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**Charter Township of Kalamazoo  
Minutes of a Planning Commission Special Meeting  
Held on September 02, 2021; 7:00 p.m.**

10 A special meeting of the Kalamazoo Charter Township Planning Commission was conducted on September  
11 02, 2021, commencing at 7:00 p.m., via Zoom remote teleconference pursuant to the Kalamazoo  
12 Township Remote Meeting Policy and Emergency Order of the Kalamazoo County Board of Commissioners  
13 due to the COVID-19 public health crisis.  
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**Present were:**

19 Denise Hartsough  
20 Christopher Mihelich  
21 Peter Morrison  
22 Fred Nagler, Chairman  
23 Steven Leuty

24 William Chapman, joined at 7:06

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28

**Absent:**

29 Warren Cook

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**Others in attendance:**

34 Also present were Township Planner Danielle Bouchard, Township Zoning Administrator Katarina  
35 Kusmack, Township Attorney Seth Koches, and 2 other interested parties

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**1. Call to Order**

40 The Chairman called the meeting to order at 7:01 p.m.

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**2. Roll Call and Recognition of Visitors**

45 Nagler welcomed those in attendance. Commissioner Cook was absent, commissioner Chapman joined  
46 meeting at 7:06 p.m.

47 A motion to excuse Cook and Chapman from the September 02, 2021 Planning Commission Meeting was  
48 made by Mihelich and supported by Leuty. Upon roll call vote (3 aye, 1 abstain, 2 absent) of the  
commissioners in attendance, the motion was approved.

**3. Approval of the Agenda for the September 02, 2021 Planning Commission Meeting**

The first item on the agenda was approval of the agenda for the September 02, 2021 Planning Commission meeting. The Commissioners received the meeting agenda in their packets.

Upon motion of Mihelich, supported by Leuty, and unanimous roll call vote of the commissioners in attendance, the agenda was approved as presented.

**4. Public Comment**

1 None.

2

3 **5. Scheduled Reviews – Stoneco Gravel Mine Inspection**

4

5 Bouchard presented the report, noting that the review of the Stoneco gravel mine, located at 3800 Ravine  
6 Road was inspected on July 14, 2021 and the fee had been paid in full. Updated Liability insurance  
7 documentation has been received and will expire September 01, 2022. An updated earth changing permit  
8 has also been received and will expire on January 27, 2022. Bouchard reported that the site appears to be  
9 in compliance with all standards, there have not been any complaints on the operations.

10

11 A representative from Stoneco was in attendance via phone and reiterated the desire to be good  
12 neighbors.

13

14 Upon motion of Leuty, supported by Mihelich, and unanimous roll call vote of the commissioners in  
15 attendance, the special land use permit renewal was approved by the planning commission.

16

17 **6. Approval of Minutes of the August 05, 2021 Regular Planning Commission Meeting**

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19 Mihelich, Hartsough and Nagler made several minor corrections to the presented minutes.

20

21 Upon motion of Mihelich, supported by Chapman, and unanimous roll call vote of the commissioners in  
22 attendance, the minutes were approved as amended by the planning commission.

23

24 Nagler made note of the minutes from the special Planning Commission meeting held on August 25, 2021  
25 would be approved at the October Planning Commission regular meeting but had been compiled and  
26 would be available for review, if requested.

27

28 **7. Public Hearings**

29

30 None.

31

32 **8. New Business - 2609 N. Burdick – Special Land Use for Change of Use**

33

34 Bouchard presented on the special land use permit for 2609 North Burdick, noting that a public hearing  
35 for the special use permit was held on June 03, 2021. The Planning Commission approved a special use  
36 permit for a Class A medical grow facility (allowing up to five-hundred plants) at 2609 N. Burdick, a site  
37 plan for the class A medical facility was approved by the Planning Commission on July 02, 2020. The  
38 applicant is fully approved for the Class A facility.

39

40 The applicant is requesting to add a class C license, permitting a maximum of two thousand plants. If the  
41 class c approval is granted, the applicant will be permitted up to two thousand five hundred plants.

42

43 Bouchard stated that the proposed change of use for the property does not conflict with any of the  
44 standards imposed for granting a special use permit of this nature. Planning Commission may find that  
45 additional landscaping may be required. Provided the applicant complies with all ordinances and state  
46 governing marijuana establishments, it is not anticipated that the proposed Special land used will cause  
47 any detrimental effects to public safety or welfare.

48

1 At the time of the meeting, the applicant had not requested a sign permit. Mckenna has received a copy  
2 of updated liability insurance from the applicant

3  
4 The applicant is requesting a smaller number of spaces than is required by the ordinance.

5  
6 Upon completion of review, noting the site meets all required standards, McKenna is recommending  
7 approval of the special land use permit for the facility at 2609 N. Burdick if they are given site plan approval  
8 by the planning commission.

9  
10 Mihelich inquired about some security cameras being pointed at adjacent parcels, a representative from  
11 the applicant stated that their IT department has ensured that no security cameras are pointed at adjacent  
12 parcels.

13  
14 Morrison asked the applicant where their product is distributed, the applicant stated that they distribute  
15 their product in many different places as they are licensed to do so. Commissioner Morrison asked  
16 Bouchard if the effect of Marijuana use during the COVID-19 pandemic had been considered when  
17 completing the community health portion of review. He is not comfortable with approving more adult use  
18 facilities, considering the potential side effects from cannabis use in conjunction with potential side effects  
19 from COVID-19. Hartsough commented that the decision should be handled at the state level. Mihelich  
20 mentioned the Township does not restrict the number of licenses, just the land where facilities can exist.

21  
22 Bouchard and Attorney Koches commented on setting precedents.

23  
24 Upon motion of Hartsough, supported by Leuty, and roll call vote (5 – aye, 1 – no, 1 – absent) of the  
25 commissioners in attendance, the special land use permit for the Class C Marijuana license for the site at  
26 2609 N. Burdick was approved by the planning commission

27  
28 **9. Old Business – 2609 N. Burdick, site plan review and Change of Use**

29  
30 Bouchard reported that the site is now approved for up to 2500 plant, with the combination of the existing  
31 Class A grow license and the newly approved Class C license. The facility is approximately 12, 500 sf. As a  
32 condition of the Class C license approval, a site plan review is required. The approximately 40,000 sf lot is  
33 currently zoned as industrial, with approximately 132 feet of frontage on Mosel Ave. Proposed  
34 improvements to the site include the addition of a 12,500 sf building.

35  
36 Mckenna has sent notices to the applicant regarding standards required by the ordinance and called out  
37 during the initial site plan review. The presented site plan is deficient by eight parking spaces. The  
38 applicant explained that because the site will not be used for retail and the parking spaces will just be  
39 used by employees. Landscaping is adequate, but they did the applicant did not provide enough detail.  
40 During review it was noted that a small section emitted slightly too much light to comply with ordinance  
41 standards. Updated liability insurance has been received. Odor control procedures have been deemed to  
42 be adequate, but the location of fans and filters should be noted on the plan incase of emergency. An  
43 updated waste management was provided and outlined the process for handling cannabis waste and  
44 noting that the site would not be producing hazardous waste. It is recommended that the dumpster be  
45 moved to comply with setback requirements. It is noted that all permits will need to be obtained from all  
46 authorities. Security plan is adequate. Sidewalk requirement is satisfied.

1 McKenna is recommending approval of the site plan with the following conditions: planning commission  
2 determines the number of parking spaces is adequate, the addition of a landscaping table to the site plan,  
3 an exterior lighting plan that shows compliance to the zoning ordinance, and an update to the dumpster  
4 placement showing compliance to the setbacks defined by the ordinance.

5  
6 Fire Marshall Kowalski commented that the dumpster location must also be located at least fifteen feet  
7 from the proposed CO<sub>2</sub> tank, and be not closer than five feet from the eave of any building. He wanted to  
8 clarify that the recap document should be changed to remove any reference to Kent County and replaced  
9 with Kalamazoo County

10  
11 Commissioner Chapman inquired about the instillation of a fire hydrant, Kowalski

12  
13 Mihelich asked the applicant about the location of the waste management area, the applicant that a  
14 chipper like device would be located in the dumpster enclosure. Mihelich asked how odor is controlled  
15 during the process as it is done externally, the applicant said the plant is already dead at this point of the  
16 process and is not producing odor. The applicant stated the proposed waste management plan exceeded  
17 state guidelines. The applicant assured the planning commission that the proposed waste management  
18 chipper will not produce noise outside of opening time.

19  
20 Kusmack asked why the chipper was not pictured on the site plan, the applicant stated that the chipper  
21 was a portable piece of equipment.

22  
23 Hartsough inquired about the hours of operation and the number of employees, the applicant stated the  
24 facility is open from eight in the morning to five in the evening and there is an average of four employees  
25 up to six during the harvesting periods.

26  
27 Mihelich stated that the Planning commission had previously approved a site plan with six parking spaces  
28 and the applicant had provided two additional spaces with the new site plan. Leuty referenced a memo  
29 submitted by applicant, that included nine spaces.

30  
31 A project representative stated the dumpster location could be moved to the left corner of the property  
32 thereby complying with the required setback from the CO<sub>2</sub> tank. He stated the fence had been installed  
33 and allowed enough room for egress, pursuant to fire marshal review. The project representative said  
34 there are detailed plans for the landscaping requirements, but they could not be put in until the water  
35 service had been installed. The water service and fire hydrant will be installed the week of September 13,  
36 2021. The dumpster will be enclosed by a fence.

37  
38 The applicant ensured the Planning Commission that al unprocessed waste will be stored inside the facility  
39 until processed.

40  
41 Upon motion of Chapman, supported by Hartsough, and unanimous roll call vote of the commissioners in  
42 attendance, the site plan for the at 2609 N. Burdick was approved with the following conditions from the  
43 planning commission:

- 44 - Submission of a detailed landscaping plan.
- 45 - Adjustment of proposed lighting plan to correct area over the allowed standard.
- 46 - Include odor control devices in building plan.
- 47 - The dumpster be moved to comply with setbacks.
- 48 - The site will have nine parking spaces

- 1 - Screenshots of camera angles will be provided to the Township planner to ensure there is no  
2 invasion of privacy.  
3

4 **11. Open Discussion – Members of the Audience**

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6 None.

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8 **12. Report of the Township Board Representative**

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10 None.

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12 **13. Report of the Township ZBA Representative**

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14 None.

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16 **14. Comments from Planning Commission Members**

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18 Commissioners Chaman and Mihelich stated they had both stopped by the township offices recently,  
19 commissioner chapman was impressed by the hard work of the Planning and Zoning department.

20  
21 Commissioner Leuty commented that copies should be duplexed going forward to save money. He  
22 mentioned annual reviews of marijuana facilities. Attorney Koches

23  
24 **15. Report of the Township Planner**

25  
26 All four properties listed had minor site plan amendments and were approved by McKenna in August and  
27 did not go to the Planning Commission for review. Canopies were added to each of the locations. The fire  
28 marshal and the engineer reviewed the plans. The applicant was able to add several bike racks to the  
29 locations,

- 30 -1521 Gull Road, North Building site plan amendment  
31 -1521 Gull Road, Nav Center site plan amendment  
32 -1521 Gull Road, MSB site plan amendment  
33 -1521 Gull Road, Heart Center site plan amendment  
34

35 Master Plan update Status, Bouchard updated the commission on the master plan status and reported  
36 that the plan proposal will be given to the Planning commission at the October meeting.  
37

38 **16. Report of the Township Zoning Administrator**

39  
40 Kusmack updated the Planning commission about Native Landscape Management, Kusmack reported that  
41 the township does not have the resources in place to address the scope of Native Landscaping. More  
42 discussion of the issue is needed to go forward. The fire marshal reported on the Kalamazoo township fire  
43 insurance rating, and how the current ordinances support the lowered rating the Township has. Hartsough  
44 Leuty commented on the scope of the issue and the need for it to be addressed by the planning  
45 commission  
46

1 Kusmack updated the Planning commission on Japanese Knotweed Mitigation processes, the MSU  
2 invasive species network is a good resource for dealing with the invasion. Hartsough asked if the invasion  
3 could be mentioned in the newsletter.  
4

5 **17. Report of the Township Attorney**  
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7 None.  
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9 **18. Adjournment**  
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11 There being no further business to come before the Planning Commission, the September 02, 2021  
12 Planning Commission Special meeting was adjourned at 8:58 p.m.  
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14 **SYNOPSIS OF ACTIONS**  
15

16 The Kalamazoo Township Planning Commission undertook the following actions at the September 02,  
17 2021 Planning Commission meeting:  
18

- 19 1. The Planning Commission approved a special and use for 2609 N. Burdick. Allowing the  
20 applicant to have an additional 2500 plants with the approval of the requesting Class C use.
- 21 2. The planning Commission approved a site plan for 2609 N. Burdick, the following conditions  
22 must be observed:
  - 23 a. Submission of a detailed landscaping plan.
  - 24 b. Adjustment of proposed lighting plan to correct area over the allowed standard.
  - 25 c. Include odor control devices in building plan.
  - 26 d. The dumpster be moved to comply with setbacks.
  - 27 e. The site will have nine parking spaces
  - 28 f. Screenshots of camera angles will be provided to the Township planner to ensure  
29 there is no invasion of privacy.
- 30 3. The following minor site plan amendments were approved:
  - 31 a. -1521 Gull Road, North Building site plan amendment
  - 32 b. -1521 Gull Road, Nav Center site plan amendment
  - 33 c. -1521 Gull Road, MSB site plan amendment
  - 34 d. -1521 Gull Road, Heart Center site plan amendment  
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Christopher Mihelich, Secretary