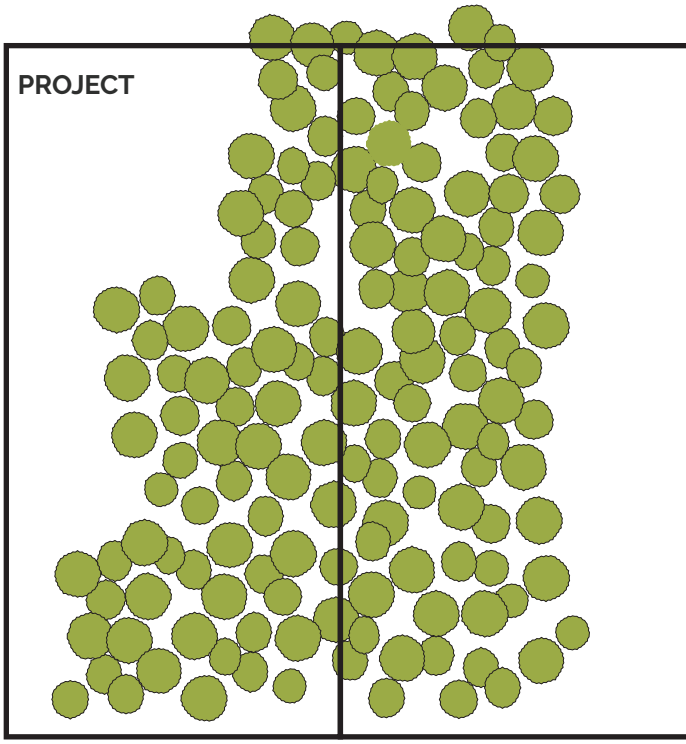
Step 1

Desktop Review

You can use the Public GIS Map to review woodland areas on or adjacent to your parcel. It is still recommended that an ISA-Certified Arborist or other qualified professional assist in both the desktop and in-person reviews and analysis.

City of Kalamazoo GIS

- Expand the layers tab
- Click the checkbox next to the **"City Aerial Imagery"** layer



Step 2

In Person Review

Look for a grouping of trees that covers an area a half acre or greater, regardless of whether the grouping is entirely on your parcel or extends onto adjacent parcels. To be a woodland, the number of trees must be equal to 40 per acre at least 2" diameter or greater. Look for other woodland features, such as natural ground cover (i.e., not mowed lawn) and understory shrubs.

Step 3

Professional Review *Recommended*

If none of the woodlands on the property will be disturbed, then a professional assessment is not required. When woodlands will be cleared, a qualified professional must delineate and assess the existing woodlands (e.g., woodland ecosystem assessment, basal area measurement, or tree survey)

Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

- ☑ **Section II. Part B. Question 5 & 7**
- ☑ **Section III. Woodlands** *(If you have a woodland(s))*

Step 1

View the full standards

Chapter 50 NFP Overlay District

- Refer to the **Woodland Section**

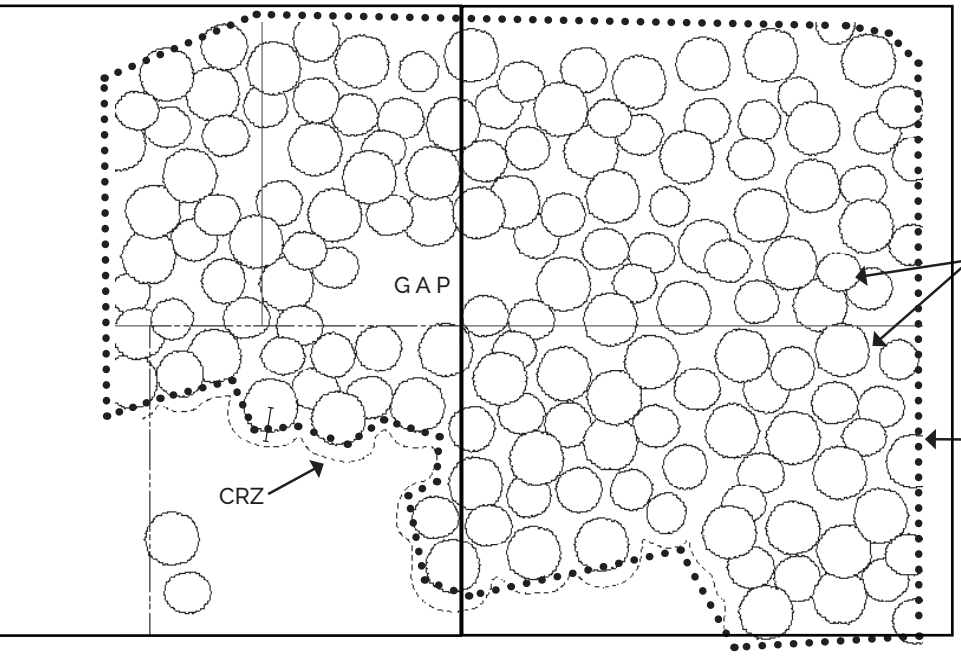
Woodland Coverage of Parent Parcel	Minimum Required Woodland Coverage to be Preserved
75% to 100%	25%
50% up to 75%	50%
25% up to 50%	75%
Less than 25%	90%

Table 3 Woodland Preservation

Step 2

Be prepared to:

- Find an ISA-certified arborist or another qualified professional to delineate and assess woodland
- Mark the full boundary of existing woodland, the section to be removed, and acreage and percent calculations on the site plan map
- Provide justification why the section of the woodland was chosen for preservation
- Fence preserved woodland with temporary barrier fencing during construction at the outer edge of the critical root zone (see Figure 4)



No disturbance allowed in preserved woodlands or critical root zones, except for specific permitted activities in the zoning code

Size of a Woodland is measured across parcel boundaries

Woodland Boundary

A portion of the woodland must be preserved during and after construction (see Table 3)

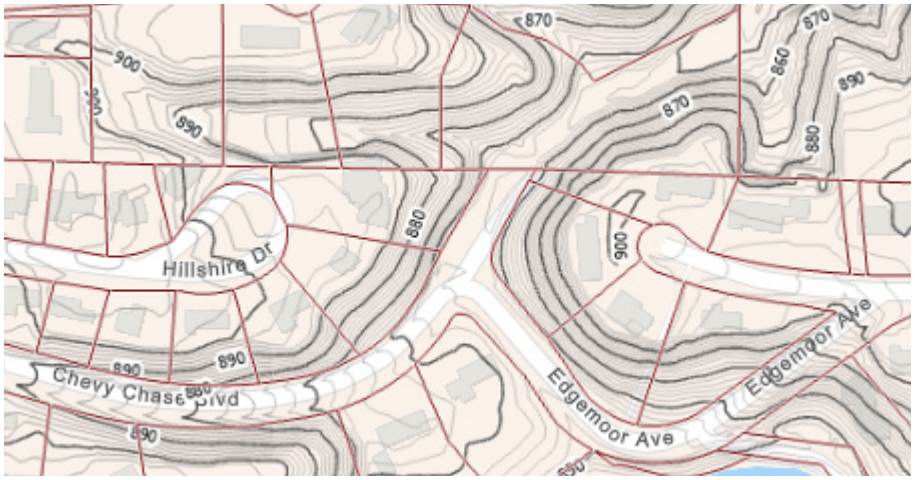
Slopes

How do I know if I have a slope?

Step 1

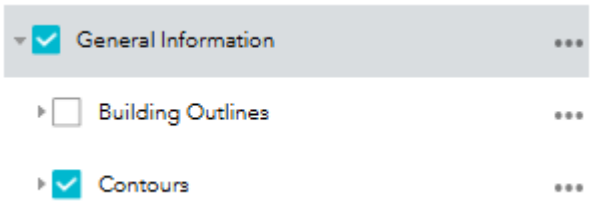
Desktop Review

The City's online GIS map can be used as the first step in exploring slopes on your parcel. When 2-foot topographic contour lines are spaced 10 feet or closer, the slope grade is 20% or greater. Closer lines mean steeper grades



City of Kalamazoo GIS

- Expand the Layers tab
- Expand the "General Information" Layer and check the "Contours" Layer



Step 2

In Person Review

Look for sloping areas on your parcel (with grade of 20% or greater) that are covered in woodlands or a natural heritage area or within 500 feet of a water resource or wetland. Slopes that meet this definition are considered "protected" slopes.

Step 2

Professional Review *Required*

If none of the slopes on the property will be disturbed, then a professional assessment is not required. All setbacks still apply. For sites with "protected" slopes, complex topography, or a site plan that would disturb or encroach on slopes, a slope analysis must be done by a qualified professional. A resulting map showing "protected" slopes and the top and toe of slope setbacks must be included with your site plan review application

Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

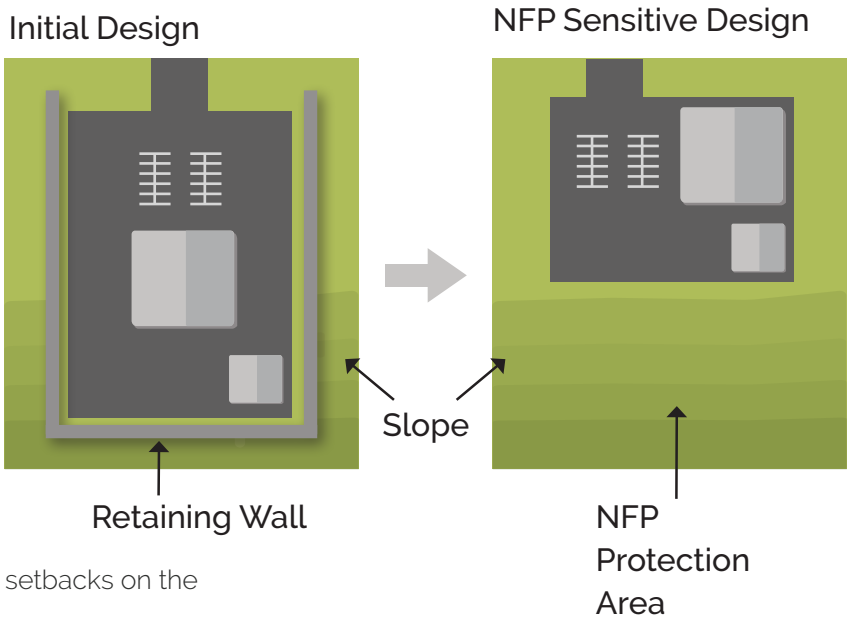
- ☑ **Section II. Part B. Question 6**
- ☑ **Section III. Slopes** *(If you have a slope)*

Step 1

View the full standards

Chapter 50 NFP Overlay District

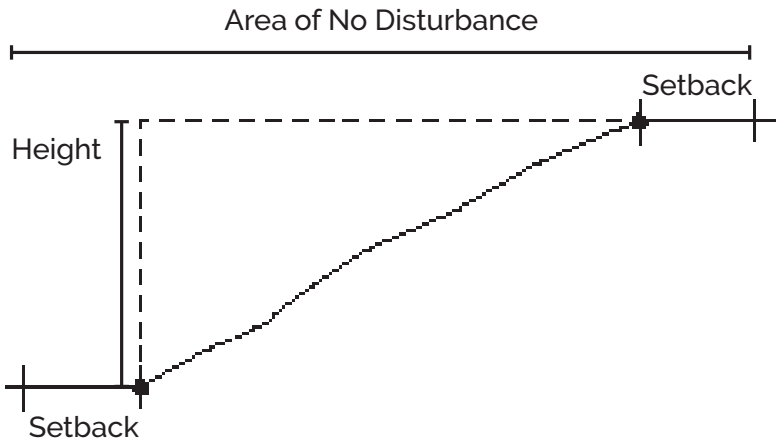
- Refer to the **Slopes** **Section(§ 50-6.2H)**



Step 2

Be prepared to:

- Mark the location of "protected" slopes and the setbacks on the site plan map
- Consult a qualified professional for a slope analysis, if necessary
- Design your site plan to keep impervious coverage out of the setback area
- Fence "protected" slopes with temporary barrier fencing during construction at the outer edge of the setbacks



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eight

No impervious coverage, grading, or vegetation removal allowed in the setback area

Natural Heritage Areas

Michigan Natural Feature Inventory (MNFI) Rare Species Review

Step 1

Desktop Review

Natural heritage areas include rare species of plants and animals and patches of historically or culturally significant ecosystems, all of which are considered protected under the zoning code. You can use the City of Kalamazoo Public GIS webmap to pre-screen if your property requires Rare Species Review. You can learn more about this program by viewing this StoryMap created by the Michigan State University Extension in partnership with the MI-DNR.

Step 2

MNFI Species Review

If the property is labeled as "Yes" for Rare Species Review, then the review process should be started as soon as possible as the Michigan State University Extension staff can be busy during

Visit: mnfi.anr.msu.edu/services/rare-species-reviews

- Follow the procedure and payment processes for submitting for Rare Species Review

Step 3

On-Site Survey

In some cases, an on-site survey is required when the MNFI rare species search confirms sightings of rare species within close vicinity of the property.

Michigan Natural Features Inventory
MSU Extension

What should I do if a natural heritage area is present?

Step 1

View the full standards

Chapter 50 NFP Overlay District

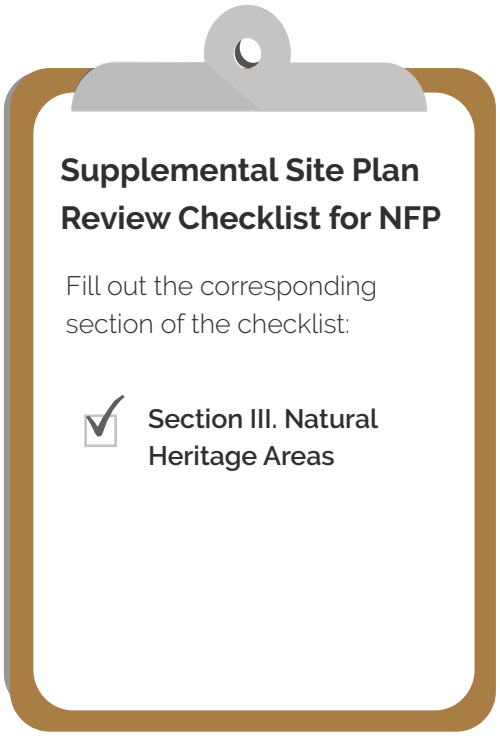
- Refer to the **Natural Heritage Area Section**

> Note!
>
> All State and Federal protections and/or mitigation activities must be followed. Learn more at:
>
> mnfi.anr.msu.edu/species/definitions-laws

Step 2

Be prepared to:

- Apply for a Rare Species Review through the MSU Extension as soon as possible
- Follow State and Federal protections, if necessary



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Project Examples

Example 1: Commercial Redevelopment

Project Address:

209 E Stockbridge Ave (including 205 E Stockbridge and 210, 216, 220, 302, 302 Rear, 308, 308 Rear, & 316 Lake St)

Natural Features:

- Wetlands
- Trees
- Woodland

Applicable NFP Standards:

- Wetlands
- Protected Tree
- Woodland
- Landscaping
- Stormwater

C1.0.0	EXISTING CONDITIONS MAP - ZONING
C1.1.0	EXISTING CONDITIONS MAP - NATURAL FEATURES
C1.1.1	NFP CODE ANALYSIS - WETLANDS AND WATER RESOURCES
C1.1.2	NFP CODE ANALYSIS - FLOODPLAINS, TREES, AND WOODLANDS
C1.1.3	NFP CODE ANALYSIS - TREES AND WOODLANDS
C1.1.4	NFP CODE ANALYSIS - SLOPES, NATURAL HERITAGE AREAS
C1.1.5	NFP CODE ANALYSIS - SITE DEVELOPMENT STANDARDS & ADMIN

Project Summary:

The subject properties are undeveloped and owned by Kalamazoo Community Housing Choices and located in Kalamazoo, in the Edison Neighborhood, along Stockbridge Avenue and Lake St. The parcels are either split-zoned Community Commercial (CC) and Industrial (M-1) zone districts, Commercial Neighborhood (CN-1) and Community Commercial (CC) or solely zoned Community Commercial (CC). The applicant is proposing to redevelop the site by combining parcels into one parent parcel and constructing a 4-story mixed use building having 36 residential units and ground floor non-residential space, parking, and a paved path connecting the building to the sidewalk on Lake Street.

The project started the site plan process in 2021 and proposed a more intensive development with two buildings. The 2023 site plan documents show one building instead of two, perimeter greenspace and an added path connecting to Lake Street which has been moved to mitigate impacts to wetlands and the floodplain. The funding structure of this project also required alternations to stay out of the floodplain.

Example 2: Administrative Approval

Project Address:

209 E Stockbridge Ave (including 205 E Stockbridge and 210, 216, 220, 302, 302 Rear, 308, 308 Rear, & 316 Lake St)

Natural Features:

Wetlands

Trees

Woodland

Applicable NFP Standards:

Wetlands

Protected Tree

Woodland

Landscaping

Stormwater

Project Summary:

The subject properties are undeveloped and owned by Kalamazoo Community Housing Choices and located in Kalamazoo, in the Edison Neighborhood, along Stockbridge Avenue and Lake St. The parcels are either split-zoned Community Commercial (CC) and Industrial (M-1) zone districts, Commercial Neighborhood (CN-1) and Community Commercial (CC) or solely zoned Community Commercial (CC). The applicant is proposing to redevelop the site by combining parcels into one parent parcel and constructing a 4-story mixed use building having 36 residential units and ground floor non-residential space, parking, and a paved path connecting the building to the sidewalk on Lake Street.

The project started the site plan process in 2021 and proposed a more intensive development with two buildings. The 2023 site plan documents show one building instead of two, perimeter greenspace and an added path connecting to Lake Street which has been moved to mitigate impacts to wetlands and the floodplain. The funding structure of this project also required alternations to stay out of the floodplain.

In this project, NFP development standards helped inform a less intensive design and pushed to mitigate disturbances to natural features.

Example 3: Variance Request from NFP

Project Address:

209 E Stockbridge Ave (including 205 E Stockbridge and 210, 216, 220, 302, 302 Rear, 308, 308 Rear, & 316 Lake St)

Natural Features:

Wetlands

Trees

Woodland

Applicable NFP Standards:

Wetlands

Protected Tree

Woodland

Landscaping

Stormwater

Project Summary:

The subject properties are undeveloped and owned by Kalamazoo Community Housing Choices and located in Kalamazoo, in the Edison Neighborhood, along Stockbridge Avenue and Lake St. The parcels are either split-zoned Community Commercial (CC) and Industrial (M-1) zone districts, Commercial Neighborhood (CN-1) and Community Commercial (CC) or solely zoned Community Commercial (CC). The applicant is proposing to redevelop the site by combining parcels into one parent parcel and constructing a 4-story mixed use building having 36 residential units and ground floor non-residential space, parking, and a paved path connecting the building to the sidewalk on Lake Street.

The project started the site plan process in 2021 and proposed a more intensive development with two buildings. The 2023 site plan documents show one building instead of two, perimeter greenspace and an added path connecting to Lake Street which has been moved to mitigate impacts to wetlands and the floodplain. The funding structure of this project also required alternations to stay out of the floodplain.

In this project, NFP development standards helped inform a less intensive design and pushed to mitigate disturbances to natural features.

Example 4: Residential Development

Project Address:

209 E Stockbridge Ave (including 205 E Stockbridge and 210, 216, 220, 302, 302 Rear, 308, 308 Rear, & 316 Lake St)

Natural Features:

Wetlands

Trees

Woodland

Applicable NFP Standards:

Wetlands

Protected Tree

Woodland

Landscaping

Stormwater

Project Summary:

The subject properties are undeveloped and owned by Kalamazoo Community Housing Choices and located in Kalamazoo, in the Edison Neighborhood, along Stockbridge Avenue and Lake St. The parcels are either split-zoned Community Commercial (CC) and Industrial (M-1) zone districts, Commercial Neighborhood (CN-1) and Community Commercial (CC) or solely zoned Community Commercial (CC). The applicant is proposing to redevelop the site by combining parcels into one parent parcel and constructing a 4-story mixed use building having 36 residential units and ground floor non-residential space, parking, and a paved path connecting the building to the sidewalk on Lake Street.

The project started the site plan process in 2021 and proposed a more intensive development with two buildings. The 2023 site plan documents show one building instead of two, perimeter greenspace and an added path connecting to Lake Street which has been moved to mitigate impacts to wetlands and the floodplain. The funding structure of this project also required alternations to stay out of the floodplain.

In this project, NFP development standards helped inform a less intensive design and pushed to mitigate disturbances to natural features.

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Natural Features Protection Board Annual Report

January 2025

AGENDA

- Five Years of NFP – A look back
- Data Overview
- NFP Guide

What is NFP?

A **Zoning Overlay** is a set of zoning standards applied to a property in addition to the zoning standards from the base or underlying zoning district.

For properties within the NFP Overlay, the standards of today's zoning district apply in addition to those of the NFP Overlay.

What is the intent of NFP?

1. To protect natural features in the City of Kalamazoo, **specifically wetlands, water resources, trees, woodlands, floodplains, slopes, natural heritage areas, and habitat corridors.**

2. To **guide** site development, balancing growth and redevelopment with the protection of our existing natural features.

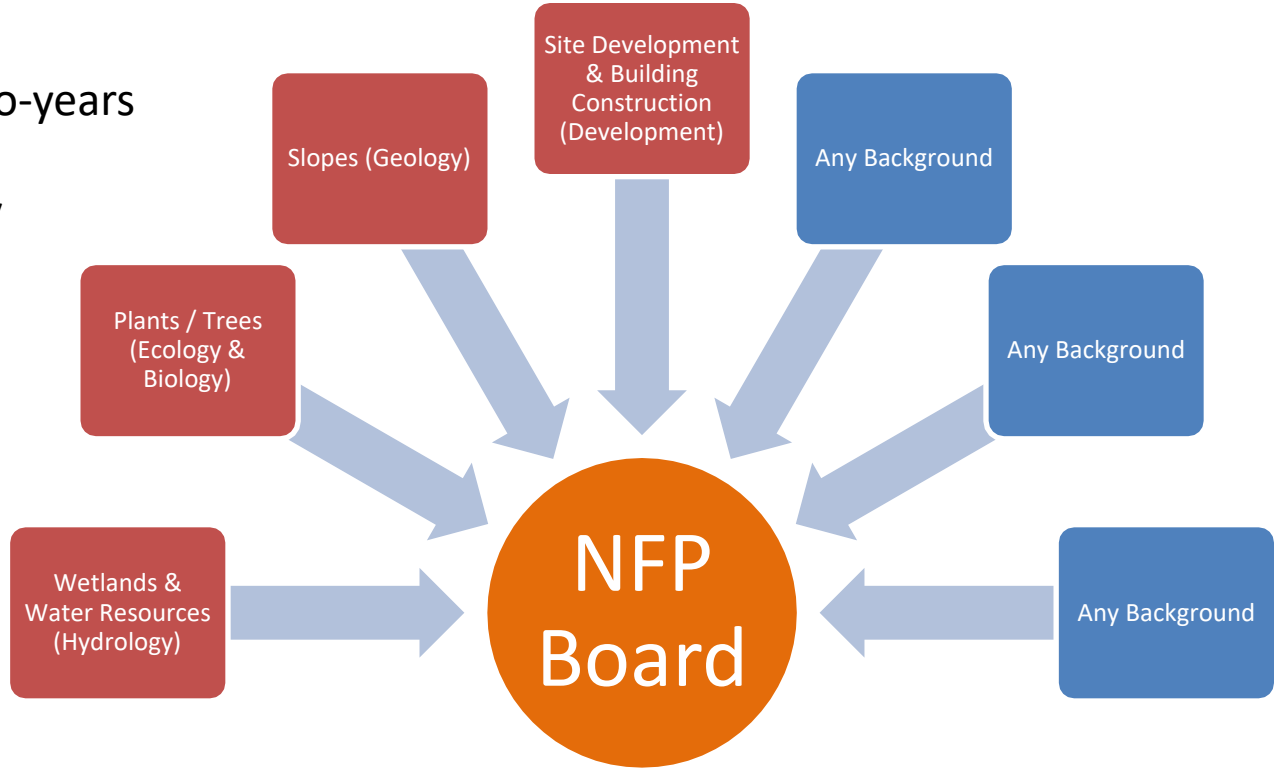
3. To create site designs that are responsive to the existing natural features and minimize impacts **to the extent possible.**

What is NFP?

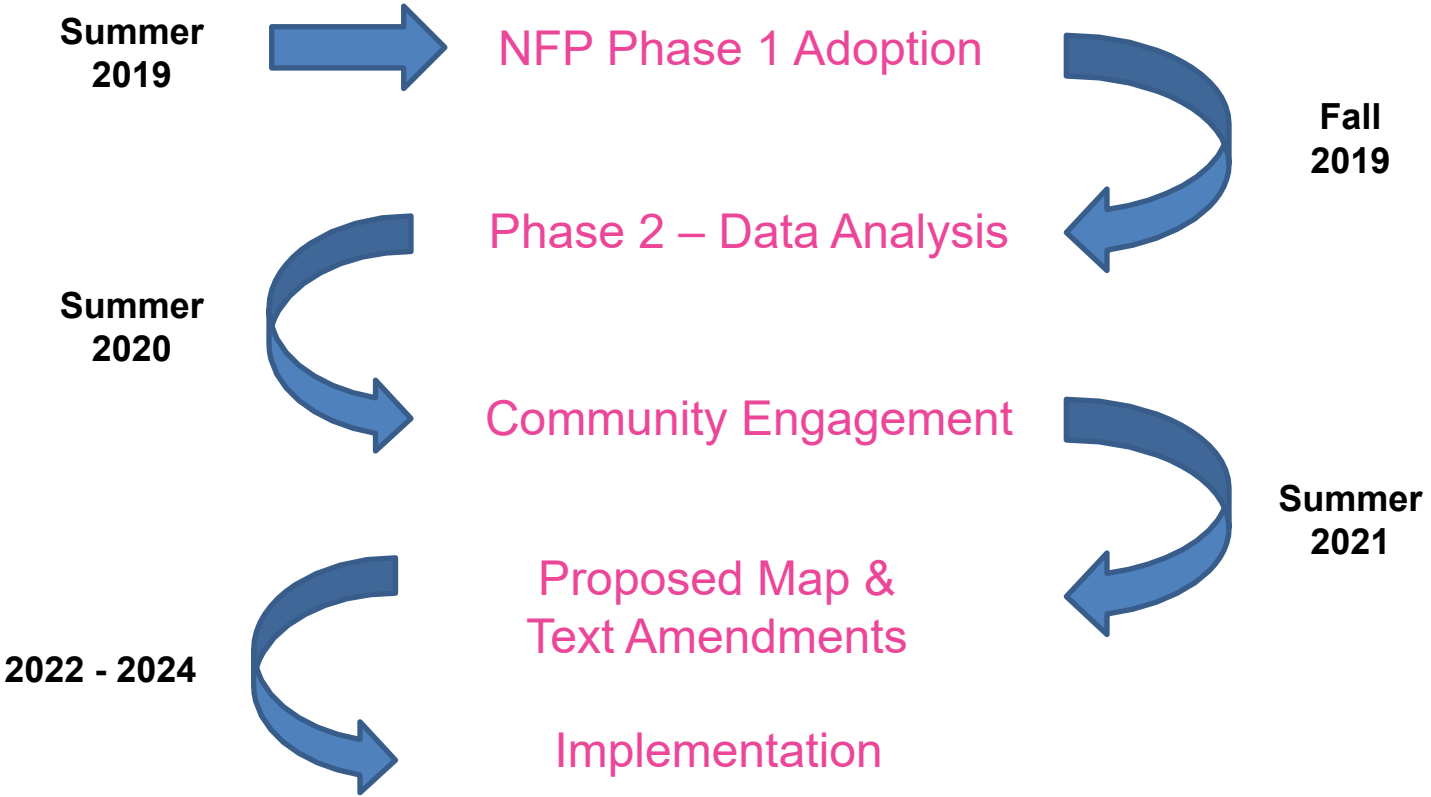
The NFP Board is comprised of 7 board members at least 4 of which need to have education or background in the areas in the red boxes.

Terms are two-years

Appointed by Mayor & City Commission



Five Years of NFP – A look back



Phase 2 Community Engagement

- Broad Engagement
- Data Driven
- “Living” document

Natural Features Protection Overlay District & Ordinance

Overview

Protection of Natural Features was a community priority identified in the Imagine Kalamazoo 2025 Master Plan. The Natural Features Protection (NFP) Overlay District and Ordinance aligns with the Environmental Responsibility goal of the City's Strategic Vision.

The NFP Overlay District was adopted in 2019 and has been successfully implemented for the past two years, protecting important Natural Features like water resources, woodlands, rare species, and slopes. The ordinance adds additional development standards that require thoughtful design around Natural Features when properties are developed or redeveloped.

Upcoming Meetings

Virtual Information Session
June 18th, 12 pm
https://zoom.us/j/91513416311

NFP Review Board Meeting
June 22nd, 4 pm, live streamed
Recommendation to Planning Commission

Virtual Information Session
June 23rd, 7 pm
https://zoom.us/j/93200035843

Planning Commission Meeting
July 1st, 7 pm, live streamed
Recommendation to City Commission

Find meeting access information:
www.kalamazoocity.org/notices

Creating The NFP Overlay

Natural Features Criteria

The proposed map amendments to the NFP Overlay District were identified by four criteria:

1. Properties that have or are near streams, rivers, lakes, and wetlands
2. Properties that have steep slopes with tree cover
3. Properties in woodland areas identified by the community
4. Areas immediately adjacent to public preserves

Phases

There are three phases to Natural Features Protection in the City. Current proposed changes to the map and ordinance are part of Phase 2.

1. **NFP Overlay District & Ordinance**
   Adopted June 2019
   Implementation 2019 - present
2. **Mapping Analysis & Amendments**
   Map Analysis 2020 - 2021
   Text Amendments 2021
3. **Public Education & Stewardship**
   Long-term voluntary projects
   Beginning in 2022

What's a Zoning Overlay?

A Zoning Overlay is a set of zoning standards applied to a property in addition to the zoning standards from the base or underlying zoning district. For properties within the NFP Overlay, the standards of today's zoning district apply in addition to those of the NFP Overlay. In cases of conflict, the NFP Overlay standards apply.

Kalamazoo

Natural Features Protection (NFP) Overlay District FAQs

Maps, ordinance, videos, and project information is available at
www.imaginekalamazoo.com/projects/nfp2

What is the purpose of the NFP Overlay District?

The purpose of the Natural Features Protection (or NFP) Overlay District is to guide development to be as protective as possible of the natural features at the site while still allowing for the zoned use of the property. The NFP Overlay District does not stop development, redevelopment, or improvements to existing buildings on the property. The NFP zoning standards require things like new buildings and parking lots to be set back from lakes and rivers, allows but puts limits on land clearing, prohibits planting problematic invasive plants, and protects steep slopes to prevent erosion.

How do I find out if my property is mapped in the NFP Overlay District?

You can find an interactive map at www.imaginekalamazoo.com/projects/nfp2 which shows all properties included in the proposed expansion. The web map allows you to zoom to street level, search for a specific address (top right), and click on a parcel to see what natural feature(s) were used to recommend adding it to the map. There is also a printed map located in the atrium at City Hall (241 W. South St).

NATURAL FEATURES PROTECTION OVERLAY DISTRICT

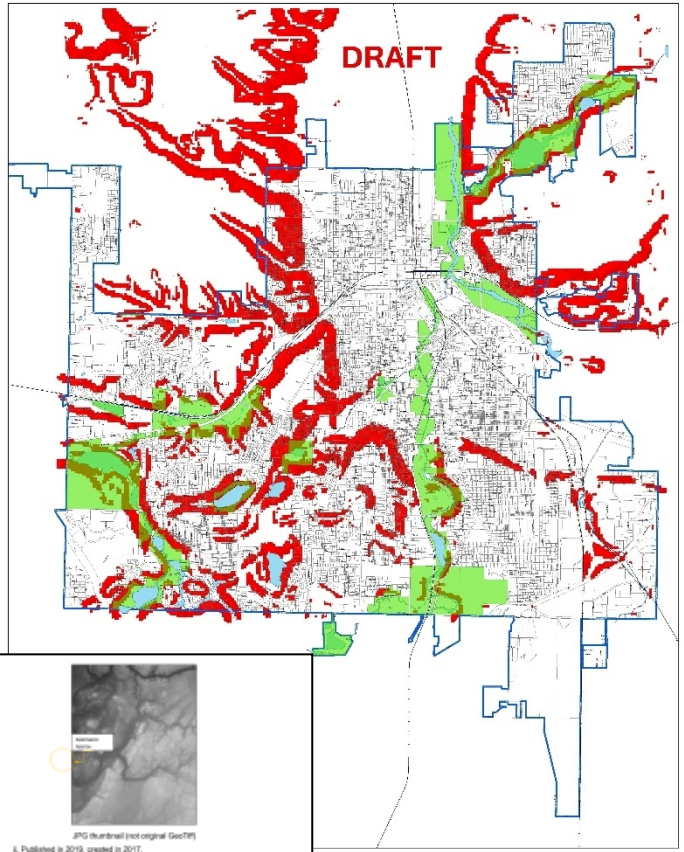
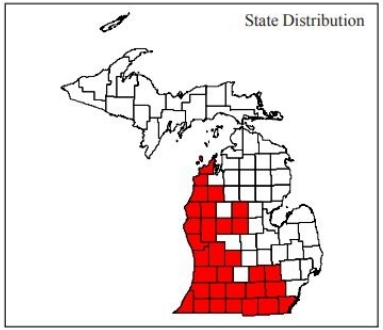


Photo by James A. Fowler



Natural Features Protection Phase II
Methodology Breakdown

I. Natural Features Considered during Phase II:

1. Slope
   a. Greater than 20 percent
2. Hydrology
   a. Wetlands (current and historic)
   b. Ponds
   c. Lakes
   d. Rivers (Riverine)
3. Woodland
4. Other Considerations:
   a. Phase I carryover
   b. Community Input / Engagement

II. Data Sources:

1. Slope (OLD – Fall 2019 – Fall 2020)
   a. Natural Resource Conservation Service Data Gateway
   b. 4 USGS DEM GeoTIF files combined to cover city-area.
      i. https://pubs.usgs.gov/fm/11b9fm11B9.pdf
      ii. https://gdg.sc.egov.usda.gov/Catalog/ProductDescription/NED.html

Notes on Slope: Raster image (10 meter pixels, moderate resolution), 7.5-minute x 7.5-minute quadrangle based. Year not shown in metadata, most-likely from post-2010.

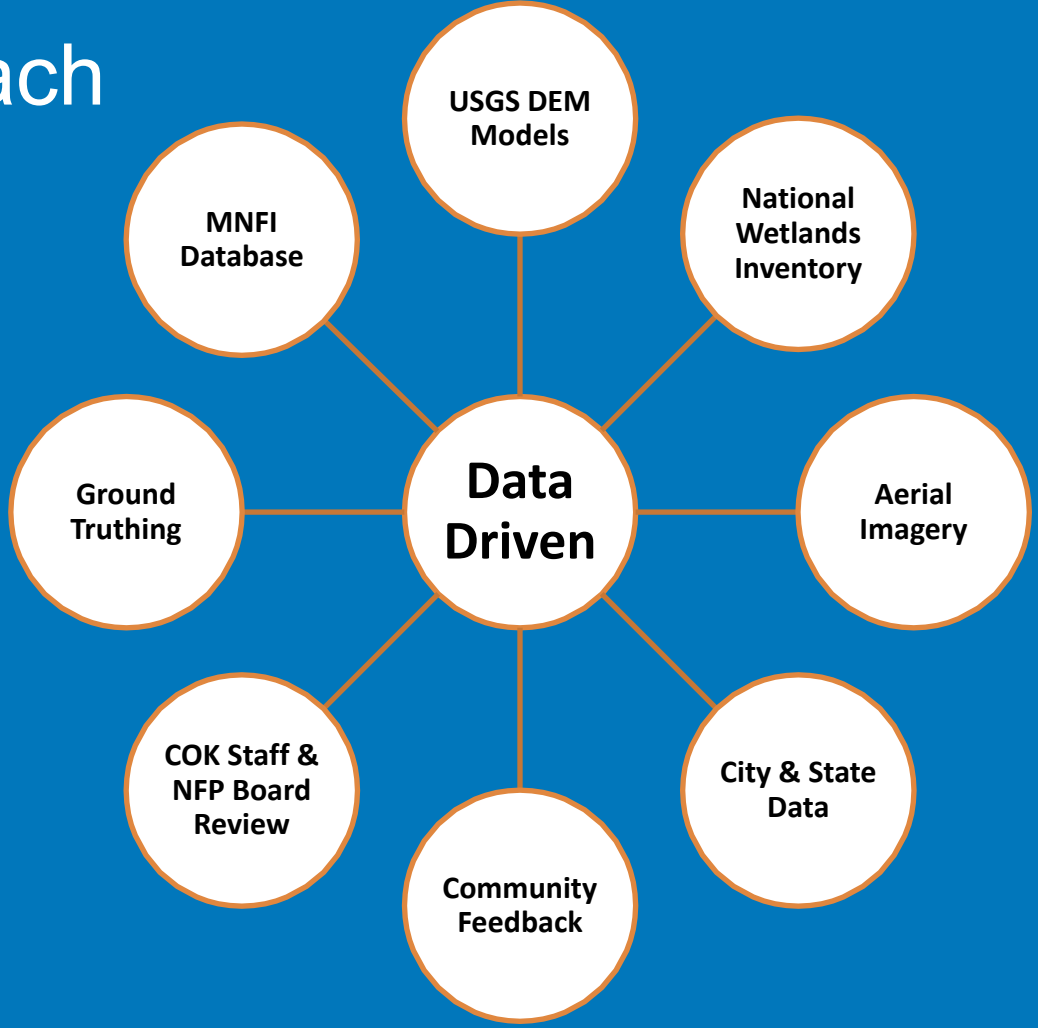
2. Slope (Updated Spring/Summer 2021)
   a. 1 USGS DEM Downloaded
      i. https://www.sciencebase.gov/catalog/item/5f7794f682ce1d74e7d6cba4

JPG thumbnail (not original GeoTIF)

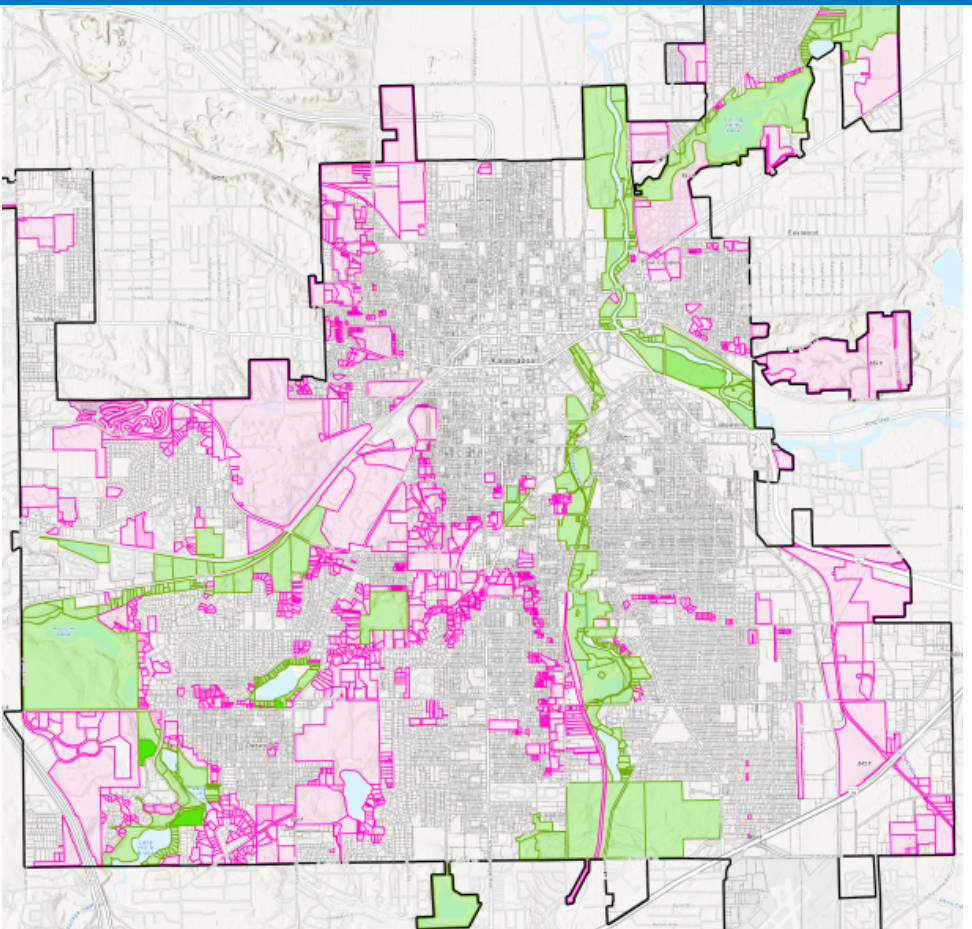
      ii. Published in 2019, created in 2017.
      iii. Spoke with USGS reps over the phone to understand more about how data is published.
3. Hydrology
   a. National Wetlands Inventory via U.S. Fish and Wildlife Service
   b. Wetland_Conus_Polygon Spatial file
      i. https://www.fws.gov/wetlands/data/Mapper.html
4. Preserves
   a. City Data – Parcels
   b. Political Boundaries
   c. Published Data Layers via ArcGIS Online Portal for Reference
      i. Roads
      ii. Topographic Lines
      iii. Various Base maps
      iv. Aerial Imagery

A Data Driven Approach

- Focus on authoritative data sources
- Context-sensitive
- Data has proven accurate



Phase 1 and Phase 2 – A Look Back

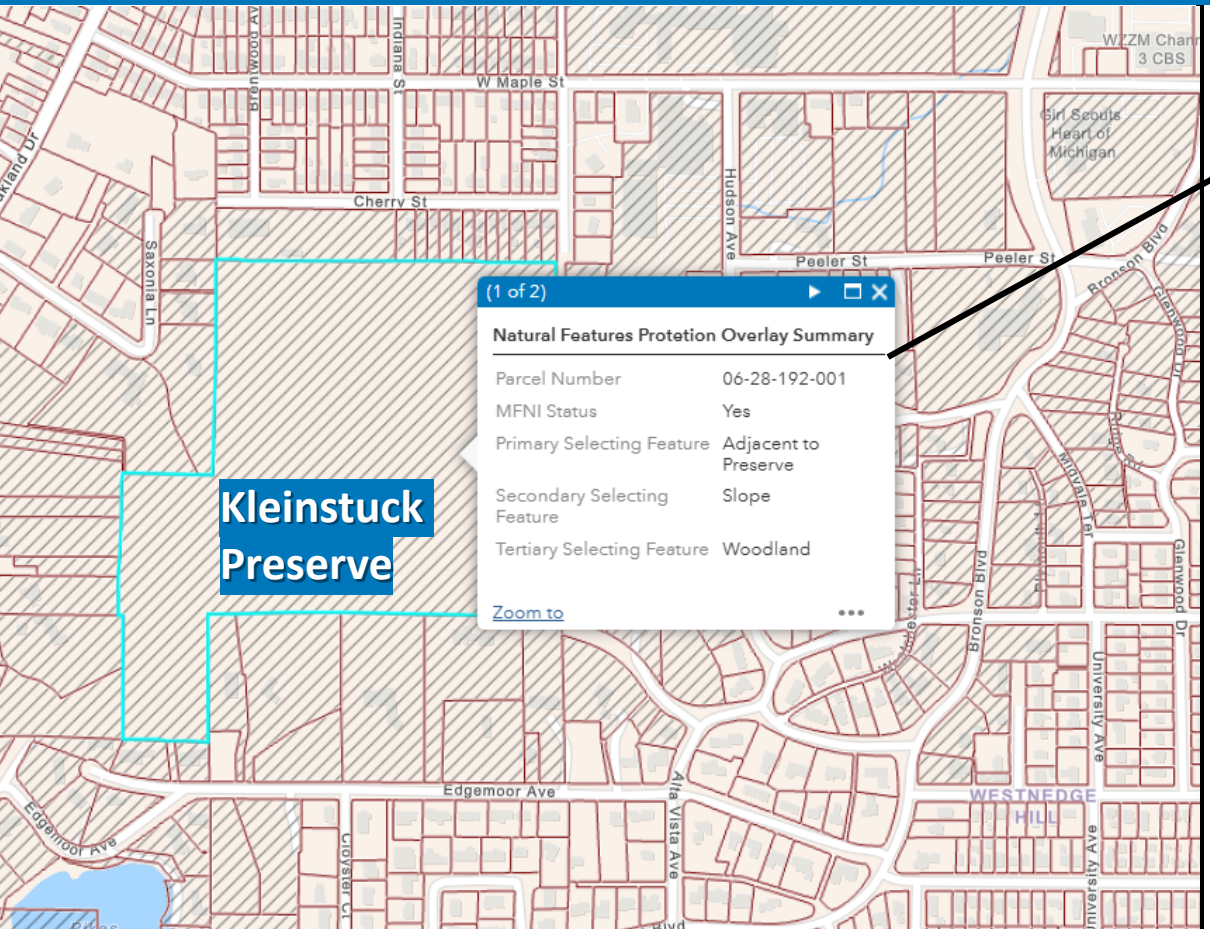


The analysis was affective in capturing more parcels interacting with defined natural features according to the NFP Overlay District Code.

Phase 1 (376 parcels)

Phase 2 (1,489 parcels)

Phase 1 and Phase 2 – A Look Back



Interactive Public facing map for ease of use.

- Public Map System (GIS) was updated
- MNFI Status was added
- Selecting Features Shown
- Visual Overlay on NFP Parcels
- 2024 – NFP Properties added to our BS&A System

Text Amendments	
Tree Standard	Simplify replacement list & require with site plan review
Woodland Criteria	Change to fit urban forest form
Native Plants	Native-only for landscaping required by ZO
Bonding Requirement	Required under specific circumstances
Disturbance Definition	Ensure stewardship activities are not considered “disturbance”
Update the Intent Statement of NFP	Focus on guiding and balancing development with protection of natural features

DEVELOPMENT PROCESS UPDATES

Pre-Development

Development Administrator

Site Plan

Planner

Permits & Occupancy

Building Official

NFP FOCUSED IN THIS AREA

Pre-Development Phase:

Anything outside of Site Plan Review & Building Permit Process

- **Contact Development Administrator:**
  - Phone
  - Email
  - Webform
- On-site visit
- Project review meeting – tailored to project needs
- Begin incentive discussions
- Assist in getting you connected and ready for the next steps

Pre-Development Phase: What's Different in 2025

NOW...

Dedicated Customer-Service Rep
Meet with Development Administrator directly to discuss early aspects of the project – *no longer reaching out to individual staff*

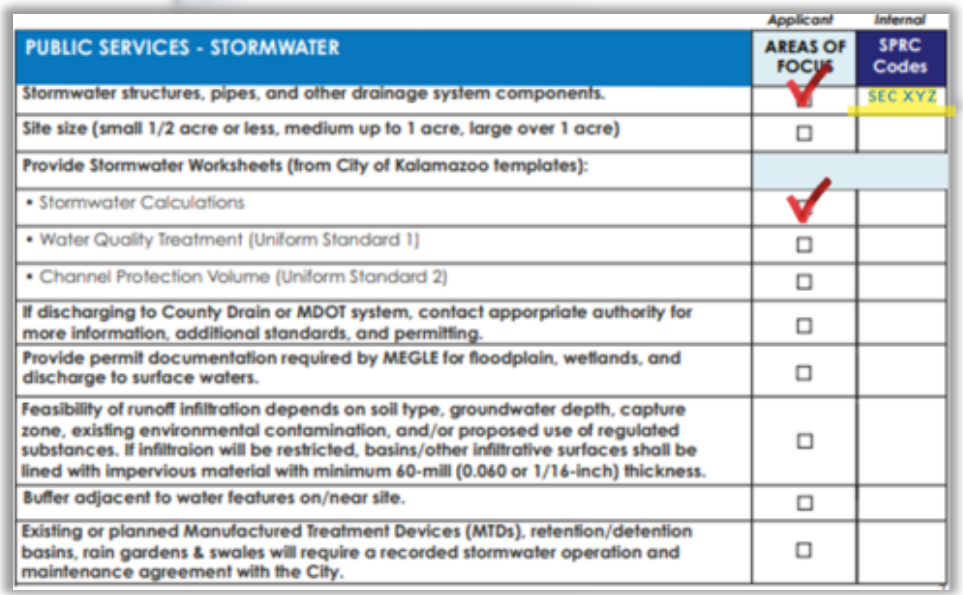
New Way to Schedule
No longer schedule Project Review meetings through website, Permit Technician, or development@kalamazoocity.org – **Development Administrator** will schedule

SITE PLAN REVIEW UPDATES

STEP 1: THE CHECKLIST MEETING

Designed for projects with a clear, specific, finalized scope of work.

However, plans are not required. Instead, the Site Plan checklist is the focus.



PUBLIC SERVICES - STORMWATER	Applicant AREAS OF FOCUS	Internal SPRC Codes
Stormwater structures, pipes, and other drainage system components.	☑	SEC XYZ
Site size (small 1/2 acre or less, medium up to 1 acre, large over 1 acre)	☐	
Provide Stormwater Worksheets (from City of Kalamazoo templates):		
• Stormwater Calculations	☑	
• Water Quality Treatment (Uniform Standard 1)	☐	
• Channel Protection Volume (Uniform Standard 2)	☐	
If discharging to County Drain or MDOT system, contact appropriate authority for more information, additional standards, and permitting.	☐	
Provide permit documentation required by MEGLE for floodplain, wetlands, and discharge to surface waters.	☐	
Feasibility of runoff infiltration depends on soil type, groundwater depth, capture zone, existing environmental contamination, and/or proposed use of regulated substances. If infiltraion will be restricted, basins/other infiltrative surfaces shall be lined with impervious material with minimum 60-mill (0.060 or 1/16-inch) thickness.	☐	
Buffer adjacent to water features on/near site.	☐	
Existing or planned Manufactured Treatment Devices (MTDs), retention/detention basins, rain gardens & swales will require a recorded stormwater operation and maintenance agreement with the City.	☐	

- Focus on Codes
- Two-way street (applicant & Site Plan Review Committee members)
- Mitigating conflict points with the process

SITE PLAN REVIEW UPDATES

STEP 2: THE CHECKLIST MEETING

- Mostly, unchanged
- Final step & cannot be scheduled without solidified plans.

PUBLIC SERVICES - STORMWATER	Applicant Information Found on (Sheet #):
Stormwater structures, pipes, and other drainage system components.	utility sheet
Site size (small 1/2 acre or less, medium up to 1 acre, large over 1 acre)	
Provide Stormwater Worksheets (from City of Kalamazoo templates):	
• Stormwater Calculations	ATTACHED
• Water Quality Treatment (Uniform Standard 1)	
• Channel Protection Volume (Uniform Standard 2)	
If discharging to County Drain or MDOT system, contact apporpriate authority for more information, additional standards, and permitting.	N/a

The applicant will call out specific page numbers where the Committee can find the information

ALSO NEW:
Site Plan Review Civil Engineer -

To support City Engineers with SPR reviews; balancing infrastructure work with development review needs.

Development Process: *Permits & Occupancy*

Bolster staff and new hires

Added Building Inspector and Soil Erosion Control and added Mechanical Inspection/Plan Reviewer Position.

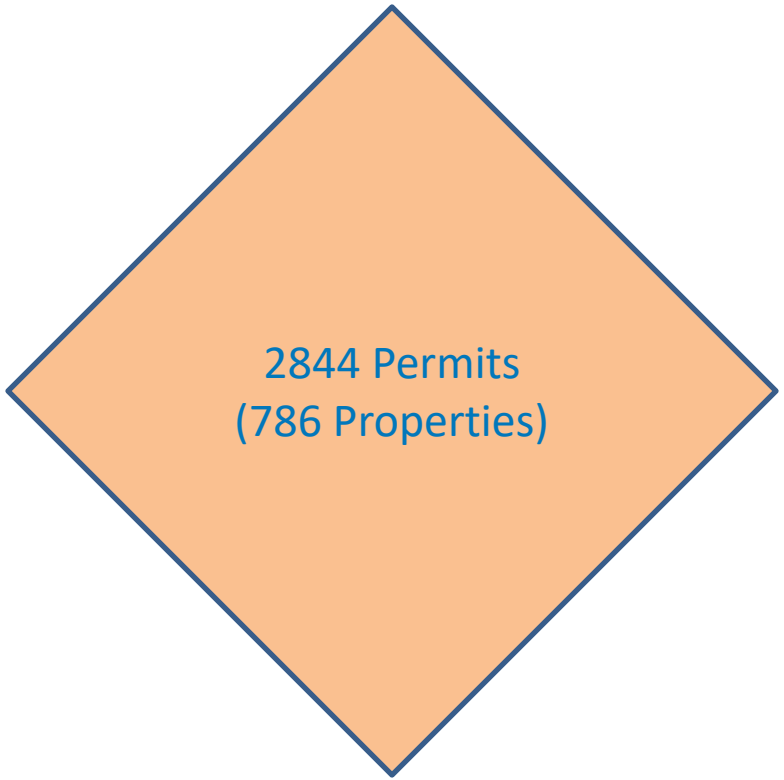
More communication.

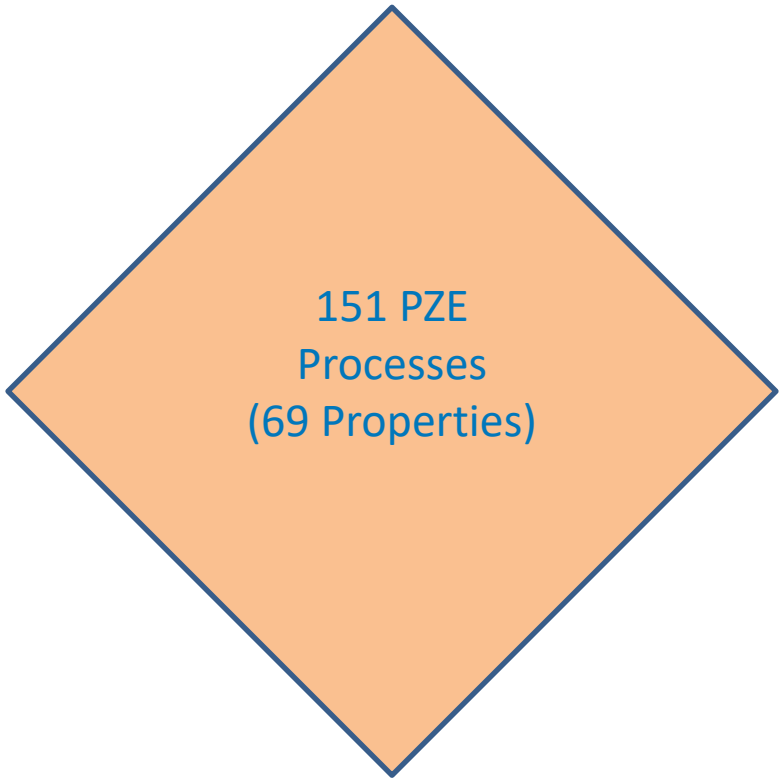
Development Administrator will help route projects to the appropriate staff for reviews.

Pre-Construction Review Meeting.

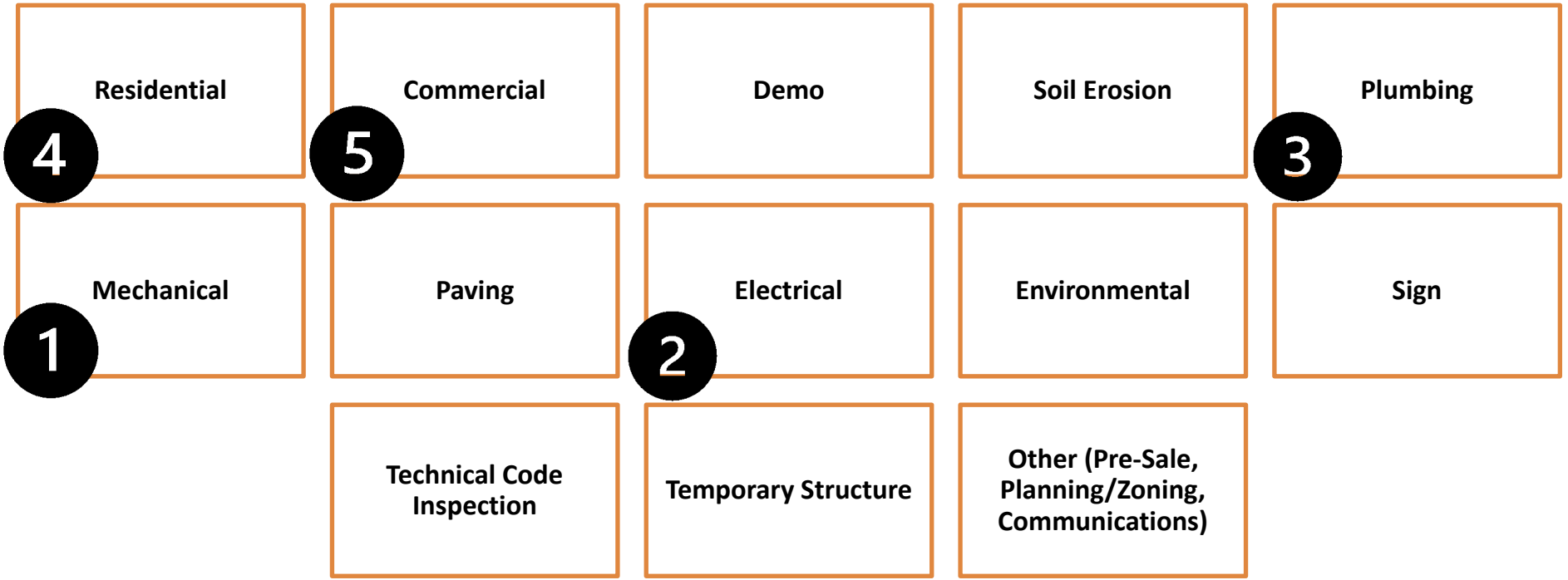
Optional meeting is encouraged between your trades and City Inspectors to coordinate expectations and plans.

Data Overview

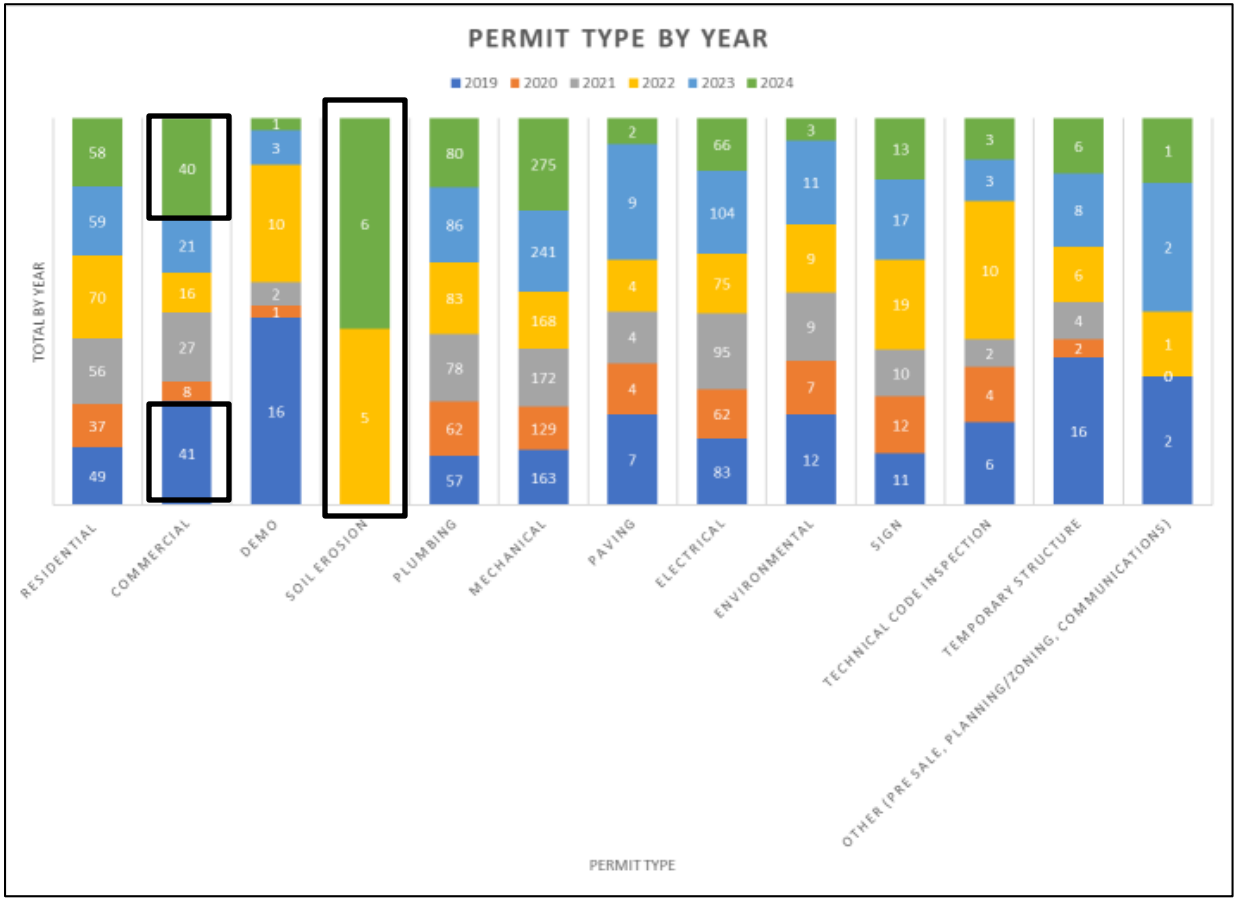




Data Overview - Permitting



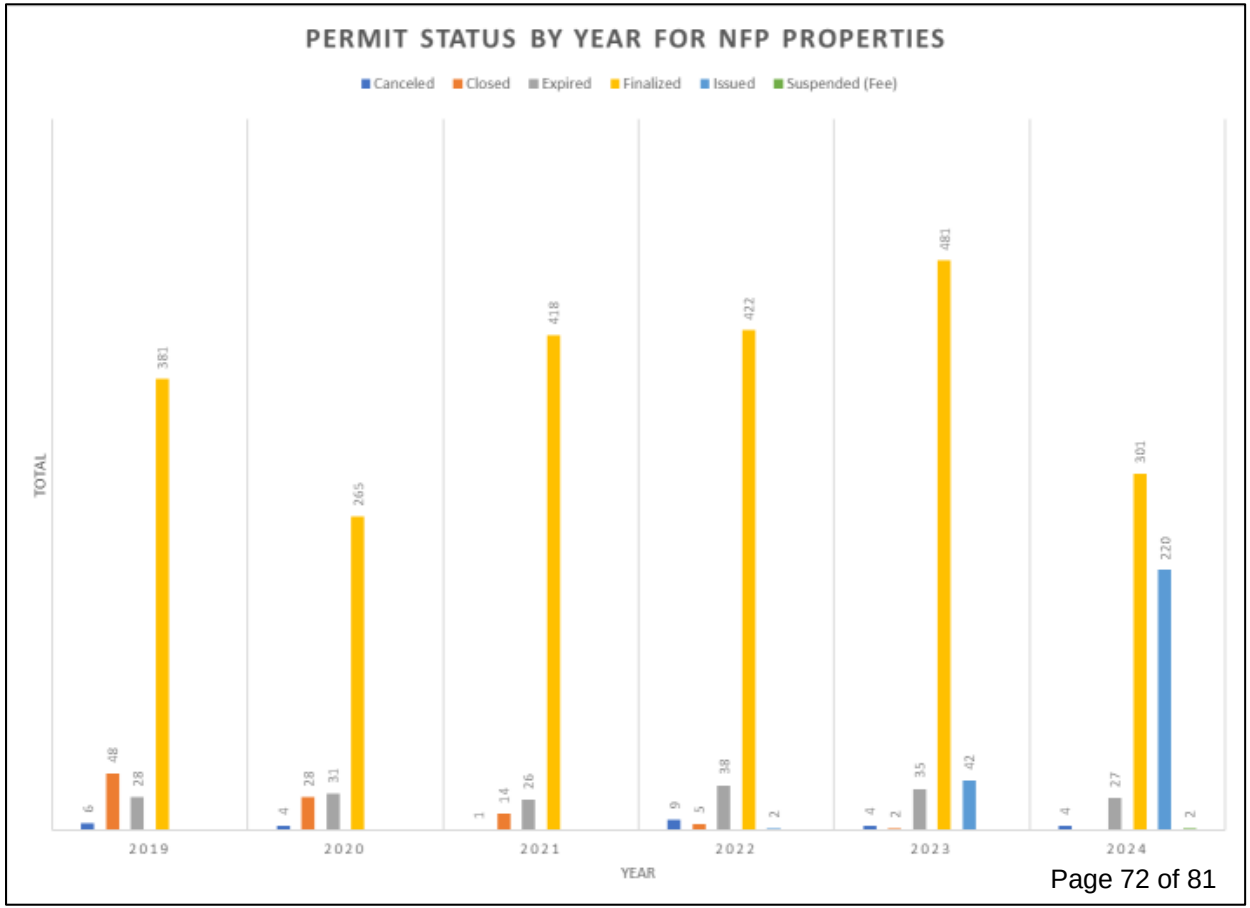
Data Overview - Permitting



- **2019 was not a full-year with NFP**
- **Soil Erosion Permitting is one of the lowest permits for NFP Properties**
- **Top 5 Permit Types are Building & Trades focused**
- **Commercial Permits in 2024 are at 2019 levels for NFP properties**

Data Overview - Permitting

- **Status by Year has stayed consistent over 5 years**
- **2024 Issued Permits will probably be finalized in 2025**



Data Overview - Permitting

Top Ten Properties by Total Permits by Year

Address	2019	2020	2021	2022	2023	2024	Grand Total	Properties
200 W KILGORE RD	1	6	83	21	20	110	241	Candlewyck Apartments
1044 INTERFAITH BLVD	28	9	13	29	15	13	107	Interfaith Homes
3707 GREENLEAF CIR	9	9	5	3	27	40	93	Parkview Hills Clubhouse
3700 WINCHELL AVE		10	5	3	17	19	54	Winchell Way Apartments
3721 GREENLEAF CIR		43	5	5			53	Willow Creek Apartments
1400 N DRAKE RD	17	4	2	6	11	7	47	Friendship Village
3921 OAKLAND DR	2	1		14	26	2	45	Former Lakeside Academy (Kalamazoo Country Club Expansion)
1201 ACADEMY ST	13	9	3	2	10	5	42	Kalamazoo College
1029 BRIDGE ST	3	4	2	13	10	8	40	Riverview Cooperative Apartments

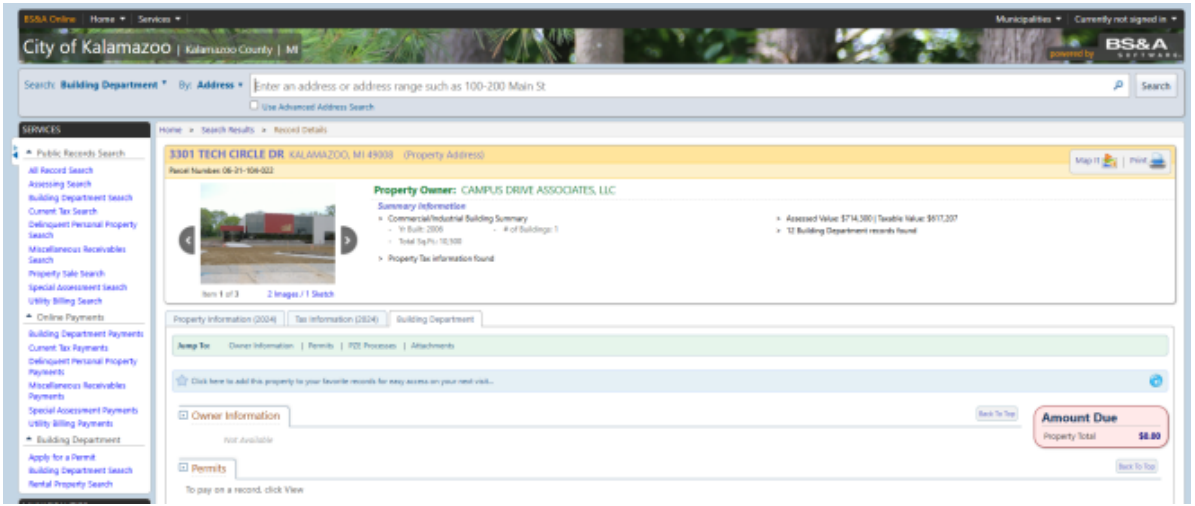
Data Overview – PZE Processes

PZE = Planning / Zoning / Enforcement

This process tracks:

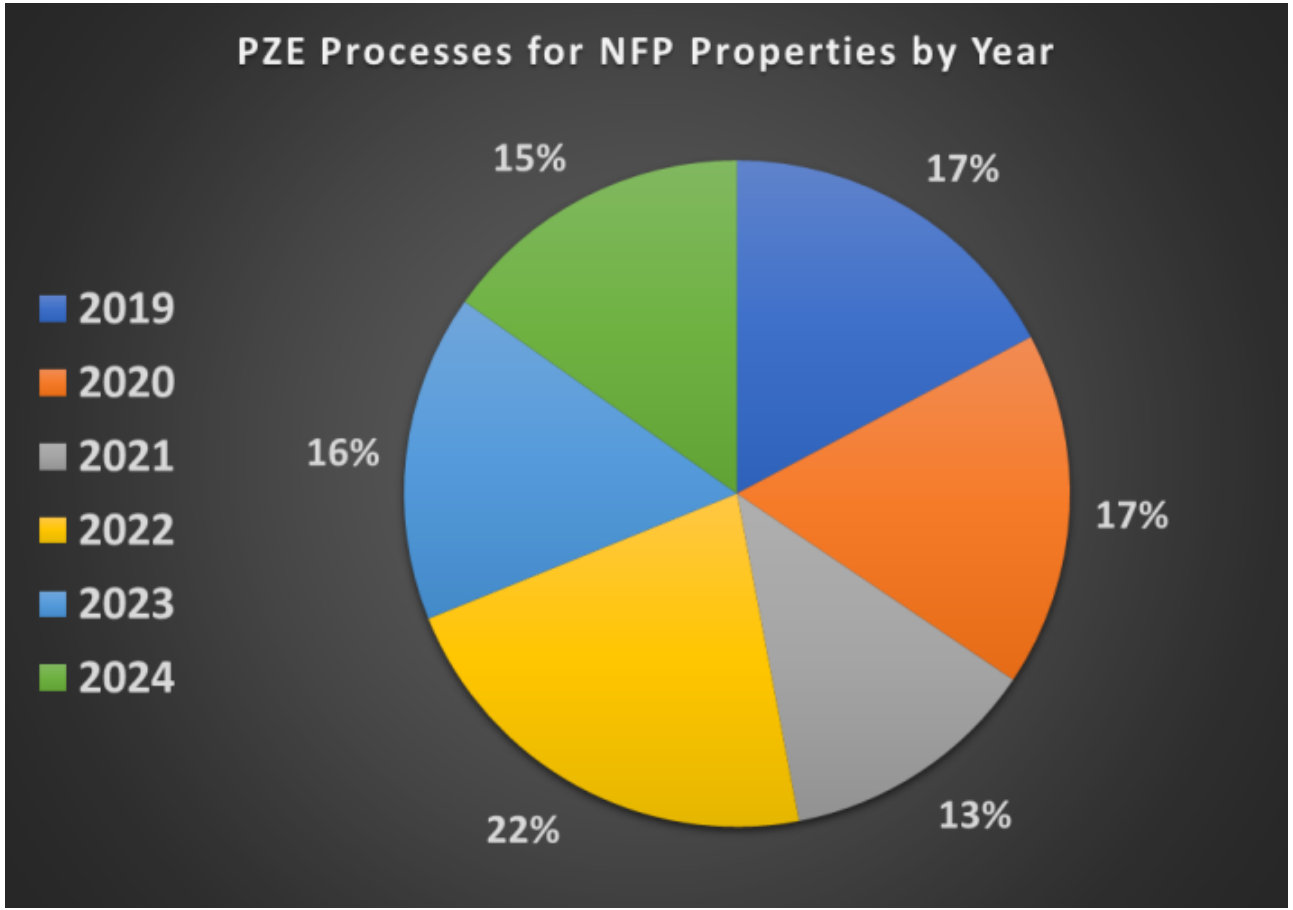
- Zoning Variances
- Site Plan Review
- Permitting
- Enforcement
- Processing Transactions

and more…



57 percent of PZE processes since 2019 have been on Phase II Parcels

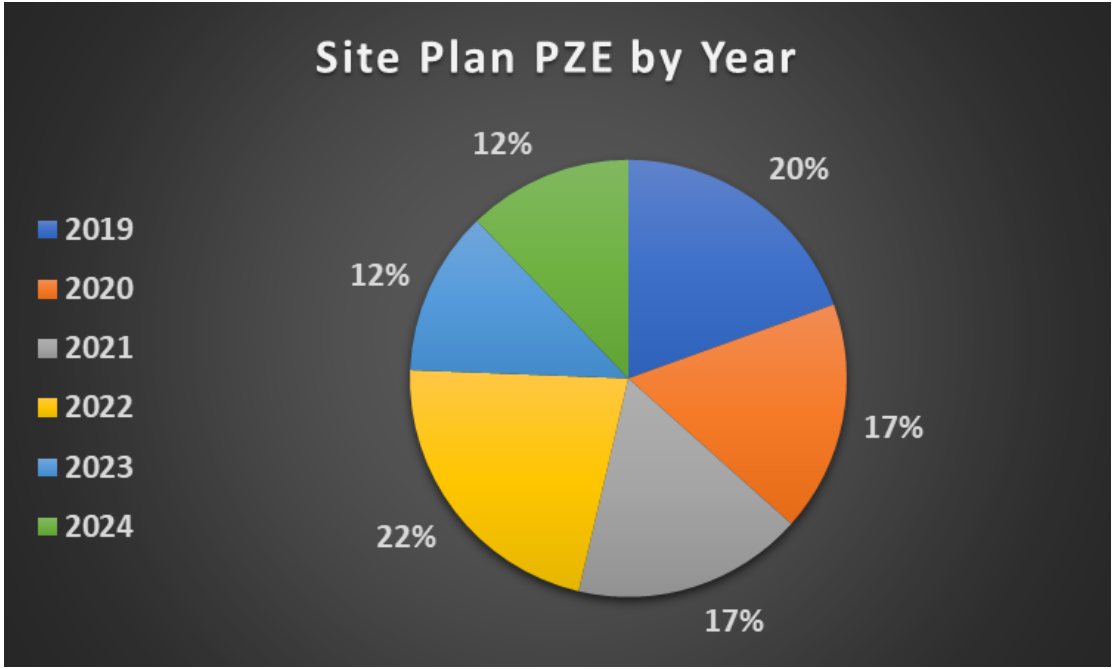
Data Overview – PZE Processes



Year	Total
2019	26
2020	26
2021	19
2022	33
2023	24
2024	23
151 PZE Processes	

Data Overview – PZE Processes

Year / Status	Total
2019*	8
Approved	8
2020	7
Approved	6
Withdrawn	1
2021	7
Approved	5
Withdrawn	2
2022	9
Approved	9
2023	5
Approved	3
Under Review	2
2024	5
Approved	3
Under Review	2
41 Total	



2020 Withdrawal – Project on hold due to COVID Pandemic

2021 Withdrawals – 1 was the applicant wasn't ready, 1 was a project not moving forward.

Data Overview – PZE Processes

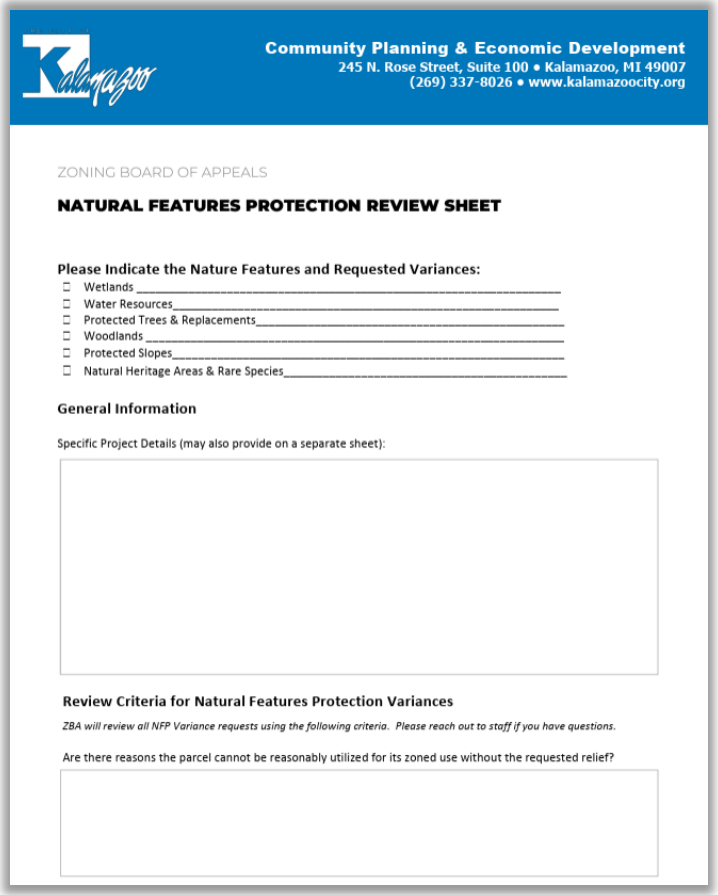
Variances	
Year	Total
2019	6
2020	4
2021	2
2022	8
2023	3

Year	ZBA - Dimensional Variance	ZBA - Use Variance
2019	2	4
2020	3	1
2021	1	1
2022	4	4
2023	3	
2024	3	
	39%	24%

Dimensional Variance: relief from physical or dimensional standards that apply to a lot or structure → NFP Variances are majority dimensional.

Use Variance: relief from standards that apply to how a lot or structure is used

Data Overview – PZE Processes



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

ZONING BOARD OF APPEALS

NATURAL FEATURES PROTECTION REVIEW SHEET

Please Indicate the Nature Features and Requested Variances:

- ☐ Wetlands _____
- ☐ Water Resources_____
- ☐ Protected Trees & Replacements_____
- ☐ Woodlands _____
- ☐ Protected Slopes_____
- ☐ Natural Heritage Areas & Rare Species_____

General Information

Specific Project Details (may also provide on a separate sheet):

Review Criteria for Natural Features Protection Variances

ZBA will review all NFP Variance requests using the following criteria. Please reach out to staff if you have questions.

Are there reasons the parcel cannot be reasonably utilized for its zoned use without the requested relief?

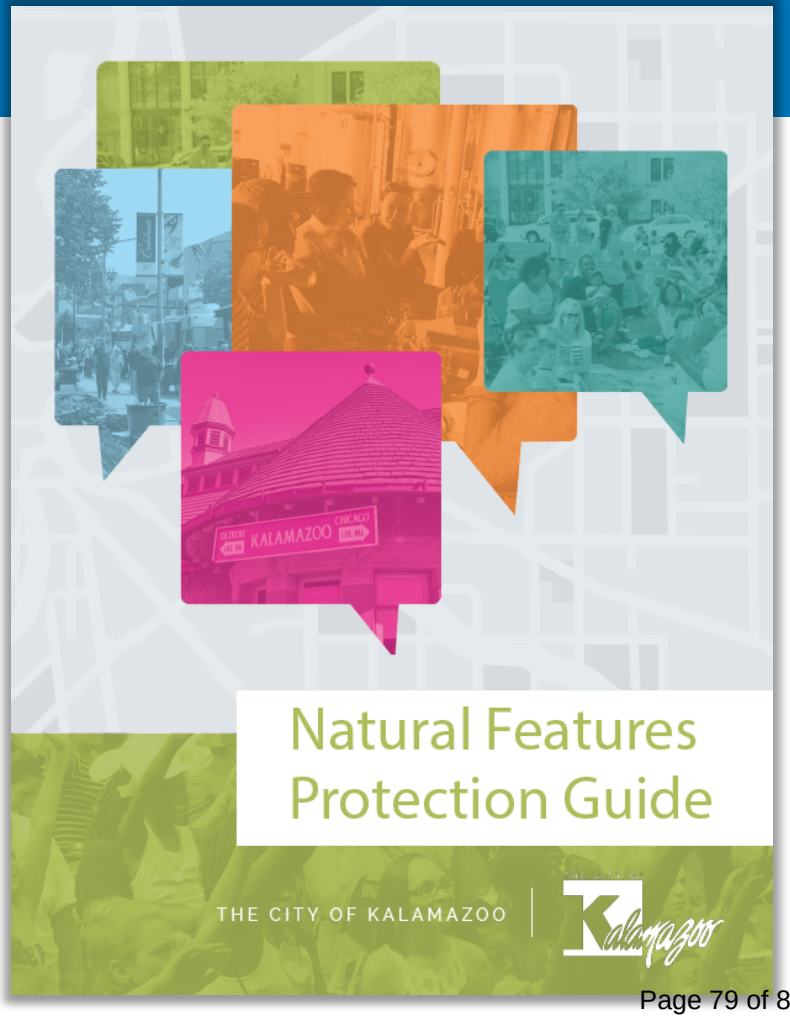
Zoning Board of Appeals has a custom NFP Variance Review Sheet that mirrors the Supplemental Application

The goal is to avoid variances as much as possible or to be a last resort option given tangible hardship via finding of fact

This process occurs prior to Site Plan Review meaning the NFP Board usually will see a project twice.

NFP Guide - DRAFT

- Intended for everyone
- Walks through the standards & considerations
- Provides timelines, broadly
- Project Examples
- Definitions



Introduction

Adopted in 2019, the Natural Features Protection Ordinance put in place standards for the development of land on or near areas identified with Natural Features in order to achieve better management and long-term protection of these areas. Overlay districts provide an additional set of requirements for the development and use of parcels with the overlay.

When a parcel is developed, redeveloped, or the natural feature is impacted due to any site alterations, the standards for all applicable natural features are applied. The site development standards shall be applied to all parcels in the NFP Overlay District. The NFP Overlay District is intended to balance development with the consideration of natural features in the City of Kalamazoo, specifically wetlands, water resources, trees, woodlands, floodplains, slopes, natural heritage areas, and habitat corridors.

Contact Us

NFP Liaison

Nolan Bergstrom, Community Planner

Phone

269-337-8045

Email

development@kalamazoocity.

Location

245 N Rose Street Suite 100
Kalamazoo, MI 49007

Introduction

Creating The NFP Overlay Ordinance

Guiding Principles

The creation of the NFP Overlay was guided by four principles:

1. Does not mean no development, means more thoughtful development as it relates to Natural Features
2. Standards must be protective of the defined natural feature
3. City staff must be able to mange and enforce standards
4. The ordinance must work for a variety of parcels all over the City

Phases

There are three phases to Natural Features Protection in the City:

1. **Engagement, Ordinance Creation, Map** 2019
2. **Phase 2 Mapping Analysis** 2020 - 2021
3. **Public Education & Stewardship** 2024 & Beyond

What is a Zoning Overlay?

A Zoning Overlay is a set of zoning standards applied to a property in addition to the zoning standards from the base or underlying zoning district. For properties within the NFP Overlay, the standards of today's zoning district apply in addition to those of the NFP Overlay. In cases of conflict, the NFP Overlay standards apply.

Woodlands

How do I know if I have a woodland?

Step 1

Desktop Review

You can use the Public GIS Map to review woodland areas on or adjacent to your parcel. It is still recommended that an ISA-Certified Arborist or other qualified professional assist in both the desktop and in-person reviews and analysis.

City of Kalamazoo GIS

- Expand the layers tab
- Click the checkbox next to the **"City Aerial Imagery"** layer

Step 2

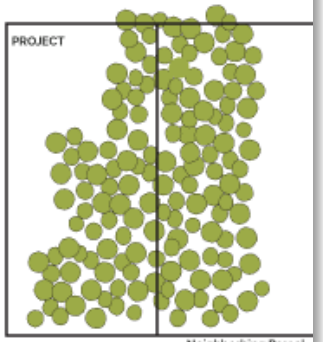
In Person Review

Look for a grouping of trees that covers an area a half acre or greater, regardless of whether the grouping is entirely on your parcel or extends onto adjacent parcels. To be a woodland, the number of trees must be equal to 40 per acre at least 2" diameter or greater. Look for other woodland features, such as natural ground cover (ie., not mowed lawn) and understory shrubs.

Step 3

Professional Review *Recommended*

If none of the woodlands on the property will be disturbed, then a professional assessment is not required. When woodlands will be cleared, a qualified professional must delineate and assess the existing woodlands (e.g., woodland ecosystem assessment, basal area measurement, or tree survey).



Supplemental Site Plan Review Checklist for NFP

Fill out the corresponding sections of the checklist:

- ✓ **Section II. Part B. Question 5 & 7**
- ✓ **Section III. Woodlands** *(if you have a woodland)*

What should I do if woodlands are present?

Step 1

View the full standards

Chapter 50 NFP Overlay District

- Refer to the Woodland Section

Woodland Coverage of Parent Parcel	Minimum Required Woodland Coverage to be Preserved
75% to 100%	25%
50% up to 75%	50%
25% up to 50%	75%
Less than 25%	90%

Table 3 Woodland Preservation

Step 2

Be prepared to:

- Find an ISA-certified arborist or another qualified professional to delineate and assess woodland
- Mark the full boundary of existing woodland, the section to be removed, and acreage and percent calculations on the site plan map
- Provide justification why the section of the woodland was chosen for preservation
- Fence preserved woodland with temporary barrier fencing during construction at the outer edge of the critical root zone (see Figure 4)

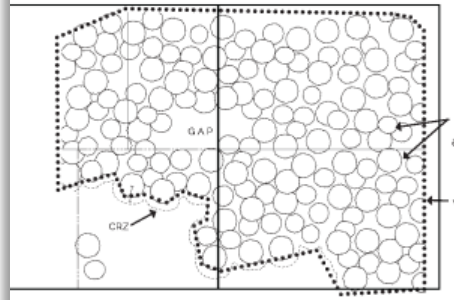


Figure 4 Defining and Delineating a Woodland

No disturbance allowed in preserved woodlands or critical root zones, except for specific permitted activities in the zoning code

A portion of the woodland must be preserved during and after construction (see Table 3)