

# Agenda

## Zoning Board of Appeals



City of Kalamazoo

Thursday, July 10, 2025

7:00 PM

City Commission Chambers – 241 West South Street

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

**B. APPROVAL OF MINUTES**

1. Approval of meeting minutes on June 12, 2025

**C. COMMUNICATIONS AND ANNOUNCEMENTS**

**D. PUBLIC HEARINGS**

1. ZBA # 25-07-11: 4702 W. Main Street. Harrison French & Assoc. Architect & Engineers, Ltd, on behalf of Seven Brews Coffee, is requesting a variance from Chapter 50, 50-8.4 C(1)(a), to allow for the development of this property without the required landscaping green strip of at least five feet between the parking lot and front property line.
2. ZBA #25-07-12: 1261 Portage Street. Claudio Velasquez, owner of the Tacos El Jefe' food truck, is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Trailer) to operate in the parking lot at 1261 Portage Street from July 11, 2025, to December 15, 2025 (5-months).
3. ZBA #25-07-13: 1824 Portage Street. Maria Teresa Hernandez, owner of Teresa's Kitchen food truck, is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Truck) to operate in the parking lot at 1824 Portage Street from July 11, 2025, to December 15, 2025 (5-months).

**E. DISCUSSION/ACTION ITEMS**

1. Amendments to the Zoning Board of Appeals Rules of Procedure
2. Discuss Interviews Held for Board Vacancy - Alternate Member

**F. REPORTS**

**G. ADJOURNMENT**

**MINUTES  
CITY OF KALAMAZOO  
ZONING BOARD OF APPEALS  
June 12, 2025 - 7:00 p.m.  
CITY COMMISSION CHAMBERS**

**Members Present:** Joe Hohler III, Alison Haan, Remi Harrington, Gary Wark, and Alan Sylvester (Alternate)

**Members Absent:** Tony McReynolds and Beth van den Hombergh

**City Staff:** Pete Eldridge, Zoning Administrator; Charles Bear, Assistant City Attorney; Shelby Donaldson, Recording Secretary

**Chair Hohler called the meeting to order at 7:02 p.m.**

**Chair Hohler asked if there were any changes to the agenda and Mr. Eldridge stated there will be a discussion of the bylaws after the public meeting.**

**Mr. Eldridge performed a roll call of board members present for the meeting.**

**APPROVAL OF MINUTES:**

**Mr. Wark moved to approve the meeting minutes from May 8, 2025 as submitted, seconded by Ms. Haan.**

**The motion was approved by voice vote unanimously.**

**PUBLIC HEARINGS:** Chair Hohler summarized the process and explained the Zoning Board of Appeals public hearing rules of procedures. For each request, the secretary will read the application into the public record. The applicant or their representative will have 10 minutes to present their comments, followed by public comments in favor of the application where they will state their name and address and speak for three minutes. Following that those in opposition will be invited to speak for three minutes and afterward, those received via phone will be aired for the panelist and audience. The public can call in to 888-382-9556 to leave comments for any of the property on the agenda then the public hearing will be closed on that request. The Board would then conduct the finding of facts. The Board must approve the Finding of Fact. Therefore, the first vote you hear is not a ruling on the request, but the Finding of Fact, then the Board discusses the request in order to determine a ruling. The Board reserves the privilege to ask questions of persons who have already spoken even though the public comment portion is closed. Once

discussion has ended the Board moves onto a roll call vote. A full board consists of six members and four affirmative votes are required to grant a motion for a non-use or use variance.

Ms. Harrington read the application for 433 Reed Avenue into the record.

**ZBA#25-05-05: 433 Reed Avenue: An application for a variance for the provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by the City of Kalamazoo Public Services Department. The applicant is requesting a variance from the Natural Features Protection Ordinance, Chapter 50-6.2, Subsections C and D, to authorize relief from the Wetlands and Water Resources Standards to allow the installation of new stormwater BMPs (Best Management Practices) within the required setbacks of the wetlands on the site and Portage Creek.**

Please note that this request will not change the zoning classification of the property. This is a request for a variance only regarding the items described above.

Tom Palumbo, a City of Kalamazoo Public Works Division employee, spoke on behalf of the applicants, the Portage Creek Trustees, who are the main advocates of this project. He stated the application came before the NFP board on April 22, 2025, and was unanimously recommended for approval to move forward with this variance. For background purposes he stated 433 Reed Avenue is owned by the City of Kalamazoo's Brownfield Authority, and those properties typically go to private owners that will then create a tax base with that property however, this one sat for a long time and isn't ideal for development because it sits in a flood plain, has wetlands on it, has some environmental contamination and sits on the edge of Portage Creek. He added that Portage Creek runs through the parcel, which is an NFP parcel, which puts more restrictions for development on it as well, so it has been proposed that the parcel be used as a stormwater and floodplain and remediation area that will provide habitat as well and improve the water quality of Portage Creek. He said it is also proposed that there be a transfer from the City's Brownfield Authority to the Department of Public Services within the city of Kalamazoo. The site is 4.2 acres and is zoned RM-15 and sits between Reed Court and Grand Elk Railroad to the east and west, and between Reed Avenue and Stockbridge, to the south and north. It flows through the parcel from north to south and is referred to as "flashy" because anytime there is a small amount of rain, the creek rises astronomically and there is a USGS gauging station that sits where Reed Avenue crosses the creek and it's something he looks at a lot, being an engineer who works on water resources projects and is amazed at how quickly it rises and the flow rate, which is measured in cubic feet per second and with the amount of water that comes, there are also issues that affect the water quality and Mr. Palumbo said this project primarily addresses the water quality issue. He stated the project is funded by a natural resource damage assessment that comes from the papermills that were previously immediately upstream from this project to the south and mentioned a well-known site that was previously Allied Paper, that is now a large construction area with dump trucks hauling contaminated material. He said there are multiple former papermill sites going north, which is downstream on Portage Creek between Reed and Alcott, that currently houses a county health department and until recently, housed quite a few buildings and for decades those papermills had been dumping industrial byproducts and chemicals into the Creek and left a legacy of environmental contamination for the water, sediment, and for the whole area around the creek. He stated a variance is needed because the NFP ordinance requires that infrastructure that treats stormwater cannot be placed in a natural resource area and the purpose is that if someone comes in and builds a big building with a big parking lot, maybe it has a use that involves hazardous

substances that we wouldn't want getting into a creek or into our groundwater and this specific rule about placing a BMP or treatment infrastructure within this area is that if somebody's going to build something like that, they need to keep the items that treat that stormwater on their own site and can't push it out into a natural area, introducing the pollution from their site into that area. He said this project is a lot different than what is usually seen and what, he believes, that ordinance was written for, and this project is dealing with existing pollution that is already entering the Creek completely untreated and instead of being a development project, it's a project intended to restore the natural conditions. He wanted to add the feasibility aspect where the treatment devices and methods that will be used within the site will have to be placed outside of the parcel to not be in a natural feature area, so it can't be built following this particular NFP ordinance in that section.

Chair Hohler asked for staff comments and Mr. Eldridge replied Mr. Palumbo covered the NFP Board's approval and wanted to clarify the NFP ordinance doesn't permit this work within the protected setbacks for wetlands, or water resources, so as Mr. Palumbo mentioned, there is already stormwater flowing through the property untreated and into the creek and what is suggested will improve what is happening on the property right now. He stated it is the minimum action necessary to bring about a positive change environmentally and the proposed treatment systems are in line with the Natural Features Protection ordinance, which talks about Best Management Practices, which are recommended by the Michigan Low Impact Development manual and is not only going through the NFP Board and the Zoning Board of Appeals, it will need site plan review and a permit from EGLE because of the impact on the waterway, so there are a lot of review steps involved.

Mr. Wark asked what kind of contaminants are going onto the site and Mr. Eldridge stated that Mr. Palumbo can speak to this question, but it's stormwater runoff from the streets that's funneled through this property right now and there's no filtration at all. Mr. Palumbo stated that's a big part of it, but it's storm runoff from pollution from storm drains in the street which comes from excess fertilizer, vehicles driving on the street which includes nitrogen, phosphorus, and heavy metals, and the other part is the contamination from old paper mills, which consists of PCB, among other raw chemicals. Mr. Wark asked what about raw sewage and Mr. Palumbo stated there isn't raw sewage as in municipal wastewater and Mr. Wark asked if there's overflow and Mr. Palumbo said no, our storm sewers and sanitary sewers in the city are separated, so he isn't aware of any overflows that have ever occurred in recent history here, let alone in this particular area. Mr. Wark stated that he's familiar with the old DHS building on Stockbridge and quite often the creek would overflow and there was raw sewage that spilled up and of course sat there forever and you could smell it and then asked where'd that come from and Mr. Palumbo stated that he can't speak to that but he knows it's been extensively studied and there have been a lot of contaminants and environmental identified but he's not aware that that one has been identified.

Mr. Sylvester asked if this is an isolated project or is this a part of a more comprehensive program where stormwater runoffs are being addressed and Mr. Palumbo stated it's a little of both, this is part of a bigger picture as in the Portage Creek stewards, and it's a pretty big group of the private sector that has been successful in pushing for remediation of the creek. He said another project they did that has been successful is pushing for the removal of a weir in Milham Park, which you can see if you're driving on Lovers Lane past Milham Park, you can see where there used to be a waterfall, that has been removed and the natural floodplain was restored there, and that's one project they were a big part of and added that the work they're doing spans different jurisdictions, some of it has been in Kalamazoo and some in Portage, and there are other projects they have been working on for quite a while. He stated the engineering and scientific work that has been done here

isn't part of a multi-site effort that will be constructed all at once, it is its own project but it's also part of a grand scheme that exists that a group has to improve Portage Creek, specifically.

Mr. Wark asked if there will be holding tanks to collect water so that it doesn't flood north of Stockbridge and Mr. Palumbo said it's not going to have a major flood impact and doesn't involve holding structures and the design is the stormwater comes into that site from Reed Avenue and the pipe it comes through will be intercepted by a manhole that's going to divert it from where it would usually dump into the creek, and it will go to what is called an MTD or manufactured treatment device, which is a specially created manhole to make anything that will sink out of the water sink to the bottom of this manhole where it can be vacuumed out, the way that a septic tank, and it allows any floating debris, such as oil and gas, to remain floating on top and after that it discharges into the floodplain into what are called bioswales, which are small ditches that have vegetation in them and are specifically engineered to improve water quality, and they will be constructed in the flood plain area and will intercept the stormwater will take on some of the flood water to treat it as well, but on the north end, the bioswales will flow back into the creek. He said the project also includes a sand area where turtles can lay eggs as well as areas called hibernaculum, which are naturally structured environments where amphibians and other fauna hibernate and lay eggs, it's habitat for animals and plants along the creek.

Ms. Harrington said she wants to discuss this further, but she has been using ChatGPT, and she has a couple of questions based on that because she looked up stormwater best practices and it feels nebulous to her, and she doesn't know what that means so she ChatGPT'd it. Mr. Palumbo stated that it is a terrible term, is vague, and includes a lot of things, some are temporary BMPs and some are permanent BMPs. He said BMPs are anything that makes runoff water cleaner or reduces the amount of runoff that ends up in our streams and in this case the treatment device is a BMP, the bioswales are also a BMP and the vegetation going in is also a BMP. She asked if the point is to reconstruct the wetlands and Mr. Palumbo said to a degree, and they won't clear the entire area or be moving dirt around the entire thing, there will be some of that but the wetlands will mostly be left alone and there are hundreds of trees on the site and only six or eight will be removed and it was discussed is it absolutely necessary to remove any trees and if so, they will remove the less ecologically important ones. Ms. Harrington asked how much this will cost and Mr. Palumbo stated it's in the ballpark of \$800,000, and that's for construction and doesn't include engineering, administrative permits, or things of that nature. Ms. Harrington said her fear is that Ms. Tina McClinton, from the City Commission, comes regularly and talks about the stormwater issue happening in her neighborhood and has explaining this for years, and what it sounds like to her, is that the constituency of the City of Kalamazoo will not be charged for this, but how will it be paid for? She said it feels like, to her, and as Mr. Wark has explained, there have been complaints for many years, such as the raw sewage and things of that nature and there might be misconceptions and, forgive her ignorance and she's open to understanding, but all of a sudden, they want to utilize 4.2 acres because of the influence it may have on, and relates to, Portage Creek but have neglected what has happened directly in the city for the people that live in that neighborhood and it feels nebulous to her it and not explicit enough about how it's going to have a comprehensive benefit for the people who live in closest proximity to it and she asked Mr. Palumbo to explain that. Mr. Palumbo said he doesn't view that as ignorant and he feels it's a good, well-educated question. He is familiar with Ms. McClinton and is aware of what she has brought to the supervision and to groups within the city. He said that this part of Portage Creek, which is also the largest tributary that goes to the Kalamazoo River and he doesn't want there to be a misnomer that this belongs to the City of Portage but he wanted it to be clear that the funding will not come from taxpayers, but from the damages that were issued to the paper companies

immediately upstream from this site. Another point he wanted to make is that Portage Creek, in this area, sits only two or three feet higher in elevation than the Kalamazoo River, and that means if the Kalamazoo River rises only two or three feet, then this creek water has nowhere to go, and that's the cause of the flooding around the Portage Creek watershed. He said there are other instances of flooding in the city that can be caused by a lot of different factors, but he remembers what they saw last year when the hurricane hit and it took a while, but when the catastrophic rainstorms in North Carolina made its way to Michigan, it dropped a lot of rain, not on Kalamazoo, but in Albion, which is the headwaters of the Kalamazoo River. He said it took about a week, but the water rose enough that they had to put barricades up around Stockbridge and Crosstown on the south side of town, pretty close to where this site is because of the Kalamazoo River and, as mentioned, Portage Creek is flashy and very flood prone and there are a lot of storm drains in the city of Kalamazoo, the city of Portage, and even in Oshtemo and Texas Townships, that they go to the streets and feed directly into this creek and caused it to flood very easily. It has been channelized, over time, as well because of its use with industry and as opposed to meandering all over, it's been dug into a straight channel and there are so many factors that contribute to this and getting rid of flooding in that lowland area is very complex and would be a much bigger project than this one, to get rid of the flooding of Portage Creek, south of downtown, and there has been a proposal that is in the ballpark of \$200,000,000, but he doesn't believe it has been funded at this time but this project is an incremental improvement to the creek using available resources with natural resource damage assessments.

Chair Hohler asked if there was anyone who wanted to speak for the request and there was no one.

Chair Hohler asked if there was anyone who wanted to speak against the request and there was no one.

Chair Hohler asked if there were any phone in comments and there were none because the system was down.

Chair Hohler closed the public meeting.

## **FINDING OF FACT**

Mr. Sylvester moved the Finding of Fact as follows:

- 1) The Finding of Fact for 433 Reed Avenue shall include all information included in the notice of public hearing dated April 23, 2025, in the agenda packet staff provided for this request.
- 2) 37 notices of public hearing were sent, and no responses were received.
- 3) A public hearing was held before the board and public comments were accepted.
- 4) The Finding of Fact shall include all facts and comments made during the public hearing which are summarized to include without limitation, the following:

Tom Palumbo, with the City of Kalamazoo, appeared to speak in support of this application. He described the restrictions of this parcel and described the Best Management Practices to be implemented for this parcel for stormwater runoff. The facts included, regarding the circumstances and conditions that affect this, which includes a packet from the city of Kalamazoo, which included a site plan, a project summary, and a wetland delineation report, which was prepared by Kaiser and Associates, an environmental engineering firm. Some of the facts presented regarding the enforcement of the ordinance, which would deprive the applicant of reasonably using the parcel for its intended purpose included some of the restrictions imposed by the Natural Features overlay, in which the parcel is located. It would appear that there are no alternatives to the request for this variance for the applicant's intended use for this parcel, which is stormwater runoff treatment improvement. The applicant described that the requested relief would substantially assist the public good or the intent of the ordinance, it would improve the handling of stormwater, provide habitat, and it would address untreated water running from the street into Portage Creek.

**Mr. Wark seconded the Finding of Fact.**

**Motion approved for the Finding of Fact by voice vote unanimously.**

**Mr. Sylvester moved to approve the application for a variance from the Natural Features Protection Ordinance Chapter 50-6.2, Subsections C and D, to authorize relief from the Wetlands and Water Resources Standards to allow the installation of new stormwater BMPs (Best Management Practices) within the required setbacks of the wetlands on the site and Portage Creek, seconded by Mr. Wark.**

Discussion:

Mr. Sylvester said he formerly served on the Natural Features Protection Board and was very interested in this application when he saw it. He said he watched the YouTube video of the NFP Board's hearing because that board goes into detail about the natural resources issues in play and Tom Palumbo and Mark Kaiser appeared and engaged in a really detailed report to that board where they unanimously supported this based on their expertise in natural resources and he was impressed by how many contaminants really run in the streets of a city and how those are washed, primarily by rainwater, and then enters into Portage Creek. He added that it's part of a compounding effect of pollutants that enter Portage Creek, and then other waterways, so he from the presentation here and the materials that were received by this board, and from the materials he saw, he was convinced that this is a small piece of the overwhelming challenge of cleaning up waterways and managing flood waters as well, like on Stockbridge and Lake Street, and for those reasons he is in support.

Ms. Harrington said she is grateful for the opportunity to understand the magnitude of the full extent of the root cause of that, and she thanked Mr. Palumbo, but she said just by virtue of the way the rebellion and the activism, the resistance is set up in her, she would like to reject this application for a variety of reasons because she feels as though this particular neighborhood has been for a very long time and she takes offense to the fact that this only became an issue when private companies that are upstream from this site have taken an interest in this when the people that live in that neighborhood have been neglected for so long and she has a problem with that.

She added that she does feel that this is an incremental support to a bigger issue, so she would be inclined to approve this from her perspective and say yes if there were conditions that the city commit to working with the community to mitigate what's happening on that part of the stream where the flooding happens, and the contamination is affecting people, and the natural features that are in the neighborhood that mitigate these types of issues are regularly being torn down so that developments can happen that are not going to directly benefit the people that live in that neighborhood, she said she has a very big problem with that but she wouldn't want to throw the baby out with the bathwater, but added that she thinks this is a difficult case. She applauded Mr. Sylvester for watching the NFP review board and their full position on this project but she has a problem that the neighborhood has been neglected for years and now suddenly people are taking issue, and she finds it offensive that this is now going to happen to protect what's happening upstream. She asked who owns the property and Mr. Eldridge stated it's under the Brownfield Redevelopment Authority and it's going to be transferred to Public Services and that these efforts are being made to address the issue, specifically the runoff in the street and flowing through the property so it can be cleaned up and filtered, and then that other element of the observation platform, which will be something the neighborhood can use and Ms. Harrington said the condition should include constituent education as well because the community needs to be involved and when she went on ChatGPT, it said that you have to involve the community, the climate crisis coalition, whatever that new thing Jenny is running with the climate change thing, bring in some Black led initiatives, focus on the environment, they don't have to bring Zoo City because she knows how they feel about them, but you need people reflective of the neighborhood. Mr. Eldridge said he hears what she's saying and if this project was of a bigger scale it would require more community input, but it's not and they aren't manipulating most of the property, it's a very small footprint they will be working in, only six or seven trees will be taken down, so most of the property is left untouched and efforts are focused on where the stormwater is coming off of Reed Street and flowing into the property. Mr. Palumbo wanted to address some of what Ms. Harrington said about the neighborhood and stated that this is the Edison neighborhood and, historically, it hasn't received the investment that it should and something he wanted to talk about with nearby residents is that four constituents came to the NFP meeting and were all in favor of the project, asked a lot of good questions, and were skeptical about it and he unfortunately Mark Kaiser, who is an environmental scientist and has been doing this for decades, wasn't able to be at this meeting but is better able to speak to this. He stated that the concerns residents had were things they talked through and that they are looking for input from the residents on this and if people have comments about it, they are available to listen and talk about it because they want people to know what they are doing. He stated one of the residents lives right next to this site and has very deep roots in Kalamazoo and is strongly supportive and is looking forward to having this next to his property and the others were with the Edison Resident Scholars, which is a neighborhood group, not with the neighborhood association, but with the Kalamazoo Literacy Council and is an Edison neighborhood specific organization, and they were in support as well. Mr. Palumbo stated he spoke with him at length afterwards and then added that he also lives in the Edison neighborhood and sees the environmental problems they have in that neighborhood and admits that it's frustrating and even maddening and agrees that the neighborhood doesn't get the treatment it should, but he doesn't see that with this project and he also failed to mention it has a walking path and boardwalk as part of the project so it can be utilized, and there will also be educational signage put out there as well. Ms. Harrington said she thanks him for his transparency and agrees with what he's saying and that's why she said she will agree with this, but felt she would be remiss if she didn't say what

she said about disinvestment of the neighborhood and neglected in a way that she sees daily because her organization owns property there.

Chair Hohler stated he also lives in the neighborhood as well and admits it needs attention but feels this is a place to start, he agrees with the reports and the speakers and the staff reports.

Ms. Harrington stated she wants a condition of contaminant mitigation and some type of action plan for that and that there should be more education about what is happening, and it should be a well thought out, transparent mailer so people can advocate for themselves she added that there needs to be an equity part to this as well for people of color, since they are disproportionately affected by climate change, and the \$200,000,000 needs to be located so that the root cause can be addressed. She stated her organization has had operating farms in that area since 2020 and the runoff issue for black tops affects them also on their property at 1316 Mills Street and the issues, she has had to navigate through requires a hydrogeologist, which she isn't, she's just an urban farmer and a "big mouth", so she, and others in the community need more education about what's happening. She said they should bring more people of color into this conversation, and not just representative figureheads, and suggested they ask Ms. Tina. Chair Hohler asked Attorney Bear how to introduce that into the motion and Mr. Eldridge stated before they get into that, there was a very detailed presentation done for the Natural Features Protection Review Board, which included a lot of graphics of what exactly is being done and said planning staff isn't in support of putting conditions on this variance because this project isn't that big, and he wanted that on the record. Ms. Harrington asked Attorney Bear if they can talk about it and he stated to be clear about her motion and to condense it and that the overall focus of what she wants as part of the motion is education, or information, provided to the public as to how this fits into an overall or long-term plan in that neighborhood and Ms. Harrington said yes. Chair Hohler asked if this is a competing motion that needs a second and Attorney Bear stated that it would need a second because she is asking to amend the principal motion to add a condition or the movement that made that motion could accept the condition or amendment. She asked if she could second herself and was told no, she can make the motion but not second it and Mr. Sylvester stated he doesn't accept the amendment because this is the zoning board and the matter before the board has been reviewed by the NFP Review Committee. Attorney Bear stated there needs to be a second and Chair Hohler asked for one. No one seconded so Ms. Harrington wanted to state for the record she thinks it's unfair that private companies can afford to pay for this and since the people in the community don't have the full complement of information, in addition to not having access to resources, they're going to have to just continue to suffer while other people benefit from this that live up the creek, and that's a problem for her. Chair Hohler stated that this is being paid for from settlement funds from polluters, effectively and this isn't Pfizer deciding they want to pollute the creek so let us come do this, it's a hundred years ago a paper company saying we're just going to dump this stuff out back, the hell with anything else, and then left it to us to fix it, and this isn't a fix, but it's getting there.

**Motion was approved by a four to nothing roll call vote with Ms. Haan, Chair Hohler, Mr. Sylvester, and Mr. Wark voting yes. Ms. Harrington abstained.**

Ms. Harrington read the application for 2139 Ridge Road into the record.

**ZBA#25-06-08: 2139 Ridge Road: An application for a dimensional variance for the provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by Caleb Salter on behalf of the property owner. The applicant is requesting a dimensional variance from Appendix A, Chapter 5, Section 5.1 to authorize relief of 7.5 feet from the averaged front building setback of 9.5 feet. The new detached garage proposed is located two feet from the front property line.**

Please note that this request will not change the zoning classification of the property. This is a request for a variance only regarding the items described above.

Christopher Macsurak, the property owner, stated he is moving to Kalamazoo and found 2139 Ridge Road in Westnedge Hill, and fell in love with it. He stated it's an interesting home built on a hill in a unique neighborhood and as such has presented some challenges. He said he is asking to replace an existing detached carport with a two-car garage no closer to the street than the current structure. He said he has talked to his neighbors and access to emergency vehicles is a concern on that street, being that it is a dead end street with a small turnaround, which makes it a little tight and a little different and he doesn't want to do anything that would change the charm or the feel of it because he wants to be a part of the neighborhood. He said he understands that the folks at 2220 have emailed their support. He said he is doing a renovation loan and there are things he has to do that are guided by his HUD consultant and the budget, it's not like they just give you a bunch of money and say knock yourself out the new garage played into the equation of getting the home to appraise for the purchase price, plus all of the money going into the home and if it was just a parking pad the numbers wouldn't add up, so an enclosed garage, which we all want in winter, especially, is what's being requested. He then showed a picture of the carport and stated it would be more costly to repair than to remove it and construct a new garage but the main thing in question is the distance from the street and zoning requires it to be 9 ½ feet and it's currently at two feet, so that's where the 7 ½ feet of relief comes into play. He then showed more pictures of the carport and where it sits on the property now and said his neighbors, Chris and Gary, are in attendance and can speak to their expectations of what they think is appropriate. He showed a picture and stated one of the reasons you can only go so far back on the property is because the entire property is on a hill and that there is only so much space, currently, between the house and the carport can't be set back any more on the hill. He said he just wants to replace the carport, and it wouldn't be cantilevered anywhere, it would be almost like a two-story garage. He then showed a neighboring garage and how it's built on the hill and another picture of a garage that is very close to the street, which isn't what he's asking for. He showed that garage next door to his home and said his garage would be aligned with it and showed a rendering of the type of foundation that would be needed and stated that about \$70,000 is budgeted for the garage, and most of that is for the foundation. He then showed a picture of the garage for his home in Chicago and said that it is a 20 by 20 structure and that is all he's asking for.

Chair Hohler asked for staff comments, and they were as follows: Mr. Eldridge stated that a lot of the challenges pointed out by the property owner regarding the topographic change from Ridge Road to Bronson Boulevard and Ridge Road is a plateau that drops off on both sides and the challenge of building on a hillside is evident in the positioning of the homes so close to the road to begin with and the garages are up against the edge of the property lines in multiple cases. He said it's a unique arrangement unlike many other neighborhoods streets around the city because of the topography, it has created this condensing of the structures, closer to the top of the hill, so under the special circumstances they acknowledged the topographic challenge and the placement of the existing home, was the property owner has also pointed out that shifting the garage back

would put it against the face of the home, and there wouldn't be any separation there, and that isn't a circumstance we would want to see. He added that pushing the garage back would require an even larger retaining wall type structure and he's not sure how, looking at the pictures, the wood decking that makes up the floor of the carport even holds a car and Mr. Macsurak stated somehow it has worked but his bedroom is right there, and if it comes crashing down...but it looks really cool and stated the neighborhood reminds him of the Hollywood Hills, in a way and even though it looks cool, it isn't structurally sound and it's not open. Mr. Eldridge said not moving the garage back would limit the new retaining wall to the area and it wouldn't create any more environmental impact on the hillside and, in staff's opinion, won't adversely affect other properties in the area as they are all similarly built to this site and lastly, as was already mentioned, there was the one e-mail of support that came in from a property owner just down the street.

Chair Hohler asked if there was anyone who wanted to speak in favor of the applicant and there was one neighbor, Chris Patchel. Mr. Patchel lives directly across the street from the project stated he is delighted to have Mr. Macsurak owning the property, as it has been vacant for a long time. He said it was difficult to tell from the letter he received from the city exactly where the potential end of the garage was. He said this happens to be at a bottleneck and there's a telephone pole on the opposite side and if there was a car parked there by chance, an ambulance couldn't get through to the last three houses. He said he's there because he's retired and can kill some time to come down and wanted to verify where the property line is and even though Mr. Macsurak said he would put the garage back where the carport is, he wants to make sure, since there's nothing in writing, that when construction starts, there isn't a problem and his only question is where does this variance allow the garage to start? Chair Hohler stated that the variance has to be a very specific amount and if it's 7 ½ feet, that's what it would be and someone would have to police that, presumably, Mr. Patchel, would call the city and say it's too close so they can come out and deal with it, but that's a discussion he can have with Mr. Eldridge later, or now and Mr. Eldridge stated there is a survey that shows exactly where the new garage will go and he can share that with Mr. Patchel, but there are specifics and not only has it been surveyed and the stakes are there right now, but a drawing has also been prepared showing where the new garage will be located and Mr. Patchel stated he just wanted to make sure the fire hydrant wouldn't be covered up. Chair Hohler added that the applicant would be advised not to put it in the wrong spot, unless the city make them move it at some great expense.

Chair Hohler asked if anyone wanted to speak against the applicant and there were no one.

Chair Hohler asked if there were any call-in comments and there were none because the system was still down.

Chair Hohler closed the public hearing.

## **FINDING OF FACT**

Mr. Wark moved the Finding of Fact as follows:

- 1) The Finding of Fact for 2139 Ridge Road shall include all information included in the notice of public hearing dated May 28, 2025, and the agenda packet provided by staff, as well as the homeowner's presentation.

- 2) 22 notices of public hearing were sent, and one response was received in support of the variance from Alice and Mike Kemerling of 2220 Ridge Road.
- 3) A public hearing was held before the board and public comments were accepted. Chris Patchel, a neighbor, spoke in support at this meeting.
- 4) The Finding of Fact shall include those documents just described and also all facts and comments made during the public hearing, which are summarized to include without limitation, the following:

Chris Macsurak, the property owner, gave a presentation as to why the existing carport should be removed and showed the garage and where it would go. There were no call ins, and no one spoke against the variance.

**Ms. Haan seconded the Finding of Fact.**

**Motion approved for the Finding of Fact by voice vote unanimously.**

**Ms. Haan made a motion to approve the application for a dimensional variance from Appendix A, Chapter 5, Section 5.1, to authorize relief of 7.5 feet from the averaged front building setback of 9.5 feet. The new detached garage proposed is located two feet from the front property line, seconded by Mr. Wark.**

Discussion:

Chair Hohler stated that this is a perfect example of zoning issues that require a variance because there's an existing non-conforming use to structure that needs to be replaced and can't, essentially, be brought into conforming and the only choice is to continue with the non-conforming use of the property, and not an instance where you placed a garage on a square piece of property and it needs to be moved from here to there, you can't put it anywhere else, through no fault of the property owner. He said there's a house in the way and a slope that is fairly narrow at the top too, so that limits what can be done, and the staff report nails it all and he doesn't have any disagreements with it, which is why he will vote to approve.

Mr. Sylvester agreed that it is a classic zoning variance case, and Mr. Wark also agreed, as did Ms. Haan. Mr. Sylvester stated they somehow avoided taking on the fact that it's in a natural features overlay, Chair Hohler agreed because of the slope and Mr. Eldridge stated that because it's being built in the same spot, he doesn't believe it was triggering that level of review. Chair Hohler asked so if it couldn't be built two feet over, it had to be four, that could cause that problem to arise and Mr. Eldridge said yes and if there are questions raised when the building permit comes in, then it will be shipped over for in-house staff to look at and Attorney Bear added he doesn't believe it's altering the slope in any way or change the slope, it will stay the same so from his understanding of the Natural Features Protection ordinance, that wouldn't necessarily trigger anything.

Chair Hohler asked if there was any more discussion and there was none.

**Motion was approved unanimously by a roll call vote.**

Ms. Harrington read the application for 4423 W KL Avenue into the record.

**ZBA#25-06-09: 4423 W KL Avenue: An application for a variance for the provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by Jesus Barraza. The applicant is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7 to allow for an outdoor temporary sales use (food truck) to operate in the parking lot from June 13, 2025 to December 13, 2025.**

Please note that this request will not change the zoning classification of the property. This is a request for a variance only regarding the items described above.

Mr. Barraza said he lived on the west side for all of his life and has lived in the Arcadia neighborhood for two years. He stated he wants to start there for six months because he can't afford the rent for the whole building and he spoke with his friend Roy, who owns the building, and maybe after six months he can rent the spot for dining and restrooms, and have a restaurant, like Los Brothers did. He said he wants to be there because he knows the area and he hopes that when people think about Chino's Kitchen they will know he is from the Kalamazoo community and maybe in the future he can open his own restaurant and create more jobs.

Chair Hohler asked for staff comments and Mr. Eldridge replied Mr. Barraza utilized the 30 day administrative approval to have the food truck there, and it went well, so he came back and asked how to get it extended and was told he needed to get a variance through the Zoning Board of Appeals, and that would require that he go through site plan review, which is something he will talk about at the end of his comments. He said the goal is to give Mr. Barraza time to complete the site plan review process and have his food truck be a semi-permanent use on the property as long as the property owner will allow it to be there and if it works out where Mr. Barraza ends up leasing the vacant space in the building, then that would be even better, but that doesn't necessarily have to happen. Mr. Eldridge said the example Mr. Barraza gave of Los Brothers on Portage Street, they started with the food truck then they purchased the property then cooked and sold the food from the food truck, using the building as indoor seating and restrooms until they got to the point they could build out a commercial kitchen and he believes that is what Mr. Barraza is hoping that this will eventually lead to that, which is something we would all like to happen. He said looking at the review criteria because technically this is a variance to allow at time extension, applicant is working out a lease agreement with the property owner, who provided the letter of support that was circulated via email, as well as copies provided on the dais at the meeting. He added the applicant would like the opportunity to be able to continue to build his customer base as they go through this site plan review process by being allowed to operate during this period of time, and as he mentioned at last month's meeting, it is a minimum of two to three months to go through the site plan review process right now and part of that is the volume projects that the city is going through. Mr. Eldridge stated they are all put in line as they come in the door, so it would be quite a delay to the applicant as far as being able to operate the food truck there and he wanted to make reference to that. He added that as far as the other criteria such as impacts on adjacent properties, there were no complaints when Mr. Barraza did operate there, there was no negative feedback when the notices went out for this hearing tonight, to allow for this time extension, so the impacts are not evident and we will see if anything comes out when the public hearing is opened, and as

far as it being in line with the ordinance, the ordinance is designed to regulate development in an orderly manner, and this time extension to allow for the completion of this review and approval process seems appropriate. He stated the one condition that he is asking if the board is looking to approve this, is that the application for site plan review be filed within 45 days, so that would allow a month and a half for Mr. Barraza to work out the final details with his landlord.

Chair Hohler asked if there was anyone who wanted to speak for the request and Rex Brueggeman, who lives at 806 Ellendale in the Arcadia neighborhood, and is the current president of the Arcadia Neighborhood Association. He stated he has not reviewed the relevant ordinance and he doesn't have a very technical approach tonight, but he's in favor of this because first of all, he thinks the location is fine, but beyond that he knows Jesus and Iris and they moved into a house in the Arcadia neighborhood on West Michigan, he stated they are the bomb and great people and that he has eaten the tacos and they are wonderful. He said he loves them and he loves to watch their beautiful children walk to Arcadia Elementary every day during the school year, and he wants to be supportive of them as his neighbors and he knows that Jesus and Iris are grinding and last he knew, Jesus was also working at JBS and he has talked to Iris about it and it's all positive because he gets the best cuts of meat and Mr. Brueggeman is all about them and anything he can do to be supportive as a neighbor, he will.

Chair Hohler asked if there was anyone who wanted to speak against the request and there was no one.

Chair Hohler asked if there were any phone calls and there were none because the system was down.

Chair Hohler closed the public hearing.

## **FINDING OF FACT**

Ms. Harrington moved the Finding of Fact as follows:

- 1) The Finding of Fact for 4423 W KL Avenue shall include all information included in the notice of public hearing dated May 28, 2025, in the agenda packet staff provided for this request.
- 2) 15 notices of public hearing were sent, and one response was received in support of the variance from Roy Almaguer, the property owner.
- 3) A public hearing was held before the board and public comments were accepted.
- 4) The Finding of Fact shall include all facts and comments made during the public hearing which are summarized to include without limitation, the following:

For the record, we don't know if there are any voice messages because the system is down, but Rex Brueggeman came in support and there is at least one letter that is also in support. The public comments in support specifically spoke about the quality of the food, the quality of relationship,

and the connectedness to community that this endeavor will bring to the neighborhood. In addition to these items, the finding of fact will also include that the facts presented regarding the circumstances or conditions of the property or structures that are special circumstances or conditions not commonly found on lots or other structures in the same zone district make this request unique are that city staff spoke to an existing precedent with Los Brothers, that had a similar situation happening in close proximity and Mr. Eldridge stated they are not in close proximity, he only mentioned them because of the similarities, and he referenced last month's case with the food trailer at Lesman's Market. Ms. Harrington continued: the facts presented regarding the cause of special circumstances are that after operating a temporary license for 30 days, this variance will allow them temporary use of the property for six months as they go through the site plan review process to get a commercial kitchen, so they are hoping to potentially open up a brick and mortar facility to be able to have bathrooms and all the other things attached to being able to operate a fully functioning restaurant. The facts presented regarding whether the action requested is the minimum action that will make it possible to use the lot or structure in a manner that does not negatively impact the public and meets the spirit of the ordinance are that city staff has already noted that the truck has been legally in operation since late March and has had no complaints, furthermore staff observed that the site was kept clean. The facts presented regarding whether the granting of the variance will adversely affect adjacent land in a material way, also granting the variance, according to city staff report, will be consistent with the purpose and intent of the ordinance to regulate development. This is a request for a time extension for the food truck to complete the site plan review and become a permanent addition to the site.

**Ms. Haan seconded the Finding of Fact.**

**Motion approved for the Finding of Fact by voice vote unanimously.**

Chair Hohler asked for a motion on the request itself, and point out that staff asked if that motion could include a condition that they need to file for site plan review within 45 days and he believes the reason for the 45 days to make them get their stuff in with enough time to get approved, but also give them time to work out further arrangements as needed so he believes the time request is reasonable. Ms. Harrington stated she doesn't believe there should be a condition on them and if there is, there should be more time allowed.

**Mr. Wark moved to approve the application for a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (food truck) to operate in the parking lot at 4423 W KL Avenue from June 13, 2025, to December 13, 2025, with the condition that they apply for site plan within 45 days, seconded by Mr. Sylvester.**

Discussion:

Mr. Sylvester stated he thinks the intent behind the extra time is to get the process started because the site plan review process takes time, and he thinks it's to encourage the applicant to get the ball rolling in a timely way, so he thinks it's beneficial to the applicant and he thinks it was meant as a friendly condition.

Chair Hohler stated he agrees and isn't tied to the 45 days, but he wants Ms. Harrington to convince him, and Ms. Harrington stated she's not trying to convince anyone of anything but she knows, as

someone who is working on a development right now, 45 days might be too much of a time crunch and she believes that they may potentially need more time and wants to know why no one will even ask them and she asked Mr. Eldridge if he asked them and he asked Chair Hohler if he can add a comment. He said that Ms. Harrington has businesses that have been through site plan review, and changes have been made to the process which now starts with what's called an application and checklist, so there doesn't need to be a plan submitted with the initial application, it just has to have all of the information about what the project is about and the elements that need to be and will be included on the site plan, but it doesn't have to have the site plan, and that is what takes the time. Ms. Harrington asked that is he saying that in the process that protocol has been changed and 45 days is sufficient now and Mr. Eldridge said he's saying 45 days is sufficient to submit the initial application and checklist and after the checklist meeting they will have time to put together the plan and submit it, so he wants to make sure they have a hard and fast date that this process is going to start and he doesn't think that putting the 45 day condition is going to create a hardship but he does see exactly where she's coming from because she went through the process the way it used to work and Ms. Harrington agreed and said if the process is as stated, she withdraws what she said.

Chair Hohler said since he has never been through this, he wants to be sure he understands that the 45 days is there to think in terms of the expiration date of the variance in order to make sure everything is in motion and approved at the right time and Mr. Eldridge stated this is the catalyst to make sure that the application does come in the door. Chair Hohler said it's essentially the same as the one from last month, just a different location and a different applicant and Ms. Harrington stated she doesn't like the time constraints because it puts undue pressure on him. Chair Hohler asked if the reason there were no conditions for last month's case because they had already started site plan and Mr. Eldridge said that is correct. Chair Hohler stated he understood the concern Ms. Harrington raised and if there was a different date that was better, he'd advocate for it. He said he always talks about being consistent and they essentially approved this one last month with virtually the same facts, so he will vote in favor of approving the request.

**Motion was approved unanimously by a roll call vote.**

Ms. Harrington read the application for 1516 Rockledge Court into the record.

**ZBA#25-06-10: 1516 Rockledge Court: An application for a variance for the provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by B Diamond Infra, LLC. The applicant is requesting a use variance from Appendix A, Chapter 4, Section 4.2 W 5, to authorize a use variance to construct a new 150-foot monopole style telecommunications tower at this location, which would replace the current 150-foot lattice style monopole.**

Please note that this request will not change the zoning classification of the property. This is a request for a variance only regarding the items described above.

Mr. Bebb Francis, who is the outside council for B. Diamond Infrastructure, along with Katie Harms, appeared on behalf of the applicant and wanted to discuss the continuing issues that are plaguing this tower, and present to this board B. Diamond's proactive solution to resolve these issues. He stated the tower is an existing 150-foot, self-support tower, is 53 years old, and AT&T is the only carrier that has collocated on the tower, since 2005 for 20 years, primarily, as a result

of the issues facing the tower. He said the tower being 53 years old is something he can identify with: you hit a certain peak, just like inanimate objects, and at 50, things don't work correctly, you have muscle loss, deterioration, and as a result the technology in 1972 has dramatically changed for the better and as a result this tower doesn't meet the current engineering standards and AT&T can't upgrade its equipment at this site in order to serve, and continue to serve this critical portion of our community. He added that our code provides that they encourage co-location on towers, so you don't face a proliferation of towers, so as a result of working with the property owners and AT&T, B. Diamond has created a proactive solution to get ahead of the issue that needs to be addressed, and that is to design and construct a state-of-the-art, 150-foot monopole, which will be the same height as the existing tower, yet it has the technology and advancements that Ms. Harm, of B. Diamond, will discuss with the board. He said it will also allow AT&T to do upgrades so, as continuing advancements in technology occurs, they can come in and increase the technology available at the site, and it gives the opportunity to bring into this community two additional wireless carriers, at least, as a co-location and he explained that there would be no additional services required then those right now being proposed and used by the existing tower and will be using the same access drive requiring only one service truck once a month, maybe every six weeks, to check the technology and equipment and as an unmanned shelter, it does not require water or wastewater treatment. Katie Harms, the site acquisition manager with B. Diamond, showed a presentation that shows the existing tower as a diamond in the middle of the screen and the proposed tower will be 12 feet to the east. She then showed a side-by-side comparison and said that currently there's only one carrier on the tower, which is AT&T, and the new tower would allow multiple carriers to collocate on the tower. She then showed a letter of support from AT&T that mentions they can no longer upgrade their equipment, and this would allow them to upgrade their equipment to the current standards of data coverage to help the surrounding residents of Kalamazoo. Ms. Harms also showed an engineered letter that's basically states because of concerns about towers falling, and she pointed out that Kalamazoo had some weather that recently hit. This letter states that the fall zone is 16 feet, the tower would basically crumple like a straw, so you wouldn't have a complete tower falling on anybody's property. She then had photo simulations of the side-by-side comparison of what they're looking at, the one, two, and three will show exactly where they took the pictures. The first picture is along Rockledge Road, and it shows the existing tower there as well as the new tower, the second picture showed another viewpoint from the entrance to the apartments at the bottom of the hill, the next picture showed the new tower, and the last picture was taken along Alamo Avenue with the existing and proposed tower. She said AT&T provided frequency maps so the board can see the current coverage and what the coverage would be without the tower or the future coverage. She then showed a picture of a separation map and said part of Kalamazoo's ordinance requires a separation map to be presented and in the middle of the ring, there is a site that's just inside the mile radius, but it's county property. She then showed a coverage map that they received from RF engineers at AT&T and it shows that the current coverage covers most of what is needed and once you get up north, more into the county, there's less coverage and without this tower and without AT&T, there would be no coverage for that area in an area that needs it. Mr. Francis stated the important part of this also is the critical demand for coverage and as we may know from our own experience there's been a dramatic escalation of the use of smartphones and other wireless devices, and he showed a graph that projected the increase from 2009 to 2040. He said what that means is that our fellow residents and citizens of Kalamazoo are requiring seamless wireless connectivity, with the average Kalamazoo house having a minimum of five, possibly seven wireless devices and to put it in perspective, he said think about our own households, the number of smartphones, iPads, ring doorbell systems and so forth, there are over 60% of households that disconnected the online phone lines and have disconnected because of the high cost of wired broadband, which is an impactful

issue on the underserved that can't afford it and have to rely solely on wireless connectivity for their data services. He added that one of the critical issues, especially when you have a multifamily situation and neighborhood situations, like at Fox Ridge over 85% of E911 calls are placed by wireless devices, and whether it's a heart attack at the house, a disturbance, or a car wreck, it's critical that people in this area, including the schools, have the ability to have the wireless connectivity. Mr. Bebb wanted to give kudos to Kalamazoo, and said we are way ahead of it and have been asking our citizens to get connected with the city and let us know that you're connected so that we can provide you with emergency alerts and a lot of cities across the country do not and have not taken that step. He said the closest school in this area has a stay alert program, asking the parents to connect with them so that they can be alerted of a man-made or weather event that has occurred, and how to deal with it, which is Woodward Elementary, less than  $\frac{3}{4}$  of a mile away from the site. He added that Kalamazoo has taken the lead and this meeting is being broadcast over Facebook and the city's social media accounts and no longer are social media accounts used by municipalities solely to talk about the next social event and looking at the number of followers the city has, 31,000 people follow the city to get regularly updated posts regarding what is going on in the city, so they are requesting the opportunity to and act as proactive resolution of the impediments and issues facing this tower. He said this board is the first stop and the next stop would be the Planning Commission where there will be a more granular look at the tower site, and then on with their approval of the Special Use Permit, then site plan review, then a thorough building permit analysis with tower specs and foundation requirements.

Chair Hohler asked for staff comments and Mr. Eldridge replied this is a use variance and is a question of whether or not this is an appropriate area for a 150-foot tall tower and tower that's there is slowly becoming obsolete and granting this use variance, and with it moving forward to the Planning Commission next, it would be moving forward the allowance to build a new tower that would be there in perpetuity, and knowing how durable these monopoles are it will be there for a long time. He said looking at the ordinance and to go through this for the board, under construction of transmission towers or telecommunication towers, it says "...such construction requires a special use permit..." and it goes on to list a number of zone districts that are commercial in nature, then it says "...such construction also requires a special use permit in any RS, RD or RM, RMHP..." and then several other zone districts and basically is focusing on a special use permit specifically for towers in residential zone districts and says "...but only in the following locations..." and there are three criteria listed for these locations in residential zone districts. One says religious assembly, but only when designated as a steeple bell tower or similar accessory structure compatible with the principal use on the property, next is parks owned property, and last as government public utility or public-school sites, and that's what's identified so it's a very limited set of circumstances where towers are allowed in residential zones. He then circled back to the review criteria and talked about the enforcement and the provisions of the terms of the ordinance depriving the applicant of practical purpose for use of the property for permitted uses in the zone district, item number one. Mr. Eldridge stated the applicant technically is not limited to their use of the property for permitted uses, in this RM-15 zone district, and added there are a lot of permitted uses in zone district, but this isn't one of them, he said this is a legal non-conforming tower that, as mentioned, was built in the 1970s and there are options the applicant has and that the can be used as is and can continue to have one carrier and can be structurally reinforced to prolong its lifespan, the site can be decommissioned and the tower removed, and it can be redeveloped and the tower constructed that meets the intent of the ordinance, possibly a bell tower that would be allowed in that RM-15 zone district, so there are other alternatives and in fact, the tower can be located nearby in a manufacturing zone district, which permits towers by right and there is manufacturing zone property northeast of this site. Number two talks about the unnecessary

hardship and the special circumstances and what was referenced is it doesn't meet current engineering and the lack of co-location a hardship and staff doesn't view this as sufficient in this case to allow a brand new tower to be constructed on this site that will be there for decades to come and if this tower has completed its useful lifespan, then maybe it needs to be replaced with something that conforms to the zone district. Number three is the special circumstances which are not the result of the actions of the applicant and Mr. Eldridge admitted that this is not something the applicant has caused to become an issue, and this tower has been there for quite a long time and has had several owners over the years, so the applicant before this board did not create these circumstances. Number four talks about the granting of the variance as the minimum action, Mr. Eldridge stated the granting of the variance, in this case, is one of several steps that would be necessary to get this project across the finish line, so to speak: there is the use variance, the special use permit approval, several waivers that would need to be approved because of the location of the tower being so close to the property lines, and one of those waivers is that the South tower set back is supposed to be equal to the height of the tower, which it can't meet that, but again that is not for this board to talk through, that is for the Planning Commission and the city planner to resolve, but he's just trying to point out that there are additional steps and the applicant, Mr. Francis, pointed that out as well. Number five, as far as not adversely affecting adjacent land, replacing the tower wouldn't affect adjacent land any more than the present tower does, and finally number six, the granting of the variance is generally consistent with the purpose and intent of the ordinance, he said staff doesn't feel this is consistent with the intent of the ordinance because this was not written into the ordinance language for the RM-15 zone district, to him set a tower in a place like this, where there are residential structures nearby, that is why in the M-1 and M-2 district it's permitted by right because that is the more appropriate zone district where new housing units are not allowed. He then said he was open to questions.

Ms. Harrington asked if staff is for it or against it and Mr. Eldridge said staff is not for it because it does not align with all the review criteria. Ms. Harrington asked if it was because of the radio frequency situation in the residential neighborhood, but it sounds like there's a multitude of issues. Mr. Eldridge replied that wasn't taken into account and he can only work with what's in ordinance, and that's why he wanted to be very specific to speak to this being a multifamily residential zone district and these are the tower limitations that the ordinance spells out, so that was his focus and Ms. Harrington stated that was brought up in the presentation and wanted to know if they could ask additional questions of the applicant and him and he said yes. Ms. Harrington stated that when they're making their decisions, they're always talking about the spirit of the ordinance, so the reason she's asking about this is the answer no because of a safety issue or is it because it's not appropriately zoned, she's not quite sure what the "no" is rooted in and Mr. Eldridge stated it's not appropriately zoned and allowing this to move forward means that a brand new tower gets put in the same spot, which will last a lot longer than the current lattice tower that's in place, and if there's logic and reasoning that spells out that that seems appropriate to do, then that needs to be found, and he's just laying it out like it is in the staff report and speaking to it from the ordinance standpoint. Ms. Harrington said she's still trying to understand.

Chair Hohler said he assumes the zoning is more of an eyesore thing, which is why they would allow it to go into bell towers which are "pretty" and are not eyesores like a tower. Mr. Francis said it's a logical question but the reality is, they are talking about a massive structure and it's much more visible, more space is required and it stands out he added that when they visited the site, they couldn't see the tower because of all of the tree growth and had to look for the right turn up Rockledge. He stated when they drove into the apartment complex and looked back, the tree growth is so significant, and you can't really see it. He said the photo sims were taken because the

photographer couldn't get those shots, so they had to go to another source and those were probably from the fall, and it's basically masked by the existing foliage. Chair Hohler explained that what Mr. Eldridge is saying is that personal feelings don't matter and he has to abide by the criteria.

Ms. Harrington asked to see the picture of the new tower versus the old tower and Mr. Francis went back to the photo, Ms. Harrington asked if it would, exponentially, expand coverage plus more carriers Mr. Francis said absolutely and it gives the opportunity for AT&T to upgrade because of the inability of them to add additional equipment, the modifications everybody is requiring and this will allow co-locations and updated technology that doesn't exist with the existing tower. Ms. Harrington wanted to know if it would have a detrimental effect on the people around it because of the expanded coverage and Mr. Francis stated it wouldn't because the sequence would be that they give the approval from this board and they go through their process to get the building permit and once that's issued, the new tower will be constructed 12 feet away from the existing tower and once it's built, AT&T equipment will be relocated with the modifications, then the other tower will be decommissioned. He also reiterated the point that Ms. Harms brought up is that with these new towers, if something were to happen instead of falling flat, technology that didn't exist 53 years ago, what they over engineer the base and create a bend point so in an uncalled for situation, which is very rare, instead of falling flat and breaking, it breaks at a bend point and has been designed to do that within a 16 foot radius, so it will stay within the property, they don't know what would happen with the existing tower. Ms. Harrington asked if she would be correct in assuming this is an infrastructure upgrade and Mr. Francis said it is a significant infrastructure upgrade. He also wanted to point out if there is a situation, like Ms. Harms pointed out, if they go the other route and this structure fails, they've spent 18 months getting where we are today, where they have a proactive resolution, and that's why Ms. Harms months was showing that if this tower goes away, and they go through the process for the future 18 months, a significant portion of the community won't be able to have AT&T coverage and AT&T, like all carriers, are responsible for carrying anybody's E911 call like if you have a Verizon carrier and you're in the area, you see a wreck and you call, AT&T has to pick it up and without AT&T there, there's no other carrier that can pick up that call, so it's a benefit for those who are homebound and need that coverage, they're trying to be proactive for all the reasons they laid out. Ms. Harrington said she understands and will they take down the other one in a timely fashion, they said yes.

Ms. Haan asked why it can't be put in a zone district where it's already allowed and Mr. Francis said the FCC has stated that for it to be anyplace, it has to be in what he calls "the ables": it has to be zonable, buildable, you have to have an agreeable landlord that will allow you to use their property, and utilities and fiber have to be available, it has to meet all of those requirements and in this situation, they already have a 150 foot tower there, they're just going to move it 12 feet over, with a technologically increased tower fall zone, and co-location ability. She asked if there was another spot that would be suitable and Mr. Francis stated that would have to be investigated, but they are trying to get ahead of the issue, this tower is already there, and added that cell systems are like a honeycomb and each of those towers is designed to place honeycombs by the RF engineer and if you move one, it disrupts the whole honeycomb, you're taking out a key cell, the green area in the center, so it's not just "Can you move over here?" because all of them have to talk to each other and said that as you're driving thru an area, they are talking to each other and transferring your calls.

Mr. Wark wanted to know, if this tower were to go away, or when it goes away, he mentioned that the area will no longer have coverage, he wanted to know, specifically, what area was he referring

to and Mr. Francis showed a picture and said the tower is the green spot right in the center, that's where AT&T is and that means it's very good coverage, he said if they look at the legend in yellow it shifts from very good to fair to marginal, which no calls, buffered or dropped calls, so it's a significant event they're trying to get ahead of because there are residents in that area, the school to the southeast, and the yellow and the red on the legend is that area. Mr. Wark asked if he said Woodward School and the surrounding area and Mr. Francis said yes. Mr. Wark asked if it would affect the downtown area and Mr. Francis said it affects the north, but it also goes down to a south central portion, and that is the area that would be impacted so they're trying to get ahead of it so they don't have to go through this for another 18 months, Mr. Wark asked what he meant by the 18 months and Mr. Francis stated he has been communicating with Mr. Eldridge for 18 months about this.

Chair Hohler asked if there was anyone who wanted to speak for the request and there was no one.

Chair Hohler asked if there was anyone who wanted to speak against the request and there was no one.

Chair Hohler asked if there were any phone in comments and there were none because the system was down.

Chair Hohler asked if there were any other questions from the board and there were none.

## **FINDING OF FACT**

Ms. Haan moved the Finding of Fact as follows:

- 1) The Finding of Fact for 1516 Rockledge Court shall include all information included in the notice of public hearing dated May 28, 2025, in the agenda packet staff provided for this request.
- 2) 12 notices of public hearing were sent, and no response was received.
- 3) A public hearing was held before the board and public comments were accepted.
- 4) The Finding of Fact shall include all facts and comments made during the public hearing which are summarized to include without limitation, the following:

Mr. Bebb Francis, outside council for B. Diamond Infra, and Ms. Katie Harms. From B. Diamond Infra, shared the plans for the tower, and the proposed tower. The existing structure doesn't meet current engineering specs. Technology has drastically changed since 1972, and the structure is currently outdated. The applicant did not create the circumstances around this, and the existing tower is currently legally nonconforming. Possible alternatives include other zoned districts, but the applicant said placement in another allowable district is not feasible based on their "able" criteria, and trying to get out ahead of this in their 18-month time frame. The new structure would be safer according to the fall pattern and a new tower will allow multiple carriers and AT&T

can no longer update the existing tower. No additional services will be required and if it's not built it can definitely negatively impact service through the areas surrounding the tower.

**Mr. Wark seconded the Finding of Fact.**

**Motion approved for the Finding of Fact by voice vote unanimously.**

**Ms. Haan moved to approve the application for a variance from Appendix A, Chapter 4, Section 4.2 W 5, to construct a new 150-foot monopole style telecommunications tower at this location, which would replace the current 150-foot lattice style tower, seconded by Mr. Wark.**

Discussion:

Mr. Wark asked when the tower became non-conforming and Mr. Eldridge stated he didn't have the answer to that question and couldn't dig up any information because of the age of the tower and felt like it may have been a ham tower back in the day, and then at some point, turned into a telecommunications tower. Mr. Wark asked if he knew if the new zoning ordinances that will be coming will have any impact on this tower and Mr. Eldridge said he doesn't believe so and because this is a residential zone district, all of these significant ordinance changes the city has made related to the commercial zone districts wouldn't have any impact on it And there's been no talk about any changes to telecommunications facilities in the residential zone districts.

Mr. Sylvester stated that Mr. Eldridge said this is a legal non-conforming use and Mr. Eldridge said yes, and Mr. Sylvester asked if replacing the tower would change the conformity, or increase the nonconformity and Mr. Eldridge said no because the existing lattice tower is 150 feet and the new tower would be 150 feet and he said towers are now required to have co-locators, where this one doesn't have co-locators, and that was pointed out by Mr. Francis. Mr. Sylvester said that in terms of the physical structure itself, it's not really changing the nonconformity and Mr. Eldridge said correct.

Mr. Wark asked if the new tower would be safer than the old tower because it will collapse if there are high winds or something like that and Mr. Francis stated that in their engineering letter that was presented in the PowerPoint and that's in the packet, in case of an unexpected circumstance of a failure, the new technology creates a bend point so that it doesn't snap at the bottom, and that technology did not exist 53 years ago.

Chair Hohler said they can just find a piece of property where this will be conforming because Mr. Eldridge said in the "M's", they can just do it by right, or does the board save them the trouble and just continue the nonconformity.

Mr. Sylvester said, in all due respect to the details and the intricacies of the zoning, and the reasons Mr. Eldridge pointed out, and the reasons why this is not a perfect fit or even a good fit in his view and Mr. Eldridge said yes, from the vantage point of the ordinance, this is not a good fit and he understands there are other facts to take into consideration and Mr. Sylvester stated that this is, after all, a legal non-conforming use that is currently in place and one way to look at it is that it is a value neutral thing that they're looking at. Chair Hohler said they can look at it in terms of the

garage, they're just going to put it right down on top of the other spot, they aren't moving it this way or that way, and it will be a better structure, at least that's his analogy from tonight's meeting.

Chair Hohler stated that he will be voting in favor because he tries to stay consistent and treat people the same way and he realizes there are other considerations with the garage but like Mr. Sylvester said, it's like a neutral thing.

Ms. Harrington agreed.

**Motion was approved unanimously by a roll call vote.**

**DISCUSSION/ACTION ITEMS:**

Mr. Eldridge wanted to discuss the board's proposed changes to the bylaws.

The first change is to change the name from "rules and procedures" to "bylaws" to be consistent with the other city boards and commissions, the second change is to increase the number of board members from six to seven to avoid a tie. The third item is clarification of vote, which it takes four affirmative votes to pass, even if only four members are present, this means all of the members must vote yes, one no means the variance request fails, and the last item is to remove the 10 day requirement for a reconsideration vote because in that amount of time, it's possible for a permit to be issued. Attorney Bear added that zoning boards do not have the authority, via statutes or ordinances, to grant a rehearing after a reconsideration however, Robert's Rules of Order does. It was resolved that state law takes precedent over Robert's Rules and state law, while it doesn't say the board can't grant a rehearing, it does not explicitly say it can.

Board Chair Hohler asked that this matter be held over for a final discussion and vote until next month after hearing from the board members. This will provide more time for review of the changes and board members not present to participate in the discussion.

**REPORTS:**

**ADJOURNMENT:**

**The meeting was adjourned at 9:38 p.m.**

**Submitted By** \_\_\_\_\_ **Date** \_\_\_\_\_  
Recording Secretary

**Reviewed By** \_\_\_\_\_ **Date** \_\_\_\_\_  
City Staff

**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
Chair



# Zoning Board of Appeals Staff Report

Date: **7/10/2025**

Item: **D.1.**

City of Kalamazoo

**TO:** Zoning Board of Appeals

**FROM:** Reviewed by: Christina Anderson, AICP, City Planner / Deputy Director of CPED  
Prepared by: Pete Eldridge, AICP, Zoning Administrator

**DATE:** July 10, 2025

**SUBJECT:** ZBA # 25-07-11: 4702 W. Main Street. Harrison French & Assoc. Architect & Engineers, Ltd, on behalf of Seven Brews Coffee, is requesting a variance from Chapter 50, 50-8.4 C(1)(a), to allow for the development of this property without the required landscaping green strip of at least five feet between the parking lot and front property line.

## **BACKGROUND:**

The vacant parcel is .43 acres in size and located directly to the east of Chick-fil-A. This parcel is in the CC Zone District. This site was a former gas station, which was demolished in 2020. Seven Brew Coffee is proposing to redevelop the site with a 510 square-foot building with an adjacent freestanding cooler and two drive-through lanes. The coffee shop will not have a lobby or walk-up service. It is intended to be a drive-through coffee shop only.

The site is large enough to accommodate the proposed business. However, there is one design constraint that has dictated the placement of the building and parking, and that is an internal access drive that extends along the frontage of the property linking Chick-fil-A, the proposed coffee shop, and the Westwood Plaza shopping center. This access drive is 24 feet in width and cannot be reduced in size as it is the designated fire lane. The building, drive-through lanes, and dumpster enclosure are all located north of this internal access drive, and the parking lot is located to the south of it.

The variance being requested is due to the positioning and width of this internal access drive. Between the front property line and this access drive, adequate depth exists to place a row of parking spaces, which then leaves slightly over one foot of distance to the front property line. Since the Ordinance requires a minimum planting strip or green strip of five feet along the frontage of the property, the applicant is seeking a variance from this provision to allow for a reduction to approximately one foot. Please further note that this limited space between the property line and parking will include the required decorative metal fence, like what is seen at Chick-fil-A. Required landscape planting along the frontage will also be met. Staff are supportive of this variance as there are design constraints due to the location and width of the access drive.

**STRATEGIC VISION ALIGNMENT:**

**Complete Neighborhoods** - residential areas that support the full range of people's daily needs

Strategic Vision and Master Plan Impact:

The project does provide a new beverage service business in the community which falls under the Complete Neighborhood goal. The project also aligns with the Future Land Use Map which identifies this parcel as commercial.

**COMMUNITY ENGAGEMENT:**

**Inform (one-way conversation)** – the community will be made aware of the project.

Appropriate Depth of Engagement:

A public hearing notice was placed in the newspaper and notices, dated June 25, 2025, were sent to the property owners and occupants within 300 feet. A copy of the notice was also relayed to the Westwood Neighborhood Association.

Engagement/Communication Tools:

Newspaper, mailings and applicant outreach.

**FINDINGS:**

Staff have made the following findings regarding this request:

1. That there are special circumstances or conditions (like exceptional topographic conditions, narrowness, shallowness, or the shape of property) that are peculiar to the land or structure for which the variance is sought, that is not applicable to other land or structures in the same zone district.

**The special circumstances are tied to the location and width of the internal access drive that links this Chick-fil-A, the proposed coffee shop, and the Westwood Plaza. This access drive is aligned with the parking lot of Chick-fil-A and extends across 4702 W. Main Street. A width of 24 feet is required for the movement of fire apparatus along this designated fire lane.**

2. That there are special circumstances which are not the result of the actions of the applicant or titleholder of the land.

**The special circumstances were not created by the actions of the applicant. This is a pre-existing development constrained on the site.**

3. That the literal interpretation and enforcement of the terms and provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zone district, and would cause practical difficulty.

**The enforcement of the provisions of the Ordinance would require a five-foot minimum planting strip along the frontage and reduce the parking spaces to less than 18 feet in depth, which would not meet the dimensional standards for parking space depth. This would result in vehicles obstructing the 24-foot-wide access drive.**

4. That the granting of the variance is the minimum action that will make possible the use of the land or structure that is not contrary to the public interest, and that would carry out the spirit of this Ordinance.

**This variance is the minimum action that will make this redevelopment project possible. All other Ordinance requirements will be met with this project, except for this deviation required from the green strip.**

5. That the granting of the variance will not adversely affect adjacent land in a material way.

**The granting of the variance will not materially impact adjacent land. A decorative metal fence similar to Chick-fil-A will still be installed in front of the parking spaces, and landscaping requirements will be met.**

6. That the granting of the variance will be generally consistent with the purposes and intent of this Ordinance.

**The granting of the variance will generally be consistent with the Ordinance to provide screening for parking located in the front yard.**

7. Where the requested dimensional variance involves required landscaping, the Zoning Board of Appeals may grant a variance upon the following additional criteria: 1) existing landscaping, screening or wetlands intended to be preserved meets the intent of this section; 2) the landscape design proposed by the applicant meets the intent of this section; 3) there is a steep change in topography that would limit the benefits of required landscaping; 4) the proposed building and parking lot placement is setback well beyond the minimum required; 5) the abutting or adjacent land is developed or will be developed in the near future with a use other than residential; and 6) similar conditions to the above exist such that no good purpose would be served by providing the landscaping or screening required.

**These criteria do not apply to the requested dimensional variance.**

#### **RECOMMENDATION:**

Staff support the granting of this variance request as it meets the above criteria.



**Community Planning and Economic Development**

245 N. Rose Street, Ste. 100

Kalamazoo, MI 49007

PH: (269) 337-8044

FAX (269) 337-8429

[www.kalamazoocity.org](http://www.kalamazoocity.org)

NOTICE OF PUBLIC HEARING

June 25, 2025

**RE: ZBA #25-07-11  
4702 W. Main Street  
Parcel #:06-18-171-006**

Dear Property Owner:

An application for a variance from provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by Harrison French & Assoc. Architect & Engineers, Ltd on behalf of Seven Brews Coffee for 4702 W. Main Street in the Commercial – Community District (CC).

The applicant is requesting a variance from Chapter 50, 50-8.4 C(1)(a), to allow for the development of this property without the required landscaping green strip of at least five feet between the parking lot and front property line.

Please note that this request will not change the zoning classification of the property. This is a request for variance only regarding the item described above.

The meeting will be held on Thursday, July 10, 2025, at 7 p.m. in the City Commission Chambers at City Hall, 241 W. South Street. This meeting will also be streamed live on the [City's Facebook page](#) and [YouTube Channel](#).

To examine documents related to this request or provide written comments, please contact Pete Eldridge at [eldridgep@kalamazoocity.org](mailto:eldridgep@kalamazoocity.org) or call (269) 337-8806. The agenda will be posted at <https://www.kalamazoocity.org/boards>

Sincerely,

**Peter C. Eldridge, AICP**  
Zoning Administrator

# Zoning Board of Appeals Application



Submitted on	10 June 2025, 10:08AM
Receipt number	50
Related form version	14

## Introduction

Have you scheduled a pre-application meeting?	Yes
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## Applicant Information

Name	Megan Broderick
Organization (if applicable)	HFA-AE LTD
Email Address	megan.broderick@hfa-ae.com
Phone Number	6099493203
Address	1705 S Walton Blvd #3, Bentonville, AR 72712, USA <a href="#">Map</a> (36.3523338, -94.2099832)
Preferred Contact Method	Email
Are you the property owner?	No

## Property Owner Information

Name	Westwood Plaza LLC
Mailing Address	Haymarket Building, 161 E Michigan Ave, Kalamazoo, MI 49007, USA <a href="#">Map</a> (42.2921043, -85.5818448)
Preferred Contact Method	Email
Authorization from property owner:	<a href="#">7 Brew ZBA Application Site Plan 6-9-25.pdf</a>

## Property and Application Details

Property Address	4702 W Main St, Kalamazoo, MI 49006, USA <a href="#">Map</a> (42.2965347, -85.6471801)
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Parcel Identification Number	06-18-171-006
Zone District	CC
Type of Request	Dimensional Variance
Application Fee	\$300.00

**Project Description & Reason for Request**

Due to the unique nature of the business being drive-thru only the maximum amount of parking allowed by the code for the size of the building creates a hardship for the business having parking. Due to the layout of the lot there are also limited areas in which the parking can be configured especially with existing 24' cross access . Per conversation with the fire department this access width can not be decreased which makes the site unable to meet the 5' parking setback from the road.

## Dimensional Variance Review Criteria

<b>Are there conditions, like unusual topography, the shape of the lot or structure that are not commonly found on other lots or structures in the same zone district that make this request unique?</b>	There is an existing cross access easement to the adjoining parcel that is 24' wide. Per a conversation with the Fire Chief at the checklist meeting making the cross access 20' to allow for the 5' green space between the proposed parking spaces and the ROW would not allow adequate fire service to the adjoining parcel.
<b>Is there a hardship that is unique to the land or structure that is not applicable to other land or structures in the same zone district?</b>	The cross access driveway is existing and already meets the minimum requirement of the fire department which is 24' wide.
<b>Are the special circumstances created by actions of the applicant?</b>	The current ordinance would allow for 1.5 parking spaces maximum on site. There are typically 5 employees maximum on a shift for 7 Brew. Not having parking for employees would cause significant hardship. Allowing for some additional spaces for customers to wait for adjustments being made to orders or larger orders is also needed to prevent traffic back ups that would be caused with prolonged idling at order pick up. The 5' parking setback also provides a hardship as a 24' wide cross access already exists that cannot be decreased to meet setback requirements per the fire department.
<b>Will the granting of the variance be the minimum action necessary for the use of the land or structure that will meet the spirit of this Ordinance?</b>	Yes, without parking for employees (5 per shift) and customers the space would not be suitable for this use. The Fire department also will not allow the cross access width to be decreased to allow for the parking to meet the 5' setback requirement as it would make the adjoining site inaccessible to fire service.
<b>Will the granting of the variance negatively affect adjacent land?</b>	No, not granting the variance would actually have more of a negative impact on adjacent land as employees and customers may take up parking spaces for neighboring properties.
<b>Will the granting of the variance be generally consistent with the purpose and intent of this Ordinance?</b>	Yes, the CSP takes into consideration the adjacent properties and matches their parking structures.
<b>Does existing landscaping, screening or wetlands planned to be preserved meet the intent of the Ordinance?</b>	There is no prominent existing landscaping, screening or wetlands present on site. The proposed CSP is a decrease in impervious area from the gas station which was previously located at this site.
<b>Does the landscaping proposed by the applicant meet the intent of this section?</b>	All landscaping requirements other than the 5' parking setback can be met with this CSP.

Are there steep changes in topography that would limit the benefits of landscaping?	No
Are the proposed building and parking lot locations setback beyond the required setback?	The building location meets all required setbacks. The parking locations match the existing parking for adjacent properties but do not meet the 5' setback due to the existing 24' wide cross access.
Are there abutting lands developed or could be developed in the near future with a use other than residential?	All abutting properties are currently developed and are zoned for commercial use.
Do similar landscaping conditions exist which would result in no added benefit if additional landscaping or screening was provided?	The proposed landscaping conditions match those of the adjoining properties.

## Supporting Documents

Supporting Documents

[22.34.01\\_2024-08-29\\_7Brew Template\\_V3.0\\_Standard\\_Cooler Rear.pdf](#)  
[2025-05-06 - Concept - 7 Brew - W Main and Drake - Kalamazoo, MI.pdf](#)  
[C4.0 SITE PLAN.pdf](#)  
[2025-05-06 - Concept - 7 Brew - W Main and Drake - Kalamazoo, MI.pdf](#)  
[SS57103-Main St, Kalamazoo 04.23.25.pdf](#)  
[What is 7 Brew.pdf](#)

## Submit

Your Signature



[Link to signature](#)



## What is 7 Brew?

- 7 Brew is a rapidly growing coffee brand that is revolutionizing how customers experience drive-thru coffee service and think about their morning [and afternoon] energy boost.
- 7 Brew is a drive-thru coffee concept revolutionizing drive-thru drinks by highlighting a positive experience, hand-crafted beverages, and exceptional speed of service. These are the three pillars of success that separate us from our competitors.
- Local Kalamazoo residents can experience all that 7 Brew has to offer – a company that is fueled by its team and powered by its culture. Our goal when entering a new market is to be a positive contributor within the community and allow local residents the opportunity to build friendly relationships with our employees.

## How We Operate

- Efficiency of the 7 Brew dual lane model
  - o Operations has the unique opportunity to streamline customer service and be more efficient, allowing for better workflow management.
  - o Shorter ticket times creates shorter queues and a better traffic flow than competitors
  - o On average we have between 10-16 cars in our queue and the double drive-thru approach allows that to be spread between both lanes, alleviating traffic congestion concerns
  - o All orders are taken by our staff members – there are no menu boards or speakers to place orders with which leads to a personalized and friendly customer experience
- Operating model
  - o 7 Brew is a drive-thru only concept meaning there is no interior ordering or dining
  - o The typical store has between 4-6 employees on shift at one time and operates from 5:30 AM to 11 PM

## Our Menu

- 7 Brew's unique menu consists of only beverages with over 20,000 unique combinations



7brew-menus.com  
ICED, HOT, or CHILLER

### THE SEVEN ORIGINALS

**BLONDIE** (270-850 CAL)  
CARAMEL & VANILLA BREVE

**BRUNETTE** (280-850 CAL)  
HAZELNUT & CARAMEL MOCHA

**SMOOTH 7** (260-840 CAL)  
WHITE CHOCOLATE & IRISH CREAM BREVE

**WHITE CHOCOLATE MOCHA** (280-850 CAL)  
WHITE & MILK CHOCOLATE MOCHA

**CINNAMON ROLL** (300-770 CAL)  
BROWN SUGAR CINNAMON & WHITE CHOCOLATE BREVE

**GERMAN CHOCOLATE** (280-860 CAL)  
COCONUT & CARAMEL MOCHA

**TRIPLE 7** (180-840 CAL)  
A SMOOTH 7 WITH 6 ESPRESSO SHOTS



### TEAS

(0-400 CAL)  
**ICED or HOT**

SWEET UNSWEET  
PARIS EARL GREY  
GREEN CINNAMON SPICE  
DECAF



---

**EXTRA ESPRESSO**  
(5 CAL)

**CUSTOMIZE EVERYTHING**

**SUGAR FREE**

**SWEETNESS LEVELS**

**MILK ALTERNATIVES**  
OAT, ALMOND OR COCONUT

**KIDS FIZZ** (0-110 CAL)  
**COCOA** (190 CAL)  
**SMOOTHIES** (210-230 CAL)



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### CLASSICS

**ICED or HOT**

**LATTE** (120-320 CAL)

**MOCHA** (200-520 CAL)

**BREVE** (250-660 CAL)

**CARAMEL MACCHIATO** (210-850 CAL)

**CAPPUCCINO** (100-260 CAL)

**HOUSE BLEND** (10-20 CAL)

**CHAI LATTE** (160-400 CAL)

**MATCHA LATTE** (170-390 CAL)

**COCOA** (250-630 CAL)

### SEVEN ENERGY

**ICED or CHILLER**  
(10-560 CAL)

A PREMIUM ENERGY DRINK CREATED BY 7 BREW!  
INFUSE WITH ANY FLAVOR!  
ORIGINAL OR SUGAR-FREE  
RED BULL AVAILABLE UPON REQUEST



### SMOOTHIES

(330-740 CAL)

STRAWBERRY MANGO  
PIÑA COLADA PEACH  
GREEN APPLE WILDBERRY  
BLUEBERRY POMEGRANATE



---

### SEVEN FIZZ

(0-440 CAL)

SPARKLING WATER INFUSED WITH ANY FLAVOR! CREAM AND WHIPPED CREAM OPTIONAL.



### SHAKES

(250-950 CAL)

THE CLASSIC FLAVORS OR MAKE IT YOUR OWN!



7brew-menus.com

## What makes 7 Brew stand out from other coffee businesses?

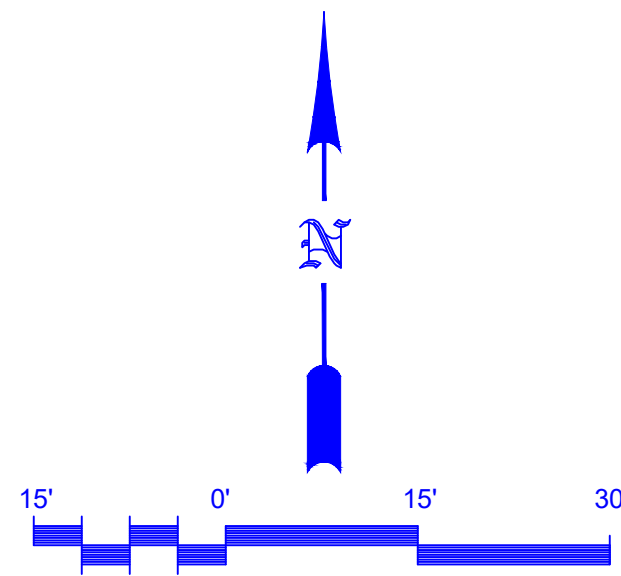
- There's something for everyone! We started with our seven original coffees at our first "stand" in Rogers, AR. 7 Brew now boasts over 325 stands across the country and over 20,000 unique drink options.
- Our drive-thru experience! 7 Brew employees believe kindness and joy are contagious, and we keep that a high priority while serving our customers.
- We pride ourselves on providing a one-of-a-kind drive-thru experience that will put a smile on customers' faces, while giving them the delicious jolt of energy they're looking for, morning, noon and night.

**LEGAL DESCRIPTION**

Land in the City of Kalamazoo, Kalamazoo County, MI, described as follows:  
 Land located in the City of Kalamazoo, County of Kalamazoo, State of Michigan and is described as follows: Commencing at the West quarter post of Section 18, Town 2 South, Range 11 West, thence South 89 degrees 30 minutes 20 seconds East along the East and West quarter line of said Section 18, 180.0 feet to the Place of Beginning; thence North 0 degrees 29 minutes 40 seconds East 185.0 feet; thence South 89 degrees 30 minutes 20 seconds East parallel to the East and West quarter line of Section 18, Town 2 South, Range 11 West, 150.0 feet; thence South 0 degrees 29 minutes 40 seconds West 185.0 feet to the East and West quarter line of said Section; thence North 89 degrees 30 minutes 20 seconds West along said East and West quarter line 150.0 feet to the Place of Beginning. Excepting the South 60.0 feet for highway right of way purposes, as deeded to the Michigan State Highway Department in Liber 746 of Deeds, Page 344.  
 THE SURVEYED PROPERTY IS THE SAME PROPERTY AS SHOWN ON FIRST AMERICAN TITLE INSURANCE COMPANY, COMMITMENT NO. NCS-1242811-PRSTO HAVING AN EFFECTIVE DATE OF DECEMBER 2, 2024

**NOTES CORRESPONDING TO SCHEDULE B**

- AS PER COMMITMENT NO. NCS-1242811-PRSTO, DATED 12/02/2024.
- The terms, provisions and easement(s) contained in the document entitled "Highway Easement Release" recorded May 16, 1958 as Liber 746, Page 344 of Official Records. AS SHOWN HEREON
  - The terms and provisions contained in the document entitled "Restrictive Covenant" recorded June 15, 2000 as Instrument No. 2000-020462 of Official Records. BLANKET IN NATURE
  - The fact, as disclosed by that certain document or documents recorded June 15, 2000 as Instrument No. 2000-020462 of Official Records, that some violation of environmental protection laws may have occurred which may affect the land. As affected by Notice of Rescission of Land and/or Resource Use Restrictions recorded in Instrument No. 2018-032212. BLANKET IN NATURE
  - The fact, as disclosed by that certain document or documents recorded June 15, 2000 as Instrument No. 2000-020462 of Official Records, that some violation of environmental protection laws may have occurred which may affect the land. BLANKET IN NATURE
  - The fact, as disclosed by that certain document or documents recorded February 17, 2017 as Instrument No. 2017-004547 of Official Records, that some violation of environmental protection laws may have occurred which may affect the land. BLANKET IN NATURE
  - The fact, as disclosed by that certain document or documents recorded February 17, 2017 as Instrument No. 2017-004547 of Official Records, that some violation of environmental protection laws may have occurred which may affect the land. BLANKET IN NATURE



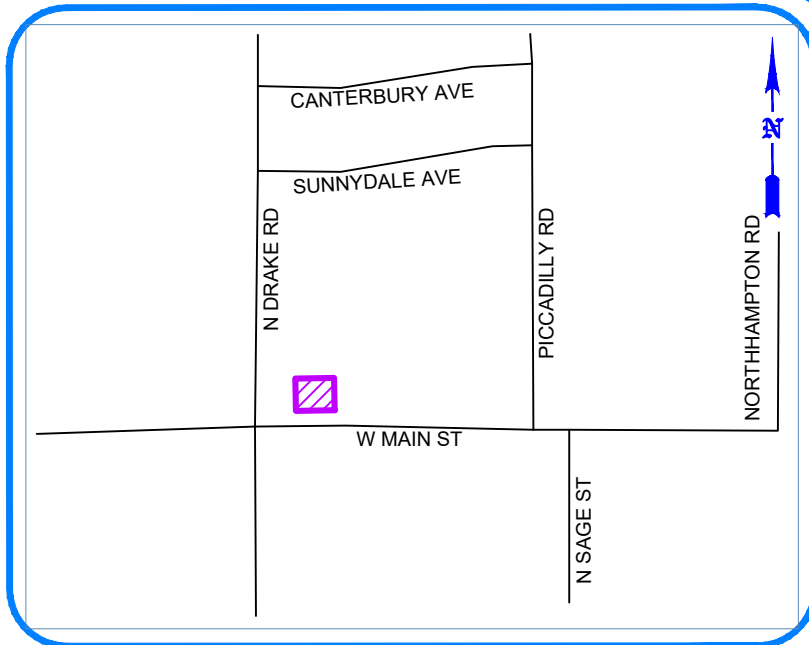
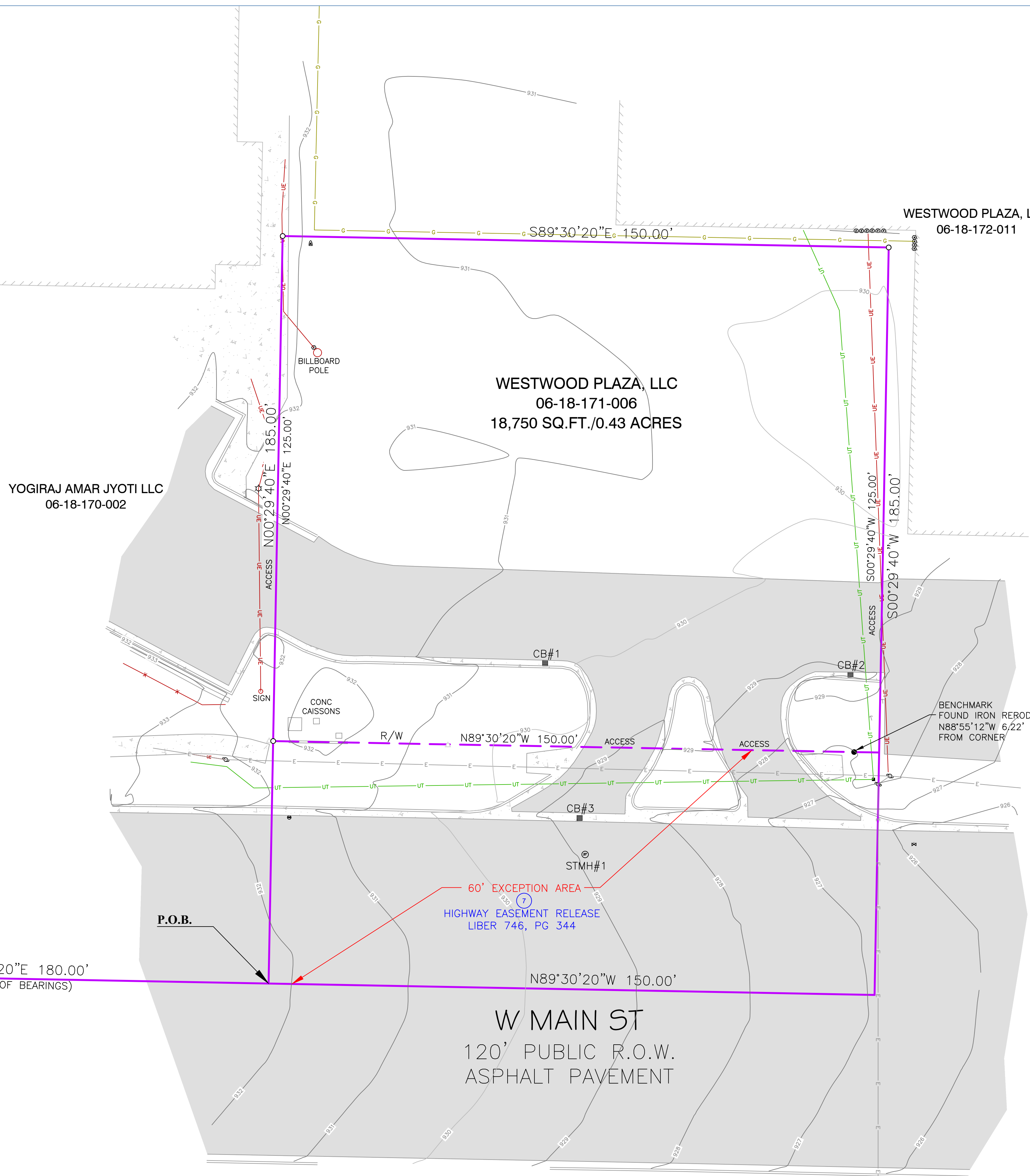
SCALE: 1" = 15'

The basis of bearings is based on the E/W line of Section 18, being S 89°30'20" E.

**INVERT DATA**

- CB#1  
RIM ELEVATION = 930.15'  
12" CPP ~ E INVERT ELEV. = 925.41'  
12" CPP ~ W INVERT ELEV. = 925.71'
- CB#2  
RIM ELEVATION = 928.85'  
12" CPP ~ W INVERT ELEV. = 925.73'
- CB#3  
RIM ELEVATION = 928.60'  
12" CPP ~ S INVERT ELEV. = 924.98'
- STMH#1  
RIM ELEVATION = 928.91'  
12" RCP ~ N INVERT ELEV. = 924.74'  
18" RCP ~ W INVERT ELEV. = 919.76'  
24" RCP ~ E INVERT ELEV. = 919.71'

**ALTA/NSPS LAND TITLE SURVEY**



**VICINITY MAP**

NOT TO SCALE

**LEGEND**

- SECTION CORNER
- POINT FOR CORNER
- FOUND MONUMENT
- RIGHT-OF-WAY STAKE
- POWER POLE
- LIGHT POLE
- ELECTRIC METER
- GAS METER
- WATER VALVE
- SQUARE STORM CATCH BASIN
- UNKNOWN MANHOLE
- TELEPHONE PEDESTAL
- GAS MARKER
- STORM SEWER MANHOLE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- UNDERGROUND CABLE TV
- UNDERGROUND TELEPHONE
- UNDERGROUND GAS
- EASEMENT
- BOUNDARY
- ASPHALT
- CONCRETE

**SITE DATA**

ZONING AND RESTRICTIONS SHOWN HEREON WERE OBTAINED BY A GENERAL REQUEST AT THE PUBLIC COUNTER OF THE LOCAL ZONING AUTHORITY. NO REPRESENTATION IS MADE FOR THE ACCURACY OR COMPLETENESS OF SAID THIRD PARTY INFORMATION. THIS FIRM IS NOT AN EXPERT IN THE INTERPRETATION OF COMPLEX ZONING ORDINANCES. COMPLIANCE IS BEYOND THE SCOPE OF THIS SURVEY. ANY USER OF SAID INFORMATION IS URGED TO CONTACT THE LOCAL AGENCY DIRECTLY.

- ZONING: "CC"  
 SETBACKS--  
 -FRONT= No requirement  
 -SIDE= 0', 25' next to R district and park/open space/preserve  
 -REAR= 0', 25' next to R district and park/open space/preserve  
 HEIGHT RESTRICTIONS-- 6 stories  
 MAX. LOT COVERAGE-- 80%  
 PARKING PROVIDED-- Eating and Drinking: 1 space per 4 persons at maximum occupancy; 1 space per 2 employees at largest shift  
 Office: 1 space per 300 square feet  
 Retail/Services: 1 space per 350 square feet  
 -REGULAR= 0 SPACES  
 -HANDICAP= 0 SPACES  
 TOTAL SPACES PROVIDED= 0
- VERTICAL DATUM--NAVD88
- BENCHMARK--FOUND IRON REROD AT SE CORNER OF SUBJECT PROPERTY--928.354
- NOTES REGARDING TABLE A ITEMS 16 & 17--  
 NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS IN RECENT MONTHS.  
 NO OBSERVABLE CHANGES IN STREET RIGHT-OF-WAY LINES, RECENT STREET OR SIDEWALK REPAIRS.  
 5. UNDERGROUND UTILITIES SHOWN HEREON ARE FROM A REPORT FURNISHED BY BLOODHOUND UTILITY LOCATORS.

**IMPROVEMENT NOTES**

THIS IS A LISTING OF OBSERVED IMPROVEMENTS THAT CROSS DEED LINES. STATEMENT OF OWNERSHIP OR POSSESSION IS NOT THE INTENT OF THIS LISTING.  
 NONE OBSERVED AT THE TIME OF SURVEY

**ALTA/NSPS LAND TITLE SURVEY**

**SURVEYOR'S CERTIFICATION**

TO: FIRST AMERICAN TITLE INSURANCE COMPANY;  
 THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6a, 6b, 7a, 7b, 7c, 8, 9, 11b, 13, 16, 17 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON APRIL 10, 2025.

For inquiries, questions or concerns about this survey contact [mjfeldbusch@ussurveyor.com](mailto:mjfeldbusch@ussurveyor.com) or call 1-800-867-8783 ext. 201

**U.S. SURVEYOR**  
 4929 Riverwind Pointe Drive  
 Evansville, Indiana 47715  
 AMERICA'S ALTA SURVEYOR  
 1-800-TO-SURVEY

PREPARED FOR: **HARRISON FRENCH**

PROJECT LOCATION: **KALAMAZOO COUNTY, STATE OF MICHIGAN**

PROJECT ADDRESS: **4702 WEST MAIN STREET KALAMAZOO, MI**

PROJECT TYPE: **ALTA/NSPS LAND TITLE SURVEY**

NOT VALID WITHOUT ORIGINAL SIGNATURE

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**PROFORMA**  
 JAY M. SCHWANDT  
 REGISTRATION NO. 47974

**SHEET 1 OF 1**

JOB NUMBER: **SS57103**

**FLOOD DATA** This property is in Zone "X"  
 of the Flood Insurance Rate Map, Community Panel No. 26077C0175E which has an effective date of 07/31/2024 and IS NOT in a Special Flood Hazard Area. Field surveying was not performed to determine this zone. An elevation certificate may be needed to verify this determination or apply for an amendment from the Federal Emergency Management Agency.

**COPYRIGHT NOTE:**  
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NOTICE: OTHER FLOODMAPS MAY EXIST THAT SHOW FLOODPLAIN AS DETERMINED BY STATE OR MUNICIPALITIES. THE CERTIFICATION ONLY COVERS THE FEMA FIRM MAP REFERENCED HEREON.

SURVEYED BY: **Global Land SOLUTIONS**

**811** Know what's below  
 Call before you dig.  
 IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE ALL UTILITIES, WHETHER SHOWN ON THIS SURVEY OR NOT PRIOR TO COMMENCEMENT OF WORK. THIS SURVEY HAS BEEN PREPARED USING AVAILABLE UTILITY DATA. THIS SURVEYOR DOES NOT MAKE STATEMENTS OF ACCURACY BASED UPON MAPS AND UTILITY LOCATES OF OTHERS.

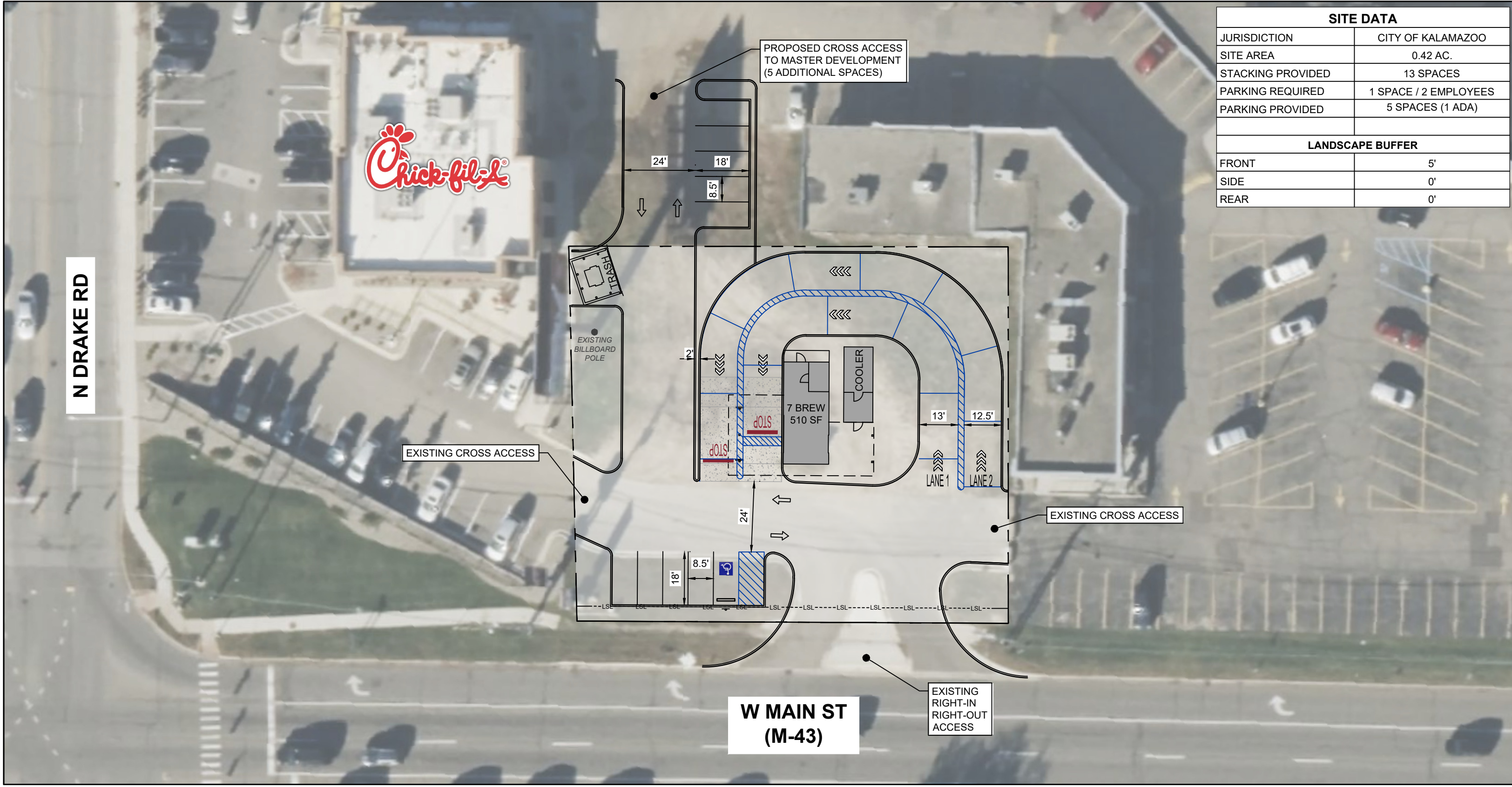
DATE OF ORIGINAL: **APRIL 16, 2025**

REVISION: **COMMENTS** DATE: **APRIL 23, 2025**

REVISION: **DATE: 2025**

REVISION: **DATE: 2025**

FIELD SURVEY: **JL** CAD: **BOS** PLS REVIEW: **JMS**



SITE DATA	
JURISDICTION	CITY OF KALAMAZOO
SITE AREA	0.42 AC.
STACKING PROVIDED	13 SPACES
PARKING REQUIRED	1 SPACE / 2 EMPLOYEES
PARKING PROVIDED	5 SPACES (1 ADA)
LANDSCAPE BUFFER	
FRONT	5'
SIDE	0'
REAR	0'

N DRAKE RD

W MAIN ST (M-43)

**HFA**  
 HARRISON FRENCH & ASSOCIATES  
 ARCHITECTS & ENGINEERS  
 1705 S. Walton Blvd., Suite 3  
 Bentonville, Arkansas 72712  
 t 479.273.7780  
 f 888.520.9685  
 www.hfa-ac.com

ESTD 2022  
**brew HORIZONS.**

**TEST FIT**  
**7 BREW COFFEE**  
 4702 W MAIN ST  
 KALAMAZOO, MI 49006

DATE: 5/6/2025  
 REV: D  
 DRAWN BY: EA  
 CHECKED BY: JP  
 PROJ NUMBER: 12-25-80007

SCALE: 1 inch = 30 ft.



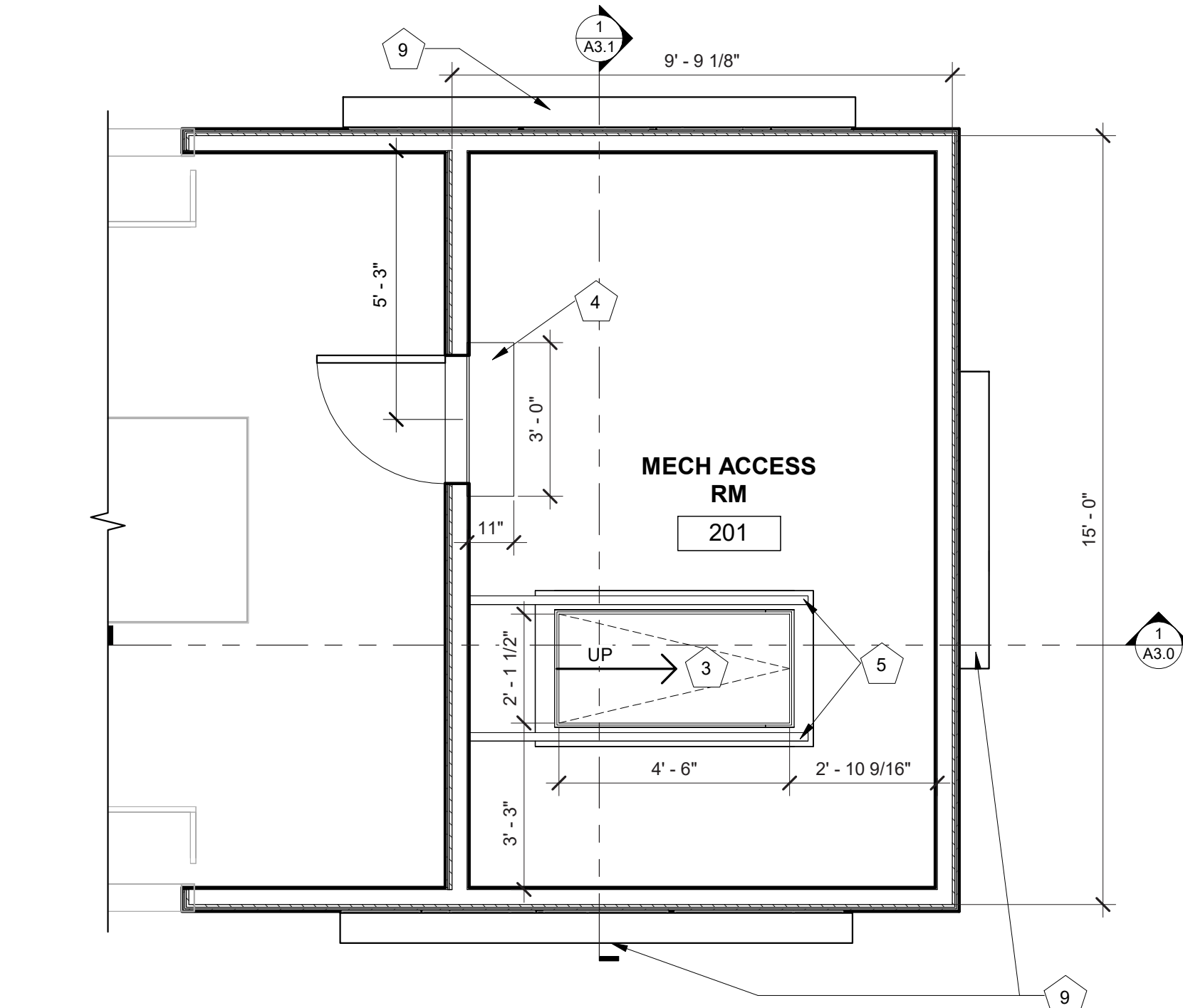
REVISIONS

No.	Description	Date

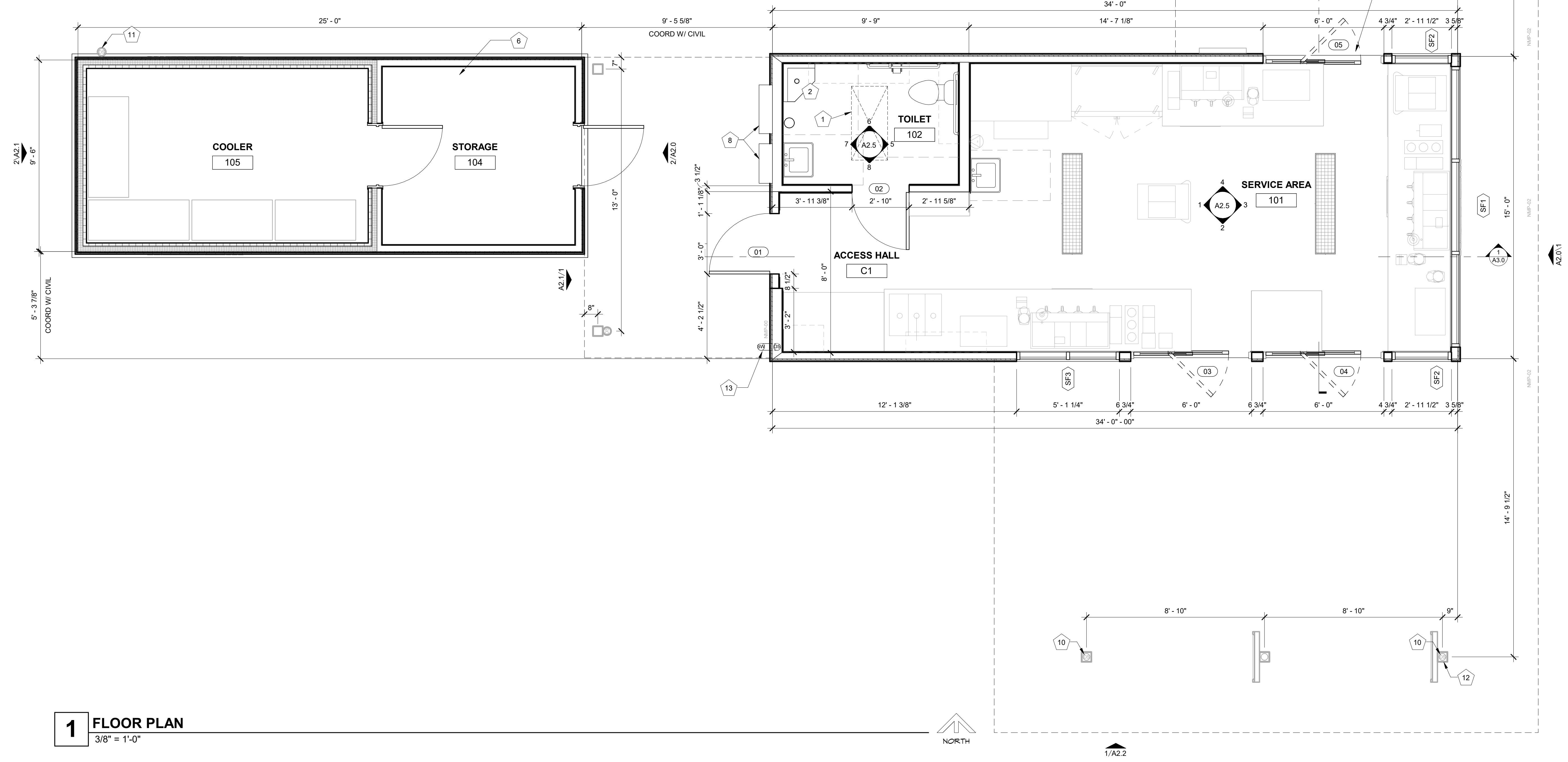
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08/29/2024  
 project no.:  
22.34.01  
 sheet contents:  
FLOOR PLAN  
 sheet no.:

**FLOOR PLAN KEYNOTES**

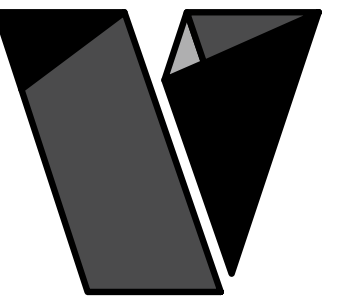
NOTE NO.	NOTE TEXT
1	ACCESS DOOR FOR CRAWLSPACE ACCESS
2	MOP SINK; REF PLUMBING
3	MECH. ACCESS DOOR AND LADDER - SUPPLIED BY OWNER
4	STEP, CENTER ON DOOR
5	PREFABRICATED COMPLIANT MECHANICAL SERVICE GUARDRAIL PER IBC SECTION 1015 - EACH SIDE
6	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
7	ADA AUTO/MANUAL EGRESS CAPABLE
8	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
9	STOREFRONT SIGNS - SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
10	DOWNSPOUT CONNECTION TO STORMWATER SYSTEM; REF CIVIL
11	DOWNSPOUT SCUPPER TO GRADE; REF CIVIL
12	SITE CONTRACTOR TO COORDINATE CIVIL AND STRUCTURAL DRAWINGS TO ENSURE ALL CANOPY COLUMN FOUNDATION PLATES AND BOLTS ARE CONSTRUCTED IN A MANNER THAT CONCEALS THEIR CONNECTIONS COMPLETELY BELOW GRADE; TYP.
13	DOWNSPOUT OUTLET - STORMWATER CONNECTION



**2 MECH ACCESS RM**  
 3/8" = 1'-0"



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 7 Brew Template V3.0  
 2022-11-20\_LAYOUT V04  
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7 BREW DRIVE THRU - STANDARD W/ COOLER REAR

NATIONAL MODULAR MANUFACTURING

VARIOUS LOCATIONS

REVISIONS

No. Description Date

sheet issue date:  
08/29/2024

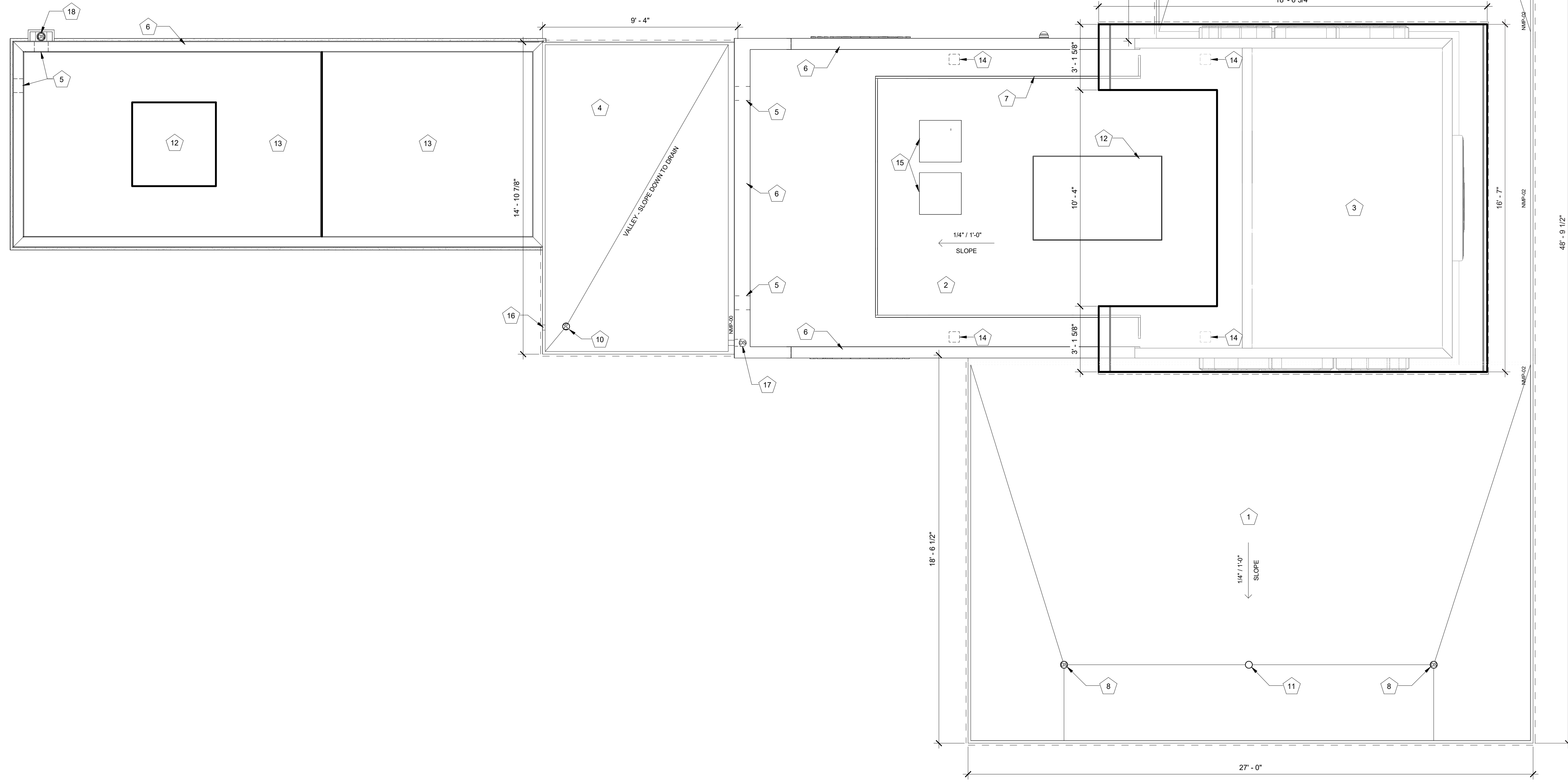
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22.34.01

sheet contents:  
ROOF PLAN

sheet no.:

A1.6

NOTE NO.	NOTE TEXT
1	PRE-ENGINEERED CANOPY AND FRAMING; REF CANOPY SHOP DRAWINGS
2	TPO ROOFING ON ROOF SHEATHING PER STRUCT
3	CORRUGATED ARC METAL ROOF ON #15 FELT ON PLYWOOD ROOF SHEATHING
4	TPO ROOFING ON ROOF SHEATHING PER STRUCT ON BUILT-UP 2x CRICKET FRAMING
5	8" WIDE X 4" HIGH TPO ROOF SCUPPER WITH SHEET METAL UNDERLAYMENT
6	BRAKE METAL CAP; REF ELEVATIONS
7	3' - 6" GUARDRAIL
8	ROOF DRAIN WITHIN STRUCTURAL COLUMN; CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL
9	ROOF DRAIN WITHIN STRUCTURAL COLUMN; DOWNSPOUT SCUPPER TO GRADE; REF CIVIL
10	ROOF DRAIN; DOWNSPOUT TO BE GALVANIZED, PAINTED, STEEL; CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL
11	OVERFLOW ROOF DRAIN
12	HVAC EQUIPMENT
13	ROOFING PER COOLER MANUF
14	MODULAR BUILDING PICK POINTS WITH ROOFING COLLAR; REF STRUCT
15	ICE MACHINE CONDENSERS; SITE CONTRACTOR TO DETERMINE FINAL LOCATION
16	OVERFLOW SCUPPER TO GRADE
17	CONNECT ABOVE-GRADE DOWNSPOUT OUTLET TO SUB-GRADE STORMWATER COLLECTION SYSTEM; REF CIVIL
18	ROOF DRAIN; DOWNSPOUT TO BE GALVANIZED, PAINTED, STEEL; SCUPPER TO GRADE; REF CIVIL

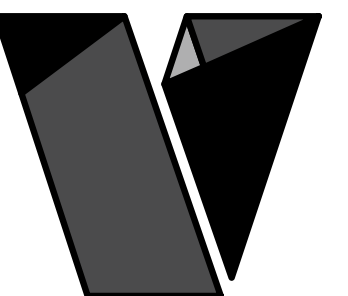


1 ROOF PLAN  
3/8" = 1'-0"



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7 Brew Template V3.0

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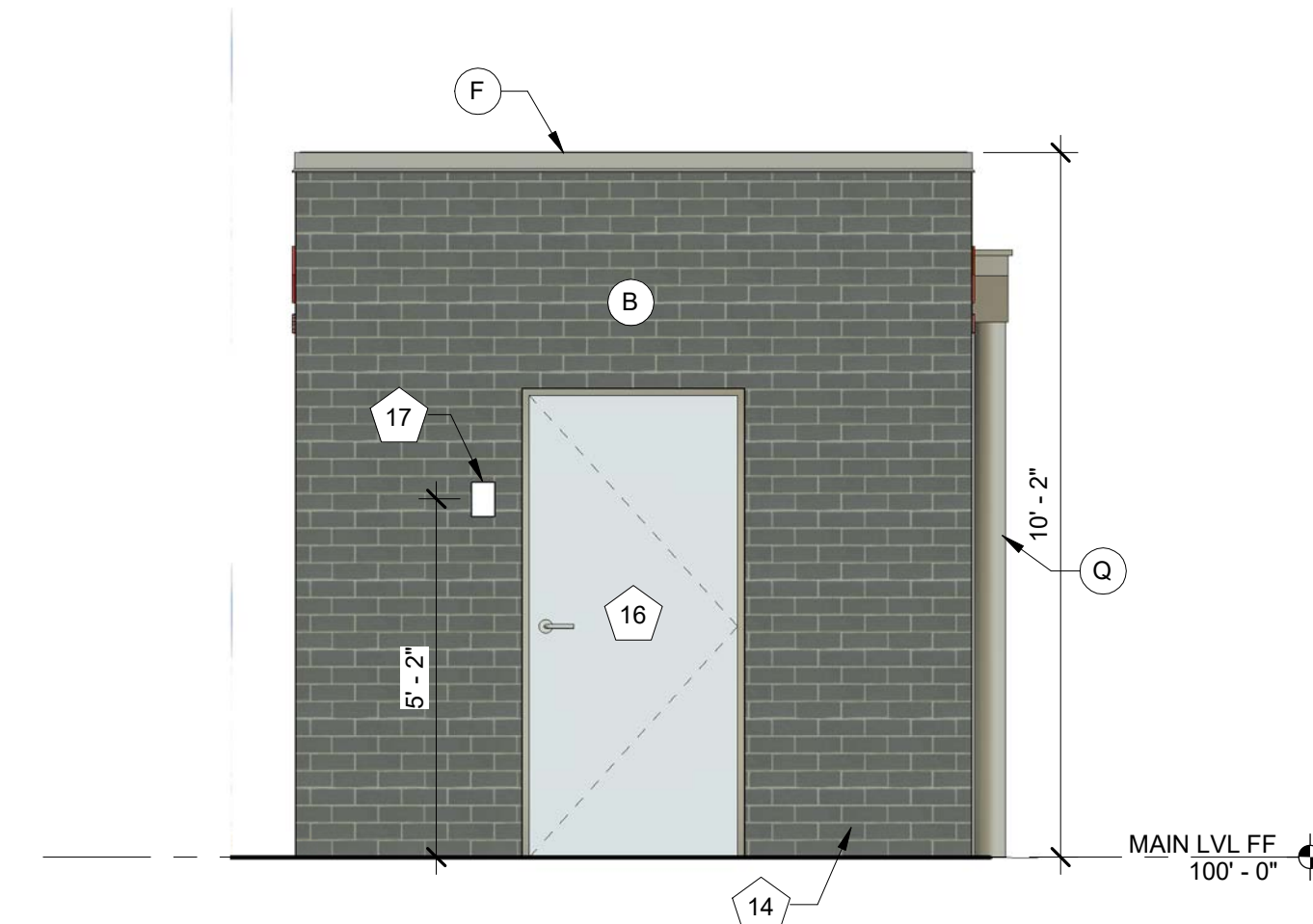
consulting engineer:

### EXTERIOR ELEVATION KEYNOTES

NOTE NO.	NOTE TEXT
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED), TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	ADDRESS NUMBERS TO BE 8" TALL x 2" BRUSH STROKE
5	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
6	FROST-PROOF FLUSH HOSE BIB
7	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
8	THROUGH-WALL ROOF SCUPPER; TYP
9	SURFACE-MOUNTED LIGHTED SIGN BOX
10	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
11	GUARDRAIL; 3' - 6" ABOVE ATTIC FLOOR
12	HVAC EQUIPMENT
13	OUTLINE OF MECHANICAL UNIT BEYOND
14	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
15	CANOPY HEATER
16	36" COOLER DOOR
17	COOLER LOCK & CONTROLS
18	KNOX BOX
19	DOWNSPOUT OUTLET; CONNECT TO ; SUBGRADE STORMWATER CONNECTION; REF CIVIL

### EXTERIOR ELEVATION MATERIALS LEGEND

NOTE NO.	NOTE TEXT
A	ARCHITECTURAL CEMENT BOARD SIDING (BRK-2)
B	ARCHITECTURAL CEMENT BOARD SIDING (BRK-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	ROUND STOREFRONT SIGN; SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
H	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
J	ILLUMINATED STOREFRONT SIGNAGE BY SIGN CONTRACTOR
K	VINYL WRAP, SUPPLIED AND INSTALLED BY OWNER
M	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
N	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; DOWNSPOUT SCUPPER TO GRADE; REF CIVIL
P	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
Q	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; SCUPPER TO GRADE; REF CIVIL
R	EXPOSED DOWNSPOUT, GALVANIZED & PAINTED, CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL



**2 COOLER ELEVATION - FRONT**  
3/8" = 1'-0"



**1 EXTERIOR ELEVATION - FRONT**  
3/8" = 1'-0"

7 BREW DRIVE THRU - STANDARD W/ COOLER REAR

NATIONAL MODULAR MANUFACTURING

VARIOUS LOCATIONS

#### REVISIONS

No. Description Date

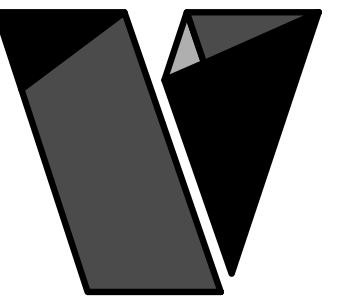
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08/29/2024

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22.34.01

sheet contents:  
EXTERIOR ELEVATIONS

sheet no.:

A2.0



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7 BREW DRIVE THRU - STANDARD W/ COOLER REAR  
NATIONAL MODULAR MANUFACTURING  
VARIOUS LOCATIONS

REVISIONS  
No. Description Date

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EXTERIOR ELEVATIONS

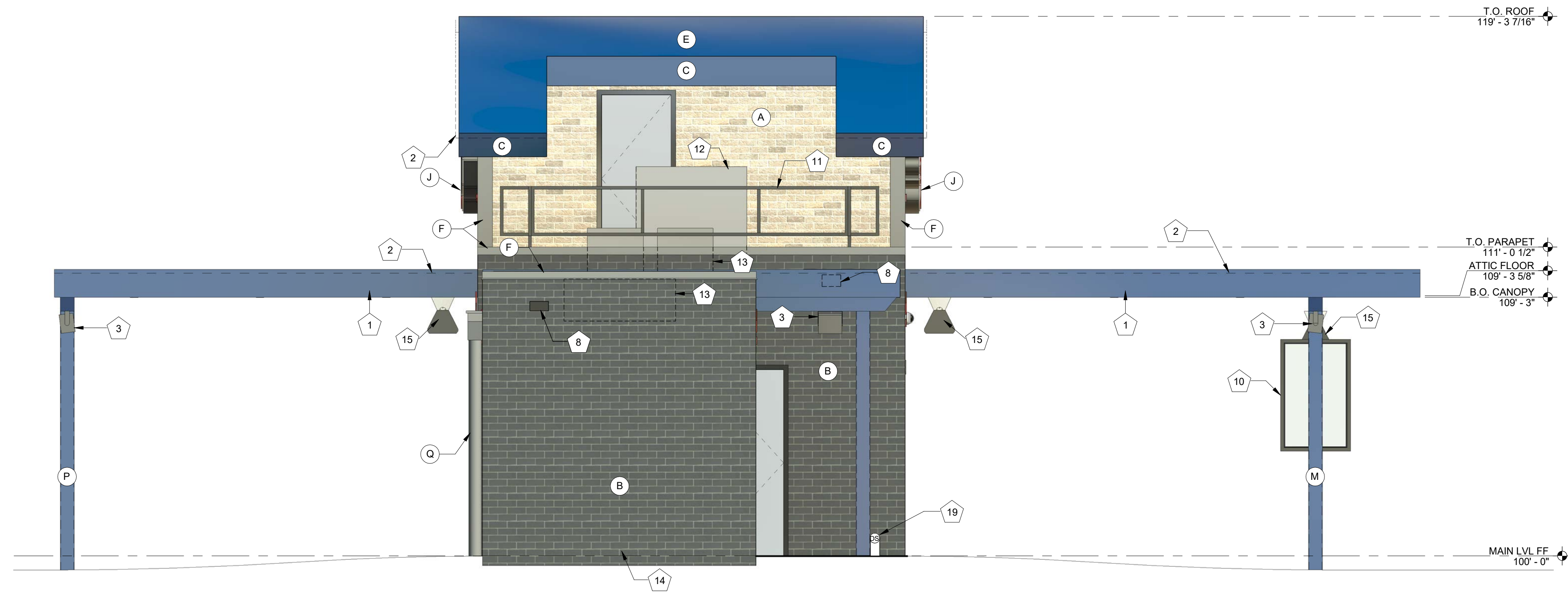
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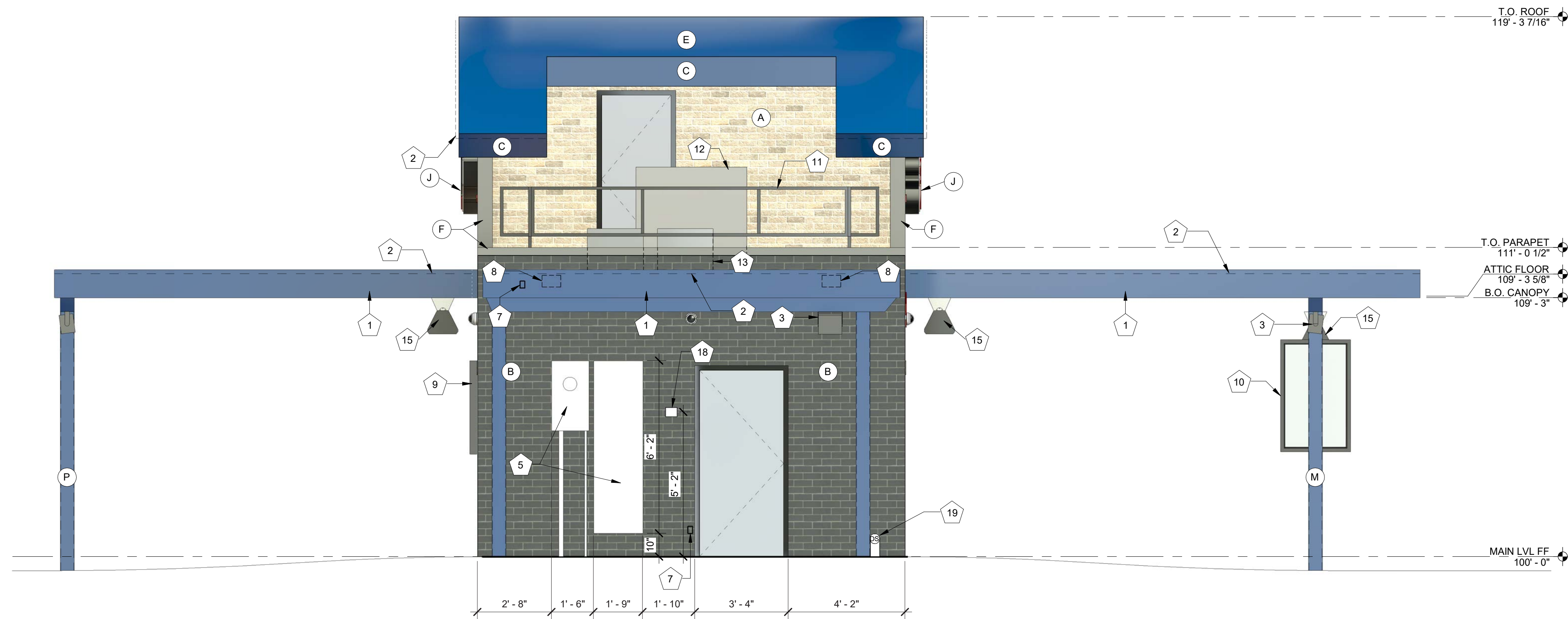
EXTERIOR ELEVATION KEYNOTES	
NOTE NO.	NOTE TEXT
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED), TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	ADDRESS NUMBERS TO BE 8" TALL x 2" BRUSH STROKE
5	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
6	FROST-PROOF FLUSH HOSE BIB
7	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
8	THROUGH-WALL ROOF SCUPPER; TYP
9	SURFACE-MOUNTED LIGHTED SIGN BOX
10	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
11	GUARDRAIL; 3' - 6" ABOVE ATTIC FLOOR
12	HVAC EQUIPMENT
13	OUTLINE OF MECHANICAL UNIT BEYOND
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15	CANOPY HEATER
16	36" COOLER DOOR
17	COOLER LOCK & CONTROLS
18	KNOX BOX
19	DOWNSPOUT OUTLET; CONNECT TO ; SUBGRADE STORMWATER CONNECTION; REF CIVIL

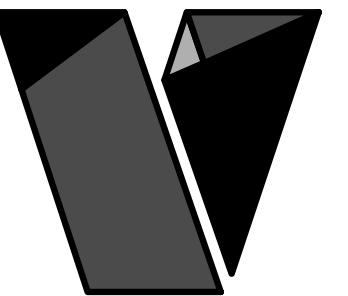
EXTERIOR ELEVATION MATERIALS LEGEND	
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P	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
Q	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; SCUPPER TO GRADE; REF CIVIL
R	EXPOSED DOWNSPOUT, GALVANIZED & PAINTED, CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL



**2** EXTERIOR ELEVATION - BACK W/ COOLER  
3/8" = 1'-0"



**1** EXTERIOR ELEVATION - BACK  
3/8" = 1'-0"



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NATIONAL MODULAR MANUFACTURING  
VARIOUS LOCATIONS

REVISIONS

No. Description Date

sheet issue date:  
08/29/2024

project no.:  
22.34.01

sheet contents:  
EXTERIOR ELEVATIONS

sheet no.:

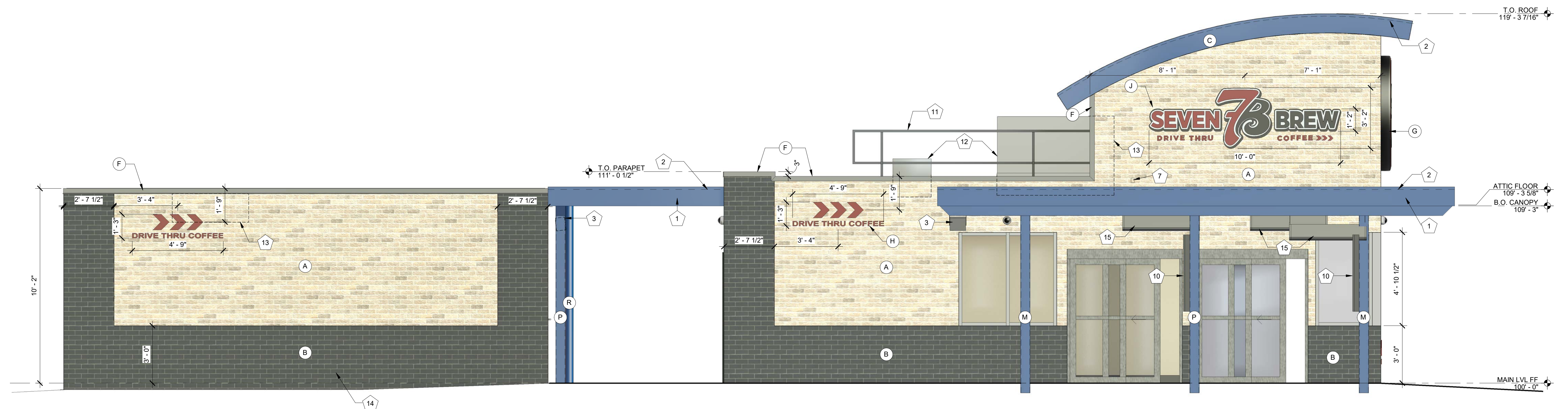
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EXTERIOR ELEVATION KEYNOTES

NOTE NO.	NOTE TEXT
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
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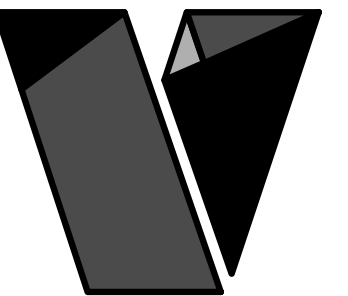
EXTERIOR ELEVATION MATERIALS LEGEND

NOTE NO.	NOTE TEXT
A	ARCHITECTURAL CEMENT BOARD SIDING (BRK-2)
B	ARCHITECTURAL CEMENT BOARD SIDING (BRK-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	ROUND STOREFRONT SIGN; SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
H	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
J	ILLUMINATED STOREFRONT SIGNAGE BY SIGN CONTRACTOR
K	VINYL WRAP, SUPPLIED AND INSTALLED BY OWNER
M	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
N	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; DOWNSPOUT SCUPPER TO GRADE; REF CIVIL
P	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
Q	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; SCUPPER TO GRADE; REF CIVIL
R	EXPOSED DOWNSPOUT, GALVANIZED & PAINTED, CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL



**1** EXTERIOR ELEVATION - RIGHT  
3/8" = 1'-0"

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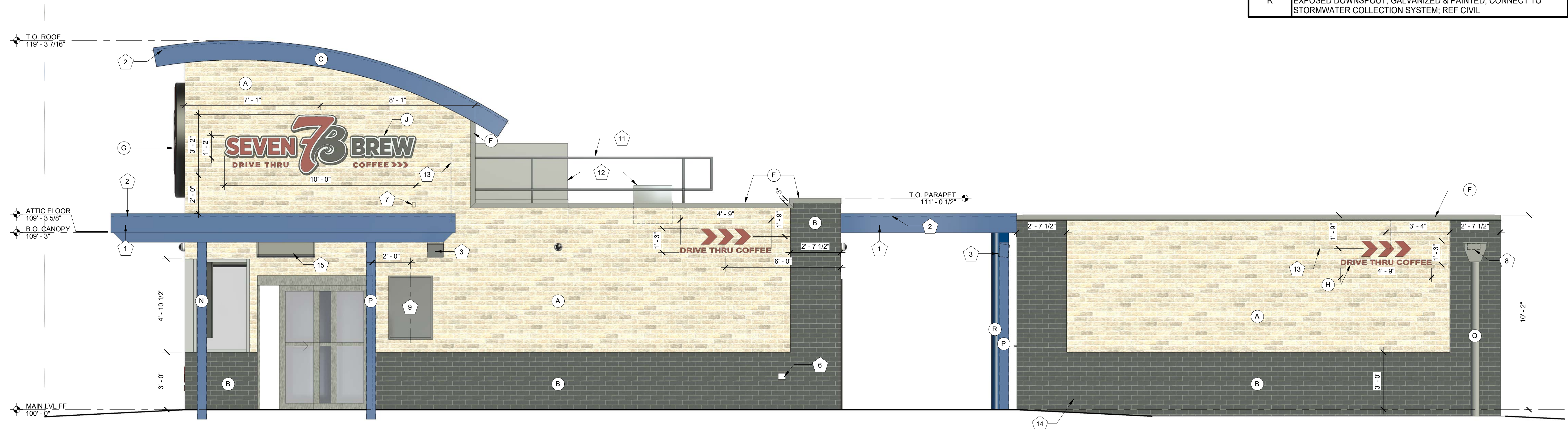
consulting engineer:

### EXTERIOR ELEVATION KEYNOTES

NOTE NO.	NOTE TEXT
1	PRE-ENGINEERED ALUMINUM CANOPY BY OTHERS; REF STRUCTURAL
2	SURFACE-MOUNTED LED NEON FLEX LIGHTING AS INDICATED (SHOWN DASHED), TYP; REF ELECTRICAL
3	MOUNTED SPEAKER SYSTEM; REF SYSTEMS PLAN
4	ADDRESS NUMBERS TO BE 8" TALL x 2" BRUSH STROKE
5	ELECTRICAL EQUIPMENT, PAINTED TO MATCH BUILDING; REF ELECTRICAL
6	FROST-PROOF FLUSH HOSE BIB
7	EXTERIOR WEATHER-PROOF OUTLET; REF ELECTRICAL
8	THROUGH-WALL ROOF SCUPPER; TYP
9	SURFACE-MOUNTED LIGHTED SIGN BOX
10	SAMSUNG DIGITAL DISPLAYS; INSTALLED IN FIELD BY IT PROVIDER; CHASE FOR DATA CABLE INSTALLED AT BUILDING MANUFACTURING FACILITY
11	GUARDRAIL; 3' - 6" ABOVE ATTIC FLOOR
12	HVAC EQUIPMENT
13	OUTLINE OF MECHANICAL UNIT BEYOND
14	PREFABRICATED COOLER BY NATIONAL MODULAR MANUFACTURING; COORD LOCATION & SPECS WITH CIVIL & STRUCT
15	CANOPY HEATER
16	36" COOLER DOOR
17	COOLER LOCK & CONTROLS
18	KNOX BOX
19	DOWNSPOUT OUTLET; CONNECT TO ; SUBGRADE STORMWATER CONNECTION; REF CIVIL

### EXTERIOR ELEVATION MATERIALS LEGEND

NOTE NO.	NOTE TEXT
A	ARCHITECTURAL CEMENT BOARD SIDING (BRK-2)
B	ARCHITECTURAL CEMENT BOARD SIDING (BRK-1)
C	BRAKE METAL FASCIA (MP-2)
D	SOFFIT PANELS (MP-2)
E	STANDING SEAM ROOF PANELS (MP-2)
F	METAL BRAKE CAP (MP-3)
G	ROUND STOREFRONT SIGN; SUPPLIED AND INSTALLED BY SIGN CONTRACTOR
H	1/4" THICK ACRYLIC SIGNAGE APPLIED TO SIDING WITH VH DOUBLE SIDE TAPE
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K	VINYL WRAP, SUPPLIED AND INSTALLED BY OWNER
M	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; CONNECT BASE OF CANOPY COLUMN DOWNSPOUT TO STORMWATER MANAGEMENT SYSTEM; REF CIVIL
N	PAINTED STRUCTURAL CANOPY COLUMN; RAINWATER DOWNSPOUT WITHIN; DOWNSPOUT SCUPPER TO GRADE; REF CIVIL
P	PAINTED STRUCTURAL CANOPY COLUMN; REF CIVIL
Q	EXPOSED DOWNSPOUT, GALVANIZED, PAINTED; SCUPPER TO GRADE; REF CIVIL
R	EXPOSED DOWNSPOUT, GALVANIZED & PAINTED, CONNECT TO STORMWATER COLLECTION SYSTEM; REF CIVIL



**1** EXTERIOR ELEVATION - LEFT  
3/8" = 1'-0"

7 BREW DRIVE THRU - STANDARD W/ COOLER REAR

NATIONAL MODULAR MANUFACTURING  
VARIOUS LOCATIONS

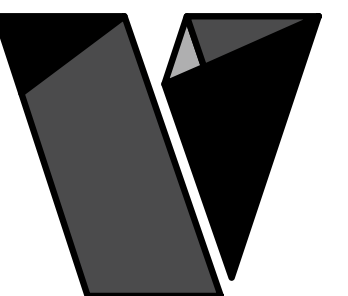
REVISIONS  
No. Description Date

sheet issue date:  
08/29/2024  
project no.:  
22.34.01

sheet contents:  
EXTERIOR ELEVATIONS

sheet no.:  
**A2.3**

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consulting engineer:

7 BREW DRIVE THRU - STANDARD W/ COOLER REAR

NATIONAL MODULAR MANUFACTURING

VARIOUS LOCATIONS

REVISIONS

No. Description Date

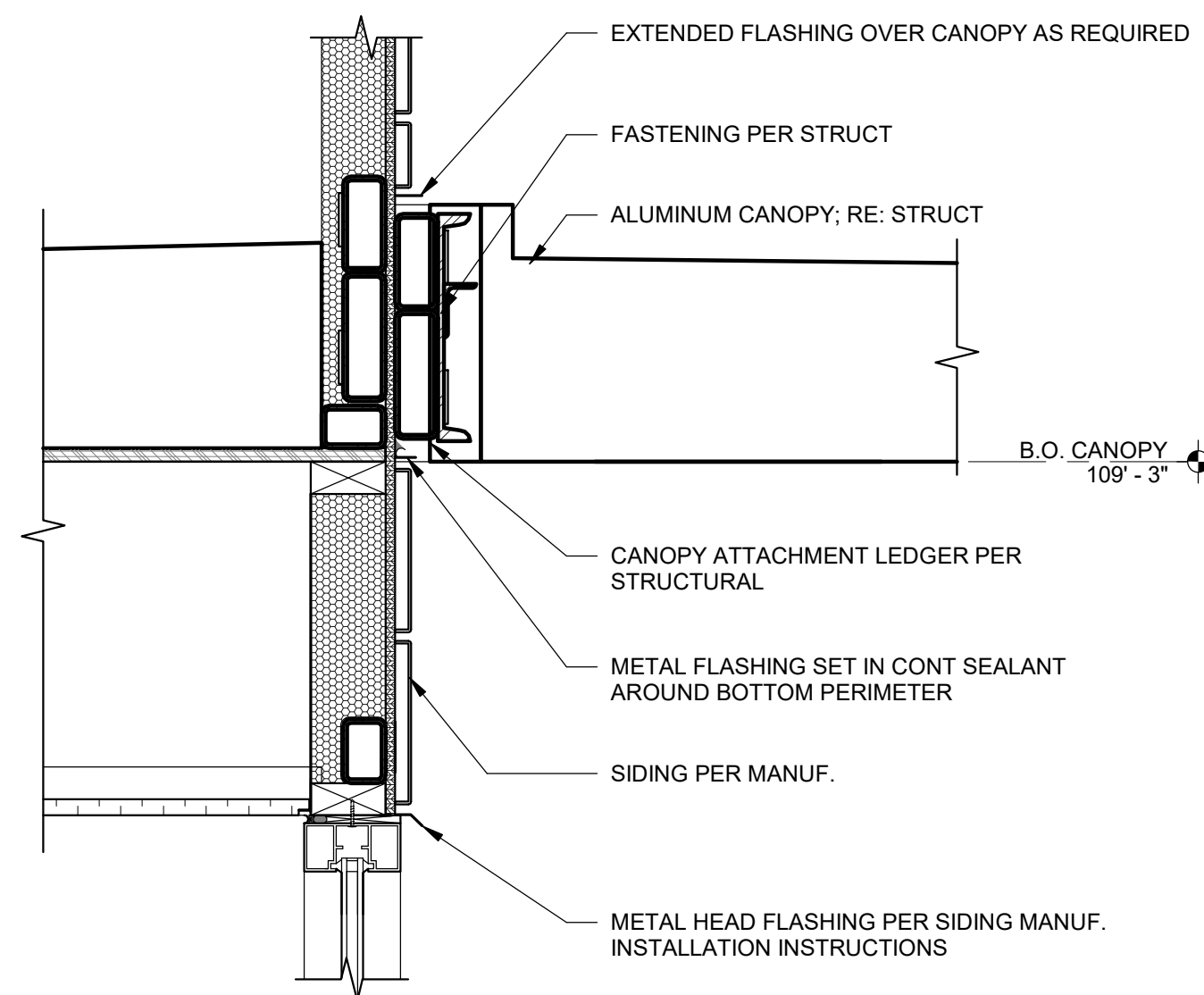
sheet issue date:  
08/29/2024

project no.:  
22.34.01

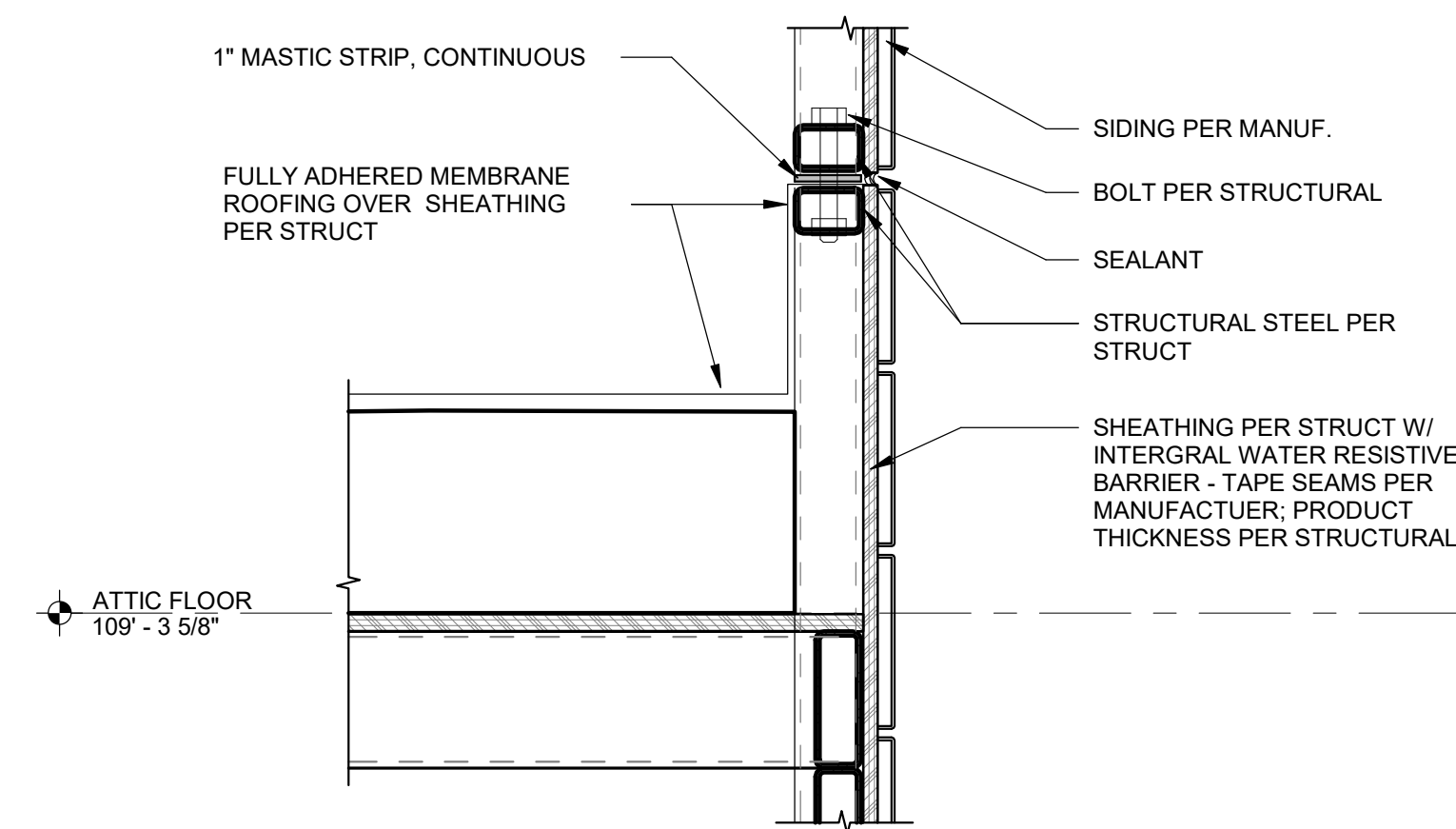
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BUILDING SECTION

sheet no.:

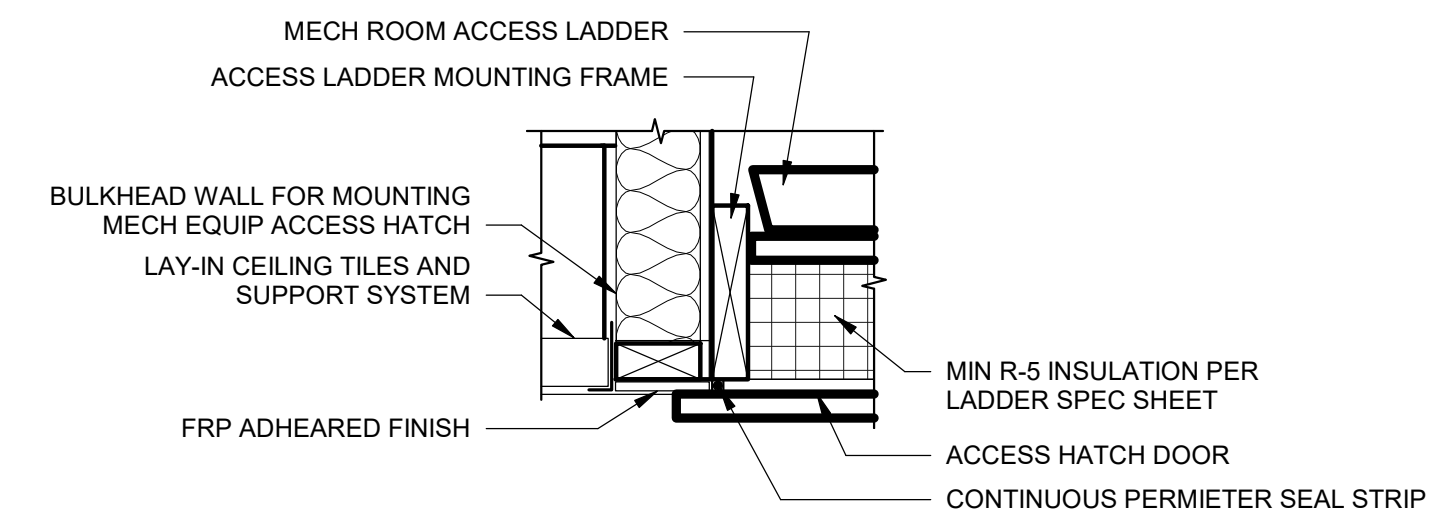
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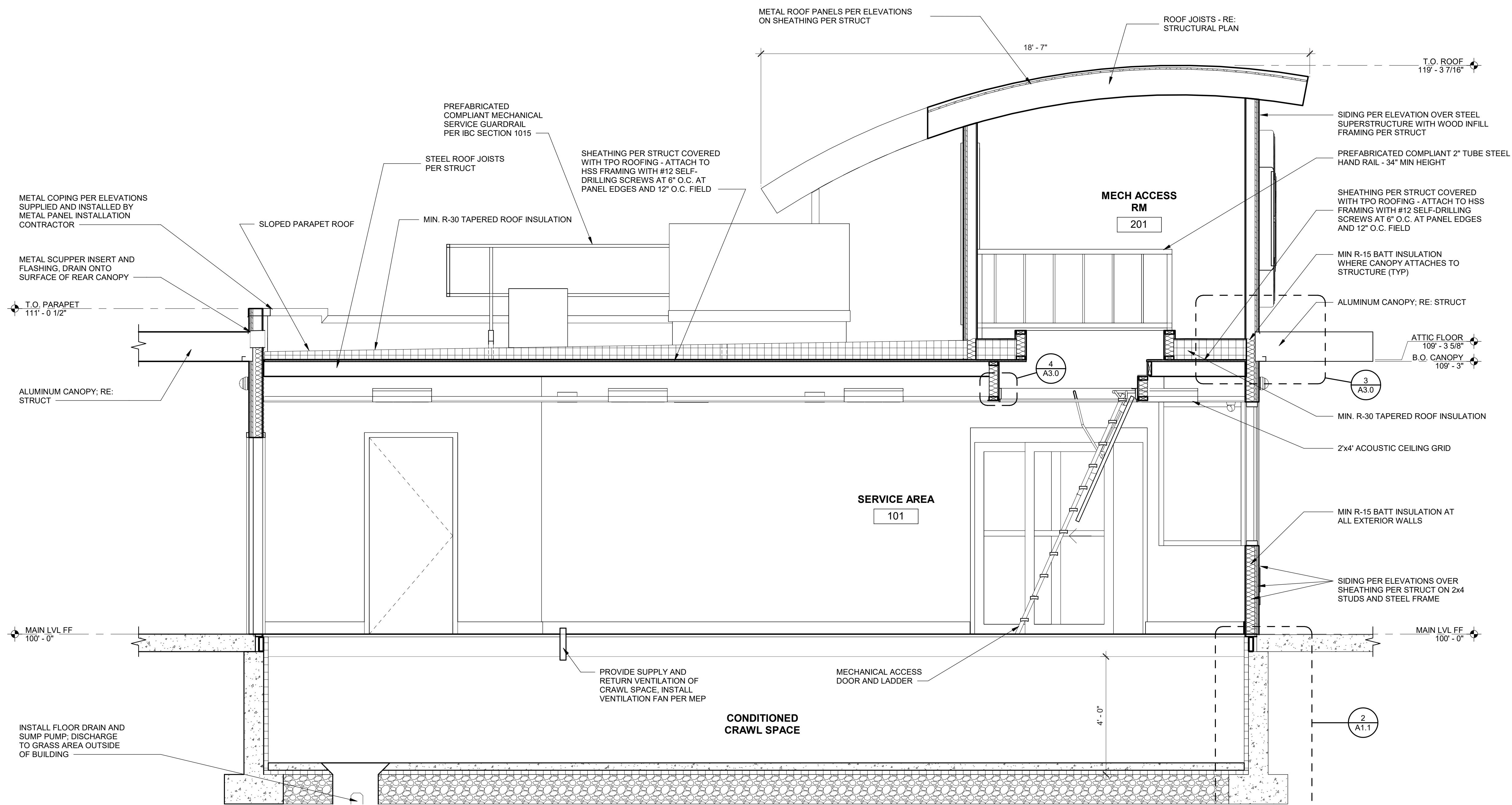
**2 CANOPY CONNECTION**  
1 1/2" = 1'-0"



**3 CONNECTION AT BASE/TOP**  
1 1/2" = 1'-0"



**4 MECH ACCESS HATCH CONNECTION**  
1 1/2" = 1'-0"



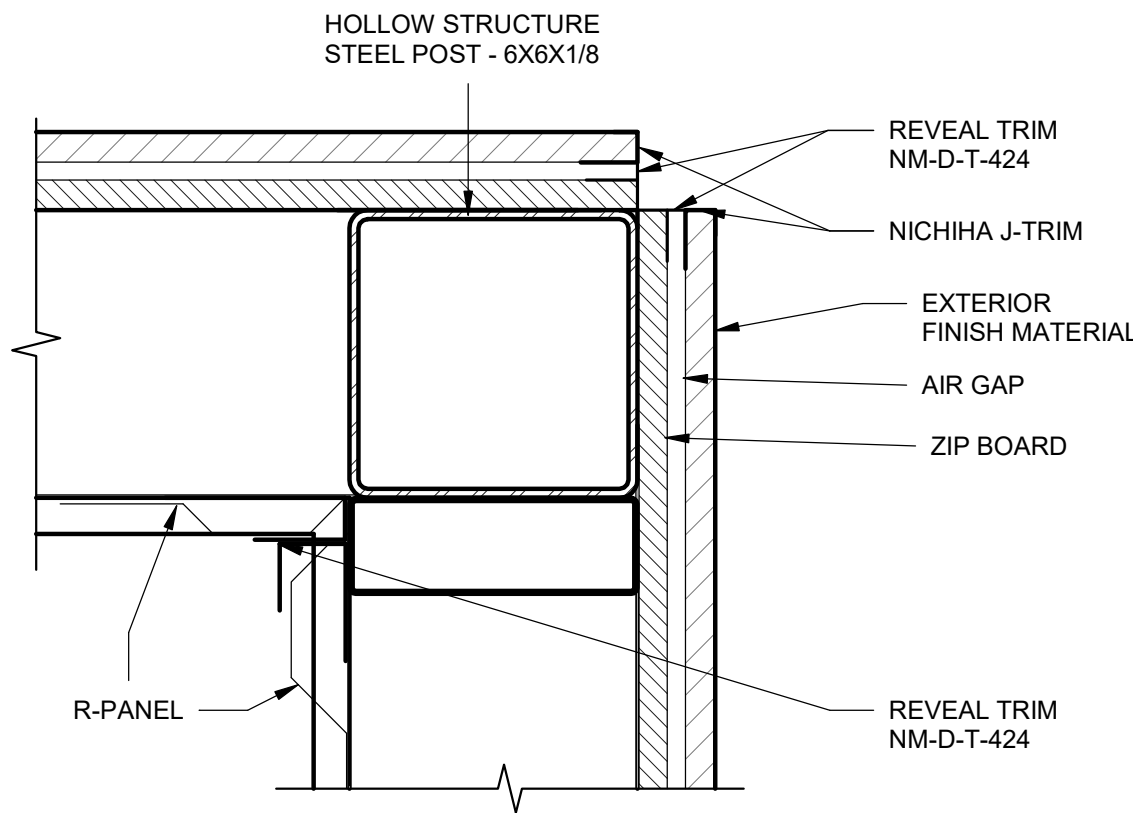
**1 BUILDING SECTION**  
1/2" = 1'-0"

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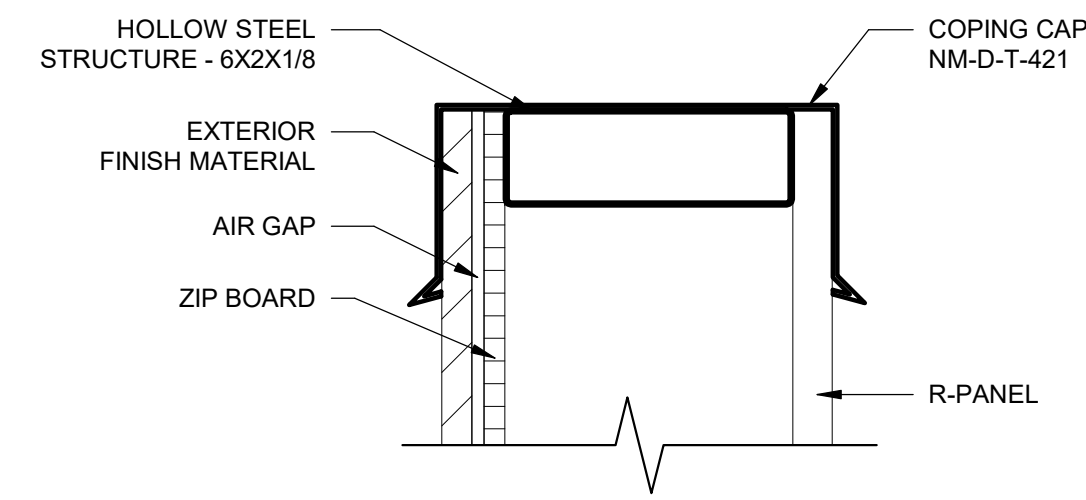
DUMPSTER ELEVATION KEYNOTES	
NOTE NO.	NOTE TEXT
A	NICHIHA FIBER CEMENT SIDING - MIDNIGHT MODERN BRICK
B	PAINT ALL EXPOSED STEEL AND BOLLARDS WITH PT-10-SHERWIN WILLIAMS SW-9177 "SALTY DOG"
C	PAINT HINGES AND TERMINATION COPINGS PT-11-SHERWIN WILLIAMS SW-6258 "TRICORN BLACK"
D	BERRIDGE ZINC GREY COPING
E	1X6 VERTICAL CLEAR SEALED CEDAR PLANK GATE DOOR CLADDING

GENERAL NOTES:

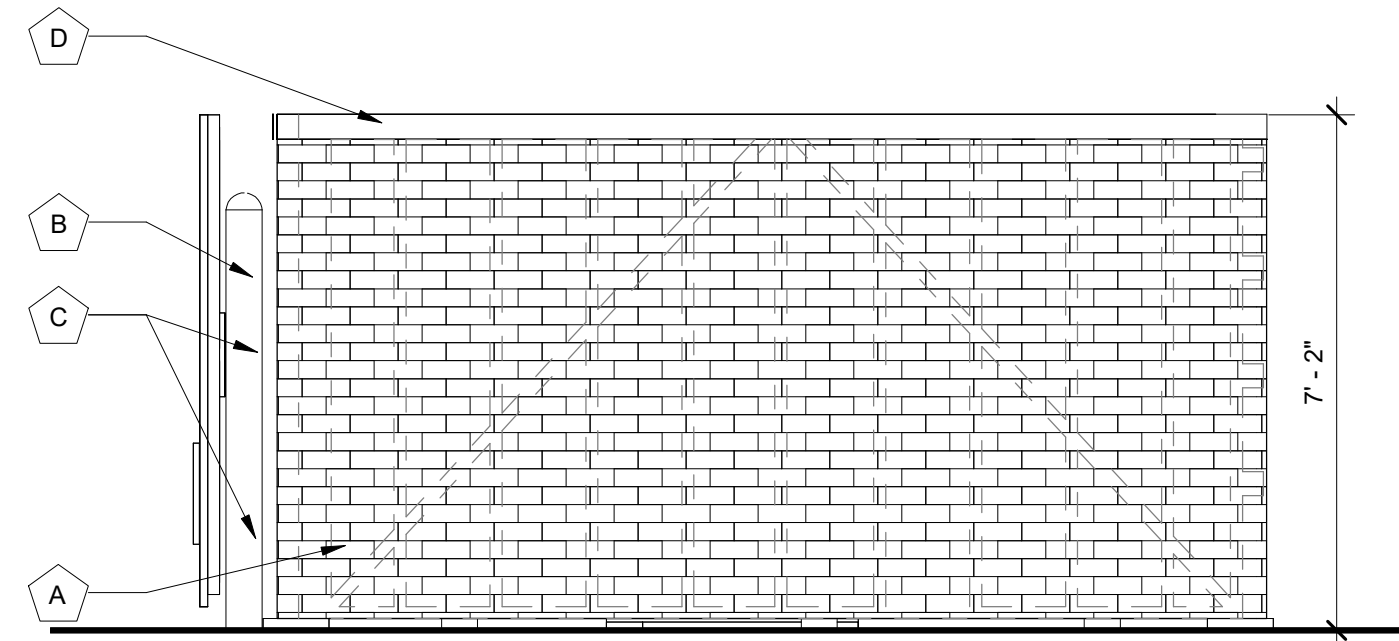
- a. SITE WORK AND PREPARATION TO BE PERFORMED BY SITE CONTRACTOR. COORDINATE SCOPE OF WORK WITH PREFABRICATOR.
- b. COMPLETE NICHIHA SYSTEM AND ACCESSORIES INCLUDING MATCHING MANUF. FABRICATED CORNERS, FLASHINGS AND TRIMS. INSTALL PER MANUF. INSTALLATION INSTRUCTIONS.
- c. STRUCTURE DASHED BEYOND FOR REFERENCE.



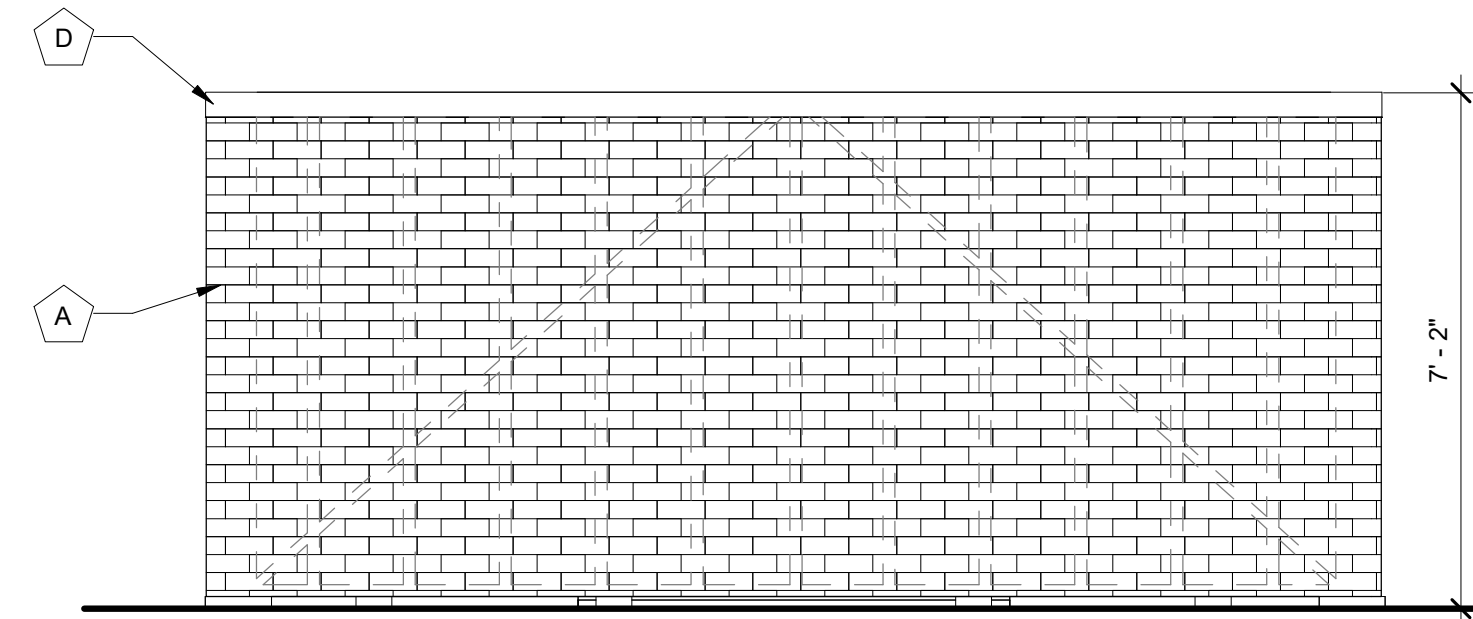
**7 CORNER DETAIL**  
3" = 1'-0"



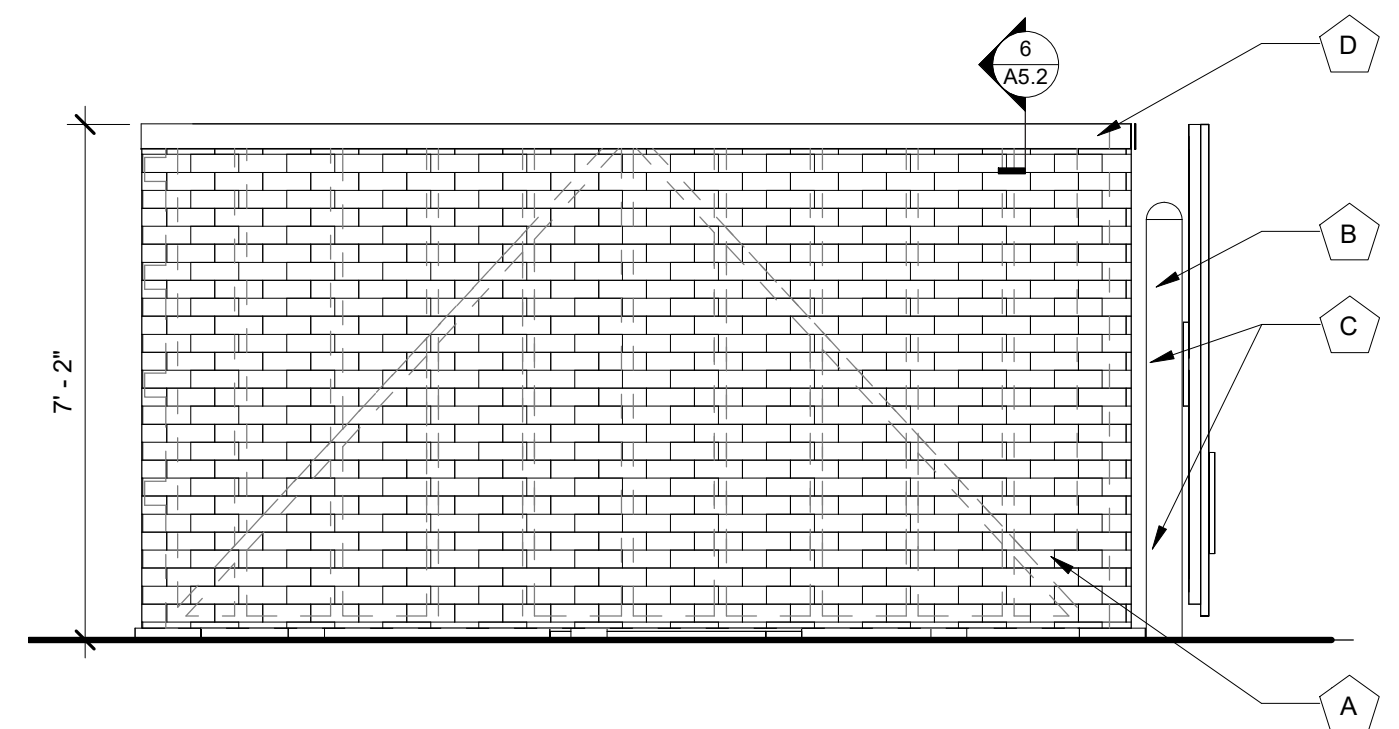
**6 TOP COPING DETAIL**  
3" = 1'-0"



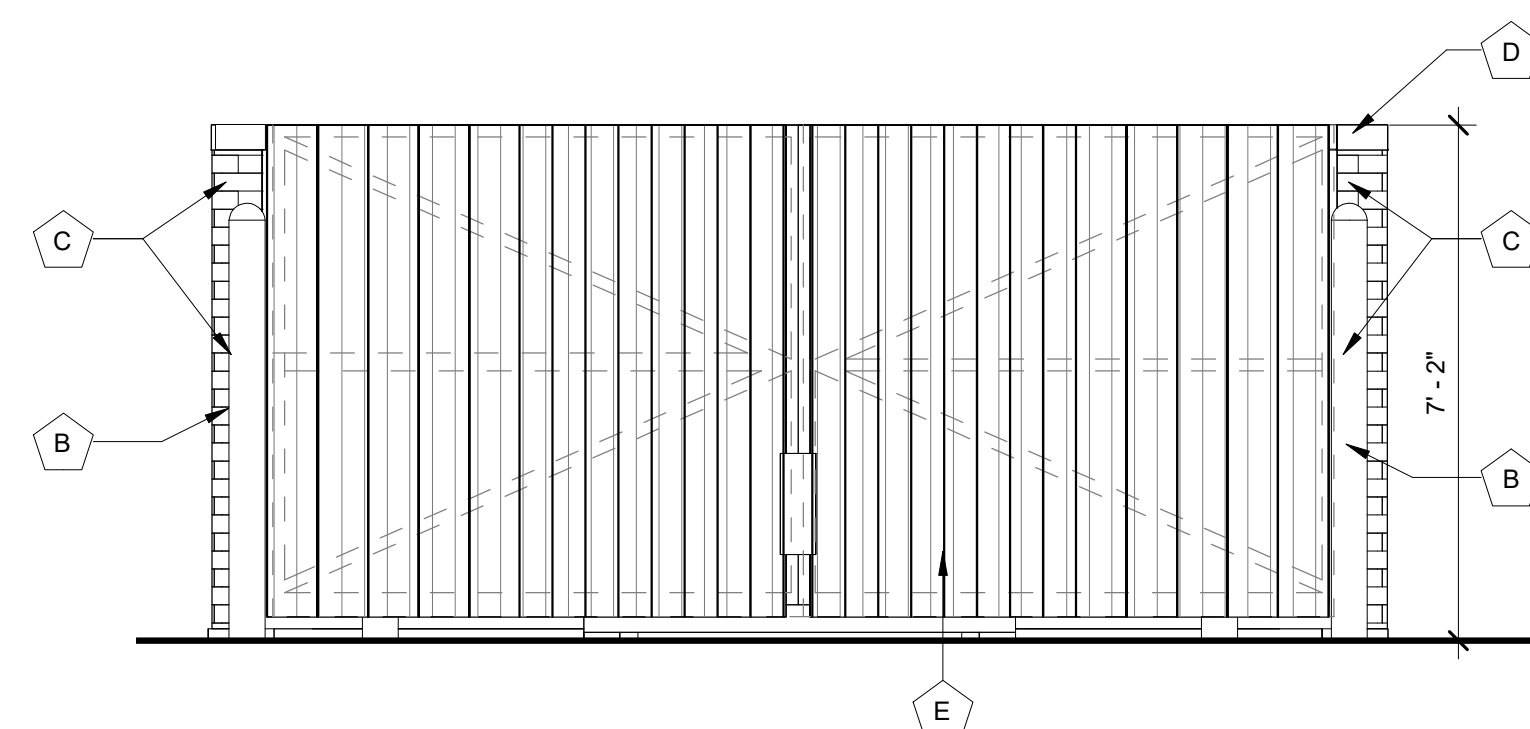
**5 DUMPSTER ELEVATION - RIGHT**  
3/8" = 1'-0"



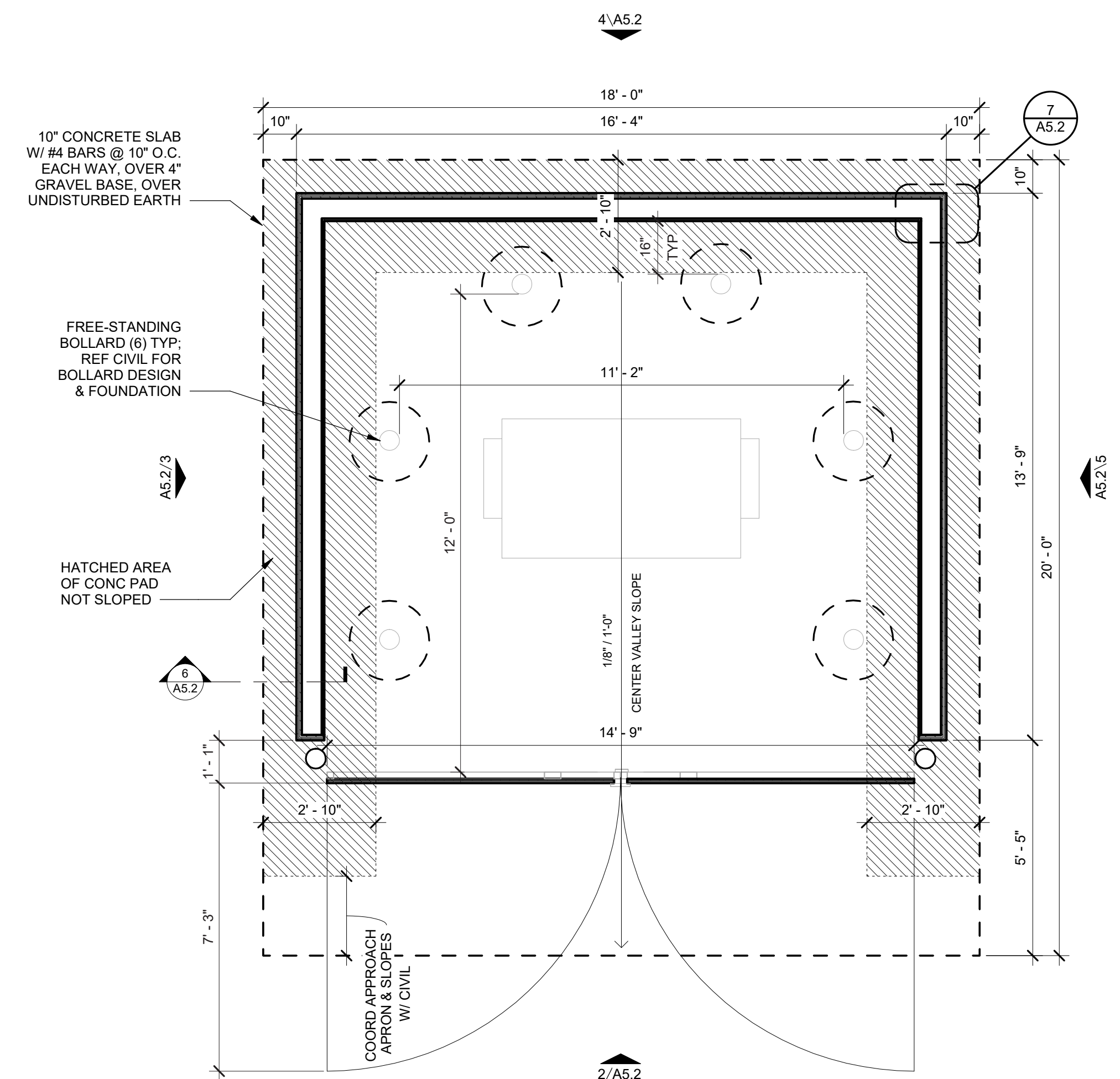
**4 DUMPSTER ELEVATION - BACK**  
3/8" = 1'-0"



**3 DUMPSTER ELEVATION - LEFT**  
3/8" = 1'-0"



**2 DUMPSTER ELEVATION - FRONT**  
3/8" = 1'-0"



**1 DUMPSTER FLOOR PLAN**  
3/8" = 1'-0"

7 BREW DRIVE THRU - STANDARD W/ COOLER REAR  
NATIONAL MODULAR MANUFACTURING  
VARIOUS LOCATIONS

REVISIONS

No.	Description	Date

sheet issue date:  
08/29/2024

project no.:  
22.34.01

sheet contents:  
TRASH ENCLOSURE

sheet no.:

A5.2



**BLUE METAL PANEL MP-2**  
BRAND: BERRIDGE  
COLOR: ROYAL BLUE  
FINISH: LOW SHEEN SMOOTH - REFLECTIVITY .26



**COPING TRIM METAL MP-3**  
BRAND: BERRIDGE  
COLOR: ZINC GREY  
FINISH: LOW SHEEN SMOOTH - REFLECTIVITY .39



**FIBER-CEMENT PANEL SIDING - BRK-2**  
BRAND: NICHHA  
COLOR: SHALE BROWN  
FINISH: CANYON BRICK



**FIBER-CEMENT PANEL SIDING - BRK-1**  
BRAND: NICHHA  
COLOR: MIDNIGHT  
FINISH: MODERN BRICK

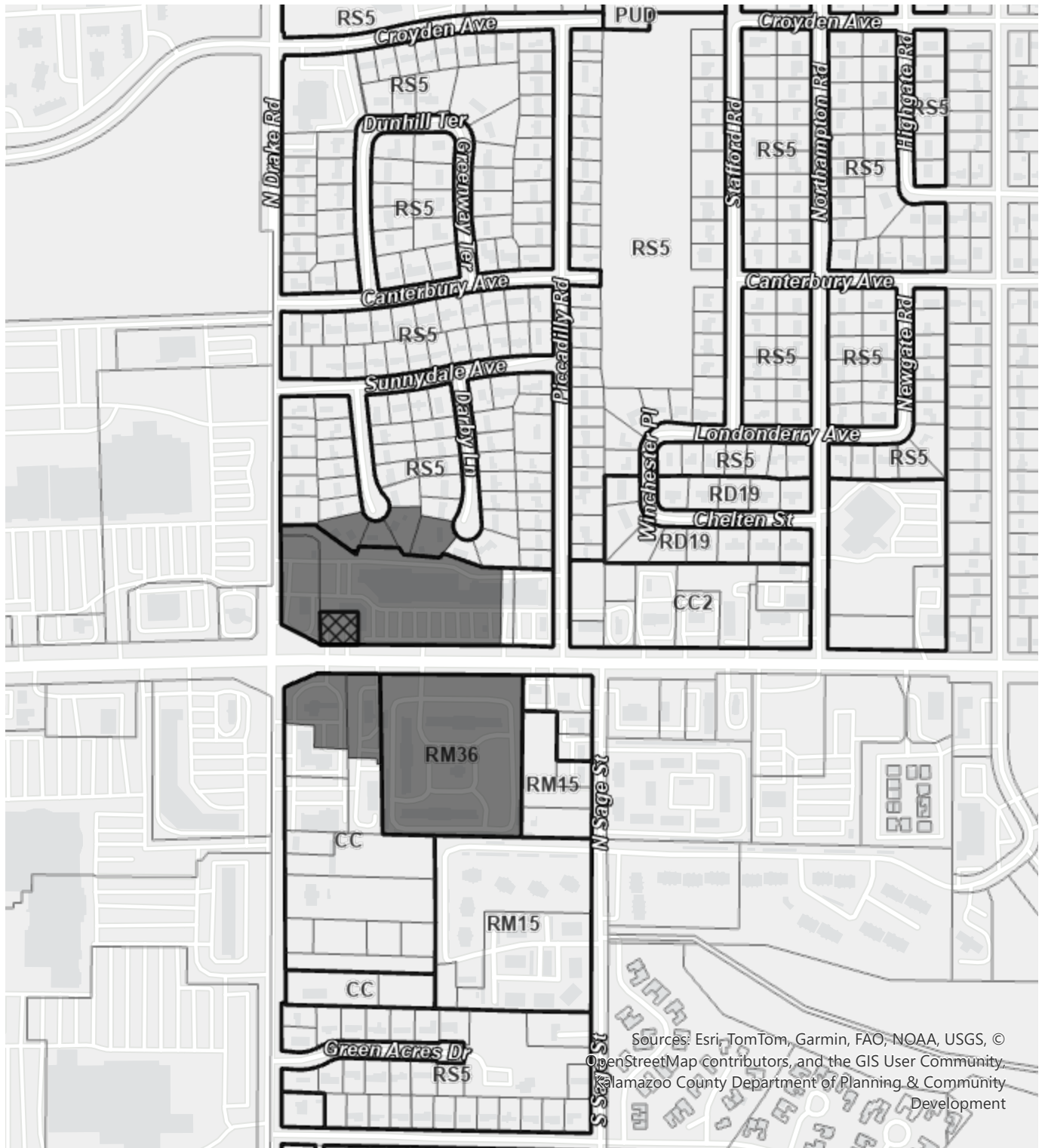
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7 BREW DRIVE THRU -  
STANDARD W/ COOLER  
REAR  
08/29/2024

MATERIAL COLOR  
BOARD







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7 BREW DRIVE THRU  
STANDARD W/ COOLER  
REAR  
08/29/2024

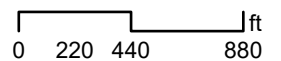
RENDERINGS



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community  
 Kalamazoo County Department of Planning & Community Development

## Parcels within 300' Mailing Radius 4702 W Main St

-  Subject Property
-  Property within 300' Mailing Radius
-  Other Property
-  Zoning District Boundary





# Zoning Board of Appeals Staff Report

Date: **7/10/2025**  
Item: **D.2.**

City of Kalamazoo

**TO:** Zoning Board of Appeals

**FROM:** Reviewed by: Christina Anderson, AICP, City Planner / Deputy Director of CPED  
Prepared by: Pete Eldridge, AICP, Zoning Administrator

**DATE:** July 10, 2025

**SUBJECT:** ZBA #25-07-12: 1261 Portage Street. Claudio Velasquez, owner of the Tacos El Jefe' food truck, is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Trailer) to operate in the parking lot at 1261 Portage Street from July 11, 2025, to December 15, 2025 (5-months).

## BACKGROUND:

The parcel is .45-acres and located in the LW-1 Zone District. It contains a 9,000 square-foot grocery store and an adjacent parking lot. The property has approximately 30 off-street parking spaces along with a gravel parking area on an adjacent parcel under the same ownership to the east. The site currently has more than the maximum parking required under the ordinance. The food trailer is proposed to be positioned in the southwest corner of the site and will not obstruct the maneuvering lanes in the parking lot.

The applicant has already utilized the 30-day administrative approval to sell food from this location in the parking lot. During the 30 days there were no complaints received or violations reported. The location worked out well for the applicant. The property owner and applicant have worked out an extended agreement for the food trailer to continue to operate on the property and are aware that site plan review will need to be completed as part of the approval process to be allowed to operate here for the five months.

The applicant is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (food trailer) to be located in the parking lot from July 11, 2025, to December 15, 2025 (5-months) to provide ample time to complete the site plan review process, which would allow the food truck to remain on the site even beyond the time extensions being requested. The hours of operation proposed will be noon to 8 PM. The food trailer will be open seven days a week.

## STRATEGIC VISION ALIGNMENT:

Community Planning and Economic Development Department | 245 N. Rose Street, Ste 100, Kalamazoo, MI 49007  
Voice: (269) 337-8744 | Fax: (269) 337-8513 | www.kalamazoocity.org

**Complete Neighborhoods** - residential areas that support the full range of people's daily needs

Strategic Vision and Master Plan Goal Impact:

The application touches on the Strategic Vision goal of Complete Neighborhood by providing another food service option for the Edison Neighborhood. This property is identified as Commercial on the Future Land Use Map.

**COMMUNITY ENGAGEMENT:**

**Inform (one-way conversation)** – the community will be made aware of the project.

Appropriate Depth of Engagement:

A public hearing notice was placed in the newspaper and notices, dated June 25, 2015, were sent to the property owners and occupants with 300 feet. A notice was also sent to the Edison Neighborhood Association.

Engagement/Communication Tools:

Newspaper, mailings and applicant outreach.

**FINDINGS:**

Staff have made the following findings regarding this request:

1. That there are special circumstances or conditions (like exceptional topographic conditions, narrowness, shallowness, or the shape of property) that are peculiar to the land or structure for which the variance is sought, that is not applicable to other land or structures in the same zone district.

**The temporary use is on a commercially zoned property along Portage Street. The site has sufficient customer and employee parking to allocate spaces for the food trailer. The applicant is working with the property owner on a lease agreement and understands that the site plan review will be required as part of this approval process for the extended period being requested.**

2. That there are special circumstances which are not the result of the actions of the applicant or titleholder of the land.

**The site plan review process could take two to three months. The applicant would like the opportunity to continue to build the customer base while completing the site plan review process.**

3. That the literal interpretation and enforcement of the terms and provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zone district, and would cause practical difficulty.

**The provisions of the Ordinance without this variance approval would result in the food trailer having to remain unused or operate elsewhere until the site plan review process is completed. This is a commercial zone, and temporary sales and service business are permitted. Further, the variance is only for a time extension, which will expire in December of this year.**

4. That the granting of the variance is the minimum action that will make possible the use of the land or structure that is not contrary to the public interest, and that would carry out the spirit of this Ordinance.

**The granting of the variance is the minimum action that will allow the applicant to continue to run this temporary business while the site plan review process is pursued.**

5. That the granting of the variance will not adversely affect adjacent land in a material way.

**The granting of the variance will not impact adjacent properties. This is a commercially zoned area of Portage Street where this type of food sales business is permitted by right with site plan approval. Furthermore, there have been no complaints received during the initial 30 days of operations.**

6. That the granting of the variance will be generally consistent with the purposes and intent of this Ordinance.

**The granting of variance will be consistent with the purpose and intent of the Ordinance to regulate development. This is a request for a time extension only for the food trailer to complete the site plan review process.**

7. Where the requested dimensional variance involves required landscaping, the Zoning Board of Appeals may grant a variance upon the following additional criteria: 1) existing landscaping, screening or wetlands intended to be preserved meets the intent of this section; 2) the landscape design proposed by the applicant meets the intent of this section; 3) there is a steep change in topography that would limit the benefits of required landscaping; 4) the proposed building and parking lot placement is setback well beyond the minimum required; 5) the abutting or adjacent land is developed or will be developed in the near future with a use other than residential; and 6) similar conditions to the above exist such that no good purpose would be served by providing the landscaping or screening required.

**Not applicable for the temporary use application.**

#### **RECOMMENDATION:**

Staff recommends approval of the variance as it meets the above review criteria,



**Community Planning and Economic Development**

245 N. Rose Street, Ste. 100

Kalamazoo, MI 49007

PH: (269) 337-8044

FAX (269) 337-8429

[www.kalamazoocity.org](http://www.kalamazoocity.org)

NOTICE OF PUBLIC HEARING

June 25, 2025

**RE: ZBA #25-07-12  
1261 Portage Street  
Parcel #:06-23-315-002**

Dear Property Owner:

An application for a variance from provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by Claudio Velasquez 1261 Portage Street in the Live Work-1 District (LW-1).

The applicant is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Truck) to operate in the parking lot at 1261 Portage Street from July 11, 2025, to December 15, 2025 (5-months).

Please note that this request will not change the zoning classification of the property. This is a request for variance only regarding the item described above.

The meeting will be held on Thursday, July 10, 2025, at 7 p.m. in the City Commission Chambers at City Hall, 241 W. South Street. This meeting will also be streamed live on the [City's Facebook page](#) and [YouTube Channel](#).

To examine documents related to this request or provide written comments, please contact Pete Eldridge at [eldridgep@kalamazoocity.org](mailto:eldridgep@kalamazoocity.org) or call (269) 337-8806. The agenda will be posted at <https://www.kalamazoocity.org/boards>

Sincerely,

**Peter C. Eldridge, AICP**  
Zoning Administrator



**RECEIVED**  
 MAY 15 2025  
 BY: Cao

**ZONING BOARD OF APPEALS APPLICATION**

**APPLICANT INFORMATION**

Name: Claudio Velasquez		Mailing Address: 408 Bank St	
City: Kalamazoo	State: Michigan	ZIP Code: 49001	
Phone: 733 332 1588	Email: claudio.velasquez1588@gmail.com	Preferred Contact: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone	

**PROPERTY OWNER INFORMATION**

If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.

Name: GURWINDER SINGH		Mailing Address: 5693 FRAMINGHAM AVE	
City: KALAMAZOO MI	State: MI	ZIP Code: 49009	
Phone: 732-581-8683	Email: GLABANA@yaho.com	Preferred Contact: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone	

**PROPERTY INFORMATION**

Property Address(s): 1261 Portage Street
Parcel Identification Number(s): 06-23-315-002
Zone District (kalamazoo.org/maps): Live-Work 1

**TYPE OF REQUEST**

- Dimensional Variance from Chapter(s) \_\_\_\_\_, Section(s) \_\_\_\_\_
- Use Variance to allow \_\_\_\_\_
- Natural Features Protection Variance
- Appeal of an Administrative Decision
- Interpretation of Zoning Ordinance, Chapter(s) \_\_\_\_\_, Section(s) \_\_\_\_\_
- Temporary Use Approval

Reason for Request:

**ATTACHMENTS**

- \$ \_\_\_\_\_ Fee  Type Plan detailing variance request, plat, site plan, sketch plan can all be used.
- Review Sheet for Request Type  Optional: Photos of property, architecture plans, etc.

Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support

**SIGNATURE**

Signature of Applicant:	Date:
Signature of Owner (if different than applicant):	Date: 5/18/25



ZONING BOARD OF APPEALS

**TEMPORARY USE PERMIT REVIEW SHEET**

**General Information**

Specific project details on temporary use (may also provide on a separate sheet):

Selling food from a food truck

What is the specific timeframe for which you are requesting a temporary use approval?

~~Starting June to December~~ Starting June to December From 12pm to 8pm every day.

Is the property located in one of the following districts: Commercial, Manufacturing, Parking, or Institutional Campus District, or located in a Residential Zone containing a permitted non-residential use?

Commercial property



**Community Planning & Economic Development**

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007  
(269) 337-8026 • www.kalamazoo.org

What is the permitted primary use of the property? Convenience Store

Will the temporary use be outside of the right-of-way? It will be on the parking lot

Will the temporary use be on an asphalt or concrete surface? Concrete

Will there be adequate off-street parking for the primary use and no impact on traffic flow through the site with the addition of this temporary use (no more than 20% of the required off-street parking spaces may be occupied by temporary use)?

no

Will there be tents or other types of temporary structures as part of the temporary use?

Yes we will have tent, chairs, and table.

What sort of signage is proposed, if any, with this temporary use?

Yes a Flag.



ZONING BOARD OF APPEALS

**TEMPORARY USE PERMIT REVIEW SHEET**

**General Information**

Specific project details on temporary use (may also provide on a separate sheet):

Selling Food From a food truck

What is the specific timeframe for which you are requesting a temporary use approval?

Starting June to December From 12pm to 8pm  
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Is the property located in one of the following districts: Commercial, Manufacturing, Parking, or Institutional Campus District, or located in a Residential Zone containing a permitted non-residential use?

Commercial property



What is the permitted primary use of the property? Convenience Store

Will the temporary use be outside of the right-of-way? It will be on the parking lot

Will the temporary use be on an asphalt or concrete surface? Concrete

Will there be adequate off-street parking for the primary use and no impact on traffic flow through the site with the addition of this temporary use (no more than 20% of the required off-street parking spaces may be occupied by temporary use)?

no

Will there be tents or other types of temporary structures as part of the temporary use?

Yes we will have tent, chairs, and table.

What sort of signage is proposed, if any, with this temporary use?

Yes a flag.



## Community Planning & Economic Development

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ZONING BOARD OF APPEALS

### **DIMENSIONAL VARIANCE REVIEW SHEET**

#### **General Information**

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

Selling Food From a Food truck

#### **Review Criteria for Dimensional Variances**

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

Are there conditions, like unusual topography, the shape of the lot or structure that are not commonly found on other lots or structures in the same zone district that make this request unique?

NO

Are there special circumstances which are not the result of the actions of the applicant or property owner of the land that impact the project?

There's none

Does the Ordinance deprive the applicant of rights enjoyed by other property owners in the same zone district?

Big parking lot with customer traffic



## Community Planning & Economic Development

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Is this the minimum action which will make it possible to use the lot or structure in a manner that does not negatively impact the public and meets the spirit of this Ordinance?

Yes we will use in manner that doesn't negatively impact public.

Will the granting of the variance negatively affect adjacent land?

no

Will the granting of the variance be generally consistent with the purpose and intent of this Ordinance?

request time extension

### Additional Criteria for Variance Requests for Required Landscaping

Does existing landscaping, screening or wetlands planned to be preserved meet the intent of the Ordinance?

Does the landscaping proposed by the applicant meet the intent of this section?



Are there steep changes in topography that would limit the benefits of landscaping?

Are the proposed building and parking lot locations setback beyond the required setback?

Are there abutting lands developed or could be developed in the near future with a use other than residential?

Do similar landscaping conditions exist which would result in no added benefit if additional landscaping or screening was provided?

1261 Portage Street -

Tacos El Jefe Food Trailer






# 1261 Portage St.

## LEGEND

### PARCEL MAP

 Parcel





### GENERAL INFORMATION

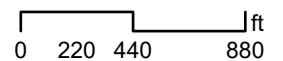
 City Boundary





## Parcels within 300' Mailing Radius 1261 Portage

-  Subject Property
-  Property within 300' Mailing Radius
-  Other Property
-  Zoning District Boundary





# Zoning Board of Appeals Staff Report

Date: **7/10/2025**

Item: **D.3.**

City of Kalamazoo

**TO:** Zoning Board of Appeals

**FROM:** Reviewed by: Christina Anderson, AICP, City Planner / Deputy Director of CPED  
Prepared by: Pete Eldridge, AICP, Zoning Administrator

**DATE:** July 10, 2025

**SUBJECT:** ZBA #25-07-13: 1824 Portage Street. Maria Teresa Hernandez, owner of Teresa's Kitchen food truck, is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Truck) to operate in the parking lot at 1824 Portage Street from July 11, 2025, to December 15, 2025 (5-months).

## **BACKGROUND:**

The parcel is 1.65-acres located in the LW-1 Zone District, and contains a 20,000 square-foot grocery store and adjacent parking lot. The property has approximately 71 off-street parking spaces, which is the maximum parking allowed under the ordinance (no minimum parking is required; a maximum does exist). The food truck is proposed to be positioned in the northeast corner of the site and will not obstruct the maneuvering lanes in the parking lot.

The applicant has already utilized the 30-day administrative approval to sell food from this location in the parking lot. During the 30 days there were no complaints received or violations reported for Teresa's Kitchen. The applicant, Ms. Hernandez found that this location was better than other locations utilized this year and is now working with the owner on the extended lease. The owner is aware of the fact that site plan review is part of the approval process for the extended time. The applicant is hoping to continue to sell this property while the site plan approval process is completed.

The applicant is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (food truck) to be located in the parking lot from July 11, 2025, to December 15, 2025 (5-months) to provide ample time to complete the site plan review process, which would allow the food truck to remain on the site even beyond the time extensions being requested. The hours of operation will be 9 AM to 9 PM. The food truck will be open Tuesday to Sunday and closed on Mondays.

## **STRATEGIC VISION ALIGNMENT:**

**Complete Neighborhoods** - residential areas that support the full range of people's daily needs

Strategic Vision and Master Plan Goal Impact:

The application touches on the Strategic Vision goal of Complete Neighborhood by providing another food service option for the Edison Neighborhood. This property is identified as Commercial on the Future Land Use Map.

**COMMUNITY ENGAGEMENT:**

**Inform (one-way conversation)** – the community will be made aware of the project.

Appropriate Depth of Engagement:

A public hearing notice was placed in the newspaper and notices, dated June 25, 2015, were sent to the property owners and occupants with 300 feet. A notice was also sent to the Edison Neighborhood Association.

Engagement/Communication Tools:

Newspaper, mailings and applicant outreach.

**FINDINGS:**

Staff have made the following findings regarding this request:

1. That there are special circumstances or conditions (like exceptional topographic conditions, narrowness, shallowness, or the shape of property) that are peculiar to the land or structure for which the variance is sought, that is not applicable to other land or structures in the same zone district.

**The temporary use is on a commercially zoned property along Portage Street. The site has sufficient customer and employee parking to allocate spaces for the food truck. The applicant is working with the property owner on a lease agreement and understands that the site plan review will be required as part of this approval process for the extended period being requested.**

2. That there are special circumstances which are not the result of the actions of the applicant or titleholder of the land.

**The site plan review process could take two to three months. The applicant would like the opportunity to continue to build the customer base while completing the site plan review process.**

3. That the literal interpretation and enforcement of the terms and provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other land in the same zone district, and would cause practical difficulty.

**The provisions of the Ordinance with this variance approval would result in the food truck having to remain unused or operate elsewhere until the site plan review process is completed. This is a commercial zone, and temporary sales and service businesses are permitted. Further, the variance is only for a time extension, which will expire in December of this year.**

4. That the granting of the variance is the minimum action that will make possible the use of the land or structure that is not contrary to the public interest, and that would carry out the spirit of this Ordinance.

**The granting of the variance is the minimum action that will allow the applicant to continue to run this temporary business while the site plan review process is pursued to allow for the food truck to be there for an extended period of time.**

5. That the granting of the variance will not adversely affect adjacent land in a material way.

**The granting of the variance will not impact adjacent properties. This is a commercially zoned area of Portage Street where this type of food sales business is allowed by right with site plan approval. Furthermore, there have been no complaints received during the initial 30 days of operation.**

6. That the granting of the variance will be generally consistent with the purposes and intent of this Ordinance.

**The granting of variance will be consistent with the purpose and intent of the Ordinance to regulate development. This is a request for a time extension only for the food truck to complete the site plan review process.**

7. Where the requested dimensional variance involves required landscaping, the Zoning Board of Appeals may grant a variance upon the following additional criteria: 1) existing landscaping, screening or wetlands intended to be preserved meets the intent of this section; 2) the landscape design proposed by the applicant meets the intent of this section; 3) there is a steep change in topography that would limit the benefits of required landscaping; 4) the proposed building and parking lot placement is setback well beyond the minimum required; 5) the abutting or adjacent land is developed or will be developed in the near future with a use other than residential; and 6) similar conditions to the above exist such that no good purpose would be served by providing the landscaping or screening required.

**Not applicable for the temporary use application.**

#### **RECOMMENDATION:**

Staff supports the requested variance as it meet the above review criteria.



**Community Planning and Economic Development**

245 N. Rose Street, Ste. 100

Kalamazoo, MI 49007

PH: (269) 337-8044

FAX (269) 337-8429

[www.kalamazoocity.org](http://www.kalamazoocity.org)

NOTICE OF PUBLIC HEARING

June 25, 2025

**RE: ZBA #25-07-13  
1824 Portage Street  
Parcel #:06-27-227-011**

Dear Property Owner:

An application for a variance from provisions of the Zoning Ordinance has been filed with the Zoning Board of Appeals by Maria Teresa Hernandez for 1824 Portage Street in the Live Work-1 District (LW-1).

The applicant is requesting a variance from Appendix A, Chapter 4, Section 4.3 J 7, to allow for an outdoor temporary sales use (Food Truck) to operate in the parking lot at 1824 Portage Street from July 11, 2025, to December 15, 2025 (5-months).

Please note that this request will not change the zoning classification of the property. This is a request for variance only regarding the item described above.

The meeting will be held on Thursday, July 10, 2025, at 7 p.m. in the City Commission Chambers at City Hall, 241 W. South Street. This meeting will also be streamed live on the [City's Facebook page](#) and [YouTube Channel](#).

To examine documents related to this request or provide written comments, please contact Pete Eldridge at [eldridgep@kalamazoocity.org](mailto:eldridgep@kalamazoocity.org) or call (269) 337-8806. The agenda will be posted at <https://www.kalamazoocity.org/boards>

Sincerely,

**Peter C. Eldridge, AICP**  
Zoning Administrator



**Community Planning & Economic Development**

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoo.org

**RECEIVED**  
 MAY 15 2025  
 BY: *cas*

**ZONING BOARD OF APPEALS APPLICATION**

**APPLICANT INFORMATION**

Name: <i>Maria T Hernandez</i>		Mailing Address: <i>1222 Bordich S</i>	
City: <i>Kalamazoo</i>	State: <i>MI</i>	ZIP Code: <i>49001</i>	
Phone: <i>269-254-4074</i>	Email: <i>teresashitchentzoo</i>	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	

**PROPERTY OWNER INFORMATION**

*If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.*

Name: <i>Corey LaGro</i>		Mailing Address: <i>1824 Portage st</i>	
City: <i>Kalamazoo</i>	State: <i>MI</i>	ZIP Code: <i>49001</i>	
Phone: <i>269-254-4074</i>	Email: <i>Corey@agrote@gmail.com</i>	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	

**PROPERTY INFORMATION**

Property Address(s): <i>Town Country Supermarket</i>	
Parcel Identification Number(s):	Zone District ( <a href="http://kalamazoo.org/maps">kalamazoo.org/maps</a> ):

**TYPE OF REQUEST**

<input type="checkbox"/> Dimensional Variance from Chapter(s) _____, Section(s) _____	<input type="checkbox"/> Appeal of an Administrative Decision
<input type="checkbox"/> Use Variance to allow _____	<input type="checkbox"/> Interpretation of Zoning Ordinance, Chapter(s) _____, Section(s) _____
<input checked="" type="checkbox"/> Natural Features Protection Variance	<input type="checkbox"/> Temporary Use Approval

Reason for Request:  
*To operate the Food Truck*

**ATTACHMENTS**

<input type="checkbox"/> \$ <u><i>50</i></u> Fee	<input type="checkbox"/> Type Plan detailing variance request, plat, site plan, sketch plan can all be used.
<input type="checkbox"/> Review Sheet for Request Type	Optional: Photos of property, architecture plans, etc.

*Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support*

**SIGNATURE**

Signature of Applicant: <i>[Signature]</i>	Date: <i>05-15-25</i>
Signature of Owner (if different than applicant):	Date: <i>05-15-25</i>



ZONING BOARD OF APPEALS

**TEMPORARY USE PERMIT REVIEW SHEET**

**General Information**

Specific project details on temporary use (may also provide on a separate sheet):

Teresa's Kitchen would like to sell food at 1824 Pontage St Kalamazoo MI.

What is the specific timeframe for which you are requesting a temporary use approval?

6 months JULY To December 31  
6 Days For week. Not on Mondays. Each day  
9AM to 9PM.

Is the property located in one of the following districts: Commercial, Manufacturing, Parking, or Institutional Campus District, or located in a Residential Zone containing a permitted non-residential use?

Commercial Property



What is the permitted primary use of the property? To operate our Food truck

Will the temporary use be outside of the right-of-way? no

Will the temporary use be on an asphalt or concrete surface? yes

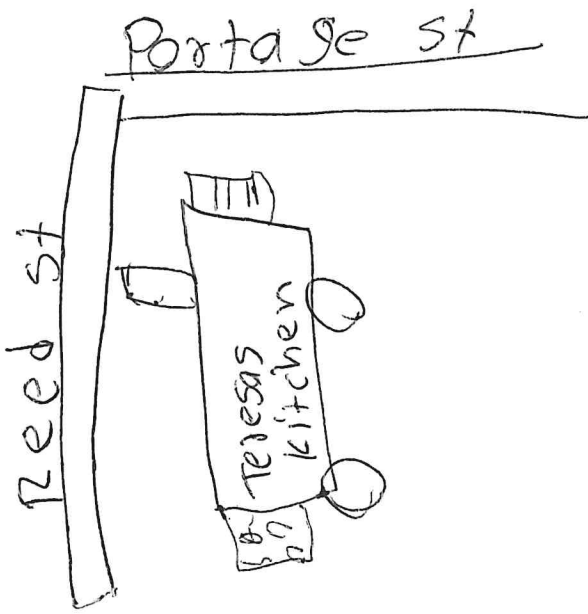
Will there be adequate off-street parking for the primary use and no impact on traffic flow through the site with the addition of this temporary use (no more than 20% of the required off-street parking spaces may be occupied by temporary use)?

no impact would be made on traffic flow

Will there be tents or other types of temporary structures as part of the temporary use?

no

What sort of signage is proposed, if any, with this temporary use?



Por 121'9





# 1824 Portage St.



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

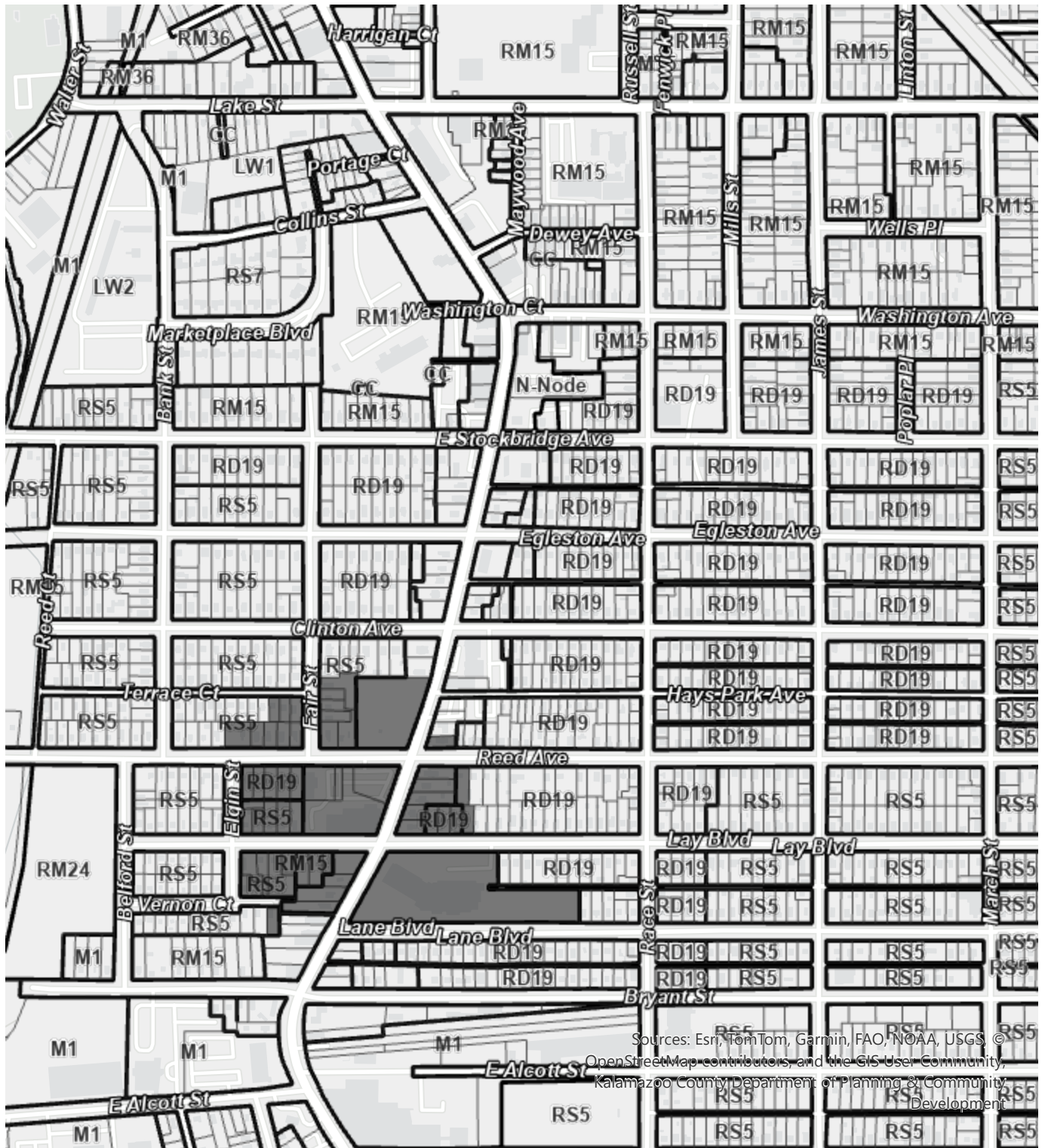
## LEGEND

### PARCEL MAP

Parcel





### GENERAL INFORMATION

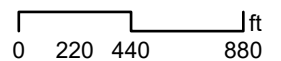
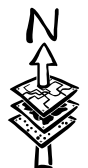
City Boundary



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Kalamazoo County Department of Planning & Community Development

## Parcels within 300' Mailing Radius 1824 Portage St

-  Subject Property
-  Property within 300' Mailing Radius
-  Other Property
-  Zoning District Boundary





# Zoning Board of Appeals Staff Report

Date: **7/10/2025**

Item: **E.1.**

City of Kalamazoo

**TO:** Zoning Board of Appeals

**FROM:** Reviewed by: Christina Anderson, AICP, City Planner  
Prepared by: Pete Eldridge, AICP, Assistant City Planner

**DATE:** July 10, 2025

**SUBJECT:** Amendments to the Zoning Board of Appeals Rules of Procedure

## **BACKGROUND:**

## **STRATEGIC VISION ALIGNMENT:**

### Strategic Goal Impact:

[Insert Strategic Goal text snippet]

## **COMMUNITY ENGAGEMENT:**

### Appropriate Depth of Engagement

[Insert Community Engagement text snippet here]

Discussion:

### Engagement/Communication Tools

## **FINDINGS:**

Staff has made the following findings regarding this request:

## **RECOMMENDATION:**

**ZONING BOARD OF APPEALS**  
**~~RULES OF PROCEDURE~~ BYLAWS**

**ARTICLE I    NAME**

The name of this board is the City of Kalamazoo Zoning Board of Appeals (“ZBA”)

**ARTICLE II    ENABLING AUTHORITY**

The Zoning Board of Appeals was established by the City of Kalamazoo, as authorized by the Michigan Zoning Enabling Act – MCL §125.3101 et seq (“Enabling Act”), under the City of Kalamazoo Code of Ordinances, Appendix A – Zoning Ordinance, §11.3 (“Zoning Ordinance”).

**ARTICLE III    PURPOSE, OBJECTIVES AND DUTIES**

Section 3.0. The purpose of ZBA is to hear and decide questions that arise in the administration of the Zoning Ordinance as outlined in §11.3 and under the Enabling Act.

Section 3.1. The powers and duties of ZBA are further enumerated under §8.3E-Variances and §8.3G-Appeals of Administrative Decisions.

**ARTICLE IV    MEMBERSHIP**

Section 4.0. *Members:* ZBA board members are appointed by the City Commission following the recommendation of ZBA and shall consist of ~~six (6)~~ **seven (7)** regular members and two (2) alternate members. In recommending membership to ZBA the board shall endeavor to ensure the membership represents a cross-section of the community regarding gender, race, or neighborhood composition, a member has experience or interest in the subject matters that routinely come before ZBA and several points of view are represented.

Section 4.1. *Term:* Members serve for three-year terms and may not serve for more than two consecutive terms, excluding fulfilling the unexpired term of a former member.

Section 4.2. *Residency:* Members shall be residents of the City of Kalamazoo and serve without compensation.

Section 4.3. *Vacancy:* If a vacancy occurs among the members of ZBA by reason of death, resignation, disability, or otherwise, the board shall follow the same procedure for filling the remaining term of such member as an original appointment.

Section 4.4. *Absences:* A member who is absent for more than 50% of the regular meetings of ZBA over a six-month period is considered to have resigned as a member. ZBA shall submit as soon as practicable for City Commission approval the name of the individual it recommends to fill the remaining term of that absent member.

**ARTICLE V    OFFICERS**

Section 5.0. *Officers:* The officers of ZBA shall consist of a Chair, Vice-Chair, and Secretary, elected by ZBA at its annual meeting. Officers shall serve for a period of one year and may be reelected.

Section 5.1. *Recording Secretary*: An staff employee of the Community Development and Planning Department shall serve as Recording Secretary of ZBA, but shall not have a vote in matters before the Board. In the absence of the Recording Secretary from any meeting, the officer presiding shall designate an Acting Recording Secretary to serve for the meeting in question.

Section 5.2. *Duties of Officers*:

- a) Chair
  - 1) To preside at all meetings of ZBA.
  - 2) To call Special Meetings in accordance with these Rules of Procedure.
  - 3) To see that all actions of ZBA are properly taken.
  - 4) To decide points of order and procedure subject to these rules and with the guidance of Robert's Rules of Order (as revised).
  - 5) To sign all documents and letters on behalf of ZBA.
- b) Vice-Chair
  - 1) During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and responsibilities of the Chairperson.
- c) Secretary
  - 1) To present to ZBA all such business as shall properly and legally come before it.
  - 2) To inform ZBA of all correspondence relating to business of ZBA and to attend to such correspondence.
  - 3) To conduct the election of officers at ZBA's Annual Meeting.
  - 4) To conduct a special election for the appointment of any officer to fill a vacancy, in accordance with these Rules of Procedure.
  - 5) During the absence, disability or disqualification of the Chair and Vice-Chair, the Secretary shall exercise or perform all the duties and responsibilities of the Chair.
- d) Recording Secretary
  - 1) To take and keep the Minutes of all meetings of ZBA.
  - 2) To give or serve all notices required by law or these Rules of Procedure.
  - 3) To prepare the Agenda for all meetings of ZBA.
  - 4) To be custodian of ZBA's records.

Section 5.3. *Vacancies*: If any vacancy occurs among the ZBA officers before the term of that officer expires, ZBA shall hold an election at the next regularly scheduled meeting, or as soon as practicable, in the same manner as an election for full-term officers. The officer will serve the unexpired term of the office in which the vacancy occurred.

## ARTICLE VI MEETINGS

Section 6.0. *Regular Meetings*: ZBA shall conduct regular meetings in City Hall at 7:00 p.m. on the Second Thursday of each month. At each meeting, ZBA shall consider all matters properly noticed and brought before it. A regular meeting may be canceled if there are no matters for consideration; or may be rescheduled by ZBA at a prior meeting or by a majority of the ZBA members with sufficient public notice of the meeting change. If a quorum of ZBA members is not present at the regular meeting, the meeting shall be rescheduled to the next regularly scheduled meeting.

Section 6.1. *Annual Meeting*: The Annual Meeting of ZBA shall be the first regular meeting in February each year. The election officers for the ensuing year shall occur along with such other business as scheduled before ZBA.

Section 6.2. *Special Meetings*: Special meetings of ZBA shall be held at a time and place

as designated and called by the Chair, or by a concurring vote of a majority of ZBA members, which vote may be obtained by telephone as reflected in the minutes of the special meeting. The notice of the special meeting shall include the purpose for which it is held; ZBA may not conduct business beyond that purpose. The notice of the special meeting shall comply with the Open Meetings Act and posted at least 18 hours before the scheduled hearing time.

Section 6.3. *Quorum*: At any meeting of ZBA, four members of ZBA shall constitute a quorum. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. If only four members are present the applicant of the matter pending before ZBA shall have the option to delay the public hearing until the next regularly scheduled meeting.

Section 6.4. *Voting*: At all meetings of ZBA, each member attending is entitled to cast one vote. Voting on all matters upon which ZBA is required to act under the Zoning Ordinance or Enabling Act, shall be by roll call. **A minimum of four (4) affirmative votes are required to approve a request.** All other action shall be by voice vote, except when a majority of the members present prefers a roll call or ballot vote.

Section 6.5. *Disclosure*: If any member of ZBA has a real or apparent conflict of interest in a matter then before ZBA, that member shall disclose the conflict of interest and is disqualified from participating in the discussion or voting upon the matter. The Recording Secretary shall record in the minutes that the member did not participate in or cast a vote in that matter. A conflict of interest shall include, without limitation the following situations or relationships:

- a) The member, or his/her immediate family, his/her partner, or an entity in which the member has family or business ties has a financial or beneficial interest.
- b) The member has an ownership interest in the property or owns property adjacent to property that is before ZBA.
- c) The member is the employer or employee of the applicant or agent for the applicant and has a direct financial or beneficial interest in the outcome.

Section 6.6. *Conduct of Meetings*: All meetings of ZBA are open to the public. The order of Business at meetings shall be as follows:

- a) Call to Order
- b) Communications and Announcements
- c) Approve of the Minutes of the Previous Meetings
- d) Public Hearings
- e) Old Business
- f) New Business
- g) Adjournment

No board member or other person shall speak until duly recognized by the chair, and he or she shall immediately cease speaking if ruled out of order. Speakers other than members, after being recognized, shall commence by identifying themselves by name and address. The applicant shall have ten (10) minutes to present the reasons for the requested variance or other action that is before ZBA. Members of the public shall then be permitted to speak pursuant to these Rules of Procedure and the City Commission Rules pertaining to advisory boards and commissions. The chair has the option to grant additional time to the applicant or individual considering the particular circumstances involved in the matter under consideration. However, the chair may limit public comment and audience participation to the factors that ZBA must consider for the item under consideration to maintain the order of the meeting,

Section 6.7. *Adjourned Meeting:* ZBA may adjourn a regular or special meeting if all business cannot be disposed of on that date. No further public notice is required for such meeting if the time and place of its resumption is stated at the time of adjournment and is not subsequently changed.

Section 6.8. *Parliamentary Authority:* The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the ZBA; however parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the ZBA. Nevertheless, no procedure shall be adopted that is inconsistent with the Rules of the ZBA.

**ARTICLE VI APPEALS OF ADMINISTRATIVE DECISIONS**

Section 7.0. *Appeals:* In addition to all other matters properly brought before ZBA, ZBA shall hear and decide appeals from, and review any order, decision, determination, or interpretation made by the City Planner or other city administrative official in the administration or enforcement of the Zoning Ordinance. The appropriate city staff shall appear in person to present information to ZBA when the work has been started before the appeal was brought to ZBA.

Section 7.1. *Time:* All written appeals from any order, decision, determination or interpretation made by the City Planner or the above city administrative official shall be made within thirty (30) days of the date of the order, decision, determination or interpretation.

Section 7.2. *Record on Appeal:* Upon receipt of the written appeal, the City Planner or the city official whose order, decision, determination or interpretation is being appealed shall transmit the written appeal and all papers, documents and other materials relating the issues involved in the appeal.

Section 7.3. *Schedule of Hearings:* The scheduling of the appeal shall occur at the next regularly scheduled meeting that complies with the written notice requirements regarding the substance and timing of the notice under the Zoning Ordinance.

Section 7.4. *Findings of Fact:* Following the hearing of any appeal ZBA shall make a finding of fact upon which it shall base its decision. A finding of fact shall consist of the facts and circumstances relied upon by ZBA in its determination of an appeal and shall be based upon the evidence presented to ZBA.

Section 7.5. *Decision:* ZBA may affirm, partly affirm, modify, or reverse the order, decision, determination or interpretation of the City Planner or the city official. Competent, material and substantial evidence on the record that the order, decision, determination or interpretation failed to comply with either the procedural or substantive requirements of the Zoning Ordinance, state law or federal or state constitutions is required before ZBA can, by the concurring vote of the majority of ZBA members, reverse or modify that order, decision, determination or interpretation. ZBA may impose conditions that ensure the requirements and purposes of the Zoning Ordinance are followed on any affirmative decision. If ZBA does not render its decision on the date of the hearing, after all the evidence is presented, it shall make that decision by the next regularly scheduled meeting.

**ARTICLE VIII POST DETERMINATIONS**

Section 8.0. *Conditions of variances:* Unless otherwise specified by ZBA all variances granted shall become null and void if not exercised within one year from the date of granting. Further all variances approved by ZBA are granted in accordance with any site plan, documents or other information submitted to ZBA at the hearing for consideration.

~~Section 8.1. *Reconsideration:* Following any decision adopted by ZBA, a member who either~~

~~voted with the prevailing side or did not vote may make a Motion to Reconsider may at any time during the same meeting, or within ten (10) days after the meeting. The member making a Motion to Reconsider after the meeting shall submit the motion in writing with the stated reasons to support the motion; and that shall further deliver the motion to the recording secretary, city staff providing primary administrative support to ZBA and the other ZBA members who were present at the meeting. Any member may second the motion, and if motion is made after the meeting the second shall also be in writing and delivered in the same manner as the motion. The decision on the motion shall occur at the next regularly scheduled meeting. No decision shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. The applicant, or aggrieved person who originally appealed to ZBA, shall be given notice if a Motion to Reconsider is made and filed.~~

~~Section 8.2. *Rehearing – Change of Circumstances/Newly Discovered Evidence:* Any person whose request for a variance was not approved, or whose appeal was not granted may submit a written request for a rehearing based on a change in circumstances or the discovery of new evidence (not available or known at prior hearing due to no fault of that person) which facts accompany the request. In order for ZBA to grant a rehearing it must first determine, based on the evidence presented at the public hearing that a change in circumstances occurred or that new evidence does exist. ZBA shall consider the request for rehearing at the next regularly scheduled meeting that will comply with the notice requirements for a public hearing.~~

## **ARTICLE IX MISCELLANEOUS**

Section 9.0. *City Staff Support:* To better carry out ZBA's duties and responsibilities under the Zoning Ordinance, the City Planner shall appoint employees of the city's Community Planning and Economic Development Department to provide administrative support and professional advice to ZBA, including one acting as the Recording Secretary. The City Attorney's Office shall also act as legal consultant to ZBA.

Section. 9.1. *Amendment:* These Rules of Procedure may be amended at any meeting of ZBA provided that the proposed amendment is delivered to each member in writing at least five (5) days before that meeting.

Originally Drafted by Assistant City Attorney John Kneas: July 16, 2017  
Approved by the Zoning Board of Appeals: August 10, 2017  
Implemented: November 9, 2017

Amendment 1 Drafted: January 5, 2022  
Approved by the Zoning Board of Appeals: January 13, 2022  
Implemented: February 10, 2022

Amendment 2 Drafted: June 4, 2025  
Approved by the Zoning Board of Appeals: \_\_\_\_\_  
Implemented: \_\_\_\_\_



# Zoning Board of Appeals Staff Report

Date: **7/10/2025**

Item: **E.2.**

City of Kalamazoo

**TO:** Zoning Board of Appeals

**FROM:** Reviewed by: Christina Anderson, AICP, City Planner  
Prepared by: Pete Eldridge, AICP, Assistant City Planner

**DATE:** July 10, 2025

**SUBJECT:** Discuss Interviews Held for Board Vacancy - Alternate Member

## **BACKGROUND:**

## **STRATEGIC VISION ALIGNMENT:**

### Strategic Goal Impact:

[Insert Strategic Goal text snippet]

## **COMMUNITY ENGAGEMENT:**

### Appropriate Depth of Engagement

[Insert Community Engagement text snippet here]

Discussion:

### Engagement/Communication Tools

## **FINDINGS:**

Staff has made the following findings regarding this request:

## **RECOMMENDATION:**