

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

Held at City Hall, Commission Chambers

4:00 p.m.

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

B. Members absent:

C. Adoption of Agenda

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

C. Approval of the Meeting Minutes

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

D. General Citizen Comments

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

E. Board Comments

No comments

F. New Business



Question?

Public Comments:

Unfinished Business

None

Staff Reports and Update

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

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

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

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

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

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

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

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

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

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

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

Communications and Announcements

1. City of Kalamazoo Boards and
Commissions Openings

Adjourn Meeting

Director Martin adjourned the meeting at 5:40pm