



1720 Riverview Drive  
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## Board of Trustees Regular Meeting Agenda

**May 13, 2024**  
**7:30 P.M.**

The "Regular Meeting" of the Board of Trustees of the *Charter Township of Kalamazoo* will be held at 7:30 p.m., on Monday, May 13, 2024, at the **Kalamazoo Township Hall** to discuss and act on the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

### Join Zoom Meeting

<https://us02web.zoom.us/j/86025457296?pwd=ZjNWMDkZXZUjYjRRaDU5SWJtUENOQT09>

**Meeting ID:** 860 2545 7296

**Passcode:** 718656

### Find your local number

<https://us02web.zoom.us/j/kcRjM75Gn7>

**Meeting ID:** 860 2545 7296

**Passcode:** 718656

#### **1 – Call to Order**

#### **2 – Pledge of Allegiance**

#### **3 – Roll Call of Board Members**

**4 – Addition/Deletions to Agenda** (Any member of the public, board, or staff may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.)

**5 – Public Comment on Agenda and Non-agenda Items** (Each person may use three (3) minutes for remarks. If your remarks extend beyond the 3 minutes, please provide your comments in writing and they will be distributed to the board. The public comment period is for the Board to listen to your comments. Please begin your comments with your name and address.)

**6 – Consent Agenda** (The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with in one Board Motion without discussion.)

#### **Approval of:**

- A. Minutes of March 25, 2024, Board of Trustee Regular Meeting
- B. Minutes of April 8, 2024 Work Session
- C. Minutes of April 8, 2024, Board of Trustees Regular Meeting

#### **Receipt of:**

- A. Treasure Report – March 2024
- B. Fire Reports – March 2024

C. KABA – April 2024

## **7 – Public Hearing/Presentation**

**None for this meeting.**

## **8 – Old Business**

## **9 – New Business**

- A. Resolution of Adoption of the Kalamazoo Township 2024 Master Plan
- B. Request to Approve the Adoption of the Flood Plain Ordinance # 639
- C. Resolution Approving an Intergovernmental Agreement with KABA for Flood Plain
- D. Request to Approve First Reading Mobile Home Park Text Amendments -Setback Regulations
- E. Request to Approve First reading - Rezoning Request for 3006 Douglas Avenue
- F. Request to Approve Westwood Fire Department resident updates
- G. Request to Adopt the Resolution Establishing ADA Coordinator, ADA Grievance Form/Procedure
- H. Resolution for Charitable Gaming Licenses for Local Governing Body
- I. Resolution to Sell Township-owned vacant land-locked property on Ashley Ave.
- J. Resolution to Approve Park updates for Wilson, Stroud, Lakewood

## **10 – Items Removed from the Consent Agenda**

## **11 – Board Member Reports**

Trustee Glass  
Trustee Leuty  
Trustee Miller  
Trustee Robinson  
Clerk Mackie  
Treasurer Miller  
Supervisor Martin

## **12 – Attorney Report**

## **13 – Public Comments**

## **14 – Adjournment**

Posted: May 10, 2024

**Think Green**

*Donald Martin*  
Kalamazoo Township Supervisor

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
March 25, 2024**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, March 25, 2024, at 7:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**Item 1            CALL TO ORDER**

Supervisor Martin called the meeting to order at 7:30 p.m.

**Item 2            PLEDGE OF ALLEGIANCE**

Trustee Leuty led the Pledge of Allegiance.

**Item 3            ROLL CALL OF BOARD MEMBERS**

**Supervisor Martin moved to excuse Trustee Glass, supported by Trustee Robinson; voice vote, motion carried.**

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

None.

**Item 5            PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

Mike Seals, 3743 Gull Road, reiterated his concerns regarding pedestrian traffic on Gull Road and thanked officers for patrolling the area.

Toni Kennedy, 1114 Arthur Ave, thanked the board for putting Arthur Ave on the list for improvements. She toured the Kalamazoo County Road Commission's new building and encouraged others to tour the facility.

Attorney Sam Gilbertson spoke via Zoom on behalf of Orange Tree Properties, LLC, 1100 Foster Ave, to discuss zoning violations primarily due to accessory buildings in the flood plain. Attorney Gilbertson stated that notices of violation, judgement, and accruing fines of \$45,000 were not received by property owner. He said that the property has been brought into compliance and requested that the fines be dropped and that his client would be willing to reimburse the Township for attorney fees expended regarding this matter.

**Item 6            CONSENT AGENDA**

**Clerk Mackie moved, supported by Trustee Robinson, to approve the Consent Agenda, which included action on the following items:**

**Approval of:**

- A. Minutes of February 12, 2024, Board of Trustees Work Session Meeting
- B. Minutes of February 12, 2024, Board of Trustees Meeting
- C. Minutes of February 21, 2024, Special Board of Trustees Meeting
- D. Minutes of February 26, 2024, Board of Trustees Meeting
- E. Payment of Bills in the amount of \$80,007.73.

**Receipt of:**

- A. Fire Department Report – February 2024

**Voice vote, motion carried.**

**Item 7**            **PUBLIC HEARING / PRESENTATION**

None.

**Item 8**            **OLD BUSINESS**

None.

**Item 9**            **NEW BUSINESS**

**Item 9A**            **REQUEST TO ADOPT THE FLOOD PLAIN ORDINANCE AND INTERGOVERNMENTAL AGREEMENT WITH KALAMAZOO AREA BUILDING AUTHORITY (KABA)**

Attorney Seeber explained that FEMA has created new flood maps for Kalamazoo County. In order to utilize the current maps, FEMA is requiring a new flood plain ordinance. Since KABA is a separate municipal entity, an intergovernmental agreement is necessary to assure FEMA that KABA will enforce the flood provisions in the building code.

**Trustee Leuty moved, supported by Trustee Miller, to accept Ordinance No. 639, recognizing new flood maps and KABA’S authority to enforce, for first reading.**

**Roll call vote (6 AYE – 0 NAY), motion carried.**

**Item 9B**            **REQUEST TO AMEND CODE OF MISDEMEANOR ORDINANCES, RETURN LITTER ORDINANCE TO MUNICIPAL CIVIL INFRACTION**

Attorney Seeber said that the Township’s Litter Ordinance (Ordinance No. 350) was inadvertently placed into the code of criminal ordinances. The proposed ordinance adds a misdemeanor litter provision from state law into the Code of Criminal Misdemeanor Ordinances and reinstates Ordinance No. 350 as adopted (as municipal civil infraction). The Litter Ordinance is also amended to recognize the weekly nature of trash collection by the Township’s designated waste hauler.

**Clerk Mackie motioned to adopt Ordinance No. 640, amending the code of criminal ordinances’ litter section and reinstating Ordinance No. 350, Litter as a municipal civil infraction and recognizing that trash collection is weekly. Trustee Miller supported the motion.**

**Roll call vote (6 AYE – 0 NAY), motion carried.**

**Item 9C**            **REQUEST FOR ADA RESOLUTION AGREEMENT WITH THE DEPARTMENT OF JUSTICE**

Attorney Seeber explained the U.S. Department of Justice’s proposal for a settlement agreement with Charter Township of Kalamazoo. If signed, the township would agree to implement new ADA policies and procedures, and to appoint an ADA coordinator.

**Trustee Leuty moved, supported by Trustee Robinson to adopt the ADA resolution agreement with the Department of Justice and authorize the Supervisor to sign the agreement.**

**Roll call vote (6 AYE – 0 NAY), motion carried.**

**Item 10**            **ITEMS REMOVED FROM THE CONSENT AGENDA**

None.

**Item 11**            **BOARD MEMBER REPORTS**

Trustee Leuty noted that in the February 2024 Fire Department Report, 266 alarms were recorded for the month of February, averaging 9 incidents/day. He also shared that with the conversion of street lights from high pressure sodium to LEDs is making a positive environmental impact. Trustee Leuty calculated that the equivalent 54 watt LED, compared to the older 124 watt high pressure sodium, saved



the township about \$4.47 / lamp in February. We have 413 of the 54 watt LEDs in Kalamazoo Township. Trustee Leuty reported that Stroud Family Park's pickle ball and tennis nets are in the process of being raised. He also mentioned that he picked up litter there and expressed that volunteers interested in picking up litter from township parks would be welcome. Trustee Leuty concluded by discussing the progress Kalamazoo Township has made in regards to its non-motorized plans.

Trustee Miller thanked Trustee Leuty for the LED replacement street light calculations and he said that it is confirmation that the financial and environmental benefits are aligned in the same direction, which makes things better and easier. The Policy and Administration Committee has not yet met to consider applications for the superintendent position, but the township has received 100 applications.

Trustee Robinson thanked Trustee Miller for creating a spreadsheet to organize the applicants for the superintendent position.

Clerk Mackie had no report.

Treasurer Miller thanked employees for coming to work every day.

Supervisor Martin acknowledged the hard work of the police and fire departments.

**Item 12**            **ATTORNEY REPORT**

The Planning Commission will likely recommend that the township board approve the master plan at next meeting. Regarding the Orange Tree Properties matter, Attorney Seeber said the property owner is in compliance as of now. Once the township determines the appropriate fine amount and board approves agreement with Orange Tree Properties, Attorney Seeber will then be able to get the lien removed and go and file to get the monthly fines removed through the court system.

**Item 13**            **PUBLIC COMMENTS**

Michael Boersma, representing the Road Commission of Kalamazoo County, informed the board that there have been two RCKC informational public meetings regarding projects taking place in Kalamazoo Township. A meeting was held pertaining to the Squires Drive - Drake Road to Ravine Road Improvements and the another meeting was held pertaining to the Davis-Olmstead Drain Culverts Replacement and Stream Rehabilitation Project in Lakewood. Mr. Boersma also informed the board about the Douglas Avenue - City of Kalamazoo Limits to Barney Road/Mosel Avenue - Mill/HMA Overlay project. The Road Commission has also adopted the local road contract for Kalamazoo Township. Lastly, RCKC has a new building located at 4400 S 26<sup>th</sup> Street.

Mike Seals, 3743 Gull Road, expressed that he was glad that the board decided to wait until the next meeting to make a decision regarding Orange Tree Properties.

Toni Kennedy, 1114 Arthur Ave, also expressed that she was glad that the board decided to wait until a future board meeting to make a decision regarding Orange Tree Properties.

**Item 14**            **ADJOURNMENT**

**Supervisor Martin adjourned at 8:27 p.m.**

**BOARD MEMBERS PRESENT:**

Supervisor Donald D. Martin  
Clerk Lisa Mackie  
Treasurer Sherine M. Miller  
Trustee Clara Robinson  
Trustee Mark E. Miller  
Trustee Steven C. Leuty

Respectfully submitted,

\_\_\_\_\_  
Lisa S. Mackie, Clerk

**ABSENT:**

Trustee Ashley Glass

Attested to by,

\_\_\_\_\_  
Donald D. Martin, Supervisor

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Fire Marshal Todd Kowalski  
Police Chief Bryan Ergang

**MINUTES PREPARED BY:**

Lisa Mackie  
Clerk

**CHARTER TOWNSHIP OF KALAMAZOO**  
**BOARD OF TRUSTEES - WORK SESSION**  
**Monday, April 08, 2024**

The Board of Trustees of the *Charter Township of Kalamazoo* held a Work Session on **Monday, April 08, 2024**, at **5:30 p.m.** to discuss Work Session Agenda items and any other business that may legally come before the Board of Trustees of the Charter Township of Kalamazoo County. The meeting was in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**PRESENT:** Supervisor Donald Martin, Treasurer Sherine Miller, Trustee Clara Robinson, Trustee Ashley Glass, and Trustee Steven Leuty

**ABSENT:** Clerk Lisa Mackie and Trustee Mark Miller

**ALSO**

**PRESENT:** Police Chief Bryan Ergang, Attorney Roxanne Seeber, Mark Worden, Larry Stehouwer, Michael Boersma, and Tom Brennan

Supervisor Martin called the meeting to order at 5:30 p.m.

**Item A DISCUSSION WITH THE KALAMAZOO COUNTY ROAD COMMISSION**

Mark Worden, Public Relations Director for Road Commission of Kalamazoo County (RCKC), introduced Larry Stehouwer, Road Commissioner Member; Michael Boersma, Road Commissioner Member; and Tom Brennan, Road Commissioner Chair.

Mr. Worden presented an overview of the following topics:

- Kalamazoo Township and RCKC projects from 2005-2023
- 2024 Surface Rating Summary
- Kalamazoo Township PASER Rating Mileage
- 2024 Current Asset Management Ratings Map
- RCKC Transportation Safety Action Plan
- RCKC High-Risk Locations 2017-2021 Crashes

Supervisor Martin asked about the number of chip seal applications that can be applied before rebuilding the roads.

Mr. Worden responded that the roads are typically a fifty-year investment.

Supervisor Martin asked about testing of other sealing options.

Mr. Worden described a rubberized chip seal process being tested in urban areas.

Trustee Robinson asked about preventing overspray in the yards.

Mr. Worden said they try to minimize stone loss to 5-10% and use sweeper trucks to pick up the stones for reuse. He urged residents to place service requests if cleanup is needed.

Trustee Leuty congratulated the partnership and spoke about including partnering for ADA compliance.

Police Chief Ergang asked about Michigan’s Public Act 33 regarding speed limit changes.

Mr. Worden responded that there needed to be a clearer definition and spoke about the metrics deciding speed limit changes.

Trustee Glass spoke about Nichols Road.

Supervisor Martin talked about making the school zones safer on Nichols Road and Grand Prairie Road.

Trustee Robinson added that Gull Road and H Avenue are another area of concern.

Mr. Boersma asked about the schedule for a project meeting regarding Douglas Avenue. Mr. Worden said it would be the end of the month.

Trustee Leuty asked about the schedule for painting the school crosswalks.

Mr. Worden said the painting is scheduled, but only two companies are painting the roads for the entire state. The Douglas Avenue meeting is on April 11, 2024, at 6:00 p.m. at North Park Reform Church, and the meetings are listed on the Road Commission’s website under the projects tab.

**Item B DISCUSSION APPROVE PATROL VEHICLE PURCHASE**

Police Chief Ergang said there are issues with the vehicle availability and inventory. He said community policing will start in late spring/early summer, and this request is for three new patrol vehicles.

Supervisor Martin asked about the timeline for the vehicles to be in service.

Police Chief Ergang said the purchase would be this month, and the up-fitter would hopefully be before summer.

Trustee Leuty asked if the community policing vehicles have different markings.

Police Chief Ergang said the vehicles transitioned out would be used for community policing. He said they had not discussed different markings for community policing vehicles.

**Item C DISCUSSION APPROVE DEMOLITION 3701 EAST MAIN STREET, KALAMAZOO, MI 49048**

Police Chief Ergang described the process used to demolish a building and the issues experienced at 3701 East Main.

Trustee Leuty asked about recouping the township’s expenses.

Attorney Seeber described the costs defined in the court order and said a lien could be placed on the property.

Supervisor Martin asked about taking ownership of the property.

Attorney Seeber said the township cannot foreclose on the property, but the county could sell it, and the township could recoup if the property is sold for more than the amount owed on the lien. The Board would need to watch for property in the sales.

**Item D PUBLIC COMMENT**

Attorney Seeber reported that the number for 1100 Foster is \$8,002; they have agreed to pay it if the Board approves.

Supervisor Martin added this as Item 9C for the regular Board meeting.

**Adjourned at 6:50 p.m. until 7:30 p.m.**

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager

Respectfully submitted,

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Lisa S. Mackie, Clerk  
Charter Township of Kalamazoo

Attested to by,

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Donald D. Martin, Supervisor  
Charter Township of Kalamazoo

**CHARTER TOWNSHIP OF KALAMAZOO  
BOARD OF TRUSTEES MEETING  
April 08, 2024**

The Regular Meeting of the Board of Trustees of the *Charter Township of Kalamazoo* was held on **Monday, April 08, 2024, at 7:30 p.m.** in the Board Room of the Charter Township of Kalamazoo Administration Building, 1720 Riverview Drive, Kalamazoo, MI 49004.

**Item 1            CALL TO ORDER**

Supervisor Martin called the meeting to order at 7:30 p.m.

**Item 2            PLEDGE OF ALLEGIANCE**

Trustee Robinson led the Pledge of Allegiance.

**Item 3            ROLL CALL OF BOARD MEMBERS**

**Supervisor Martin motioned to excuse Trustee Miller, Treasurer Miller supported the motion; voice vote, motion carried.**

**Item 4            ADDITIONS AND DELETIONS TO AGENDA**

Supervisor Martin added Agenda Item 9C 1100 Foster to the agenda.

**Item 5            PUBLIC COMMENT ON AGENDA AND NON-AGENDA ITEMS**

Mike Seals, 3743 Gull Road, thanked the Board for allowing residents to comment during the Kalamazoo County Road Commission presentation.

David Combs, 2316 Brook Drive, spoke about speeding issues on Brook Drive and the possibility of speed bumps. He appreciated Supervisor Martin's comments regarding the ten-year, \$10 million investment with the Road Commission and future costs. He suggested using leverage as a paying customer to get the best price.

**Item 6            CONSENT AGENDA**

**Clerk Mackie moved, seconded by Trustee Leuty, to approve the Consent Agenda, which included action on the following items:**

**Approval of:**

- A. Minutes of March 11, 2024 Work Session
- B. Minutes of March 11, 2024, Board of Trustees Regular Meeting
- C. Payment of bills in the amount of \$ 218,130.54 – March
- D. Payment of bills in the amount of \$ 30,970.17 - April

**Receipt of:**

- A. Check Disbursement Report – March 2024
- B. Check EFT Register – March 2024
- C. Treasurer Report – February 2024
- D. KABA Reports – March 2024

**Voice vote, motion carried.**

**Item 7            PUBLIC HEARING / PRESENTATION**

None.

**Item 8**            **OLD BUSINESS**

None.

**Item 9**            **NEW BUSINESS**

**Item 9A**           **REQUEST TO APPROVE PATROL VEHICLE PURCHASE**

Police Chief Ergang said this is to purchase three new patrol vehicles. The replaced patrol vehicles will be used for community policing. He asked the Board to approve \$158,181 from the police capital budget to purchase and outfit the vehicles.

**Trustee Robinson motioned to approve the proposal regarding the purchase of three Chevy Tahoe vehicles for patrol operations through the state of Michigan contract, with the financing cost of \$158,181 from the police capital budget; Treasurer Miller supported the motion.**

Trustee Robinson asked about the timeline.

Police Chief Ergang said the vehicles are in stock, so the purchase will be quick. He said the delay would be outfitting the vehicles.

Clerk Mackie appreciated the inclusion of documentation on why electric vehicles were not purchased.

**Roll call vote (6 AYE - 0 NAY), motion carried.**

**Item 9B**            **REQUEST TO APPROVE DEMOLITION 3701 EAST MAIN STREET, KALAMAZOO, MI 49048**

Police Chief Ergang described the condition and process of the property to be demolished. He asked for approval for \$29,000 to excavate.

**Clerk Mackie moved to approve the proposal regarding the demolition of 3701 East Main Street at a cost not to exceed 29,000; Trustee Glass supported the motion. Roll call vote (6 AYE - 0 NAY), motion carried.**

**Item 9C**            **REQUEST TO APPROVE 1100 FOSTER AGREEMENT**

Attorney Seeber said she, staff, and Board members were tasked to identify the out-of-pocket costs and expenses for the prosecution of Charter Township versus Arie Luiten at 1100 Foster; buildings were built without permits in the floodplain. The amount identified was \$8,002, and she transmitted it to the defendant's attorney, who accepted it. Attorney Seeber asked the Board to approve the \$8,002 as itemized to allow Attorney Seeber to sign the settlement and release and the supervisor or treasurer to sign off on the municipal lien, which effectively releases the lien. She will not record it until the money is in hand.

**Trustee Robinson motioned to accept the settlement offer of \$8,002 and to authorize the attorney to sign the settlement and authorize the treasurer or supervisor to sign the release of the lien; Treasurer Miller supported the motion. Roll call vote (6 AYE - 0 NAY), motion carried.**

**Item 10**            **ITEMS REMOVED FROM THE CONSENT AGENDA**

None.

**Item 11**            **BOARD MEMBER REPORTS**

Trustee Glass had no report.

Trustee Leuty said the Planning Commission met last Thursday, and three actions will be presented to the Board. First, they will recommend an ordinance for rezoning multiple parcels totaling 73 acres at 3006 Douglas to I1, light industrial, and C2, commercial corridor. He said 64 acres would be logistics and

warehousing, and 9 acres would be service and retail. Second is a proposed text amendment for Mobile Home Park District requested by Integrated Services and Housing Resources Inc. on behalf of Highland Hills Mobile Home Park, which requested a zoning amendment for an internal road setback from 10 feet to 3 feet, which would not meet LARA minimal requirements public safety requirements. Trustee Leuty said the Planning Commission recommends the Board deny the request. Third, the Planning Commission approved the 2024 Master Plan, which will be submitted to the Board for consideration. He added that the Planning Commission had received a draft with comments on an imagined Westwood report, including the city and township portions from Kalamazoo City.

Clerk Mackie shared information about the spongy moth infesting her Japanese maple and wanted to inform residents who may have problems. She shared information regarding the hazards and said to contact her for information.

Trustee Robinson reminded residents that curbside pickup is this week. She said the full Policy Administration Committee, PAC, met on March 28 to discuss the processes for interviews and reducing the 106-person candidate pool. Trustee Robinson said both chiefs declined to be in the interview process, citing possible conflict issues, but Police Chief Ergang gave insight into the process. On April 1, the PAC interviewed four applicants with ten identical questions; five came from Trustee Glass's packet and five general knowledge questions. The PAC consulted Attorney Seeber regarding the previous interview and meet-and-greet process. She said the next steps are to be decided in May.

Treasurer Miller said the audit begins Monday, April 15, using the same auditing firm as last year. She said the Township's interim finance person, Stephanie McQueen, Monica Kalupa, and herself are working together to complete the audit as a team.

Supervisor Martin said a tour of the building today included a state representative group. He described how the road funds work; the Road Commission matches the Township's investment amount, and they are lost if the funds are not used.

**Item 12**            **ATTORNEY REPORT**

Attorney Seeber said the state approved the Flood Plain Ordinance draft, and she spoke with the KABA attorney; he needs to sign the resolution. She said the resolution must be on the next board agenda; it must be completed by July 31.

**Item 13**            **PUBLIC COMMENTS**

David Combs, 2316 Brook Drive, thanked Trustee Robinson for the in-depth update on the superintendent hiring process. He thanked Clerk Mackie for the Japanese Maple information and Chief Ergang and Chief Baird for thinking green about vehicles and infrastructure improvements.

**Item 14**            **ADJOURNMENT**

**Supervisor Martin adjourned at 8:02 p.m.**



**BOARD MEMBERS PRESENT:**

Supervisor Donald D. Martin  
Treasurer Sherine M. Miller  
Clerk Lisa S. Mackie  
Trustee Clara Robinson  
Trustee Ashley Glass  
Trustee Steven C. Leuty

Respectfully submitted,

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Lisa S. Mackie, Clerk

Attested to by,

**ABSENT:**

Trustee Mark E. Miller

**ALSO PRESENT:**

Attorney Roxanne Seeber  
Police Chief Bryan Ergang

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Donald D. Martin, Supervisor

**MINUTES PREPARED BY:**

Barbara Blankenship  
Elections Coordinator & Document Manager



CASH SUMMARY BY CLASSIFICATION:

FINANCIAL INSTITUTION	CLASSIFICATION	AMOUNT
MERCANTILE BANK	POOL	992,000.88
TOTAL POOLED INVESTMENTS**	POOL	23,556,486.16
FIRST NATIONAL BANK OF MICHIGAN	CURRENT TAX	10,850,560.30
MERCANTILE BANK	MRA	18,511.92
MERS OPREB TRUST	MERS	447,254.66
<b>TOTAL CASH SUMMARY BY CLASSIFICATION</b>		<b>\$ 35,864,813.92</b>

**\*\*POOLED INVESTMENT DETAIL\*\***

FINANCIAL INSTITUTION	ACCOUNT TYPE	INTEREST RATE	MATURITY DATE	MARKET VALUE
ADVIA CREDIT UNION	Ultimate Savings	3.500%	NA	258,743.15
COMERICA FINANCIAL ADVISORS	MM	3.720%	NA	144,844.24
COMERICA FINANCIAL ADVISORS	Govt Sec.	2.500%	12/25/2042	85,960.94
COMERICA FINANCIAL ADVISORS	Govt Sec.	0.550%	9/30/2024	488,715.00
CONSUMERS CU	MM	4.000%	NA	1,069,764.31
FIRST NATIONAL BANK	CD	5.700%	3/13/2025	526,152.67
FIRST NATIONAL BANK	CD #1	4.900%	9/29/2024	113,107.21
FIRST NATIONAL BANK	CD #2	4.900%	9/29/2024	333,723.81
FIRST NATIONAL BANK	CD #3	4.700%	10/23/2024	556,988.42
FIRST NATIONAL BANK	CD #4	5.250%	3/23/2025	530,761.95
FIRST NATIONAL BANK	CD #5	5.250%	3/23/2025	541,468.67
FIRST NATIONAL BANK	MM	0.050%	NA	30.00
FIRST SOURCE BANK	CD	5.150%	1/12/2025	541,804.72
FLASSTAR BANK	CD	5.210%	7/15/2024	274,641.36
HUNTINGTON SECURITIES	MM	2.430%	NA	5,065.25
HUNTINGTON SECURITIES	Govt Sec.	4.840%	3/31/2025	252,141.45
HUNTINGTON NATIONAL BANK	MM	2.529%	NA	537,117.30
HUNTINGTON NATIONAL BANK	MM	4.451%	NA	1,274,814.59
HUNTINGTON NATIONAL BANK - KTFD-fire station	MM	4.451%	NA	2,172,558.57
LAKE MICHIGAN CREDIT UNION	CD	4.650%	4/29/2024	566,938.24
LAKE MICHIGAN CREDIT UNION	Max Savings	0.000%	NA	887.81
MACATAWA BANK	CD	4.890%	7/8/2024	255,084.41
MERCANTILE BANK OF MI	MM	5.540%	NA	3,793,360.09
MERCANTILE BANK OF MI	CD	5.000%	8/14/2025	2,000,000.00
MIBA CLASS	CD	5.400%	NA	2,232,351.93
MIBA CLASS - COMMUNITY POLICING	INV POOL	5.400%	NA	1,366,558.06
MIBA CLASS - ROAD DEBT SERVICE	INV POOL	5.400%	NA	491,990.32
MIBA CLASS - KTFD	INV POOL	5.400%	NA	1,074,617.89
MIBA CLASS - ARPA	INV POOL	5.400%	NA	5,024.31
SOUTHERN MICHIGAN BANK & TRUST	CD	4.100%	11/19/2024	263,334.58
SOUTHERN MICHIGAN BANK & TRUST	CD	5.000%	2/7/2026	533,652.84
SOUTHERN MICHIGAN BANK & TRUST	CD	4.650%	8/7/2025	522,519.11
STURGIS BANK & TRUST CO	CD	4.250%	9/16/2024	271,158.10
STURGIS BANK & TRUST CO	CD	5.000%	7/16/2024	250,000.00
PRIVATE BANK/CIBC	CD	5.200%	6/26/2024	111,955.64
PRIVATE BANK/CIBC	CD	4.350%	2/26/2025	108,649.22
comerica wealth	CD			
<b>TOTAL FOR POOL INVESTMENT DETAIL</b>				<b>\$ 23,556,486.16</b>

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0493		EMS ALARM				5				5
0494		MOTOR VEHICLE ACCIDENT	2							2
0495		ASSAULT		3						3
0497		SMOKE INVESTIGATION	3			8			5	16
0498		HEMORRHAGE/LACERATION		3						3
0499		BREATHING PROBLEM				6				6
0500		CARBON MONOXIDE	3							3
0501		BREATHING PROBLEM			MG		2			2
0502		ALTERED MENTAL STATUS	4							4
0503		ALTERED MENTAL STATUS				6				6
0504		MOTOR VEHICLE ACCIDENT				7				7
0505		FALL		3						3
0506		WIRES DOWN/ARCING				4				4
0507		ABDOMINAL PAIN		4						4
0508		ALTERED MENTAL STATUS		4						4
0509		BREATHING PROBLEM				3				3
0510		AID GIVEN - FIRE				6		MG		6
0511		AID GIVEN - FIRE				7		MG		7
0512		BREATHING PROBLEM		3						3
0513		BREATHING PROBLEM	2							2
0514		BREATHING PROBLEM		3						3
0515		FALL	1							1
0516		UNKNOWN/PERSON DOWN		6						6
0517		AID GIVEN - FIRE				9		MG		9
0518		AID GIVEN - MEDICAL				9		MG		9
0519		CANCELLED EN ROUTE	5							5
0520		CONVULSIONS/SEIZURE				6				6
0521		AID GIVEN - MEDICAL				10		MG		10
0522		STROKE	2							2
0523		UNKNOWN/PERSON DOWN		1						1
0524		CHEST PAIN				2				2
0526		ALTERED MENTAL STATUS				3				3
0527		CHEST PAIN				6				6
0528		FIRE ALARM	2			4				6
0529		AID GIVEN - FIRE				6		MG		6
0530		FIRE ALARM	4	4		5				13

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

<b>SUB TOTAL</b>	<b>SUB-TOTALS</b>	<b>28</b>	<b>34</b>	<b>0</b>	<b>112</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>181</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0532		ALLERGIC REACTION/STINGS				4				4
0533		SMOKE INVESTIGATION	2	3						5
0534		WIRES DOWN/ARCING				2				2
0535		BREATHING PROBLEM				2				2
0536		CONVULSIONS/SEIZURE	4							4
0537		CONVULSIONS/SEIZURE		4						4
0538		UNKNOWN/PERSON DOWN		4						4
0539		CHEST PAIN		4						4
0540		MOTOR VEHICLE ACCIDENT				6				6
0541		CARDIAC ARREST		8						8
0542		CHEST PAIN				4				4
0543		ALTERED MENTAL STATUS				4				4
0544		BREATHING PROBLEM			MR		2			2
0545		SICK PERSON		3						3
0546		FALL				5				5
0547		SICK PERSON		3						3
0548		BURNING COMPLAINT		4						4
0549		SMOKE INVESTIGATION	2	4			3		3	12
0550		MOTOR VEHICLE ACCIDENT	4							4
0552		AID GIVEN - FIRE	3							3
0551		MOTOR VEHICLE ACCIDENT				5				5
0553		ALTERED MENTAL STATUS	2							2
0554		MOTOR VEHICLE ACCIDENT	6							6
0555		CARBON MONOXIDE				7				7
0556		CHEST PAIN		3						3
0557		CANCELLED EN ROUTE		4						4
0558		SMOKE INVESTIGATION		5						5
0559		UNCONSCIOUS	5							5
0560		WATER LEAK				5				5
0561		BREATHING PROBLEM	4							4
0562		UNKNOWN/PERSON DOWN	5							5
0563		WIRES DOWN/ARCING		4						4
0564		CHEST PAIN		4						4
0565		FALL				6				6
0566		MOTOR VEHICLE ACCIDENT				7				7
0567		ALTERED MENTAL STATUS				2				2

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

<b>SUB TOTAL</b>	<b>65</b>	<b>91</b>	<b>0</b>	<b>171</b>	<b>7</b>	<b>0</b>	<b>8</b>	<b>342</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0568		HEMORRHAGE/LACERATION				2				2
0569		FALL				5				5
0570		BURNING COMPLAINT	7							7
0571		BREATHING PROBLEM				4				4
0572		BREATHING PROBLEM				7				7
0573		ALTERED MENTAL STATUS		2						2
0574		BURNING COMPLAINT		5						5
0575		BREATHING PROBLEM			MR		2			2
0576		AID GIVEN - FIRE				4		MG		4
0577		CHEST PAIN				2				2
0579		CANCELLED EN ROUTE	4							4
0578		CANCELLED EN ROUTE		4						4
0580		BREATHING PROBLEM		4						4
0581		BREATHING PROBLEM	2	5						7
0582		PSYCHIATRIC PROBLEMS		3						3
0583		EMS ALARM				2				2
0584		AID GIVEN - MEDICAL	6							6
0586		FALL	1			3				4
0585**		STRUCTURE FIRE	5			5		6	3	19
0587		HYPOTHERMIA		1						1
0588		BREATHING PROBLEM	6							6
0589		STROKE			MR		2			2
0590		BREATHING PROBLEM			MR		2			2
0591		ALTERED MENTAL STATUS		3						3
0592		CANCELLED EN ROUTE	2							2
0593		FALL	1							1
0594		MOTOR VEHICLE ACCIDENT	6							6
0595		MOTOR VEHICLE ACCIDENT	8							8
0596		FALL		3						3
0597		UNKNOWN/PERSON DOWN	9							9
0598		BREATHING PROBLEM				4				4
0599		CANCELLED EN ROUTE	1			4				5
0600		FALL		7						7
0601		FIRE ALARM	4			6				10
0602		FALL		3						3
0603		MOTOR VEHICLE ACCIDENT		5						5

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

<b>SUB TOTAL</b>	<b>127</b>	<b>136</b>	<b>0</b>	<b>219</b>	<b>13</b>	<b>6</b>	<b>11</b>	<b>512</b>
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KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

INC. NO	ADDRESS	TYPE OF CALL	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0604		FALL	6							6
0605		FIRE ALARM	5	2		6				13
0606		ALTERED MENTAL STATUS				4				4
0607		FIRE ALARM	3	4						7
0608		GAS LEAK	4	5			2			11
0609		CHEST PAIN			MR		2			2
0610		CHEST PAIN			MR		2			2
0611		FIRE ALARM	3	1						4
0612		WIRES DOWN/ARCING				5				5
0613		DIABETIC PROBLEM				4				4
0614		FALL		4						4
0615		STRUCTURE FIRE	3	4			3			10
0616		FALL	2							2
0617		MOTOR VEHICLE ACCIDENT				10				10
0618		EMS ALARM				5				5
0619		FALL		3						3
0620		UNCONSCIOUS	3							3
0621		HEAD INJURY/PAIN				5				5
0622		MOTOR VEHICLE ACCIDENT		6	MR		4			10
0623		BREATHING PROBLEM				7				7
0624		HEMORRHAGE/LACERATION		3						3
0625		BREATHING PROBLEM		3						3
0626		MOTOR VEHICLE ACCIDENT				7				7
0627		CONVULSIONS/SEIZURE				4				4
0628		BACK PAIN	3							3
0629		WIRES DOWN/ARCING	3							3
0630		WIRES DOWN/ARCING	1							1
0631		AID GIVEN - FIRE		4			MG			4
0632		BACK PAIN				4				4
0633		WIRES DOWN/ARCING				8				8
0634		CHEST PAIN	2							2
0635		EMS ALARM				13				13
0636		CHEST PAIN		4						4
0637		BREATHING PROBLEM				4				4
0638		HEMORRHAGE/LACERATION				2				2
0639		BREATHING PROBLEM				3				3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

SUB TOTAL		165	179	0	310	26	6	11	697
INC. NO	ADDRESS	STA. 1	STA. 2	STA. 3	STA. 4	COMSTK	OSH	CITY	TOTALS
0640			3						3
0641			1						1
0642			2						2
0643		1							1
0644			3						3
0645		2							2
0646		5							5
0647			1						1
0648			1	MR		2			3
0649		1							1
0650			2						2
0651			2						2
0652**		4							4
0653					6				6
0654			1						1
0655		2							2
0656			1						1
0657		1							1
0658			3						3
0659			3						3
0660		1			8				9
0661			6						6
0662			6						6
0663		4	5						9
0664					8				8
0665			5			MG			5
0666**			5						5
0667		4	3		6				13
0668				MR		2			2
0669					8				8
0670			1						1
0671					6				6
0673					8				8
0674		4							4
0675			3						3

KALAMAZOO TOWNSHIP FIRE DEPARTMENT FIRE REPORT: MARCH 2024

0676		BREATHING PROBLEM				3				3
<b>TOTALS</b>			<b>194</b>	<b>236</b>	<b>0</b>	<b>363</b>	<b>30</b>	<b>6</b>	<b>11</b>	<b>840</b>

AID GIVEN - FIRE  
AID GIVEN - HAZMAT TEAM  
AID GIVEN - MEDICAL  
AID GIVEN - MOVE UP  
ABDOMINAL PAIN  
ALLERGIC REACTION/STINGS  
ALTERED MENTAL STATUS  
ANIMAL BITE  
ASSAULT  
ASSIST POLICE  
ATTEMPT SUICIDE  
BACK PAIN  
BREATHING PROBLEM  
BURNING COMPLAINT  
BURNS  
CANCELLED EN ROUTE  
CARBON MONOXIDE  
CARDIAC ARREST  
CHEST PAIN  
CHOKING  
CONVULSIONS/SEIZURE  
DIABETIC PROBLEM  
DUMPSTER FIRE  
ELEVATOR RESCUE  
EMS ALARM  
EYE INJURY  
EXTRICATION  
FALL  
FIRE ALARM  
FORCIBLE ENTRY  
GAS LEAK  
GRASS/BRUSH FIRE  
HAZMAT INVESTIGATION  
HEAD INJURY/PAIN  
HEAT EXHAUSTION  
HEMORRHAGE/LACERATION  
HIGH ANGLE RESCUE  
HYPOTHERMIA  
LIFT ASSIST  
MOTOR VEHICLE ACCIDENT  
NOTHING FOUND/ARRIVAL  
OVERDOSE/POISONING  
PREGNANCY/OB  
PSYCHIATRIC PROBLEMS  
SICK PERSON  
SMOKE INVESTIGATION  
STAB/GUNSHOT WOUND  
STROKE  
STRUCTURE FIRE  
TREE DOWN/REMOVAL  
UNCONSCIOUS  
UNKNOWN/PERSON DOWN  
VEHICLE FIRE  
WATER LEAK  
WATER RESCUE/DROWNING  
WELFARE CHECK  
WIRES DOWN/ARCING

# Permit List

05/01/2024

## Building

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB23-06-669	4629 WINDING WAY	06-06-105-076	MARSILIO, VINCENT E.		04/26/2024	\$552.00	\$0
<b>Work Description:</b> New 664 s.f. 1 story addition with finished basement per plans.							
PB24-06-122	2645 ARROWWOOD LANE	06-05-150-120	JERVIS, JOHN & SUSAN J	Sumpter Solar Service	04/09/2024	\$104.00	\$0
<b>Work Description:</b> Install 16 panel roof mounted PV modules per plans 6.4kW							
PB24-06-157	441 GRAND PRE AVE	06-17-132-380	CAMILLI, PETER	Diversified Property Co	04/10/2024	\$176.00	\$0
<b>Work Description:</b> Replace multiple rafters and ridge, and remove board sheathing. Install new plywood sheathing due to tree damage. Framing was partially approved during site visit. MUST SEND PICTURES OF ALL FRAMING AND SHEETING FASTENING DETAIL.							
PB24-06-158	3701 E MAIN ST	06-12-435-090	BOOTHE, RICHARD L. JR	Bailey Excavating and	04/10/2024	\$150.00	\$0
<b>Work Description:</b> Demolish and remove dwelling and all accessory structure on behalf of Kalamazoo Township per court order.							
PB24-06-159	3110 GRACE RD	06-17-155-320	GROENDYK, JOANNA	Mr. Roof Grand Rapids	04/12/2024	\$176.00	\$0
<b>Work Description:</b> Re-roof: installing new decking as needed							
PB24-06-165	1311 NICHOLS RD	06-07-495-011	ANDERSON, SIERRA & TRACY	VanDam & Krusinga	04/22/2024	\$176.00	\$0
<b>Work Description:</b> Repairs on first floor to include plaster removal, and electrical upgrades and refinishing due to water leak in second floor.							
PB24-06-173	1016 ARTHUR AVE	06-13-135-110	MOLDOVAN, ANN R.	Erie Construction Michigan	04/18/2024	\$176.00	\$0
<b>Work Description:</b> Re-roof: New decking as needed							
PB24-06-182	1217 FLETCHER AVE	06-17-135-051	ORR, DANIEL & BEVERLY		04/22/2024	\$176.00	\$0
<b>Work Description:</b> Re-roof: Replacing decking as needed							
PB24-06-189	1049 FARGO AVE	06-11-105-460	SAVOCA, ANDREW C.		04/29/2024	\$176.00	\$900

**Work Description:** 5' x 12' gable roof overhang above entry door.

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PB24-06-191	1429 OLMSTEAD RD	06-24-460-141	WEBER FAMILY TRUST .	04/25/2024	\$223.00	\$0
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**Work Description:** Strip interior to structural framing for renovation, relocate bedroom closet and kitchen wall per plans.

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PB24-06-196	303 N Kendall	06-17-305-043	HASAN, SYED M.	04/29/2024	\$223.00	\$0
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**Work Description:** Remove and replace damaged drywall and flooring.

WORK STARTED PRIOR TO PERMIT BEING ISSUED

SCHEDULE INSPECTION ONCE PERMIT IS ISSUED

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**Total Permits For Type: 11**

**Total Fees For Type: \$2,308.00**

**Total Const. Value For Type: \$900**

## Report Summary

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Population: All Records

Permit.DateIssued Between

4/1/2024 12:00:00 AM AND

4/30/2024 11:59:59 PM AND

Permit.PermitType = Building

AND

Permit.BasicUsage = Residential

AND

GovernmentUnitList.UnitCode =

**Grand Total Fees: \$2,308.00**

**Grand Total Permits: 11**

**Grand Total Const. Value: \$900**

**Building**

Permit #	Job Address	Parcel Number	Owner	Contractor	Issue Date	Fee Total	Const. Value
PB24-06-139	4124 DOUGLAS	06-04-205-010	BALKEMA, JAMES	Balkema Construction	04/16/2024	\$223.00	\$0
<b>Work Description:</b> Enclose existing mezzanine, add 2 offices and add to existing B group occupancy per plans.							
PB24-06-141	132 S Kendall	06-17-305-171	KALAMAZOO PROPERT	JIM LIGHTHIZER	04/04/2024	\$176.00	\$0
<b>Work Description:</b> Replace damaged drywall in second floor bathroom (Apt D)							
PB24-06-154	1251 SHAKESPEARE ST	06-23-435-351	FRAAZA REALTY, LLC	CBK Construction	04/19/2024	\$6,165.00	\$1,045,006
<b>Work Description:</b> New 15240 s.f. 1 story addition to existing 2480 s.f. building for truck and trailer repair facility per plans. FIRE SUPPRESSION REQUIRED AND PROVIDED IN NEW BUILDING, EXISTING BUILDING SEPARATED BY FIRE WALL. SPECIAL INSPECTION REPORTS (SOIL, CONCRETE, STEEL) TO BE SUBMITTED TO KABA OFFICE UPON RECEIPT PERMIT IS FOR FOUNDATION ONLY UNTIL PLAN REVISIONS ARE RECEIVED AND REVIEWED.							
PB24-06-169	1521 GULL	06-11-345-012	BORGESS MEDICAL CEI	American Village Bui	04/29/2024	\$176.00	\$0
<b>Work Description:</b> Demolition and replacement of walls and doors to facilitate removal and installation of new MRI equipment per plans.							

**Total Permits For Type: 4**

**Total Fees For Type: \$6,740.00**

**Total Const. Value For Type: \$1,045,006**

**Report Summary**

Permit.DateIssued Between  
4/1/2024 12:00:00 AM AND  
4/30/2024 11:59:59 PM AND  
Permit.PermitType = Building  
AND  
Permit.BasicUsage = Commercial  
AND  
GovernmentUnitList.UnitCode =

**Grand Total Permits:**

**4**

**Grand Total Const. Value:**

**\$1,045,006**



# Property Maintenance Inspections

Kalamazoo

05/01/2024

## Special Permit

Permit #	Job Address	Parcel Number	Owner	Contractor	Date Entere	Fee Total Due
PS22-06-011	1336 SHAKESPEARE ST	06-23-435-680	OSWALT, KURT ALAN		02/23/2022	<u>100.00</u>
<b>Work Description:</b> Property Maintenance request from Kalamazoo ✓ <u>Court Appearance</u> Completed: <u>04/29/2024</u> Court Appearance Completed: 01/08/2024 Property Maintenance Inspectio Completed: 10/16/2023 Property Maintenance Inspectio Completed: 02/23/2022						
PS24-06-022	1008 COOPER AVE	06-14-431-650	MUNCY, DUANE J.		04/02/2024	<u>100.00</u>
✓ <b>Work Description:</b> Property Maintenance request from Kalamazoo Property Maintenance Inspectio Completed: <u>04/05/2024</u>						
PS24-06-024	930 AVONDALE DR	06-13-215-690	SCHANTZ, THOMAS E.		04/12/2024	<u>100.00</u>
✓ <b>Work Description:</b> Property Maintenance request from Kalamazoo Property Maintenance Inspectio Completed: <u>04/17/2024</u>						
PS24-06-025	3235 TAMPA ST	06-12-420-460	BERNS, BRITTNEY		04/22/2024	<u>100.00</u>
✓ <b>Work Description:</b> Property Maintenance request from Kalamazoo Property Maintenance Inspectio Completed: <u>04/24/2024</u>						
PS24-06-026	2419 LAKE ST	06-24-306-180	BRINDLEY, PAULINE M		04/23/2024	<u>100.00</u>
✓ <b>Work Description:</b> Property Maintenance request from KTFD Property Maintenance Inspectio Completed: <u>04/25/2024</u>						
PS24-06-027	1826 HUNTINGTON AVE	06-12-435-630	BLR PROPERTIES, LLC		04/24/2024	<u>100.00</u>
✓ <b>Work Description:</b> Property Maintenance request from Kalamazoo Property Maintenance Inspectio Completed: <u>04/25/2024</u>						
PS24-06-028	3220 OLNEY ST	06-18-265-010	RAMBOW, BETH A.		04/24/2024	<u>100.00</u>

**Work Description:** Property Maintenance request from KTFD

Property Maintenance Inspectio

Completed: 04/26/2024

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**Total Permits:**                    **7**

**Total Fees Due:**            **\$700.00**

Population: All Records

Permit.PermitType = Special

Permit AND

GovernmentUnitList.UnitCode = 6

AND

Permit.Status = HOLD (FEE)

AND

Permit.Category = Jurisdiction

Request



**2024 MONTHLY PERMITS BY JURISDICTION**

**MONTH OF APRIL 2024**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	16	4063.00
COMSTOCK	ELECTRICAL	18	3234.00
COMSTOCK	MECHANICAL	24	3663.00
COMSTOCK	PLUMBING	9	1423.00
COMSTOCK	SPECIAL - JURISDICTION	2	200.00
COMSTOCK	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL COMSTOCK</b>		<b>69</b>	<b>\$ 12,583.00</b>
KALAMAZOO	BUILDING	15	9048.00
KALAMAZOO	ELECTRICAL	20	4353.00
KALAMAZOO	MECHANICAL	14	2473.65
KALAMAZOO	PLUMBING	9	1472.00
KALAMAZOO	SPECIAL - JURISDICTION	7	700.00
KALAMAZOO	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL KALAMAZOO</b>		<b>65</b>	<b>\$ 18,046.65</b>
PARCHMENT	BUILDING	1	104.00
PARCHMENT	ELECTRICAL	1	120.00
PARCHMENT	MECHANICAL	2	266.00
PARCHMENT	PLUMBING	1	105.00
PARCHMENT	SPECIAL - JURISDICTION	-	0.00
PARCHMENT	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL PARCHMENT</b>		<b>5</b>	<b>\$ 595.00</b>
PINE GROVE	BUILDING	5	1732.00
PINE GROVE	ELECTRICAL	5	1059.00
PINE GROVE	MECHANICAL	3	655.00
PINE GROVE	PLUMBING	2	456.00
PINE GROVE	SPECIAL - JURISDICTION	-	0.00
PINE GROVE	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL PINE GROVE</b>		<b>15</b>	<b>\$ 3,902.00</b>
RICHLAND	BUILDING	16	6689.00
RICHLAND	ELECTRICAL	12	1811.00
RICHLAND	MECHANICAL	12	2115.00
RICHLAND	PLUMBING	8	1673.00
RICHLAND	SPECIAL - JURISDICTION	-	0.00
RICHLAND	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL RICHLAND</b>		<b>48</b>	<b>\$ 12,288.00</b>
RICHLAND VILLAGE	BUILDING	-	0.00
RICHLAND VILLAGE	ELECTRICAL	-	0.00
RICHLAND VILLAGE	MECHANICAL	-	0.00
RICHLAND VILLAGE	PLUMBING	1	105.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	-	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	-	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>1</b>	<b>\$ 105.00</b>
<b>TOTAL</b>		<b>203</b>	<b>\$ 47,519.65</b>

REVENUE	REVENUE
APRIL 2023	% PREV YEAR MONTH
<b>\$ 57,279.00</b>	<b>83.0%</b>

PERMITS	PERMITS
APRIL 2023	% 2023 - YTD
<b>211</b>	<b>96%</b>





**2024 MONTHLY PERMITS BY JURISDICTION**

**YEAR TO DATE AS OF: APRIL**

JURISDICTION	PERMIT CATEGORY	# PERMITS	PERMIT REVENUE
COMSTOCK	BUILDING	55	17231.00
COMSTOCK	ELECTRICAL	65	12399.00
COMSTOCK	MECHANICAL	139	32498.50
COMSTOCK	PLUMBING	70	13828.00
COMSTOCK	SPECIAL - JURISDICTION	4	400.00
COMSTOCK	SPECIAL - HOMEOWNER	1	55.00
<b>TOTAL COMSTOCK</b>		<b>334</b>	<b>\$76,411.50</b>
KALAMAZOO	BUILDING	47	14487.00
KALAMAZOO	ELECTRICAL	56	12890.00
KALAMAZOO	MECHANICAL	107	20390.45
KALAMAZOO	PLUMBING	39	6093.00
KALAMAZOO	SPECIAL - JURISDICTION	16	1650.00
KALAMAZOO	SPECIAL - HOMEOWNER	14	825.00
<b>TOTAL KALAMAZOO</b>		<b>279</b>	<b>\$56,335.45</b>
PARCHMENT	BUILDING	6	667.00
PARCHMENT	ELECTRICAL	6	696.00
PARCHMENT	MECHANICAL	6	719.00
PARCHMENT	PLUMBING	2	210.00
PARCHMENT	SPECIAL - JURISDICTION	1	100.00
PARCHMENT	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL PARCHMENT</b>		<b>21</b>	<b>\$2,392.00</b>
PINE GROVE	BUILDING	11	5615.00
PINE GROVE	ELECTRICAL	17	2951.00
PINE GROVE	MECHANICAL	15	2632.00
PINE GROVE	PLUMBING	7	1608.00
PINE GROVE	SPECIAL - JURISDICTION	0	0.00
PINE GROVE	SPECIAL - HOMEOWNER	1	55.00
<b>TOTAL PINE GROVE</b>		<b>51</b>	<b>\$12,861.00</b>
RICHLAND	BUILDING	60	32828.00
RICHLAND	ELECTRICAL	59	12984.00
RICHLAND	MECHANICAL	54	10820.00
RICHLAND	PLUMBING	34	6844.00
RICHLAND	SPECIAL - JURISDICTION	0	0.00
RICHLAND	SPECIAL - HOMEOWNER	1	50.00
<b>TOTAL RICHLAND</b>		<b>208</b>	<b>\$63,526.00</b>
RICHLAND VILLAGE	BUILDING	1	104.00
RICHLAND VILLAGE	ELECTRICAL	1	116.00
RICHLAND VILLAGE	MECHANICAL	0	0.00
RICHLAND VILLAGE	PLUMBING	2	210.00
RICHLAND VILLAGE	SPECIAL - JURISDICTION	0	0.00
RICHLAND VILLAGE	SPECIAL - HOMEOWNER	0	0.00
<b>TOTAL RICHLAND VILLAGE</b>		<b>4</b>	<b>\$430.00</b>
<b>TOTAL KABA</b>	<b>YTD</b>	<b>897</b>	<b>\$211,955.95</b>

REVENUE	REVENUE
YTD - APRIL 2023	% 2023 - YTD
<b>284,804.00</b>	<b>74.4%</b>

REVENUE
% 2024 YTD BUDGET
<b>84.0%</b>

PERMITS	PERMITS
YTD - APRIL 2023	% 2023 - YTD
<b>779</b>	<b>115.1%</b>

2024 MONTHLY CUMULATIVE TOTALS			
# PERMITS	REVENUE		
204	\$	38,815.00	JAN
232	\$	56,847.50	FEB
258	\$	68,773.80	MAR
203	\$	47,519.65	APR
-	\$	-	MAY
-	\$	-	JUN
-	\$	-	JUL
-	\$	-	AUG
-	\$	-	SEP
-	\$	-	OCT
-	\$	-	NOV
-	\$	-	DEC
<b>897</b>	<b>\$</b>	<b>211,955.95</b>	



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www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9A 05132024**

FOR MEETING DATE: May 13, 2024

SUBJECT: Kalamazoo Township 2024 Master Plan

REQUESTING DEPARTMENT: Planning & Zoning

**SUGGESTED MOTION:**

To accept the Planning Commission’s recommendation and adopt the Resolution of Adoption of the Kalamazoo Township 2024 Master Plan.

Financing Cost: \$0.00

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

**Other comments or notes:**

N/A

Submitted by: Danielle Bouchard, AICP & Kyle Mucha, AICP

**Manager’s Recommendation:**

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager’s office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.

**Kalamazoo Township, Kalamazoo County, Michigan  
2024 Master Plan  
RESOLUTION of ADOPTION**

**WHEREAS** the Michigan Planning Enabling Act (Public Act 33 of 2008), as amended, provides for a Township planning commission to prepare and adopt a Master Plan for physical development of the community; and

**WHEREAS** the Kalamazoo Township Planning Commission has prepared such a Master Plan for the Township's physical development in compliance with the Michigan Planning Enabling Act, including relevant charts, maps and text; and

**WHEREAS** the Kalamazoo Township Planning Commission has provided multiple opportunities for public participation in the planning process; and

**WHEREAS** the Kalamazoo Township Board approved the draft Plan for distribution, and subsequently the Master Plan was so distributed for review by surrounding communities and other public agencies as required by the Michigan Planning Enabling Act; and

**WHEREAS** the Kalamazoo Township Planning Commission held a formal public hearing on the draft Master Plan on April 4, 2024 in order to provide additional opportunity for public comment; and

**WHEREAS** all comments received during the planning process have been carefully considered and the Planning Commission is satisfied that the Master Plan and has passed a Resolution of Adoption at the April 4, 2024 Planning Commission meeting.

**NOW THEREFORE BE IT RESOLVED** that the Kalamazoo Township Board hereby adopts the Kalamazoo Township 2024 Master Plan, as presented at the public meeting held on May 13, 2024 subject to incorporation of the following revisions (if applicable):

1. \_\_\_\_\_
2. \_\_\_\_\_

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Resolution Declared Adopted.

\_\_\_\_\_  
Donald Martin, Supervisor  
Kalamazoo Township, MI

\_\_\_\_\_  
Lisa Mackie, Clerk  
Kalamazoo Township, MI



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www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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**CHARTER TOWNSHIP OF KALAMAZOO**

**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE NO. 639**

Adopted: May \_\_\_\_ 2024  
Effective: May \_\_\_\_\_, 2024

**ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS  
OF THE STATE CONSTRUCTION CODE**

An Ordinance addressing flood plain management provisions of the State Construction Code; affirming the Kalamazoo Area Building Authority as the enforcing agency for the flood plain management provisions of the State Construction Code; designating the Kalamazoo Area Building Authority as the contact point for the discharge of said flood plain management responsibilities; designating regulated flood hazard areas under the provisions of the State Construction Code, being Act No. 230 of the Public Acts of 1972, as amended; and providing an effective date.

**THE CHARTER TOWNSHIP OF KALAMAZOO ORDAINS:**

**SECTION 1**

**AGENCY DESIGNATED**

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Kalamazoo Area Building Authority (“KABA”) is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Kalamazoo under Act 230, of the Public Acts of 1972, as amended, State of Michigan. KABA has assumed responsibility for the administration and enforcement of said Act throughout the township’s corporate limits.

**SECTION 2**

**CODE APPENDIX ENFORCED**

Pursuant to the provisions of the State Construction Code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code, shall be enforced by the enforcing agency. The Charter Township of Kalamazoo affirms its designation of KABA as the administering and enforcing agency for the State Construction Code within the Township’s corporate limits and in accordance therewith KABA is the designated enforcing agent to discharge the responsibilities of the Municipality therewith.



### **SECTION 3**

#### **DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS**

The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) entitled "Flood Insurance Study for Kalamazoo County, All Jurisdictions" and dated July 31, 2024 and the Flood Insurance Rate Maps (FIRMs) included on Index Panel 26077CIND0B, effective July 31, 2024 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3 of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

### **SECTION 4**

#### **CONFLICTS**

If another ordinance contains standards inconsistent with the provisions of this ordinance, the most restrictive standards shall apply.

### **SECTION 5**

#### **REPEALS**

All ordinances inconsistent with the provisions of this ordinance are hereby repealed. Sections

### **SECTION 6**

#### **EFFECTIVE DATE**

This ordinance shall take effect on the day after publication of a summary thereof, after adoption.

Lisa Mackie, Clerk  
Charter Township of Kalamazoo  
[www.ktwp.org](http://www.ktwp.org)  
1720 N. Riverview Dr.  
Kalamazoo MI 49004  
269-381-8080



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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**MICHIGAN COMMUNITY RESOLUTION AND INTERGOVERNMENTAL**  
**AGREEMENT TO MANAGE FLOODPLAIN DEVELOPMENT**  
**FOR THE NATIONAL FLOOD INSURANCE PROGRAM**

**Community A: Kalamazoo Charter Township Community Entity/Community B: Kalamazoo Area Building Authority**

**WHEREAS**, Community A

(check the appropriate following box statement)  currently participates  desires to participate in the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program (NFIP) by complying with the program's applicable statutory and regulatory requirements for the purposes of significantly reducing flood hazards to persons, reducing property damage, reducing public expenditures, and providing for the availability of flood insurance and federal funds or loans within its community; and

**WHEREAS**, the NFIP requires that floodplain management regulations must be present and enforced in participating communities, and utilize the following definitions which also apply for the purposes of this resolution:

1. Flood or Flooding means:
  - a. A general and temporary condition of partial or complete inundation of normally dry land areas from: 1) the overflow of inland or tidal waters, 2) the unusual and rapid accumulation or runoff of surface waters from any source, 3) mudflows, and
  - b. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding, as defined in paragraph (a)(1) of this definition.
2. Flood Hazard Boundary Map (FHBM) means an official map of a community, as may have been issued by the FEMA, where the boundaries of the areas of flood, mudslide (i.e., mudflow) related erosion areas having special hazards have been designated as Zone A, M, and/or E.
3. Floodplain means any land area susceptible to being inundated by water from any source (see definition of flooding).
4. Floodplain management means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
5. Floodplain management regulations means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as a floodplain ordinance, grading ordinance, and erosion control ordinance) and other applications of police power that provide standards for the purpose of flood damage prevention and reduction.
6. Structure means a walled and roofed building that is principally above ground, gas or liquid storage facility, as well as a mobile home or manufactured unit.

**WHEREAS**, the Stille-Derossett-Hale Single State Construction Code Act", Act No. 230 of the Public Acts of 1972, as amended, (construction code act), along with its authorization of the state

construction code composed of the Michigan Residential Code and the Michigan Building Code [and its Appendices (specifically Appendix G)] contains floodplain development and management regulations that comply with the FEMA NFIP minimum floodplain management criteria for flood prone areas as detailed in Title 44 of the Code of Federal Regulations (44 CFR), Section 60.3, and

**WHEREAS**, by the action dates of this document and in accordance with a historical agreement, Community B affirms its continuing requirement and authority on behalf of Community A to function as the designated enforcing agency to discharge the responsibility of administering, applying, and enforcing the construction code act and the state construction code, specifically the Michigan Residential Code and the Michigan Building Code, and the Michigan Rehabilitation Code for Existing Buildings to all development within Community A's political boundaries, and

**WHEREAS**, Community A and Community/Entity B enforce floodplain regulations of the construction code act, and Community A wishes to ensure that the administration of that code complies with requirements of the NFIP, and

**NOW THEREFORE**, to maintain eligibility and continued participation in the NFIP,

1. Community A and Community/Entity B agree that KABA is the designated enforcing agency for the construction code act, and is directed to administer, apply, and enforce on Community A's behalf the floodplain management regulations as contained in the state construction code (including Appendix G) and to be consistent with those regulations, by:
  - a. Obtaining, reviewing, and reasonably utilizing flood elevation data available from federal, state, or other sources pending receipt of data from the FEMA to identify the flood hazard area, and areas with potential flooding, and
  - b. Ensuring that all permits necessary for development in floodplain areas have been issued, including a floodplain permit, approval, or letter of no authority from the Michigan Department of Environmental Quality under the floodplain regulatory provisions of Part 31, "Water Resources Protection," of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and
  - c. Reviewing all permit applications to determine whether the proposed building sites will be reasonably safe from flooding. Where it is determined that a proposed building will be located in a flood hazard area or special flood hazard area, Community/Entity B shall implement the following applicable codes according to their terms:
    - i) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Residential Code.
    - ii) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Building Code.
    - iii) Appendix G of the current Michigan Building Code.
    - iv) All appropriate portions and specifically the floodplain management regulation portions and referenced codes and standards of the current Michigan Rehabilitation Code for Existing Buildings.
  - d. Reviewing all proposed subdivisions to determine whether such proposals are reasonably safe from flooding and to ensure compliance with all applicable floodplain management regulations.
  - e. Assisting in the delineation of flood hazard areas; provide information concerning uses and occupancy of the floodplain or flood-related erosion areas, maintain flood proofing and lowest floor construction records, and cooperate with other officials, agencies, and persons for floodplain management.
  - f. Advising FEMA of any changes in community boundaries, including appropriate maps, and

- g. Maintaining records of new structures and substantially improved structures concerning any certificates of floodproofing, lowest floor elevation, basements, floodproofing, and elevation to which structures have been floodproofed.
- 2. Community A and Community/Entity B assure the Federal Insurance Administrator (Administrator) that they intend to review, on an ongoing basis, all amended and revised FHBMs and Flood Insurance Rate Maps (FIRMs) and related supporting data and revisions thereof and revisions of 44 CFR, Part 60, Criteria for Land Management and Use, and to make such revisions in its floodplain management regulations as may be necessary to assure Community A's compliant participation in the program.
- 3. Community A further assures the Administrator that it will adopt the current effective FEMA Flood Insurance Study (FIS), FHBMs, and/or the FIRMs by reference within its Floodplain Management Map Adoption Ordinance or similarly binding ordinance documentation.

**FURTHER BE IT RESOLVED**, both communities declare their understanding that, until this resolution is rescinded or Community A makes other provision to enforce the construction code act:

- 1. Community/Entity B must administer and enforce the construction code act in accordance with the terms and the conditions contained herein, and
- 2. For Community A to continue its participation in the NFIP, the construction code act must be administered and enforced according to the conditions contained herein.

<b>Community A:</b>	Kalamazoo Charter Township	Date Passed:
Officer Name:	Donald D. Martin	Title: Supervisor
Signature:	_____	Date: _____
Witness Name:	Lisa Mackie	Title: Clerk
Signature:	_____	Date: _____

<b>Community/Entity B:</b>	Kalamazoo Area Building Authority	Date Passed:
Officer Name:	Randy Thompson	Title: Chairperson
Signature:	_____	Date: _____
Witness Name:	_____	Title: _____
Signature:	_____	Date: _____



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO: 9D 05132024**

FOR MEETING DATE: May 13, 2024

SUBJECT: First Reading – Mobile Home Park Text Amendments – Setback Regulations

REQUESTING DEPARTMENT: Planning Department on behalf of Planning Commission

SUGGESTED MOTION: Review the recommendation from the Planning Commission, to deny the proposed text amendments to the Mobile Home Park (MHP) District as it pertains to setback provisions.

Financing Cost: \_\_\_\_\_

Source: General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: Kyle Mucha, AICP – Township Planning/Zoning

Recommendation:

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Section 16.03 – Development Standards, subsection B – minimum requirements, number 3 – setbacks (16.03.B.3):

*a) ~~a)~~ Mobile homes shall be set back a minimum of ~~threeten~~ (340) feet from the edge of an internal road, if such road is not dedicated to the public. Mobile homes and other structures in the MHP district shall set back a minimum of twenty (20) feet from the right-of-way line of a dedicated internal public road within the mobile home park.*

*~~a)~~b) Mobile homes shall be set back a minimum of four (4) feet from a hill or culvert.*

*b) All mobile homes, accessory buildings, and parking shall be set back not less than twenty (20) feet from any mobile home park boundary, except that a minimum setback of fifty (50) feet shall be provided from existing and future rights-of-way of abutting streets and highways.*



# Memorandum

**TO:** Kalamazoo Charter Township Planning Commission

**FROM:** Emily Huhman, Planning Intern  
Kyle Mucha, AICP, Senior Planner

**SUBJECT:** **Text Amendment – Mobile Home Park District**

**DATE:** March 19, 2024

To Kalamazoo Charter Township Planning Commission,

Integrated Services and Housing Resources, Inc., on behalf of Highland Hills, is requesting a zoning text amendment to allow a setback reduction from 10 feet from the edge of an internal road to 3 feet from the edge of an internal road. Further, the applicant proposes to modify the existing ordinance regulations to permit homes to be constructed 4 feet from a hill or culvert.

The associated application for a text amendment has been reviewed in accordance with Section 26.03.C. – Review Standards – of the Kalamazoo Township Zoning Ordinance.

## EXISTING STANDARDS

The dimensional standards for the MHP Mobile Home Park District specify the following minimum distances, as outlined in the Township’s Zoning Ordinance – Section 16.03 – Development Standards, subsection B – minimum requirements, number 3 – setbacks (16.03.B.3):

- a) *Mobile homes shall be set back a minimum of ten (10) feet from the edge of an internal road, if such road is not dedicated to the public. Mobile homes and other structures in the MHP district shall set back a minimum of twenty (20) feet from the right-of-way line of a dedicated internal public road within the mobile home park.*
- b) *All mobile homes, accessory buildings, and parking shall be set back not less than twenty (20) feet from any mobile home park boundary, except that a minimum setback of fifty (50) feet shall be provided from existing and future rights-of-way of abutting streets and highways.*

The proposed text amendments, if approved, would have an impact on the entire Township’s parcels that are zoned Mobile Home Park (MHP). The existing conditions within Highland Hills note that most dwelling units do not meet the minimum ten (10) foot setback from the edge of an internal road. Based on an aerial inventory, there are perhaps less than 12 dwelling units that meet the current standard.

For additional comparisons, dwelling units within Country Acres, located along Barney Road (north and west of Highland Hills) appear to meet the minimum 10-foot setback provision. Hillcrest Acres, located off of Douglas Avenue, has dwelling units that do not appear to meet the 10-foot setback provision. Dwelling units located in





Oakbrook Estates appear to not be compliant with the minimum 10-foot setback. Dwelling units in Sherwood Forest, located along Olmstead Road, do not appear to meet the minimum requirements of 10 feet.

### **TEXT AMENDMENT REVIEW CONSIDERATIONS**

As stipulated within the Zoning Ordinance, Section 26.03, the text amendment application has been analyzed for consideration.

- a. ***Will the proposed amendment be in accordance with the basic intent and purpose of the Zoning Ordinance?*** The subject site is currently located within an MHP, Mobile Home Park District. The existing use (mobile home residential) is not proposed to change with this text amendment. The Zoning Ordinance establishes minimum setbacks for new dwelling units from roads edge. Minimum setbacks aid in the establishment of safety, privacy and environmental protections. Further, setbacks assist in creating a uniform appearance in neighborhoods and prevent structures from crowding roadways.

As previously referenced, homes located within the Highland Hills development do not currently comply with the minimum setbacks of the District. The applicant seeks to modify the existing requirement of 10-feet from an internal road to three (3) feet, a loss of seven (7) feet of required setback dimensions.

- b. ***Will the proposed amendment further the comprehensive planning goals of the Township as reflected in the Master Plan?***

This designation is directly oriented to the development of mobile, or manufactured home parks in the Township. This type of land use is especially prevalent in the Northwood neighborhood along Barney Road and Douglas Avenue. This designation is typically adjoining other medium to high-density residential areas, with a density of up to eight (8) units per acre provided for under the Michigan Mobile Home Commission Rules.

Further, the applicant indicated in a supporting narrative that additional dwelling units are proposed within the Highland Hills community. The 2014 Master Plan notes *Revitalization* as a housing policy, which is further expanded upon by the following:

*Revitalization encompasses the production of additional housing units through construction and the rehabilitation of existing properties. It attempts to build value in a neighborhood by taking advantage of buildable sites and, through zoning incentives, promote new development.*

The applicant indicates that by reducing the setback requirements for new homes, additional dwelling units can be placed within the Highland Hills community. Based on the 2022 aerials, Highland Hills has a significant number of pre-constructed home sites available for new dwelling units. However, these pre-constructed home sites appear to be located closer than ten (10) feet to the edge of the internal roadway, which partially indicates to staff that the sites were intended to be developed with dwelling units in close proximity to the roads edge.

Based on the 2014 Master Plan as previously outlined, it is noted that this provision can be satisfied.



c. ***Have conditions changed since the Zoning Ordinance was adopted or was there a mistake in the Zoning Ordinance that justifies the amendment?***

No apparent conditions have changed since the Zoning Ordinance was adopted, nor does there appear to be a mistake in the Zoning Ordinance that justifies the amendment.

However, the applicant notes that by reducing the setbacks, additional homes can be added to the community. Further, the applicant indicates that the new homes will provide a community benefit to the unhoused population, housing shortage and local economy. The reduced setbacks would permit, according to the applicant, larger homes to be placed within the development.

d. ***Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?***

The proposed amendment is not anticipated to correct an inequitable situation created by the Zoning Ordinance, nor would the proposed amendment grant special privileges. Should the amendment be approved, any community facility/development located within the MHP District would be subject to the new setback provisions. While the proposed amendment may appear to directly benefit the applicant, other mobile/manufactured housing developments would also benefit from the ordinance modification.

e. ***Will the amendment result in unlawful exclusionary zoning?***

The applicant does not propose a rezoning; therefore, this provision does not apply.

f. ***Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?***

The Department of Licensing and Regulatory Affairs (LARA), has provisions for manufactured housing. Per R125.1941 – Required Distances Between Homes and Other Structures – the following shall apply:

*Rule 941.(2) A home, including an accessory, shall be set back all the following minimum distances, where applicable;*

1. *Seven feet from the edge of the back of the curb or the edge of an internal road paving surface.*
2. *Seven feet from a parking space on an adjacent home site or parking bay off a home site.*
3. *Seven feet from a common sidewalk.*
4. *Twenty-five feet from a natural or man-made lake or waterway.*

While staff is encouraged by the desire of the applicant to increase the housing units within the Township, we find that such an amendment to the Zoning Ordinance would be in direct conflict with LARA provisions, as outlined above. Therefore, staff finds that the proposed ordinance amendment, if approved, would set an inappropriate precedent and would be in direct conflict with State requirements.

g. ***If a rezoning is requested, is the proposed zoning consistent with the zoning classification of surrounding land?***

The applicant does not propose a rezoning – therefore this provision is not applicable.



***h. If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?***

A rezoning is not requested within this application. Therefore, this provision is not applicable.

***i. If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?***

A rezoning is not requested within this application. Therefore, this provision is not applicable.

***j. Will the proposed amendment be consistent with the purposes of this Ordinance and, in particular, will the proposed amendment promote the public health, safety, and welfare?***

The proposed amendment of permitting new dwelling units to be three (3) feet from the edge of the road would not promote the public safety, as outlined within the LARA provisions for manufactured housing, which requires a minimum of seven (7) feet dimensional setback.

However, reducing the setback provision from ten (10) feet to seven (7) feet would permit larger homes on pre-constructed sites and would be in compliance with the LARA provisions. The applicant could consider amending their request from the proposed three (3) feet to seven (7) feet.

A seven (7) foot setback provision would still permit the construction of a five (5) foot sidewalk, as stipulated within the Township's Sidewalk Ordinance. A reduced setback as proposed by the applicant would not permit the construction of interior pedestrian pathways, which in turn would not promote the public health and welfare for non-motorized transportation.

In addition to these setback requirements, other general standards in the Township's Zoning Ordinance conflict with the proposed text amendment. These include:

**1. Section 2.18 Sidewalks**

Requirements – "Sidewalks shall be required in conjunction with all new development or change of use. In new residential subdivisions and condominiums sidewalks shall be required on both sides of the street"

Location and Width – "Required sidewalks shall be a minimum of five (5) feet in width and shall be generally located one (1) foot off the property line in the road right-of-way, except where the planned right-of-way is greater in width than the existing road right-of-way in which case the sidewalk shall be located one (1) foot inside the planned right-of-way. The Planning Commission may modify these requirements in consideration of the location of utilities, landscaping, or other site improvements."

- The language of the proposed text amendment does not allow for the construction of a five (5) foot sidewalk, which is required for all new development and key in promoting walkability and pedestrian safety in a manufactured housing community.



## THE MOBILE HOME COMMISSION ACT AND MANUFACTURED HOME CONSTRUCTION AND SAFETY STANDARDS

The Mobile Home Commission Act, Act 96 of 1987, Section 125.2307 specifies that “a local government ordinance shall not contain a manufacturing or construction standard that is incompatible with, or more stringent than, a standard promulgated by the federal department of housing and urban development pursuant to the national manufactured housing construction and safety standards act of 1974, 42 USC 5401 to 5426”. Neither the Mobile Home Commission Act nor the Manufactured Home Construction and Safety Standards specify minimum setback distances. Therefore, we do not find that the proposed zoning text amendment violates the standards of these regulations.

### RECOMMENDATION

Based on the application submission provided by the applicant, we recommend that the Planning Commission **deny** the requested zoning text amendment to allow a setback reduction from 10 feet from the edge of an internal road to 3 feet from the edge of an internal road and modification of the existing ordinance regulations to permit homes to be constructed 4 feet from a hill or culvert with the following findings:

- The proposed zoning text amendment is in direct conflict with provisions set by LARA that stipulate a minimum setback distance of seven (7) feet from an internal street, parking space, or sidewalk.
- The proposed zoning text amendment conflicts with other sections of the Township’s Zoning Ordinance, specifically Sidewalks, Section 2.18.
- The proposed zoning text amendment does not support the public health, safety, and welfare due to its conflict with LARA regulations and its ability to prevent the construction of pedestrian and non-motorized connections.

To address these concerns while still increasing the number of dwelling units that could be constructed, the applicant could consider a resubmission of their application that amends their request from the proposed three (3) feet to seven (7) feet.

Respectfully submitted,

**McKENNA**

Kyle Mucha, AICP  
Senior Planner

Emily Huhman  
Planning Intern

cc: Danielle Bouchard, AICP – Community Manager

## Mobile Home Park text amendment

Todd Kowalski <tckowalski@ktpw.org>

Thu 4/4/2024 9:13 AM

To: Kyle Mucha <kylem@ktpw.org>; Danielle Bouchard <dbouchard@mcka.com>; Steven C. Leuty <leutysc@ktpw.org>

Danielle, Kyle and Steve,

I have had an opportunity to review the requested MHP text amendment and can not be supported from the fire department for the following:

1. With vehicles parked on both sides of the road, the measurement from vehicle to vehicle is only 16' 1" thus less than the requires 26 foot drive.
2. There are no sidewalks currently installed on the property thus putting all of the walking foot traffic onto the roadway that is already to narrow.
3. As I drove through the property today, it was noted that on trash day all of the portable trash cans were placed in the open drive lane throughout the property thus making the lane even narrower.

With the new homes proposed to be only 3 feet from the roadway it places all of the pedestrian traffic into the drive lane that is already to narrow.

Please feel free to contact me with any questions you may have.

Kyle or Danielle...could you please forward to the planning commissioners as I don't have their email addresses. Thank you!

Todd Kowalski

Fire Marshal

Direct Dial 269-888-2171

Fax 269-381-3550

Email tckowalski@ktpw.org

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**Charter Township of Kalamazoo**  
**Minutes of a Planning Commission Regular Meeting**  
**Held on April 4, 2024**

A regular meeting of the Charter Township of Kalamazoo Planning Commission was conducted on April 4, 2024, commencing at 6:00 p.m. at the Charter Township of Kalamazoo Hall.

**Call to Order:**

Chairman Nagler called the meeting to order at 6:00 p.m.

**Roll Call and Recognition of Visitors**

Nagler welcomed those in attendance.

**Present were:**

Christopher Mihelich  
Steve Leuty  
Michael Seals  
Denise Hartsough  
Warren Cook  
William Chapman  
Fred Nagler, Chairman

Also present were Township Zoning Administrator Kyle Mucha, Fire Marshal Todd Kowalski, Township Attorney, Seth Koches; and, two (2) interested members from the public.

**Absent was:**

None.

**Approval of the Agenda**

A copy of the meeting agenda was provided to the Commissioners in their agenda packet.

Upon motion by Cook, supported by Seals, and unanimous vote, the agenda was approved as presented.

**Approval of the minutes for the March 7, 2024, regular Planning Commission Meeting**

The next item on the agenda was approval of the minutes of the March 7, 2024, regular Planning Commission meeting.

1 A copy of the draft minutes of the March 7, 2024, regular Planning Commission meeting were  
2 provided to the Commissioners in their agenda packet. Several revisions were recommended to  
3 the draft minutes.

4  
5 Upon motion by Seals, supported by Cook, and unanimous vote, the minutes of the March 7,  
6 2024, regular Planning Commission meeting were approved as revised.

7  
8 **Public Comment**

9  
10 None.

11  
12 **Scheduled Reviews**

13  
14 None.

15  
16 **Public Hearings**

17  
18 **3006 Douglas Avenue – Rezoning Request**

19 The next item on the agenda was the request of AR Engineering (Agent: Jason Raleigh) on  
20 behalf of the property owner, Kent Fisher; to rezone the property at 3006 Douglas Avenue  
21 (Parcel No. 06-04-455-011), consisting of approximately 73 acres, from its current zoning  
22 classifications of C-1, Local Business, C- 2, Commercial Corridor, I-1, Light Industrial and R-2,  
23 Single and Two Family Residential to the following: approximately 8.5 acres of C-2, Commercial  
24 Corridor to remain; and, approximately 64.5 acres proposed to be rezoned to I-1, Light  
25 Industrial. The subject property is located east of Douglas Avenue and north of W. Mosel  
26 Avenue. Mucha discussed surrounding land uses and compatibility. Mucha noted that the  
27 applicant’s request was consistent with the Township’s future land use map. Mucha said that the  
28 proposed I-1 and C-2 zoning fulfills all of the criteria for amendment of the Township’s official  
29 zoning map.

30 Mucha discussed the existing land uses of the subject property, Mucha discussed the Future Land  
31 Map, and the existing zoning district classifications. Mucha said that reviews for rezoning  
32 requests should focus on all potential permitted and special land uses if the property is rezoned.  
33 Mucha directed the Commissioners to his staff report, which contained a visual depiction of the  
34 Future Land Use map and the Existing Zoning Map. Mucha next discussed the rezoning review  
35 procedures, which included whether the rezoning request will be in accordance with the basic  
36 intent and purpose of the Township Zoning Ordinance. Mucha discussed whether the proposed  
37 rezoning request will further the comprehensive planning goals of the Township as reflected in  
38 the Master Plan. Mucha discussed exclusionary zoning and spot zoning, and discussed the  
39 subject property’s topography. Mucha discussed surrounding property uses and zoning district  
40 classifications and whether granting the rezoning request will promote the health, safety and  
41 general welfare of the Township.

1 Nagler opened the public comment portion of the public hearing and invited any interested  
2 person to submit public comment in support of or in opposition to the applicant’s request for  
3 rezoning. Mucha read a letter the Township Commissioners received from AR Engineering and  
4 the letter was accepted as part of this record. Hearing no additional public comments, Nagler  
5 closed the public hearing. The Commissioners discussed the standards of rezoning.

6

7 **Mobile Home Park Text Amendments, Section 16.03**

8

9 The next item on the agenda was the public hearing for the request of Highland Hills (Agent:  
10 Mandy Fuller) to modify the Kalamazoo Charter Township Zoning Ordinance, Section 16.03.B  
11 regarding the minimum distances and setbacks for manufactured housing from the current 10  
12 feet from the edge of an internal road, to three (3) feet, and; to permit homes to be located  
13 four (4) feet from any park boundary or abutting street right-of-way whereas the current  
14 requirements are 20 feet from park boundaries and 50 feet from an existing abutting street or  
15 highway.

16

17 A copy of the proposed text amendments was provided to the Commissioners in their agenda  
18 packet. Mucha prepared a staff report and summarized it. Mucha discussed the proposed  
19 amendments to the development standards and revisions to reduce the setback standards.  
20 Mucha noted that adopting the proposed amendments would impact the entire Township.  
21 Mucha discussed the considerations for the review of text amendments and summarized it to  
22 the Commissioners. Mucha concluded his review by confirming that the proposed text  
23 amendments are in conflict with the provisions set forth by LARA; the proposed text amendments  
24 conflict with other sections of the Township Zoning Ordinance; and, the proposed amendments  
25 do not support the health, safety and general welfare of the Township.

26

27 Nagler opened the public comment portion of the public hearing and invited any interested  
28 person to submit public comment in support of or in opposition to the applicant’s request for  
29 text amendments. Hearing no public comment, Nagler closed the public hearing.

30

31 **Master Plan Public Hearing**

32

33 The next item on the agenda was the public hearing for the new Master Plan. Mucha said that  
34 the Planning Commission noticed the public hearing for the Master Plan and may adopt the plan  
35 at the conclusion of the Public Hearing.

36

37 Nagler opened the public comment portion of the public hearing and invited any interested  
38 person to submit public comment in support of or in opposition to the Master Plan. Patrick  
39 Hutson discussed the proposed Master Plan and Future Land Use Map. Hearing no additional  
40 public comment, Nagler closed the public hearing.

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1 **New Business**

2

3 **3006 Douglas Avenue – Rezoning Request**

4

5 The next item on the agenda was consideration of the request of AR Engineering (Agent: Jason  
6 Raleigh) on behalf of the property owner, Kent Fisher; to rezone the property at 3006 Douglas  
7 Avenue (Parcel No. 06-04-455-011), consisting of approximately 73 acres, from its current zoning  
8 classifications of C-1, Local Business, C- 2, Commercial Corridor, I-1, Light Industrial and R-2, Single  
9 and Two Family Residential to the following: approximately 8.5 acres of C-2, Commercial Corridor  
10 to remain; and, approximately 64.5 acres proposed to be rezoned to I-1, Light Industrial.

11

12 Cook discussed the subject property’s boundaries and surrounding land uses. Seals discussed the  
13 adjacent residential uses and the need for a buffer between contiguous residential dwellings and a  
14 commercial or industrial use. The Commissioners discussed the permitted and special uses if the  
15 property was rezoned. Hartsough discussed compliance with the Master Plan and Future Land Use  
16 Map. Hartsough expressed concern with an industrial use abutting residential uses. Hartsough and  
17 Seals continued to discussed compatibility of the rezoning request. Koches discussed the rezoning  
18 standards. Cook discussed wetlands.

19

20 The applicant addressed the Planning Commission and discussed the concerns of the  
21 Commissioners. The applicant said that he plans to build a “spec” building and discussed the types  
22 of businesses that would occupy it. Leuty discussed the Future Land Use Map and Koches explained  
23 compatibility with the Future Land Use Map and Master Plan. The Commissioners discussed truck  
24 traffic patterns, sidewalks and potential impact on the community.

25

26 Upon motion by Cook, supported by Seals, and 6-1 roll call vote with Hartsough voting no, the  
27 Planning Commission recommended approved the request of AR Engineering (Agent: Jason  
28 Raleigh) on behalf of the property owner, Kent Fisher; to rezone the property at 3006 Douglas  
29 Avenue (Parcel No. 06-04-455-011), consisting of approximately 73 acres, from its current zoning  
30 classifications of C-1, Local Business, C- 2, Commercial Corridor, I-1, Light Industrial and R-2, Single  
31 and Two Family Residential to the following: approximately 8.5 acres of C-2, Commercial Corridor  
32 to remain; and, approximately 64.5 acres proposed to be rezoned to I-1, Light Industrial to the  
33 Township Board because:

34

- 35 1. The proposed I-1 and C-2 rezoning would be consistent with  
36 recommendations for change in the Future Land Use Map for the area;  
37 2. While the proposed I-1 and C-2 zoning is more intensive than many of  
38 the existing conditions in the area, which include significant amounts  
39 of undeveloped land, the rezoning request is generally consistent with  
40 existing zoning classifications and permitted uses in the general region  
41 of the site.  
42 3. The proposed I-1 and C-2 zoning is consistent with the pattern of  
43 development in the area parcels east of the subject site;

4. The proposed I-1 and C-2 zoning does not reduce the permitted uses on the site; and,
5. The proposed I-1 and C-2 zoning fulfills all the criteria for amendments of the official zoning map of Section 26.03.C of the Township Zoning Ordinance.

**Mobile Home Park Text Amendments, Section 16.03**

The next item on the agenda was consideration of the request of Highland Hills (Agent: Mandy Fuller) to modify the Kalamazoo Charter Township Zoning Ordinance, Section 16.03.B regarding the minimum distances and setbacks for manufactured housing from the current 10 feet from the edge of an internal road, to three (3) feet, and; to permit homes to be located four (4) feet from any park boundary or abutting street right-of-way whereas the current requirements are 20 feet from park boundaries and 50 feet from an existing abutting street or highway.

Mucha again confirmed that the proposed text amendments are in conflict with the provisions set forth by LARA; the proposed text amendments conflict with other sections of the Township Zoning Ordinance; and, the proposed amendments do not support the health, safety and general welfare of the Township. Township Fire Marshal Kowalski also recommended denial of the proposed amendments, and referenced the letter he provided the Commissioners that was contained in their agenda packet and entered into the record.

Upon motion by Seals, supported by Hartsough, and 7-0 vote, the Commissioner recommended denial of the request of Highland Hills (Agent: Mandy Fuller) to modify the Kalamazoo Charter Township Zoning Ordinance, Section 16.03.B regarding the minimum distances and setbacks for manufactured housing from the current 10 feet from the edge of an internal road, to three (3) feet, and; to permit homes to be located four (4) feet from any park boundary or abutting street right-of-way whereas the current requirements are 20 feet from park boundaries and 50 feet from an existing abutting street or highway to the Township Board because:

1. The proposed zoning text amendments are in direct conflict with provisions set by LARA;
2. The proposed zoning text amendments conflicts with other sections of the Township's Zoning Ordinance; and,
3. The proposed zoning text amendments does not support the health, safety and general welfare due to its conflict with LARA regulations and its ability to prevent the construction of pedestrian and non-motorized connections.

**Master Plan Public Hearing**

The next item on the agenda was consideration of the new Master Plan. The Commissioners had no additional discussion and agreed that the Master Plan was ready for adoption. The Commissioners reviewed a resolution to approve the Master Plan.

1 Upon motion by Seals, supported by Cook, and 7-0 roll call vote, the Planning Commission  
2 adopted the resolution approving the resolution adopting the Master Plan.

3

4 **Old Business**

5

6 None.

7

8 **Open Discussion – Members of the Audience**

9

10 Patrick Hutson discussed the Township’s posting of public notices.

11

12 **Communications**

13

14 Mucha discussed receiving a plan from the City of Kalamazoo regarding the Westwood  
15 neighborhood.

16

17 **Report of the Township Board Representative**

18

19 Leuty provided general Township Board updates for the Commission.

20

21 **Report of the Zoning Board of Appeals Representative**

22

23 None.

24

25 **Comments of the Planning Commission Members**

26

27 The Commissioners generally discussed planning and zoning updates.

28

29 **Report of the Planner/Zoning Administrator**

30

31 None.

32

33 **Report of the Township Attorney**

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35 None.

36

37 **Adjournment**

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39 The April 4, 2024, regular Planning Commission meeting was adjourned at 8:10 p.m.

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, Secretary

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**SUMMARY OF ACTIONS**

The Charter Township of Kalamazoo Planning Commission undertook the following actions at its regular Planning Commission meeting held on April 4, 2024:

1. Recommended approval of the rezoning request for 3006 Douglas Avenue to the Township Board;
2. Recommended denial of the request of Highland Hills for proposed zoning text amendments to mobile home park regulations to the Township Board;
3. Adopted the Master Plan.

---

, Secretary



1400 Belleville Street  
Richmond VA, 23230

Local Office: Highland Hills & Swan Lake  
2425 Douglas Ave  
Kalamazoo, MI 49007

Office Phone: 269-363-2734  
Email: [highlandhills.manager@ctrecap.com](mailto:highlandhills.manager@ctrecap.com)

3/12/2024

Dear Kalamazoo Township,

This letter will provide you with further information regarding our setback request at Highland Hills. It is Highland Hills' intention over the next 5-10 years to bring 10 new homes in per year until the 93 vacant sites are fully occupied. **We are requesting that the setbacks be changed when new homes are added to the community. We would like the new setbacks adjusted to 3ft from the internal roadway to the home and 4ft from the home to the hillside or the culvert.**

We believe adding more homes will have many benefits to the homeless population, housing shortage and local economy. We are currently working with multiple agencies in Kalamazoo to assist housing families in need. The ability to bring in larger homes is very important. Integrated Services and Housing Resources Inc. have the funding available and 60 or more families in need of housing. My office has 7-10 walk in customers looking for housing on a weekly basis.

Attached to this letter is a map of the community showing our occupied & vacant sites. Along with a list of measurements of homesite setbacks over the past few years.

We appreciate your time and consideration.

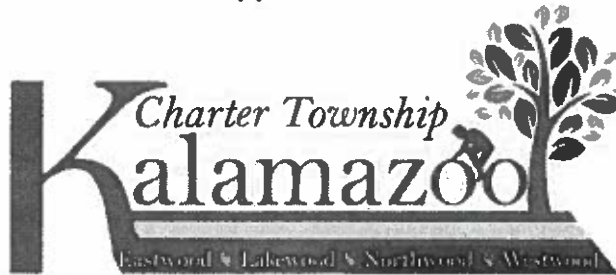
Sincerely,

Mandy Fuller  
Community Manager  
Highland Hills  
269-363-2734  
[Highlandhills.manager@ctrecap.com](mailto:Highlandhills.manager@ctrecap.com)



### Zoning Petition or Ordinance Amendment Application

1720 Riverview Drive  
Kalamazoo, MI 49004  
P. (269) 381-8080  
F. (269) 381-3550  
ktwp.org



OFFICE USE ONLY	
Date:	_____
Case #:	_____
Fee:	_____

PETITIONER		
Contact Person	Mandy Fuller	
Business Name (if applicable)	Highland Hills	Email highlandhills.manager@trecap.com
Address	2425 Douglas Ave	Phone 269-363-2734
City	Kalamazoo	Cell Phone 269-539-8323
		State MI
		Zip Code 49007
ACTION REQUESTED		
The petitioner requests Kalamazoo Township approve the following petition for a zoning amendment. This petition is for a text amendment, a change to the zoning map, or both.		
<ul style="list-style-type: none"> <li>• Fill out pages 1, 2 and 4 of this application for a text amendment.</li> <li>• Fill out only pages 1, 3 and 4 for a change the zoning map.</li> <li>• Fill out pages 1, 2, 3 and 4 for both.</li> <li>• If this is a multiple request, duplicate page 2 or 3, as many times as necessary, so one copy is used for each requested change.</li> </ul>		
Please indicate the nature of this request (check all that apply):		
<input type="checkbox"/> Zoning Text change. <input checked="" type="checkbox"/> Zoning Map change. <input type="checkbox"/> Both Zoning Text & Map change.		
NOTE: The amendment may be adopted as proposed, further revised or not adopted.		

I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

<u>3/4/24</u> Date	<u>Mandy J. Fuller</u> Signature of Applicant	<u>Mandy J. Fuller</u> Print Applicant Name
<u>3/4</u> Date	<u>L. Pesch</u> Signature of Property Owner	<u>Leo Pesch</u> Print Property Owner Name

CHARTER TOWNSHIP OF KALAMAZOO



X

TEXT AMENDMENT APPLICATIONS ONLY

This request is to change the text of Article \_\_\_\_\_ Section \_\_\_\_\_

The change is shown below, using underlining or bold face, like this, to show new text, and [delete out, like this], to show words to be deleted:

What is the purpose of the proposed zoning ordinance text change?

~~Suburbs in mobile home community~~  
to keep original zoning for 80+ years  
@ Woburn Hills



**STATEMENT TO JUSTIFY THE PROPOSED AMENDMENT**

State the reason for the proposed amendment:

Ability to bring in larger mobile homes  
to be able to maximize lot size

Explain how the zoning amendment conforms with the Kalamazoo Township Future Land Use Plan:

It does conform

If the zoning amendment does not conform with the land use plan, why should the change be made, or why should the land use plan also be amended to accommodate this proposed zoning amendment?

We have 10 houses with the proper zoning  
& we would like to bring the same size  
homes on these lots

What will the impacts of the zoning amendment anticipated to be on all landowners in the zoning district affected by the amendment?

So we can bring larger homes with higher  
occupancy with greater financial gain for the  
community

When completed send **two (2)** copies to:  
Kalamazoo Township Planning Commission  
Kalamazoo Township Hall  
1720 Riverview Drive  
Kalamazoo, Michigan 49004-1099

**NOTE: Feel free to attach additional sheets if necessary.**





**REZONING APPLICATIONS ONLY**

This request is to rezone land from: \_\_\_\_\_ to \_\_\_\_\_

**PROPERTY INFORMATION**

Address: 2425 Douglas Ave, Kalamazoo MI 49007

Tax ID: 432843666

Legal description: \_\_\_\_\_

Property size: 23.48 Acres

List all deed restrictions for the property in question:  
\_\_\_\_\_

List names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question:  
\_\_\_\_\_

- The area is:
- Platted
  - Unplatted
  - Will be platted

If platted, list the name of the plat: \_\_\_\_\_

What is the current use of the property?  
Mobile Home Community

**Note: Feel free to attach additional sheets if necessary.**

~~Fee~~

~~Fee~~

Kay wtp.org



1400 Belleville Street  
Richmond VA, 23230

Local Office: Highland Hills & Swan Lake  
2425 Douglas Ave  
Kalamazoo, MI 49007

Office Phone: 269-363-2734  
Email: [highlandhills.manager@ctrecap.com](mailto:highlandhills.manager@ctrecap.com)

3/11/2024

Dear Kalamazoo Township,

This letter will provide you with further information regarding our rezoning request. It is Highland Hills' intention over the next 5-10 years to bring 10 new homes in per year until the 93 vacant sites are fully occupied. This will benefit the community in so many ways. These new residents would shop locally, children would attend local public schools, more school tax would be paid. It would decrease the housing shortage and homeless population in the area.

We have worked with multiple agencies to place the homeless in available homes. However, we have no less than 7-10 people come to our office on their own looking for a place to live each week. Rezoning would allow us to bring in larger homes to house larger families in need. We have agencies like Integrated Services and Housing Resources Inc. who have the funds to work hand in hand with us for applications fees, deposits and the first three months' rent payments. Support from our office and the agency's offices will be provided to these residents so they are able to stay here long term.

Attached with this letter is a map of the community showing our occupied & vacant sites. Along with a list of measurements of homesite setbacks over the past few years.

We appreciate your time and consideration.

Sincerely,

Mandy Fuller  
Community Manager  
Highland Hills  
269-363-2734  
[Highlandhills.manager@ctrecap.com](mailto:Highlandhills.manager@ctrecap.com)

Occupancy map

# HIGHLAND HILLS

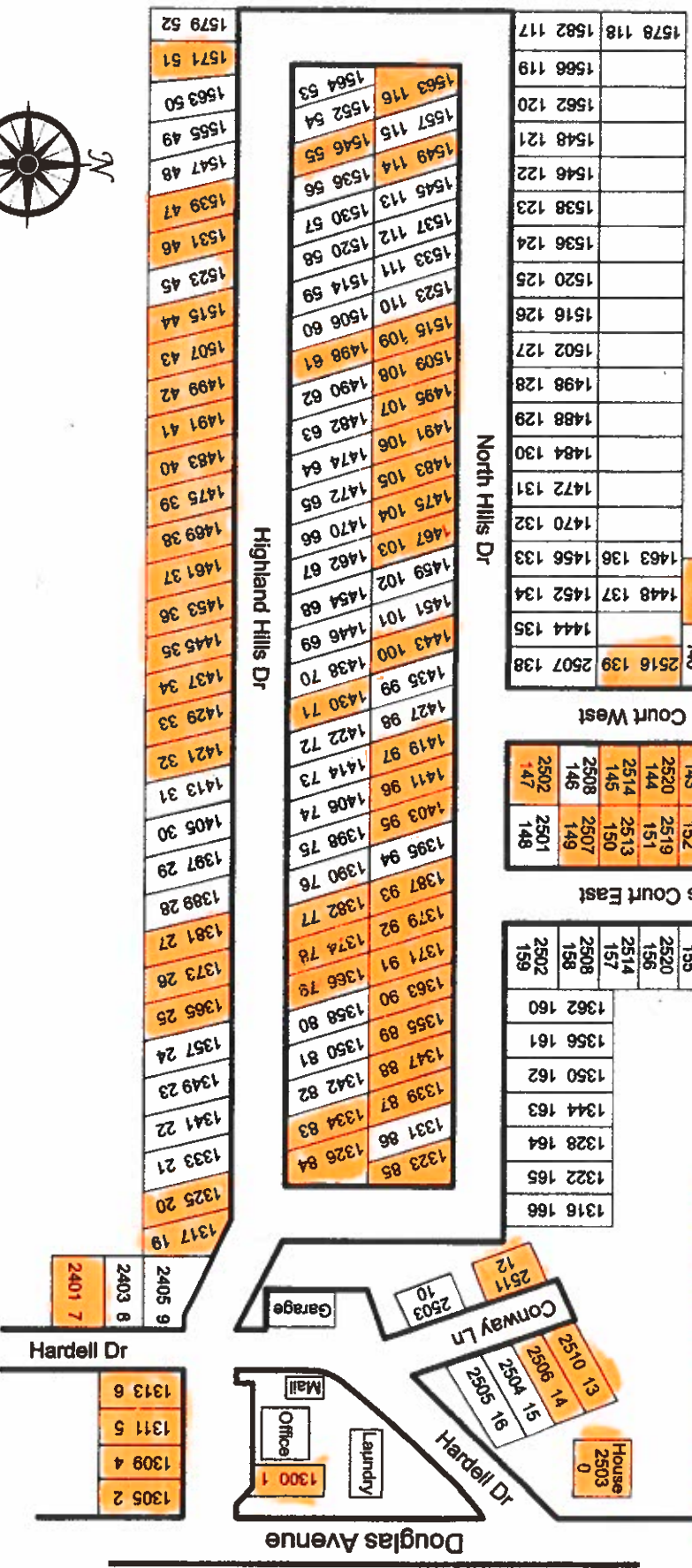
Manufactured Home Community

164 mobile Home Sites

93 vacant sites

71 Occupied sites

1 Stick built home



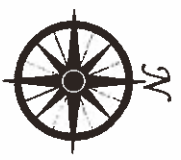
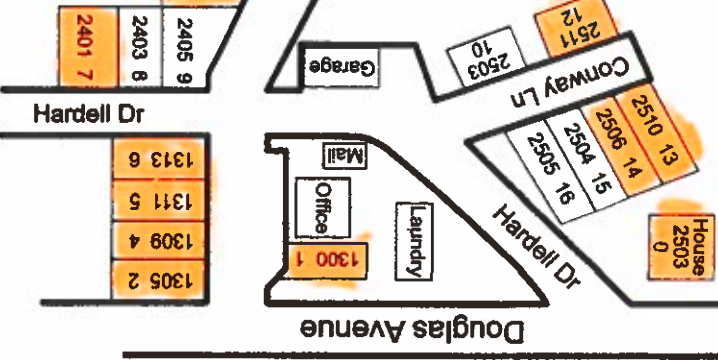
1578 118	1566 119	1562 120	1548 121	1546 122	1538 123	1536 124	1520 125	1516 126	1502 127	1498 128	1488 129	1484 130	1472 131	1470 132	1463 136	1456 133	1448 137	1452 134	1444 135	2507 138	2516 139	2501 140	2533 141	2535 167
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N. Hills Court West			
2532 142	2531 153	2526 143	2525 152
2520 144	2519 151	2514 145	2513 150
2508 146	2507 149	2502 147	2501 148

N. Hills Court East			
2532 154	2526 155	2520 156	2514 157
2508 158	2502 159	1362 160	1356 161
1350 162	1344 163	1328 164	1322 165
1316 166			

1563 116	1557 115	1549 114	1545 113	1537 112	1533 111	1523 110	1515 109	1509 108	1495 107	1491 106	1483 105	1475 104	1467 103	1459 102	1451 101	1443 100	1435 99	1427 98	1419 97	1411 96	1403 95	1396 94	1387 93	1379 92	1371 91	1363 90	1355 89	1347 88	1339 87	1331 86	1323 85
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1579 52	1571 51	1563 50	1565 49	1547 48	1539 47	1531 46	1523 45	1515 44	1507 43	1499 42	1491 41	1483 40	1475 39	1469 38	1461 37	1453 36	1445 35	1437 34	1429 33	1421 32	1413 31	1405 30	1397 29	1389 28	1381 27	1373 26	1365 25	1357 24	1349 23	1341 22	1333 21	1325 20	1317 19
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US 131

<b>Address</b>	<b>Site</b>	<b>Road To House</b>	<b>House/Hillside</b>
1421 Highland Hills Drive	32	3ft	6ft
1445 Highland Hills Drive	35	2ft	3ft
1461 Highland Hills Drive	37	2ft	11ft
1469 Highland Hills Drive	38	2ft	11 ft
1507 Highland Hills Drive	43	2ft	9ft
1515 Highland Hills Drive	44	2ft	9ft
1563 North Hills Drive	116	4ft	7ft
2526 N. Hills Ct. East	143	3ft	8ft

**Highland Hills brought new homes to site 32-47-All setbacks 2ft-4ft from street.**

From: Kyle Mucha <kmucha@mcka.com>  
Sent: Tuesday, January 30, 2024 11:34 AM  
To: Highland Hills Community Manager  
Cc: Danielle Bouchard  
Subject: Re: Highland Hills Building Permits from 2021 and 2022

Hello Mandy,

That is still the process within the Township. The following setback provisions are from the Zoning Ordinance:

## **Article 16**

---

### **1. Parcel Size for Overall Park**

The minimum parcel size for mobile home parks shall be ten (10) ac

### **2. Minimum Site Size**

Mobile home parks shall be developed with an average site size of reduced to as small as 4,400 square feet; provided that, for every reduction, at least an equal amount of land shall be dedicated as open space for the use and enjoyment of all mobile home park residents. This open space shall be in accordance with the Michigan Manufactured Housing Commission Rules in effect at the time of the development.

### **3. Setbacks**

Mobile homes shall comply with the minimum distances and setbacks set forth in the Michigan Manufactured Housing Commission Rules, except as follows:

- a. Mobile homes shall be set back a minimum of ten (10) feet from the front and side boundaries of the lot not dedicated to the public. Mobile homes and other structures shall be set back a minimum of twenty (20) feet from the right-of-way line of a dedicated interurban street.
- b. All mobile homes, accessory buildings, and parking shall be set back a minimum of ten (10) feet from the mobile home park boundary, except that a minimum setback of five (5) feet shall be required from the front and future rights-of-way of abutting streets and highways.

Kyle Mucha, AICP

Senior Planner

MCKENNA



### Zoning Petition or Ordinance Amendment Application

1720 Riverview Drive  
Kalamazoo, MI 49004  
P. (269) 381-8080  
F. (269) 381-3550  
ktwp.org



OFFICE USE ONLY	
Date:	_____
Case #:	_____
Fee:	_____

PETITIONER		
Contact Person	Mandy Fuller	
Business Name (if applicable)	Highland Hills	Email highlandhills.manager@trecap.com
Address	2425 Douglas Ave	Phone 269-363-2734
City	Kalamazoo	Cell Phone 269-539-8323
	State MI	Zip Code 49007
ACTION REQUESTED		
The petitioner requests Kalamazoo Township approve the following petition for a zoning amendment. This petition is for a text amendment, a change to the zoning map, or both.		
<ul style="list-style-type: none"> <li>• Fill out pages 1, 2 and 4 of this application for a text amendment.</li> <li>• Fill out only pages 1, 3 and 4 for a change the zoning map.</li> <li>• Fill out pages 1, 2, 3 and 4 for both.</li> <li>• If this is a multiple request, duplicate page 2 or 3, as many times as necessary, so one copy is used for each requested change.</li> </ul>		
Please indicate the nature of this request (check all that apply):		
<input type="checkbox"/> Zoning Text change. <input checked="" type="checkbox"/> Zoning Map change. <input type="checkbox"/> Both Zoning Text & Map change.		
NOTE: The amendment may be adopted as proposed, further revised or not adopted.		

I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.

<u>3/4/24</u> Date	<u>Mandy J. Fuller</u> Signature of Applicant	<u>Mandy J. Fuller</u> Print Applicant Name
<u>3/4</u> Date	<u>L. Peschro</u> Signature of Property Owner	<u>Leo Peschro</u> Print Property Owner Name

CHARTER TOWNSHIP OF KALAMAZOO



X

TEXT AMENDMENT APPLICATIONS ONLY

This request is to change the text of Article \_\_\_\_\_ Section \_\_\_\_\_

The change is shown below, using underlining or bold face, like this, to show new text, and [delete out, like this], to show words to be deleted:

What is the purpose of the proposed zoning ordinance text change?

~~setbacks in mobile home community~~  
to keep original zoning for setbacks  
① Lighted hills





**STATEMENT TO JUSTIFY THE PROPOSED AMENDMENT**

State the reason for the proposed amendment:

Ability to bring in larger mobile homes  
to be able to maximize lot size

Explain how the zoning amendment conforms with the Kalamazoo Township Future Land Use Plan:

It does conform

If the zoning amendment does not conform with the land use plan, why should the change be made, or why should the land use plan also be amended to accommodate this proposed zoning amendment?

We have 10 houses with the proper zoning  
& we would like to bring the same size  
homes on those lots

What will the impacts of the zoning amendment anticipated to be on all landowners in the zoning district affected by the amendment?

So we can bring larger homes with higher  
occupancy with greater financial gain for the  
community

When completed send **two (2)** copies to:  
Kalamazoo Township Planning Commission  
Kalamazoo Township Hall  
1720 Riverview Drive  
Kalamazoo, Michigan 49004-1099

**NOTE: Feel free to attach additional sheets if necessary.**





REZONING APPLICATIONS ONLY

This request is to rezone land from: \_\_\_\_\_ to \_\_\_\_\_

PROPERTY INFORMATION

Address: 2425 Douglas Ave, Kalamazoo MI 49007

Tax ID: 932843666

Legal description: \_\_\_\_\_

Property size: 23.48 Acres

List all deed restrictions for the property in question:

\_\_\_\_\_

List names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question:

\_\_\_\_\_

The area is:

- Platted
- Unplatted
- Will be platted

If platted, list the name of the plat: \_\_\_\_\_

What is the current use of the property?

Mobile Home Community

Note: Feel free to attach additional sheets if necessary.

~~Exp~~

~~Exp~~

Kay WTP.org



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9E 05132024

FOR MEETING DATE: April 22, 2024

SUBJECT: First Reading – Rezoning Request for 3006 Douglas Avenue

REQUESTING DEPARTMENT: Planning/Zoning on behalf of Planning Commission

SUGGESTED MOTION: Seeking first reading regarding the proposed rezoning request of 3006 Douglas Avenue (see enclosed staff report). Planning Commission recommended support of the rezoning request on April 4, 2024 per a 6-1 vote, including the incorporation of the staff report for Board consideration.

Subsequent to the first reading, request a motion of adoption of the proposed rezoning at the next regularly scheduled Township Board meeting.

Financing Cost: \_\_\_\_\_  
Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: Kyle Mucha, AICP – Planning/Zoning Dept.

**Recommendation:**

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager’s office NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.





PLANS PREPARED BY:



**AR ENGINEERING**  
CIVIL ENGINEERING & SURVEYING  
MICHIGAN | INDIANA | ILLINOIS | OHIO  
269.250.5911 PHONE | 866.569.0004 FAX  
www.ar-engineering.com

DRAWN: LM  
CHECKED: JR

No.	ISSUED FOR:	DATE	BY
0	REZONE	2/21/2024	JR
1			
2			
3			
4			

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**REZONE EXHIBIT**  
KALAMAZOO NORTH - MOSEL AVE  
NORTHEAST PROPERTY GROUP  
3006 DOUGLAS AVE  
SECTION 4, T02S, R11W

SHEET TITLE:  
PROJECT:  
CLIENT:  
SITE ADDRESS:  
SITE SECTION:

JOB NUMBER  
**24173001**

DATE  
**03/04/2024**

SHEET NUMBER  
**A**





# Memorandum

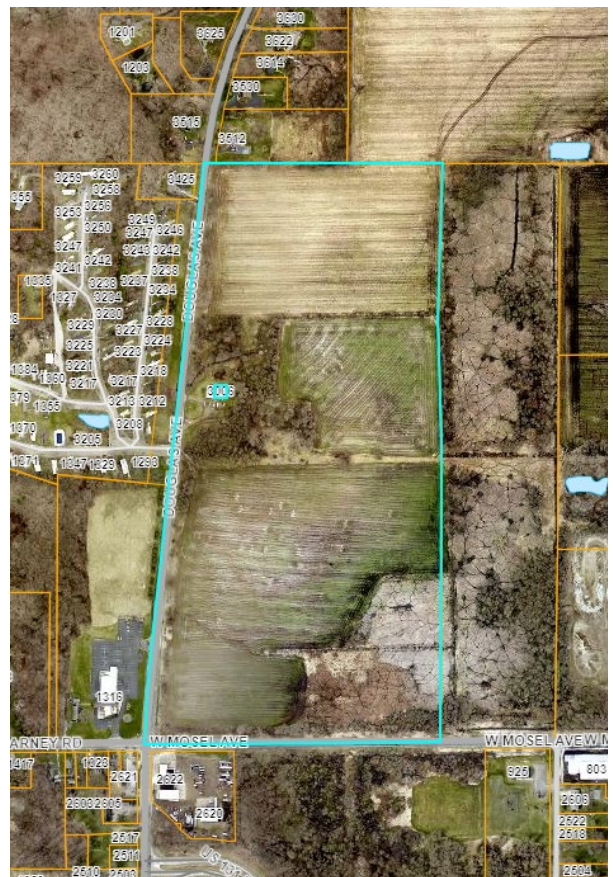
**TO:** Kalamazoo Charter Township Planning Commission  
**FROM:** Emily Huhman, Planning Intern  
Kyle Mucha, AICP, Senior Planner  
**SUBJECT:** Rezoning Request – 3006 Douglas Avenue  
**DATE:** March 12, 2024

**Request:** The request of Kent Fisher (Owner) with technical support from Jason Raleigh (AR Engineering), to rezone the property located at 3006 Douglas Avenue (Parcel No. 06-04-455-011) from R-2, Single- and Two-Family Residential, C-1, Commercial, C-2, Commercial Corridor, and I-1 Light Industrial to I-1 Light Industrial and C-2 Commercial Corridor to develop a logistics and warehousing operation in the I-1 Light Industrial portion and services and retail that complement industrial operations in the C-2 Commercial Corridor portion.

The subject parcel currently has multiple zoning designations, including R-2 Single- and Two-Family Residential, C-1 Local Business, C-2 Commercial Corridor, and I-1 Light Industrial. The parcel is approximately 73 acres in area and is located on the northeast side of the intersection formed by Douglas Avenue and West Mosel Avenue.

If approved, the applicant anticipates developing a logistics and warehousing operation on approximately 64 acres of the subject site. On the southwestern portion of the site, encompassing 8.97 acres, the applicant envisions plans to develop services and retail that complements the logistics and warehousing activities.

It should be noted that the Planning Commission provides a recommendation to the Kalamazoo Charter Township Board of Trustees regarding rezoning requests. The rezoning application shall be subject to review and approval by the Kalamazoo Township Board.





## RECOMMENDATION

Based on the application submission and supporting documents provided by the applicant, we recommend that the Planning Commission make a positive finding to the Township Board approving the applicant's request to rezone the subject site at 3006 Douglas Avenue, from R-2, C-1, C-2, and I-1 to C-2 and I-1 with the following supportive findings, with some items that should be considered during the site plan review process:

1. The proposed I-1 and C-2 zoning would be consistent with recommendations for change in the Future Land Use for the area.
2. While the proposed I-1 and C-2 zoning is more intensive than many of the existing conditions in the area, which include significant amounts of undeveloped land, the rezoning request is generally consistent with existing zoning classifications and permitted uses in the general region of the site.
3. The proposed I-1 and C-2 zoning is consistent with the pattern of development in the area parcels east of the subject site. However, considerations will need to be made to protect the health, safety, and welfare of residential areas immediately north, west, and south of the site.
4. The proposed I-1 and C-2 zoning does not reduce the permitted uses on the site.
5. The proposed I-1 and C-2 zoning fulfills all of the Criteria for Amendment of the Official Zoning Map of Section 26.06.C of the Zoning Ordinance.

Respectfully Submitted,

**McKenna**

Kyle Mucha, AICP  
Senior Planner

Emily Huhman  
Planning Intern

CC: Danielle Bouchard, AICP – Community Manager



## REZONING REVIEW

- Existing Conditions.** The site is currently improved with a 3,900 square foot barn-style building. The majority of the site appears to be utilized for agricultural purposes.

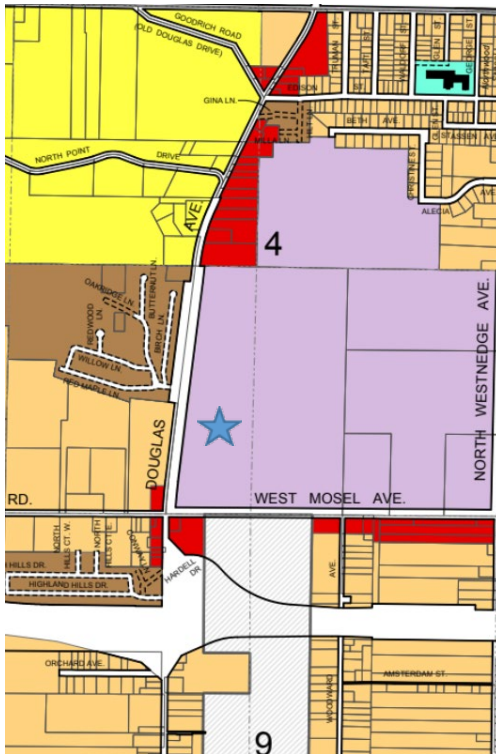
The current land use, future land use, and existing zoning classifications of the site and surrounding parcels are summarized in the following table:

### Zoning and Existing/Planned Use of Site and Area:

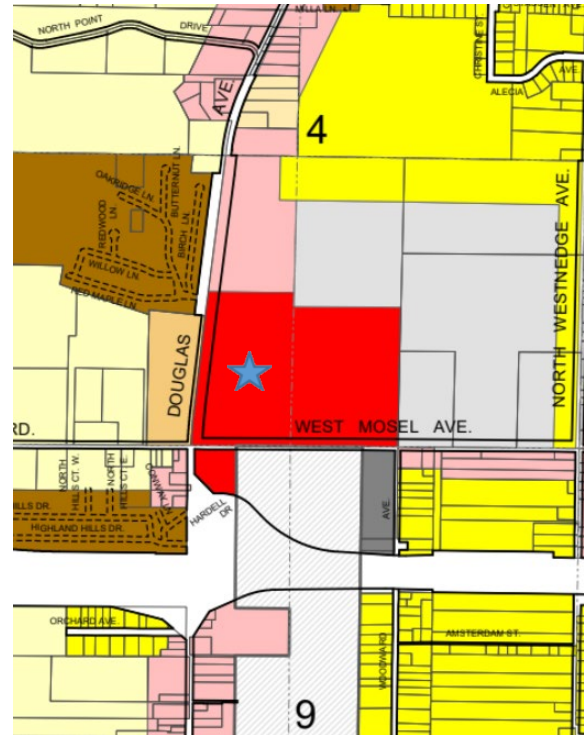
	Existing Land Use	Future Land Use	Existing Zoning
<u>Site</u>	General market, open green space & agricultural production	Multi-Use (M.U.D)	R-2 Single- and Two-Family Residential, C-1 Local Commercial, C-2 Commercial, & I-1 Light Industrial
<u>North</u>	Open green space Residential	Commercial Multi-Use (M.U.D)	R-2 Single- and Two-Family Residential & C-1 Local Commercial
<u>West</u>	Religious facility, manufactured housing community, multi-family housing	Commercial	R-1 Single Family Residential MHP Mobile Home Park RM-2 Multiple Family
<u>South</u>	RV repair, woodlands, general market	Commercial, with one parcel within the City of Kalamazoo	C-2 Commercial Corridor RS5 Residential Single Dwelling (City of Kalamazoo)
<u>East</u>	Vacant/undeveloped	Multi-Use (M.U.D.)	R-2 Single- and Two-Family Residential, I-1 Light Industrial, & C-2 Commercial Corridor



Future Land Use Map (Area)



Existing Zoning Map (Area)



Subject Site: ★

## 2. Review Procedures

- a. **Will the proposed amendments be in accordance with the basic intent and purpose of the Zoning Ordinance?** The applicant proposes to rezone the subject property to I-1 Light Industrial and C-2 Corridor Commercial, which are established districts within the Township Zoning Ordinance. Therefore, we find that the proposed amendment, in this case the rezoning of 3006 Douglas Avenue, will be in accordance with the Zoning Ordinance. Further review of development applications, such as site plan and, if applicable, special land use requests, will ensure that the proposed project meets ordinance requirements.
- b. **Will the proposed amendment further the comprehensive planning goals of the Township as reflected in the Master Plan?** The Future Land Use designation for 3006 Douglas Avenue is M.U.D Multi-Use. The parcel is surrounded by multiple Future Land Use designations, including Medium-Density Residential, Mobile Home Residential, M.U.D Multi-Use, and Commercial. The current master plan, adopted in 2014, defines the M.U.D. designation as follows:

*The Multiple Use Development (MUD) designation supports the ability to establish a*



*mixture of compatible land uses within a coordinated development plan. It is not limited to just residential, but can be a residential development, an industrial development, a mixed commercial/residential development, or a public use site. The concept for implementing this type of land use is based upon a Planned Unit Development (PUD) concept, with density and open space calculations critical to preserve natural areas. These types of development options should be considered based upon the compatibility of the proposed uses with surrounding land use and zoning. The MUD is a tool not only for new development, but for redevelopment as well. It provides opportunities for new ideas and creativity in the Township that would not be possible under conventional zoning standards or districts. It is not just applicable to large sites, either. Smaller sites such as a strip of commercial uses, a prominent intersection, or a portion of a residential block could all be candidates for use of the MUD. (Potential sites for use include the Berkeley area in Westwood, the North Westnedge area in Northwood with the sinking groundwater, Lake Street in Lakewood, and specific portions of Eastwood where housing or commercial structures could be redeveloped.)*

We find that the proposed rezoning for 3006 Douglas Avenue is consistent with the Kalamazoo Township's 2014 Master Plans M.U.D. Multi-Use future land use designation, as the designation allows for both industrial and commercial development. It should also be noted that although the Township has not completed the 2024 Master Plan update, this area is designated for the Neighborhood Commercial future land use designation, which is intended to provide small-scale services, retail, and amenities in a walkable format to one to three neighborhoods. A logistics and warehousing facility and complementary retail is not consistent with this intended future land use designation. We find the proposed rezoning of this site to I-1 and C-2 is consistent with the current 2014 Master Plan, but does not fully align with the draft 2024 Master Plan update. However, until such a time as the 2024 Master Plan – Draft – is fully adopted, this application requirement has been satisfied.

- c. ***Have conditions changed since the Zoning Ordinance was adopted or was there a mistake in the Zoning Ordinance that justifies the amendment?*** The current use of the subject property is that of a general market and open green space. There has not been a mistake identified in the zoning ordinance to warrant this amendment.
- d. ***Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges?*** For the portion of the parcel proposed to be rezoned I-1 Light Industrial, the portion currently zoned I-1 Light Industrial currently allows for warehousing and wholesale facilities, while the C-2 Commercial Corridor allows mini-warehousing and similar storage uses as a special land use. Meanwhile, the portions currently zoned C-1 Commercial and R-2 Single- and Two-Family Residential do not allow for this use. The portion of the property the applicant proposes C-2 zoning is currently zoned C-2. We do not find that the amendment would correct an inequitable situation created by the Zoning Ordinance nor do we find that such an amendment would grant special privileges due to the fact that the applicant's proposed use is already permitted on a portion of the site, as outlined by the Township Zoning Ordinance. Further, it is our understanding that the applicant seeks to utilize the property for permitted uses as outlined within the Township Zoning Ordinance.
- e. ***Will the amendment result in unlawful exclusionary zoning?*** The proposed rezoning would expand the number of permitted uses on portions of the site, while maintaining the same number of

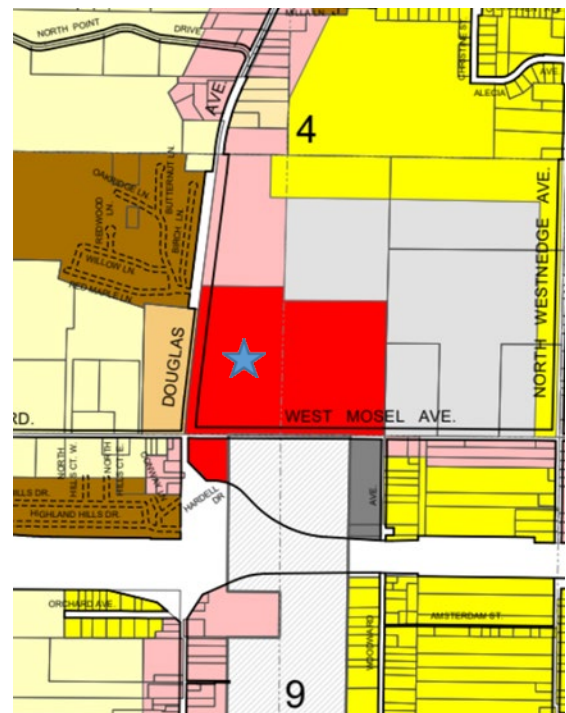




permitted uses on other portions of the site. Therefore, we do not find that the amendment would result in unlawful exclusionary zoning.

**f. Will the amendment set an inappropriate precedent, resulting in the need to correct future planning mistakes?** The proposed amendment is consistent with the 2014 Township Master Plan Future Land Use Plan. We do not find that the amendment would set an inappropriate precedent. The proposed use of the subject site as a warehousing and logistics facility with related commercial uses in the southwest corner is consistent with the purpose of the M.U.D. Mixed-Use future land use classification. Additionally, the proposed use aligns with adjacent I-1 Light Industrial and C-2 Commercial Corridor uses. However, the proposed industrial use may negatively impact adjacent residential uses to the east, which should be addressed in the site planning process.

**g. If a rezoning is requested, is the proposed rezoning consistent with the zoning classification of surrounding land?** As previously referenced earlier in this report, the current zoning classifications of the surrounding parcels are R-1, R-2, MHP, RM-2, C-1, C-2, I-1, and I-2. The graphic depicted to the right shows the surrounding zoning classifications. Both Douglas Avenue and West Mosel Avenue connect to residential uses on adjacent properties. Due to the applicant seeking to expand a zoning classification that is already in existence on the site, we find that the proposed rezoning would be consistent with the surrounding classifications.



**h. If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel?** Full review for compliance with the Zoning Ordinance will take place during the site plan and special land use application review. Protection of emergent wetlands and screening to protect the health, safety, and welfare of adjacent residential uses will be strongly considered.

**i. If a rezoning is requested, is the proposed zoning consistent with the trends in land development in the general vicinity of the property in question?** The trends in land development in the general vicinity of 3006 Douglas Avenue lean towards residential uses west of Douglas Avenue and commercial and industrial uses east of Douglas Avenue. While not located within Kalamazoo Township municipal limits, the parcel to the south in the City of Kalamazoo is currently zoned for single-family residential. Therefore, we find that should the rezoning request be approved, the proposed redevelopment of 3006 Douglas Avenue is generally consistent with land development trends within the vicinity.

**j. Will the proposed amendment be consistent with the purposes of this Ordinance, and, in particular, will the proposed amendment promote the public health, safety and welfare?** The proposed rezoning is compliant with the current Master Plan, although it is not consistent with the working Master Plan update. Additionally, also as stated, the proposed rezoning is harmonious with



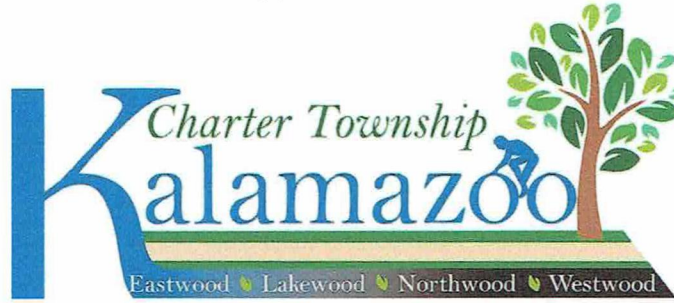
the current zoning districts east of the site. It is possible that the rezoning to I-1 and C-2 on the subject site will promote public health, safety, and welfare because the I-1 and C-2 zoning district permits a more varied type of land uses, while preventing incompatible land uses, such as industrial and residential, on the site. In turn, this can promote public welfare with more investment and employment opportunities coming into the Township.

Additionally, the proposed C-2 zoning helps buffer single-family residential zoning in the City of Kalamazoo. However, great consideration should be made into how increased truck traffic will impact residential uses to the west. With more development opportunities being proposed, the Planning Commission will have the opportunity to promote for public safety and welfare in terms of sidewalk connections, landscaping and beautification standards, traffic circulation standards, and more.

Further review in terms of site development analysis will be conducted upon submission of building permits and development applications.

## Zoning Petition or Ordinance Amendment Application

1720 Riverview Drive  
Kalamazoo, MI 49004  
P. (269) 381-8080  
F. (269) 381-3550  
ktwp.org



OFFICE USE ONLY
Date: _____
Case #: _____
Fee: _____

### PETITIONER

Contact Person			Jason Raleigh Email: Jason@arengineeringllc.com Phone 269-250-5991		
Business Name (if applicable) Property Owner: Kent & Deborah Fisher		Email			
Address 26592 60th Ave		Phone		Cell Phone 269-370-9335	
City Mattawan		State MI		Zip Code 49071	

### ACTION REQUESTED

The petitioner requests Kalamazoo Township approve the following petition for a zoning amendment.

This petition is for a text amendment, a change to the zoning map, or both.

- Fill out pages 1, 2 and 4 of this application for a text amendment.
- Fill out only pages 1, 3 and 4 for a change the zoning map.
- Fill out pages 1, 2, 3 and 4 for both.
- If this is a multiple request, duplicate page 2 or 3, as many times as necessary, so one copy is used for each requested change.

Please indicate the nature of this request (check all that apply):

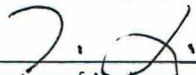
Zoning Text change.

Zoning Map change.

Both Zoning Text & Map change.

NOTE: The amendment may be adopted as proposed, further revised or not adopted.

*I (we), the undersigned, do hereby indicate that all information contained in this application, accompanying plans and attachments are complete and accurate to the best of my (our) knowledge.*

3-1-24		KENT M. FISHER
Date	Signature of Applicant	Print Applicant Name
		<b>OWNER IS APPLICANT</b>
Date	Signature of Property Owner	Print Property Owner Name

### TEXT AMENDMENT APPLICATIONS ONLY

This request is to change the text of Article \_\_\_\_\_ Section \_\_\_\_\_

The change is shown below, using underlining or bold face, like this, to show new text, and [delete out, like this], to show words to be deleted:

What is the purpose of the proposed zoning ordinance text change?





**REZONING APPLICATIONS ONLY**

This request is to rezone land from: C-2 / C-1 / R-2 to I-1 Light Industrial  
(Partial C-2 to remain as C-2)

**PROPERTY INFORMATION**

Address: 3006 Douglas Ave

Tax ID: 06-04-455-011

Legal description: See attached.

Property size: 73 Acres

List all deed restrictions for the property in question:

None known at this time

List names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question:

Deborah and Kent Fisher

The area is:

- Platted
- Unplatted
- Will be platted

If platted, list the name of the plat: \_\_\_\_\_

What is the current use of the property?

Barn and Farm Field

**Note: Feel free to attach additional sheets if necessary.**



## STATEMENT TO JUSTIFY THE PROPOSED AMENDMENT

State the reason for the proposed amendment:

To allow for industrial and commercial business to be developed on the property.

Explain how the zoning amendment conforms with the Kalamazoo Township Future Land Use Plan:

This zoning would allow mixed use commercial along the frontage on Mosel Ave. With leaving a surrounding buffer to the commercial and MUD from the industrial at this site. The planned MUD for future use states using the zoning for residential, commercial, or industrial coincides with the intended use.

If the zoning amendment does not conform with the land use plan, why should the change be made, or why should the land use plan also be amended to accommodate this proposed zoning amendment?

The proposed zoning amendment does conform with the land use plan and is the same zoning as directly adjacent parcels.

What will the impacts of the zoning amendment anticipated to be on all landowners in the zoning district affected by the amendment?

The adjacent zoning falls in place with what is currently located around the property. The site is adjacent to industrial to the east. The property is already partially zoned C-2 and I-1. Zoning to the West across Douglas Ave is RM-2 and Mobile Home Park. Zoning to the North is C-1 and R-2. Zoning to the South across Mosel Ave is C-2 and I-2.

When completed send **two (2)** copies to:  
Kalamazoo Township Planning Commission  
Kalamazoo Township Hall  
1720 Riverview Drive  
Kalamazoo, Michigan 49004-1099

**NOTE: Feel free to attach additional sheets if necessary.**





PLANS PREPARED BY:



DRAWN: LM  
CHECKED: JR

No.	ISSUED FOR:	DATE	BY
0	REZONE	2/21/2024	JR
1			
2			
3			
4			

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**EXISTING ZONING EXHIBIT**  
 KALAMAZOO NORTH - MOSEL AVE  
 NORTHEAST PROPERTY GROUP  
 3006 DOUGLAS AVE  
 SECTION 4, T02S, R11W

SHEET TITLE:  
 PROJECT:  
 CLIENT:  
 SITE ADDRESS:  
 SITE SECTION:

JOB NUMBER  
**24173001**

DATE  
**03/04/2024**

SHEET NUMBER  
**A**





02-20-24

Kyle Mucha  
Kalamazoo Township Planning & Zoning  
269-381-8080 ext. 128  
1720 Riverview Drive, Kalamazoo MI 49004

Mr. Mucha,

I hope this message finds you well. My name is Greg Dilone Jr, and I am the Managing Partner at Northeast Property Group, LLC. I am reaching out to discuss a significant development opportunity concerning the property located at the corner of Mosel Avenue and Douglas Avenue, identified as parcel # 06-04-455-011. This letter serves as a formal request for the rezoning of approximately +/- 73 acres currently encompassing multiple zoning classifications.

Our company is proposing a development that requires the rezoning of 64 acres to an industrial zoning classification and the remaining 8.97 acres along Mosel Avenue to be rezoned for commercial use. The industrial portion of the property is intended for logistics and warehousing operations that will likely support the activities of local manufacturing companies, among other potential uses that align with the industrial nature of the proposed development.

The rationale behind this rezoning request is to facilitate a development that not only meets our strategic business needs but also contributes positively to the local economy by creating job opportunities, enhancing the area's infrastructure, and potentially increasing the tax base. The commercial zoning along Mosel Avenue is envisioned to include services and retail that complement the industrial operations and serve the needs of the community and employees within the area.

We believe that this rezoning request is in alignment with the city and township long-term development goals and planning objectives, offering a balanced approach to economic development and community service enhancement.

We are fully prepared to engage with the community, local stakeholders, and township officials to discuss this proposal in detail. Our goal is to ensure that our development not only aligns with our business objectives but also significantly contributes to the community's well-being and growth.

I would greatly appreciate the opportunity to meet with you and discuss this rezoning request further. We are committed to providing any additional information required and to participating in all necessary meetings and hearings to facilitate this process.

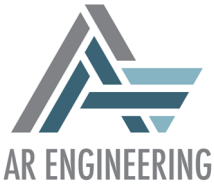
Thank you for considering our request. We are eager to contribute to the community's economic development and look forward to bringing this project to fruition with your support.

Sincerely,

A handwritten signature in black ink that reads "Greg Dilone Jr". The signature is written in a cursive, flowing style.

Gregory R Dilone Jr  
Managing Partner  
Northeast Property Group, LLC  
Mobile: 313-461-8673





Kalamazoo Township Planning and Zoning

1720 Riverview Drive

Kalamazoo, MI 49004

Thank you for taking the time to review the proposed partial rezoning of parcel 06-04-455-011. We would like to address the considerations listed in Article 26.06 of the Kalamazoo Township Zoning Ordinance. We are hoping this information will further provide what the plan with the parcel is for the rezone and moving forward. The current parcel is zoned C-2, I-1, C-1, and R-2. The new planned zoning would keep some of the C-2 along the Mosel Corridor and bring the rest of the property to be zoned entirely I-1. This zoning will match adjacent zoning to the east as well as the south. This rezoning of this property also coincides with the Master Plan for this area. The master plan calls for future zoning as an MUD classification to establish a mixture of land uses with a development plan. The MUD classification can include a mix of residential, commercial, industrial, and public use. The site will be similar uses to adjacent business and zoning within the C-2, I-1 zoning districts already in the area. The rezoning of this parcel will also allow future developments to fit within the parcel without the need for a text amendment to conform to the site. It will allow for adequate space for parking, storm, and building improvements upon the parcel.

This parcel does have some outlying features on it that may provide some difficulty with the development, including but not limited to, a County Drain located along the frontage of Mosel, isolated freshwater wetlands located along the east property line and a portion of the southeast corner. These plus additional consumers B-II exceptions on the parcel with the rezone will allow for better usage of the entire property under the new zoning district. When the rezoned property is developed it will be able to connect to existing sanitary and water services already provided along Mosel and Douglas Ave.

We appreciate your consideration for the rezone and look forward to working with the township on the future development of this property.

Thank you,

AR Engineering

Northeast Property Group, LLC



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
[www.ktwp.org](http://www.ktwp.org)

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9F 05132024

FOR MEETING DATE: May 13, 2024

SUBJECT: Westwood Residence Updates

REQUESTING DEPARTMENT: Fire Department and Building Committee

SUGGESTED MOTION: Authorize the Supervisor to sign on behalf of the Township with Dyksterhouse Builders LLC and with CertaPro Painters for work as outlined as attached.

Financing Cost: \$94,366.39

Source: General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other Fire Capital - Fund 826

Are these funds currently budgeted? Yes X No \_\_\_\_\_

Other comments or notes: \_\_\_\_\_

Submitted by: Jairus Baird, Fire Chief and Building Committee

**Recommendation:**

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.



1720 Riverview Drive  
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[www.ktwp.org](http://www.ktwp.org)

To: Kalamazoo Township Board  
From: Jairus Baird, Fire Chief  
Date: 05/13/2024

The Fire Department undertook a needs analysis after the Westwood Residence was vacated by the previous Residential Station Officer. When looking at the age of the station, and after consultation with the building committee considering other building needs in the Township, it is estimated any station replacements for Westwood would be more than 20 years out. As such, our needs analysis focused on both immediate needs as well as those needed to maintain the building for the coming decades.

Immediate needs included upgrading Air Conditioning, as the current building only has multiple old and non-functioning window units. Window replacements to replace those that are more than 30 years old, drafty and have been retrofitted to fit window air conditioning units in them. Re-modeling of two bathrooms which are dated and have worn out sinks, toilets, and showers.

Maintenance needs for the coming years include flooring throughout, as well as painting all walls and ceilings. Exterior work includes replacing of framing and wood around the window wells to remove the window A/C units and wood replacement of the roof over rear patio walkway.

Five contractors were initially contacted with four choosing to tour the building to look at the scope of work. Three of the contractors submitted bids with one being a bid for only a portion of the project, while the other two gave quotes for the entirety of the work. After review of these three quotes by the building committee, it was recommended to look at two other providers for just painting and just HVAC needs. This method showed a worthy cost savings by having another company provide painting services, which is why this request has two bids attached for your consideration.

Funds are available and budgeted for this project in the Fire Capital Fund, and we look to instruct the contractor to begin work as soon as practical as Air Conditioning needs for this building are soon upon us.

I am requesting approval of the entire scope of this project to put the Westwood residence on good footing to continue providing services for the next several decades. I would also like to thank the building committee for their assistance and thoughtful consideration of this project throughout the evaluation and quote phases. We look forward to showing the improvements off when the work is finished.

# Construction Contract



Effective Date: 5/1/2024

Contract Number: 1074

This residential construction contract is made by and between Westwood Fire Department [Legal Owner] and Dyksterhouse Builders regarding the scope of work outlined in SOW Westwood Fire Department 1074 [see attached document], whereas the constructor had received the request from the owner.

This contract is valid from [commencing date of the construction] and is terminated on the completion of the project as defined in the scope of work.

Underneath are the covenants and working clauses for the property owner and the constructor:

## Payment

Herby, the owner is committed to pay \$43493.83 [amount in US Dollars] as initial payment in advance to the start of construction. The pending amount of \$43493.83 (estimated. Price may change if Dyksterhouse Builders has to provide any materials or labor not included in the estimate at a price of cost +15% [total remaining amount] will be payed within 10 days of date of Invoice. Invoice will be issued after construction is completed. A finance charge of 10% will be applied on any remaining balance after 10 days up to 30 days past invoice date. An additional 10% per month will be added to any outstanding balance past 30 days.

## Change Orders

Any change order will be agreed upon in writing between Westwood Fire Department [Legal Owner] and Dyksterhouse Builders before work on change order commences. Change orders will be a Cost plus basis at 5% profit and 10% overhead. If 'As Found' conditions are different than that noted in the scope of work, a change order will be required. In the event the home owner cannot be reached in an appropriate amount of time for an emergency repair, the owner will be responsible for the cost incurred for the change in the scope of work. Emergency repair is defined as any repair necessary to ensure the safety, security, and structural integrity of the property.

## Termination

If the property owner causes any violation to promised payment or causes other expenses to the constructor, Dyksterhouse Builders, initiates any breach regarding the above mentioned terms & conditions, this contract will be treated as terminated.

Therefore both parties are agreed to sign the residential contract as following:

\_\_\_\_\_  
[Property Owner]

\_\_\_\_\_  
[Date]

[Owner Contact Phone] (269)998-4730 [Owner Email] tkfd8417@aol.com

[Property Address] 1310 Nichols Rd. Kalamazoo, MI 49006

[Jud Dyksterhouse, Dyksterhouse Builders, License #2101209328]

[Date]

# Scope of Work:

## Westwood Fire Department 1074



Description of work includes materials and labor needed to complete the work described. Referring to estimate #1074

Things not included in the description of work are and not limited to fixing or replacing structure damage that was not visible at the time of estimate, damages to the house not caused by the work.

Owner is responsible for providing electricity to run tools and equipment to complete work described. Either power at the house or extra costs involved in using a generator.

### Work to be completed

#### Entryway and Hall and closet

Remove flooring and replace with LVP flooring (To be picked out by Fire Department)

Install new ¼ round over LVP flooring

#### Living room and Dining room

Remove flooring and replace with LVP flooring (to be picked out by Fire Department)

Install new ¼ round over LVP flooring

Remove window unit AC units

Install head unit for mini split

Replace 3 window units with new construction Anderson 100 series casement windows

#### Kitchen

Remove flooring and replace with LVP flooring (to be picked out by Fire Department)

Install new ¼ round over LVP flooring

#### Den

Remove flooring and replace with new carpet and pad (To be picked out by Fire Department)

Replace 1 window unit with new construction Anderson 100 series casement windows

### **½ Bath**

**Remove flooring and replace with LVP flooring (To be picked out by Fire Department)**

**Install new ¼ round over LVP flooring**

**Replace vanity, top and faucet up to 36" (To be picked out by Fire Department)**

**Replace fan motor**

### **Stairway**

**Remove flooring and replace with new carpet and pad (To be picked out by Fire Department)**

### **Upstairs hall and closet**

**Remove flooring and replace with new carpet and pad (To be picked out by Fire Department)**

### **Full Bath**

**Remove flooring and replace with LVP flooring (To be picked out by Fire Department)**

**Install new ¼ round over LVP flooring**

**Replace vanity, top and faucet up to 60" (To be picked out by Fire Department)**

**Replace and relocate bath fan**

**Remove tub shower unit and replace with 5' shower unit with tensioning rod (curtain and rings to be provided by Fire Department)**

**Patching drywall around tub and fan**

### **Bedroom 1 and closet**

**Remove flooring and replace with new carpet and pad (to be picked out by Fire Department)**

**Remove window unit AC units**

**Install head unit for mini split**

**Replace 1 window unit with new construction Anderson 100 series casement windows**

**Fix drywall where needed**

### **Bedroom 2 and closet**

**Remove flooring and replace with new carpet and pad (to be picked out by Fire Department)**

**Remove window unit AC units**

**Install head unit for mini split**

**Replace 2 window units with new construction Anderson 100 series casement windows**

**Fix drywall where needed**

### Bedroom 3 and closet

Remove flooring and replace with new carpet and pad (to be picked out by Fire Department)

Remove window unit AC units

Install head unit for mini split

Replace 2 window units with new construction Anderson 100 series casement windows

Fix drywall where needed

### Bedroom 4, closet and entryway

Remove flooring and replace with new carpet and pad (to be picked out by Fire Department)

Remove window unit AC units

Install head unit for mini split

Replace 1 window unit with new construction Anderson 100 series casement windows

Fix drywall where needed

### Exterior

New trim around windows

New T111 siding on second story window setbacks

Fix and T111 siding on north face of patio overhang

Set and 2 condensers for mini splits on north side of building near west facing fence

Set panel and run electric from old tornado siren

Permits and dump fees included

Dyksterhouse Builders LLC  
 7090 W N Ave  
 Kalamazoo, MI 49009 US  
 dyksterhousebuilders@gmail.com



Jud Dyksterhouse  
 (269) 998-3863  
 Kalamazoo, MI  
 dyksterhousebuilders@gmail.com

# Estimate

**ADDRESS**

Todd Martin  
 Westwood Fire Department  
 1310 Nichols Rd  
 Kalamazoo, MI 49006

**ESTIMATE # 1074**

**DATE 03/25/2024**

**EXPIRATION DATE 04/25/2024**

ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> Permit fees Allowance	1	1,000.00	1,000.00
<b>Services</b> Dump fees	1	400.00	400.00
<b>Services</b> Demo of old flooring	1	1,200.00	1,200.00
<b>Services</b> Half bath Vanity and top 36" allowance	1	500.00	500.00
<b>Services</b> Half bath vanity Installation	1	100.00	100.00
<b>Services</b> replace motor in half bath fan assuming exact model can still be found	1	75.00	75.00
<b>Services</b> full bath vanity 60" allowance	1	1,000.00	1,000.00
<b>Services</b> Main bath vanity installation	1	200.00	200.00
<b>Services</b> move bath fan and install in ceiling (Panasonic whisper remodel)	1	375.00	375.00
<b>Services</b> Patch walls around new shower and exhaust fan	1	300.00	300.00
<b>Services</b> New 5' shower with valve, head and drain, 2 new toilets 3 vanity faucets with installation	1	5,362.90	5,362.90



ACTIVITY	QTY	RATE	AMOUNT
<b>Services</b> New luxury vinyl flooring on main floor except den and installed in main bath upstairs. materials and labor allowance	800	10.00	8,000.00
<b>Services</b> New carpet, pad, tack strip and installation Allowance	1,564	5.00	7,820.00
<b>Services</b> charge for installing carpet on stairway	1	125.00	125.00
<b>Services</b> materials and labor to add shoe molding over vinyl flooring	1	850.00	850.00
<b>Services</b> New windows vinyl New construction style installation all materials and labor	1	20,121.79	20,121.79
<b>Services</b> HVAC 2 condensers 6 head units	1	24,688.00	24,688.00
<b>Services</b> Electrical for 2 condensers	1	3,500.00	3,500.00
<b>Services</b> New trim around exterior windows	1	750.00	750.00
<b>Services</b> New T11 siding and paint window set backs	5	475.00	2,375.00
<b>Services</b> New siding and paint for Patio overhang north side	1	350.00	350.00
<b>Services</b> Profit and overhead 10%	0.10	79,029.69	7,902.97
<b>TOTAL</b>			<b>\$86,995.66</b>

Accepted By

Accepted Date

## PREPARED FOR

### Jairus Baird

1310 Nichols Rd.  
 Kalamazoo, Mi 49503

1234567

jdbaird@ktpw.org

## PREPARED BY



616-840-5788  
 jjefferson@certapro.com

### James Jefferson

Residential Sales Associate

### CertaPro of the Grand Rapids

(616) 724-2424  
 grandrapids@certapro.com  
<http://grandrapids.certapro.com>  
 1251 Century Ave SW, Suite 108  
 Grand Rapids, MI 49503

License: 2102207158  
 Contractor License: 2102207158  
 \$2 Million Dollars Liability

## PRICE SUMMARY

Bathroom		\$447.07
Bedroom		\$705.16
Bedroom 1		\$1,227.40
Bedroom 2		\$866.52
Bedroom 3		\$683.03
Dining Room		\$932.88
Foyer/Hall		\$928.15
Living Room		\$896.92
Stairwell		\$570.37
Upper Bathroom		\$372.40
Upper Hall		\$559.81
Hero's Discount	For Vets, Active Military, & First Responders	-\$818.97
<b>Subtotal:</b>		<b>\$7,370.73</b>
<b>Total:</b>		<b>\$7,370.73</b>
<b>Balance</b>		<b>\$7,370.73</b>

## PROJECT SUMMARY

**Included in the price above:** Bathroom, Bedroom, Bedroom 1, Bedroom 2, Bedroom 3, Dining Room, Foyer/Hall, Living Room, Stairwell, Upper Bathroom, Upper Hall

**PURPOSE:** Jairus is looking to have the resident firehouse repainted.

**EXCLUDED ITEMS:** Anything not specifically mentioned below.(i.e Kitchen/Wood Beams)

### PROCESS:

- Our crew will protect all flooring/carpet.
- Our crew will move any furniture in areas we are painting in.
- Our crew will cover all furniture with plastic in areas we are painting.
- Our crew will prime all bare wood and wallpaper being painted.
- Our crew will fill in nail holes/wall dings and sand to a smooth finish.
- Our crew will retape seam in the ceiling in the dining room.(SEE PICTURE BELOW)
- Our crew will repair stress crack on the dining room wall.(SEE PICTURE BELOW)
- Our crew will caulk in gaps and seams as needed.
- Our crew will mask as needed.
- Our crew will pole sand all walls being painted.
- Our crew will clean up after themselves.
- All ceiling will receive 1 coat of Sherwin Williams CHB Paint.(Sheen is Flat Color is White)
- All wall will 2 coats of Sherwin Williams Duration Paint.(Sheen is Matte Color is Swiss Coffee)

All trim/bathroom cabinet doors will receive 2 coats of Sherwin Williams Emerald Urethane Trim Enamel.(Sheen is Semi-Gloss Color is White)

## PROJECT DETAILS

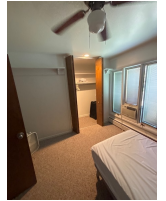
	Paint / Primer	Sheen	Color	Paint / Primer Coats
<b>Bathroom</b> \$447.07				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Door(s)	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



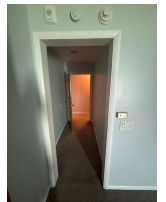
<b>Bedroom</b> \$705.16				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Closet(s)	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



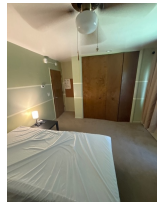
<b>Bedroom 1</b> \$1,227.40				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Closet(s)	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



<b>Bedroom 2</b> \$866.52				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Closet(s)	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



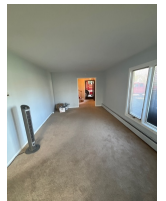
<b>Bedroom 3</b> \$683.03				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Closet(s)	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



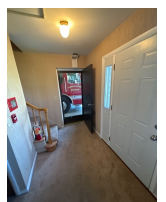
<b>Dining Room</b> \$932.88				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



<b>Foyer/Hall</b> \$928.15				
Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex Multi Purpose Interior Primer	Matte	TBD	2 / 1
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0
Closet(s)	Duration-Acrylic Latex	Matte	TBD	2 / 0

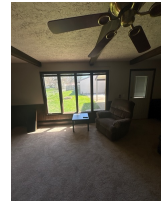
Paint Brands:



**Living Room \$896.92**

Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex Multi Purpose Interior Primer	Matte	TBD	2 / 1
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

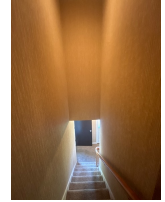
Paint Brands:  
Sherwin-Williams



**Stairwell \$570.37**

Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex Multi Purpose Interior Primer	Matte	TBD	2 / 1
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



**Upper Bathroom \$372.40**

Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex	Matte	TBD	2 / 0
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

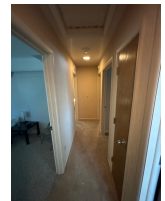
Paint Brands:  
Sherwin-Williams



**Upper Hall \$559.81**

Ceiling	CHB Interior Latex-Latex	Flat	Ceiling White	1 / 0
Walls	Duration-Acrylic Latex Multi Purpose Interior Primer	Matte	TBD	2 / 1
Baseboard/Trim	Emerald Urethane Trim Enamel-Urethane	Semi-Gloss	TBD	2 / 0

Paint Brands:  
Sherwin-Williams



**SET-UP**

**CUSTOMER TO:**

Allow clear access to work areas , Remove all paintings, pictures, wall decorations , Remove small and fragile objects , Remove wall mounted electronics (TV)

**CERTAPRO WILL COVER & PROTECT**

Bathroom fixtures and vanity , Cabinets , Fixtures , Floors , Furniture

**CERTAPRO WILL**

Maintain clean work area , Move furniture as required

**PLEASE CAREFULLY REVIEW ALL OF THE ITEMS, AREAS AND COMPONENTS THAT ARE INCLUDED AS WELL AS THOSE THAT ARE EXCLUDED TO ENSURE THAT THERE IS NO MISUNDERSTANDINGS AS TO THE SCOPE OF THE PROJECT. ANY ITEMS, AREAS, AND COMPONENTS NOT SPECIFICALLY INCLUDED ARE EXCLUDED.**

**CertaPro Will:**

- Meet with or call you at the beginning of the project to ensure all information is up to date and accurate
- Communicate with you regularly to inform you of what has been completed, what will be completed, and of any possible issues
- Maintain clear work area
- Will cover & protect: fixtures, floors, furniture, and any other applicable surfaces in areas to be painted as needed
- And finally, have you do a final inspection with the Supervisor to make sure you are fully satisfied with the completed work at which time payment will be due.

**PREPARATION**

Materials- due to recent product shortage, if specific materials listed above are unavailable, CertaPro Painters of Grand Rapids will substitute using similar product(s) of equal quality.

**CLEAN-UP**

Daily: Tools and supplies will be stored in a designated area. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference. Upon Completion: All tools, supplies & equipment will be removed from the property, minus any signage.

**NOTES**

Thank you for allowing CertaPro the opportunity to provide you with a Proposal for your Project. Our goal from start to finish is to provide you with an "Excellent Painting Experience."

CertaPro complies with all local, state and federal laws; including but not limited to the EPA Lead-Safe program. If you suspect lead please notify us immediately. Paint is included in the cost of the project.

**WARRANTY ON ALL WORK:** We warranty all our work for 2 years against blistering and peeling. This is not just a "handshake" warranty. This is a legal document; please see back of proposal for details. \*\*\*Please note that water damage and nail pops are structural issues, and are not painting related warranty issues\*\*\*. CertaPro Painters would be honored to be awarded your painting project!

#### **ADDITIONAL NOTES**

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##### **Color Consultation:**

All of our proposals include full color consultation and color matching services as needed.

##### **Picking Your Colors:**

To pick your colors, please go to the nearest Sherwin Williams paint store. We will need the color name, color number, and sheen that you would like to use. Color choices should be given to CertaPro no later than 7 days before your project start date to avoid delays. Please note, Interior projects are typically limited to no more than three total wall colors depending on size of the project, including any applicable accent wall(s).

##### **Accent Walls:**

If a customer decides to add an accent wall anytime after receipt of this proposal, an extra charge per Accent Wall will be added to the total, due to the additional materials and labor required.

##### **3rd Coat of Paint:**

There are certain paint colors (especially bold, deep colors) that require more than two (2) coats of paint to achieve proper coverage. At the time of the estimate CertaPro Painters does not know what customer's final color choice will be, therefore, should the customer select one of these hard-to-cover colors, CertaPro Painters reserves the right to amend the proposal for the additional labor and materials.

##### **Payment Methods:**

Our preferred method of payment are personal checks, cashier's checks, or money orders. If paying by any of these methods, please make payable to CertaPro Painters. You may provide your Job Site Supervisor with this form of payment directly upon satisfactory job completion. We also accept payment via credit and or debit card (MasterCard, Visa, or Discover). **\*\*\*PLEASE NOTE THERE IS A 2.5% PROCESSING FEE IF PAYING BY CREDIT OR DEBIT CARD** to offset the fees we incur as a result of using this payment method\*\*\* Payment by card can also be performed by the Job Site Supervisor or by contacting our office at (616) 840-2648.

#### **SIGNATURES**

---

Authorized Franchise Representative Signature

Date

#### **PAYMENT DETAILS**

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**Payment is due:** In full upon job completion

#### **DECLARATION OF CONTRACT**

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(I/We) Have read the terms stated herein, they have been explained to (me/us) and (I/we) find them to be satisfactory, and hereby accept them.

Customer Signature

Date

**PROPERTY PHOTO AND VIDEO RELEASE**

By checking this box, I consent to CertaPro Painters®, its employees, franchisees, representatives, agents, and affiliates (collectively “CertaPro”), taking photographs and video of the property identified in this Proposal (the “Content”). I irrevocably authorize CertaPro to use, copyright, and publish the Content in any media format and agree to release CertaPro from any liability associated with its use of the Content. I represent and warrant that I have the legal capacity to agree to such release, either on my own behalf or on behalf of the property’s owner. I acknowledge CertaPro is not responsible for any unauthorized third-party uses of the Content and waive any rights that I, or the property’s owner, may have in connection with the Content.

Customer Initials

Date

**ADDENDUM - ALL PICTURES**



Bathroom

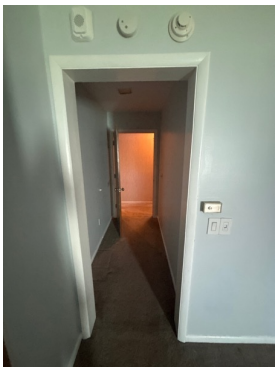


Bedroom



Bedroom





Bedroom 1



Bedroom 1



Bedroom 1



Bedroom 2



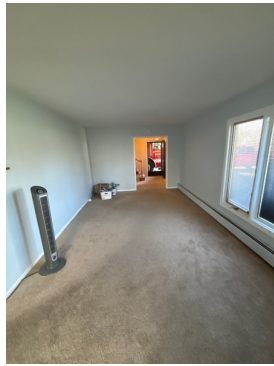
Bedroom 2



Bedroom 3



Bedroom 3



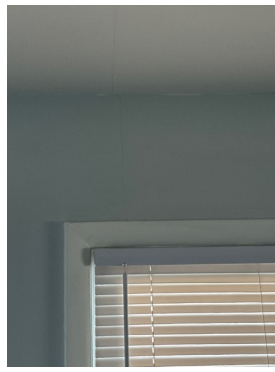
Dining Room



Dining Room



Dining Room



Dining Room



Foyer/Hall



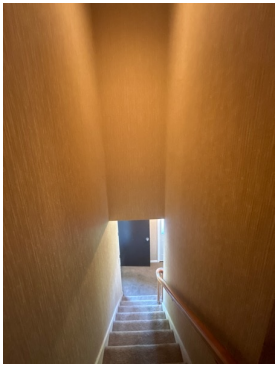
Foyer/Hall



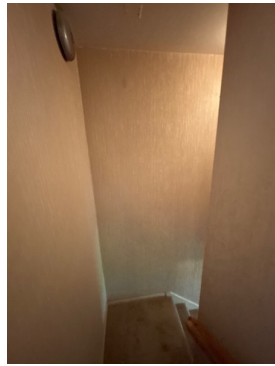
Living Room



Living Room



Stairwell



Stairwell



Upper Bathroom





Upper Hall

Materials- due to recent product shortage, if specific materials listed above are unavailable, CertaPro Painters of Grand Rapids will substitute using similar product(s) of equal quality.

**RESIDENTIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT**

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

**ATTENTION CLIENT:**

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

**NOTICE OF CANCELLATION**

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE, OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro of the Grand Rapids**

DATE OF TRANSACTION \_\_\_\_\_

NOT LATER THAN MIDNIGHT OF \_\_\_\_\_

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
(Buyer's Signature)

\_\_\_\_\_  
(Date)

**LIMITED TWO YEAR WARRANTY**

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and

wood gutters.

- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
  - mill-glazing from smooth cedar
  - ordinary wear and tear.
  - abnormal use or misuse.
  - peeling of layers of paint existing prior to the work performed by the Contractor.
  - structural defects.
  - settling or movement.
  - moisture content of the substrate.
  - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
  - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.

**CHARTER TOWNSHIP OF KALAMAZOO**

**COUNTY OF KALAMAZOO, STATE OF MICHIGAN**

**RESOLUTION ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA)  
ADA COORDINATOR AND PROCEDURES**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) 42 U.S.C §12101 et. seq. to prevent discrimination of the physically and mentally disabled relating to employment and access to public facilities; and

WHEREAS, the Charter Township of Kalamazoo is required to comply with Article II of the ADA as an employer and as a provide of public services; and

WHEREAS, Title II of the ADA the Charter Township of Kalamazoo requires the Township to name an ADA Coordinator; and to post his/her contact information on the Township's Website and at the Township Hall; and

WHEREAS, Title II of the ADA requires the Charter Township of Kalamazoo to adopt and post a grievance procedure for resolving complaints alleging violations of Title II of the ADA; and

WHEREAS, in accordance with the provisions of Title II of the ADA, the Charter Township of Kalamazoo is required to post a certain ADA notice on the Township's website.

NOW THEREFORE BE IT HEREBY RESOLVED that the David Becker, Township Assessor, is designated as the ADA Coordinator for the Charter Township of Kalamazoo; and

BE IT FURTHER RESOLVED that the Township Clerk shall post the notice identifying the name of the ADA coordinator, his address and contact information as shown on the attached Exhibit A on the Township's website and at the Township Hall, and to

provide the same to the Department heads of the Police, Fire and Administrative Departments of the Township; and

BE IT FURTHER RESOLVED that the Township Board hereby adopts the ADA notice, attached hereto as Exhibit B as the Township's ADA Notice and directs the Township Clerk to post it on the Township's Website and at the Township Hall; and to provide the same to the Department Heads of the Police, Fire and Administrative Departments of the Township; and

BE IT FURTHER RESOLVED that the Charter Township of Kalamazoo ADA Grievance Procedure under the Americans with Disabilities Act, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Township of Kalamazoo; and

IT IS FURTHER RESOLVED that in compliance with Federal and State laws as set forth above, the Township Board resolves to post the required information regarding the ADA coordinator, notice under the Americans with Disabilities Act, and Charter Township of Kalamazoo Grievance Procedure under the Americans with Disabilities Act on its website and at such other locations as may be determined from time to time

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adopt the foregoing Resolution.

Upon roll call vote the following voted "Aye":

The following voted "Nay":

The following were absent:

The Supervisor declared the motion carried and the resolution duly adopted.

#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Kalamazoo Charter Township Board held on May 13, 2024 that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

---

Lisa Mackie, Clerk  
Charter Township of Kalamazoo  
Kalamazoo County, Michigan

Attest: \_\_\_\_\_  
Donald D. Martin, Supervisor

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## **ADA GRIEVANCE PROCEDURE – CHARTER TOWNSHIP OF KALAMAZOO**

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**Purpose:** The purpose of the ADA Grievance Procedure is to provide for the timely and fair resolution of grievances. For the purposes of this procedure, a grievance is defined as a complaint regarding access for the disabled or an alleged discrimination due to a disability.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances arising under Title II of the ADA.

This Grievance Procedure is to be distributed to all Township Department Heads and it is to be posted in a conspicuous public location such as the Township's website.

**Scope:** This procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Charter Township of Kalamazoo. It shall be available to all individuals utilizing the services and facilities of the Township.

**Complaint Timeliness:** The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation.

**Grievance Submittal:** The complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

A grievance may be filed in any format including by mail, email, phone, fax, or using the Township's On-Line Grievance Submittal Form which is accessible on the Township's website.

In order to help ensure adequate initial information is gathered, a printed ADA Grievance Form is available from the Township Hall or on-line. Its use is optional, but is intended for use by either the Complainant or Township staff to document the initial filing of a grievance.

Other alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

**Complaints should be directed to:** David Becker, ADA Coordinator. Phone: (269) 381-8909 ext. 118; email: [Assessor@ktwp.org](mailto:Assessor@ktwp.org); Address: 1720 Riverview Drive, Kalamazoo, MI 49004.

In the event that the ADA Coordinator is not available, a complaint may be directed to Donald Martin, the Township Supervisor (Phone 269-381-8085). Or a complainant may ask the Township's receptionist to take the information and it shall be forwarded to the ADA Coordinator.

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## **ADA GRIEVANCE PROCEDURE – CHARTER TOWNSHIP OF KALAMAZOO**

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### **Processing of a Grievance:**

#### **STEP 1 - INITIAL PROCESSING**

*A Complainant should make reasonable effort to direct their complaint to a responsible Township representative, and preferably the ADA Coordinator. However, it is recognized complaints may sometimes be directed to an available Township employee in an unusual location such as on a job site, so this procedure does provide for complaints that are not submitted in a traditional written format.*

- A) The complainant should provide as much information as possible about the nature of the complaint including at a minimum their name and contact information. Information about the nature and location of the complaint should also be noted. The On-Line Form is recommended to assist the Complainant but is not required.
- B) All grievances, regardless of the type of grievant (public, applicant or employee), and regardless of who receives/records the grievance, shall be forwarded to the respective Department Head of the Township employee who takes the grievance within two business days.
- C) All grievances shall then be forwarded to the ADA Coordinator within two business days of receipt by the Department Head.
- D) The ADA Coordinator will record receipt of the grievance and contact the grievant within five business days to clarify the nature and to obtain additional details about the grievance.

#### **STEP 2 - DETERMINATION**

- A) Within 20 calendar days after receipt of the complaint, the ADA Coordinator or his designee will visit the site and/or meet with the complainant, in any practicable manner, to discuss the complaint and the possible resolutions. For complaints about an apparent defect in public infrastructure, the site visit is required but the meeting may not be necessary. The ADA Coordinator shall either schedule a meeting or inform the Complainant of their intent to visit the site, leaving the Complainant the option of requesting a meeting if they so desire.
- B) If the ADA Coordinator believes that the complaint is justified, that the remedy is the Township's responsibility and is within his/her authority to direct the remedy, especially for small infrastructure repairs, then the ADA Coordinator may make a determination on the spot on behalf of the Township as to the appropriate remedy.



- C) If the situation is of a more complex nature and the ADA Coordinator cannot make a determination on the proper resolution at the site visit/meeting, then the ADA Coordinator will determine which Department is appropriate to investigate and determine the appropriate course of action, for example: Public Works, Engineering, Utilities, Emergency Services or the Township's Attorney.
- D) The ADA Coordinator will, in writing, inform the Complainant of their decision, or that the complaint was been assigned to one of the Department Heads and shall identify that Department Head. This written response will be published within 10 business days of the site visit or meeting.

Typical Decisions may include:

- o Minor project/repair to be completed by Public Works
- o Project to be entered into prioritization for future work by Township Engineer
- o Project to be completed as part of other scheduled work
- o Complaint is to be assigned to a Department Head for further analysis
- o Complaint is not the Township's responsibility (state reason, e.g. not in Township's Right of Way, not an intended Public Use)
- o Complaint requires consideration of Township Attorney or to be submitted to Council

Determinations will be presented in writing, and, if appropriate, also in a format accessible to the complainant. The determination will state the position of the Township, offer potential options for the resolution of the complaint, and also inform the complainant of their rights to appeal the determination.

- E) Issues assigned to a Department Head shall generally be reviewed and a recommendation returned to the ADA Coordinator, if practicable, within 20 calendar days of assignment. The ADA Coordinator will consider the information from the respective Department(s), make a determination, and inform the Complainant of the determination within 10 days of the Department's recommendations. Determinations shall otherwise be handled as noted above.

### STEP 3 - APPEAL (IF NEEDED)

- A) If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Township Board. Such appeal should be addressed to the attention of the current Township Supervisor.
- B) Within 15 calendar days after receipt of the appeal, a representative of the Township Board or the Township Attorney, on the Board's behalf, will contact the complainant to discuss the complaint and possible resolutions.

- C) The Township Board will enter an ADA Grievance Appeal as new business and will discuss it at the next available Board Meeting for which the agenda has not already been set, but no later than the second Board Meeting after the appeal is received by the Township Supervisor. The Board, in order to provide itself time to perform its own investigations, may defer the issue to a later Board Meeting, but no issue shall be left without preliminary action for more than 30 calendar days, and the Board shall hold a vote within 90 calendar days of the items first appearance on the Board's Agenda. In the event of an issue that cannot reasonably be addressed within 90 days, the Board will inform the Complainant in writing that the issue is still under consideration and will provide a date when the Board will render a decision.
- D) Appeals shall be voted on by the Township Board at an open public meeting. The Township Board will provide a written decision to the Complainant within 15 calendar days of the Board Meeting at which the decision was made. The determination made by the Township Board shall be considered final.

#### STEP 4 - DECISION, FINAL RECORD

All written complaints received by the ADA Coordinator, appeals to the Township Board, and responses from these two offices will be retained by the Township for at least three years from date of Determination. The ADA Coordinator shall be responsible for maintaining this file.

#### **Applicability:**

The Township is required to adopt and publish procedures for resolving grievances that arise under Title II of the ADA. The procedures are intended to set out a system for resolving complaints of disability discrimination in a prompt and fair manner. It is generally thought that filing a complaint with the Township is an appropriate first step to resolving a local issue at a local level. However, adherence to or exhaustion of the Grievance Procedure is not a prerequisite to filing a complaint with a federal agency or court.

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**ADA GRIEVANCE FORM – CHARTER TOWNSHIP OF KALAMAZOO**

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<b>COMPLAINANT INFORMATION:</b>	
Name:	
Address:	
Daytime Phone	
Email	
<b>LOCATION INFORMATION</b>	
Address: (If Known)	
Location Description:	
<b>NATURE OF GRIEVANCE</b>	
Sidewalk, Ramp	
Crosswalk, Pedestrian Signal	
Building Access:	
Programming:	
Other:	
Describe the Grievance/Complaint/Problem	
Date of Incident, If Applicable:	
<b>FOR LOCAL/ADA COORDINATOR USE ONLY</b>	
Person preparing form (if other than complainant):	
Date Received by Dept Head (If Appl):	
Date Received by ADA Coordinator:	
Date of Initial Contact:	
Date of Meeting or Site Visit:	
Date Assigned to Dept Head/Who:	
Date Returned from Department:	
Date ADA Coordinator's Decision Mailed:	
Date Appeal Received by Board:	
Date First on Board Agenda:	
Date Township Board Decision:	
Date Council Decision Made:	





1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
[www.ktwp.org](http://www.ktwp.org)

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9H 05132024

FOR MEETING DATE: May13, 2024

SUBJECT: Local Governing Body Resolution for Charitable Gaming Licenses

REQUESTING DEPARTMENT: Clerk

SUGGESTED MOTION: Adopt Local Governing Body Resolution for Charitable Gaming Licenses, recognizing Parks Foundation of Kalamazoo County as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

The Parks Foundation of Kalamazoo County plans to have a basket raffle at the Kalamazoo County Fair in August. This requires a raffle license from the State of Michigan along with proof that they are a qualified organization. This proof comes in the form of a signed resolution from the city, township or village where the organization resides. The Parks Foundation of Kalamazoo County's office is at the Expo Center, 2900 Lake Street.

Submitted by: Clerk Lisa Mackie

Recommendation:

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillsdale, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL.432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_,  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_.  
APPROVAL/DISAPPROVAL

**APPROVAL**

**DISAPPROVAL**

Yeas: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

SUGGESTED MOTION:

Financing Cost: \_\_\_\_\_

Source:      General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: \_\_\_\_\_

Manager's Recommendation:

**Direction:** In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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**QUIT CLAIM DEED**

The Grantor, the Charter Township of Kalamazoo, a Michigan Municipal Entity located in Kalamazoo County, Michigan the address of which is 1720 Riverview Drive, Kalamazoo, Michigan quit claims to \_\_\_\_\_, (status), whose address is \_\_\_\_\_ Kalamazoo, Michigan 49006 all Grantor’s right, title and interest in the property situated in the Township of Kalamazoo , County of Kalamazoo, State of Michigan, unaddressed Parcel No. 06-13-141-270, which is more particularly described as follows:

“EAST HIGHLAND PARK LOT 151 & A PARCEL OF LAND IN SECTION 13 DESCRIBED AS BEGINNIG AT THE NORTHEAST CORNER OF LOT 151 THENCE EAST TO W LINE OF LOT 117 EASTWOOD HEIGHTS #1 THENCE SOUTH 49.5 FT TH W TO SE COR SD LOT 151 TH N TO BEG”

subject to conditions, restrictions, limitations and easements of record. This property may be located within the vicinity of farm land or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act. The Grantor grants to the Grantee the right to make all remaining divisions under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967.

For the sum of Five Hundred Dollars (\$500), receipt of which is acknowledged., This deed is exempt from transfer tax pursuant to MCL 207.526(i); and MCL 207.505h.

Dated \_\_\_\_\_, 2024

By: \_\_\_\_\_  
Donald D. Martin, Supervisor  
Kalamazoo Township, Kalamazoo  
County, Michigan

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF KALAMAZOO            )

The foregoing instrument was subscribed and sworn to before me a notary public for said County on \_\_\_\_\_, 2024, by Donald D. Martin, known to me as Supervisor of Kalamazoo



Township, Kalamazoo County, Michigan who stated to me affirmatively that he signed on behalf of and at the direction of the Kalamazoo Township Board.

\_\_\_\_\_  
Roxanne C. Seeber, Notary Public  
Kalamazoo County, Michigan  
Acting in Kalamazoo County, Michigan  
My Commission expires 9-25-25

Dated \_\_\_\_\_, 2024

By: \_\_\_\_\_  
Lisa Mackie, Clerk  
Kalamazoo Township, Kalamazoo  
County, Michigan

STATE OF MICHIGAN                    )  
  ) ss.  
COUNTY OF KALAMAZOO            )

The foregoing instrument was subscribed and sworn to before me a notary public for said County on \_\_\_\_\_, 2024, by Lisa Mackie, known to me as Clerk of Kalamazoo Township, Kalamazoo County, Michigan who stated to me affirmatively that she signed on behalf of and at the direction of the Kalamazoo Township Board.

\_\_\_\_\_  
Roxanne C Seeber, Notary Public  
Kalamazoo County, Michigan  
My Commission expires: \_\_\_\_\_

Return to:	Subsequent tax bills to:	Prepared by: Roxanne C. Seeber Bauckham, Sparks, Thall, Seeber & Kaufman, P.C. 470 W. Centre, Suite A Portage, MI 49024 <a href="http://www.michigantownshiplaw.com">www.michigantownshiplaw.com</a> 269-382-4500
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**KALAMAZOO CHARTER TOWNSHIP  
KALAMAZOO COUNTY, MICHIGAN**

**RESOLUTION REGARDING THE TRANSFER OF CERTAIN REAL PROPERTY OWNED BY THE  
CHARTER TOWNSHIP OF KALAMAZOO**

**Resolution No.** \_\_\_\_\_

**Adopted:** \_\_\_\_\_

**Effective:** \_\_\_\_\_

**WHEREAS**, the Charter Township of Kalamazoo Owns certain unaddressed real property located in Section 13 of the Township identified as Parcel No. 06-13-141-270 and legally described as:

“EAST HIGHLAND PARK LOT 151 & A PARCEL OF LAND IN SEC 13 DESC AS BEG AT NE COR LOT 151 THENCE EAST TO THE WEST LINE OF LOT 117 EASTWOOD HEIGHTS #1 TH SOUTH 49.5 FT TH WEST TO SOUTHEASTERN COR OF SD LOT 151 TH N TO THE PLACE OF BEGINNING”; (hereinafter “subject property”), and

**WHEREAS**, MCL 41. 2 allows a township to covey or lease property not needed for public purposes by resolution; and

**WHEREAS**, the property identified herein is landlocked and therefore not marketable except to a very few adjoining property owners; and

**WHEREAS**, the Township has determined that the fair market value of the subject property is \$500; and

WHEREAS, an adjoining property owner wishes to purchase the subject property for \$500 and the Township wishes to sell the same.

**NOW THEREFORE BE IT HEREBY RESOLVED:**

1. The subject property is not needed for Township purposes.
2. The market for the subject property would be adjoining property owners because the property is otherwise land-locked.
3. The Township has determined that \$500 is the fair market value of the subject property.
4. The Township accepts \$500 from **Josh Brown** – purchaser, as fair market value for the subject property; and
5. Upon receipt of said \$500, the Township Supervisor and Clerk are authorized to execute and deliver a quit claim deed to the subject property to **Josh Brown**.
6. The purchasers agree to combine the parcel with their adjoining parcel such that there is only one zoning and taxing parcel.

Motion by member \_\_\_\_\_, supported by member \_\_\_\_\_.

Those in favor:

Those opposed:

The Supervisor declared the resolution adopted.

Date: \_\_\_\_\_

Lisa Mackie, Clerk  
Charter Township of Kalamazoo

**CERTIFICATE**

The undersigned hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of Kalamazoo Township on May 13, 2024 the original of which resolution is on file in the office of the Township Clerk, at which meeting a quorum was present, that said meeting was conducted in accordance with the Open Meetings Act of the State of Michigan and that the members of said Board voted upon said Resolution as hereinbefore set forth and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
Lisa Mackie, Clerk  
Charter Township of Kalamazoo

Attest:

\_\_\_\_\_  
Donald D. Martin, Supervisor



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**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** 9J 05132024

FOR MEETING DATE: May 13, 2024

SUBJECT: Park updates for Wilson, Stroud, Lakewood

REQUESTING DEPARTMENT: Beautification committee

SUGGESTED MOTION: Approve suggested updates for Wilson, Stroud, and Lakewood and the ability for the Treasurer or Supervisor to sign contracts for improvements

Financing Cost: Approve up to \$250K for improvements from the previous Board and approve \$500K for parks and beautification efforts in the Township -taken from, approved ARPA funding.

Source:        General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes X        No \_\_\_\_\_

Other comments or notes:

Submitted by: Ashley Glass, Trustee

Manager's Recommendation:

Direction: For an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration before its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON WEDNESDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn, and play.