



**PLANNING COMMISSION  
MEETING AGENDA  
THURSDAY JUNE 6, 2024 6:00 PM**

**Location: Kalamazoo Charter Township Hall, 1720 Riverview Drive, Kalamazoo, MI 49004**

**AGENDA:**

- 1) Call to Order
- 2) Roll call and recognition of visitors
- 3) Approval of the agenda for the June 6, 2024 meeting.
- 4) Approval of the minutes for the May 2, 2024 meeting.
- 5) Public Comment #1 (3-minute limit)
- 6) Scheduled Reviews: None.
- 7) Public Hearings:
  - a. 3625 Douglas Avenue – Healthy House – Special Land Use
- 8) New Business:
  - a. 3625 Douglas Avenue – Special Land Use Review [Action Item]
  - b. 3625 Douglas Avenue – Site Plan Review [Action Item]
- 9) Continuing Business: None.
- 10) Public Comment #2 (3-minute limit)
- 11) Communications: None.
- 12) Report of the Township Board Representative
- 13) Report of the Township Zoning Board Representative
- 14) Planning Commission Member Comments
- 15) Report from Township Staff
- 16) Adjournment

The public may attend this meeting for your information and comments. Please contact the Planning & Zoning Department if you have any questions at (269) 381-8085.

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**Charter Township of Kalamazoo  
Minutes of a Planning Commission Regular Meeting  
Held on May 2, 2024**

10 A regular meeting of the Charter Township of Kalamazoo Planning Commission was conducted  
11 on May 2, 2024, commencing at 6:00 p.m. at the Charter Township of Kalamazoo Hall.

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**Call to Order:**

16 Vice-Chairperson Denise Hartsough called the meeting to order at 6:00 p.m.

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**Roll Call and Recognition of Visitors**

25 Hartsough welcomed those in attendance.

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**Present were:**

35 Christopher Mihelich  
36 Steve Leuty  
37 Michael Seals  
38 Denise Hartsough  
39 Warren Cook  
40 William Chapman

41 Also present were Township Zoning Administrator Kyle Mucha, Township Attorney, Seth Koches  
42 (via Zoom); and, two (2) interested members from the public.

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**Absent was:**

Fred Nagler, Chairman

Upon motion by Cook, supported by Seals, and unanimous vote, Nagler was excused from the meeting.

**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 April 4, 2024, regular Planning Commission Meeting**

1 The next item on the agenda was approval of the minutes of the April 4, 2024, regular Planning  
2 Commission meeting.

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4 A copy of the draft minutes of the April 4, 2024, regular Planning Commission meeting were  
5 provided to the Commissioners in their agenda packet. Several revisions were recommended to  
6 the draft minutes.

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8 Upon motion by Leuty, supported by Seals, and unanimous vote, the minutes of the April 4, 2024,  
9 regular Planning Commission meeting were approved as revised.

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11 **Public Comment**

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13 None.

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15 **Scheduled Reviews**

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17 None.

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19 **Public Hearings**

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21 None.

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23 **New Business**

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25 **a. Imagine Westwood Neighborhood Plan – 2024 – Draft – Discussion with the City of**  
26 **Kalamazoo Neighborhood Activator.**

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28 The next item on the agenda was discussion with the City of Kalamazoo regarding a draft plan for  
29 the Westwood Neighborhood. A copy of the draft plan was provided to the Commissioners in  
30 their agenda packet. Representatives from the City of Kalamazoo Economic Division of  
31 Development were present at the meeting to discuss the draft plan. Mucha prepared a staff  
32 report that was also contained in the Commissioners’ agenda packet and summarized it. Mucha  
33 said that the draft plan looked to improve public parks and activities between the Township and  
34 the City. Mucha said that the draft plan identified five (5) goals: (1) increase connectivity for all  
35 users; (2) enhance the public realm; (3) champion community building; (4) promote a safe  
36 community; and, (5) foster a sustainable and resilient neighborhood. Mucha discussed various  
37 maps that were contained in the City’s draft copy and recommended regular communication  
38 between the City, the Township and the Neighborhood Association.

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40 Cook discussed the proposed plan. Leuty discussed the non-motorized plan and connectivity of  
41 Township Neighborhoods to the City, and to Kalamazoo College. Leuty said he previously  
42 submitted comments to the City. Jae Slaby, a representative from the City, discussed  
43 infrastructure and development near the Westwood Neighborhood. Hartsough said that the  
44 majority of the Westwood Neighborhood and the Planning Commission weren’t involved in the

1 planning of a Township neighborhood. The Commission commented on the completeness of the  
2 draft plan and how the Planning Commission wasn't involved in its preparation. Slaby discussed  
3 potential Township funding issues regarding streets and sidewalks. Hartsough asked for more  
4 input from the Township. Slaby discussed the draft plan and asked that it be considered a starting  
5 point for future discussions. Slaby wants to strengthen the collaboration between the City and  
6 the Planning Commission. Seals said the Township should be involved in creating neighborhood  
7 plans and wasn't aware the City prepared a draft plan. Mucha suggested coordinating discussions  
8 with City representatives. Mihelich discussed the goals outlined in the draft plan to determine  
9 whether the goals comply with the Township's master plan. Mihelich also recommended  
10 prioritizing the goals.

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12 The draft plan is 78 pages. Slaby discussed the site area and referenced Township demographics  
13 regarding population, median age, etc. Slaby discussed the outreach strategy. Slaby discussed  
14 Westwood Neighborhood goals to increase connectivity, enhance the realm, champion  
15 community build, promote a safe community; and, foster a sustainable and resilient  
16 neighborhood. Slaby discussed increasing connectivity with transportation and broadband  
17 networks to the workplace, local attractions, services and to each other. Slaby discussed  
18 enhancing the public realm by upgrading park amenities and discussed creating opportunities for  
19 residents to interact with nature. Slaby discussed community building by strengthening neighbor  
20 relations, holding neighborhood events and activities, and sustaining neighborhood leadership.  
21 Slaby discussed promoting a safe community by upgrading crosswalks near King-Westwood  
22 school and at bus stops near W. Main Street. Slaby also discussed crime deterrence programs  
23 and collaborating with the Kalamazoo Township Police Department. Slaby discussed fostering a  
24 sustainable neighborhood and discussed various funding mechanisms, emergency response and  
25 growing the neighborhood's economic vitality.

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27 The Commissioners discussed the draft plan and suggested improved communication and input  
28 with the Township.

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30 **Old Business**

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32 None.

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

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36 None.

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38 **Communications**

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40 None.

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42 **Report of the Township Board Representative**

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44 Leuty provided general Township Board updates for the Commission.

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

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3 None.

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5 **Comments of the Planning Commission Members**

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7 The Commissioners generally discussed planning and zoning updates.

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

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11 None.

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13 **Report of the Township Attorney**

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15 None.

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17 **Adjournment**

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19 The May 2, 2024, regular Planning Commission meeting was adjourned at 8:06 p.m.

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22 \_\_\_\_\_, Secretary

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**SUMMARY OF ACTIONS**

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29 The Charter Township of Kalamazoo Planning Commission undertook the following actions at its  
30 regular Planning Commission meeting held on May 2, 2024:

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32 No action items were listed on the agenda for the May 2, 2024 Planning Commission regular  
33 meeting.

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39 \_\_\_\_\_, Secretary



# Memorandum

**TO:** Kalamazoo Charter Township Planning Commission  
 Danielle Bouchard, AICP, Principal Planner

**FROM:** Kyle Mucha, AICP, Senior Planner  
 Paige Brodeur, Assistant Planner

**SUBJECT:** **Special Land Use Review #1 – Healthy House, 3625 Douglas Avenue**

**DATE:** May 14, 2024

The applicant, owner of 3625 Douglas Avenue, is seeking special land use approval to operate an adult foster care large group home out of her existing residential home. The home is located on Douglas Avenue near Northpoint Drive. The subject site was rezoned to RM-2, Multiple Family/Mixed Use in 2021. The subject site was previously approved for an Adult Foster Care Large Group Home in 2021. However, due to the lack of improvements taking place on site, the approvals have since expired. The Zoning Ordinance requires improvements to take place within a year of approval. Otherwise, a new approval is warranted.

## SUMMARY OF REQUEST

The applicant is requesting special land use approval to operate an adult foster care large group home out of a residential dwelling she owns located at 3625 Douglas Avenue. The home is currently zoned RM-2, Multiple Family/Mixed Use District.

Section 14.02B of the Township Zoning Ordinance lists the special land uses permitted in the RM-2 District. As per Section 14.02B, an “Adult Foster Care Large Group Home” is a permitted special land use in the RM-2 District.

The Township Zoning Ordinance defines an Adult Foster Care Large Group Home as the following “*Adult foster care large group home: An adult foster care facility with the approved capacity to receive at least 13 but not more than 20 adults*” and an Adult Foster Care Facility as, “*Adult foster care facility: A residential structure that is licensed to provide adult foster care, but not continuous nursing care, for unrelated adults over the age of 17. An 'adult foster care facility' does not include any of the following: a licensed child caring institution, children's camp, foster family home, or foster family group home; an alcohol or substance abuse rehabilitation center; a residential facility for persons released from or assigned to adult correctional institutions; a maternity home; a hotel or rooming house that does not provide or offer to provide foster care; or a veterans' facility.*”

The applicant shall confirm that the proposed use of the site does NOT include rehabilitation for substance or alcohol abuse, a residential facility for persons released from or assigned to correctional institutions, a maternity home, or a rooming house that does not provide or offer foster care.





The applicant is proposing to operate the adult foster care out of the existing property located at 3625 Douglas Avenue. No new construction is proposed in relation to this request. However, additional paved surfaces are proposed. The subject site is approximately 1.4 acres in size.

## **STANDARDS FOR GRANTING SPECIAL LAND USE APPROVAL**

Pursuant to Section 26.03.C., of the Township's Zoning Ordinance, the following standards apply for granting special land use approval:

### **1. Compatibility with Adjacent Uses**

*The proposed special land use shall be designed, constructed, operated and maintained to be compatible with uses on surrounding land. The site design of the proposed special land use shall minimize the impact of site activity on surrounding properties. In determining whether this requirement has been met, consideration shall be given to:*

- a. *The location and screening of vehicular circulation and parking areas in relation to surrounding development.*

Given the site is in a residential district, site screening for parking areas and vehicular circulation is not required. However, site screening plans for parking areas and vehicular circulation have been provided by way of existing and proposed foliage, as well as a 6-foot-tall wooden dog ear fence which is in compliance with section 6.01C of the zoning ordinance. We find that the existing and proposed screening is likely adequate for the proposed use.

- b. *The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.*

The applicant has not indicated if any outdoor storage is proposed with this use. The applicant should provide clarification as it relates to this requirement.

- c. *The hours of operation of the proposed use. Approval of a special land use may be conditioned upon operation within specified hours considered appropriate to ensure minimal impact on surrounding uses.*

The proposed hours of operation on the site are not specified. However, as this is a large group residential use, it is anticipated to operate 24 hours, 7 days a week. The applicant shall confirm hours of operation.

- d. *The bulk, placement, and materials of construction of the proposed use in relation to surrounding uses.*

The applicant does not specify the bulk, placement, and materials of construction of the proposed use in relation to its neighbors. No new building construction is proposed. However, there will be new pavement installed for the proposed driveway and sidewalks. The applicant



seeks to make interior modifications to the existing structure, with minor exterior enhancements. Such placement of any permanent structures, should they be proposed, will be further reviewed within the site plan analysis.

- e. *Proposed landscaping and other site amenities. Additional landscaping over and above the requirements of this Ordinance may be required as a condition of approval of a special land use.*

Section 5.02B of the zoning ordinance requires a minimum of two (2) deciduous or evergreen trees plus four (4) shrubs for multi-family districts. Along the road it requires 1 deciduous or evergreen tree per 40 feet of road frontage, 1 ornamental tree per 100 feet of road frontage, and 8 shrubs per 40 feet of road frontage. Screening is required along all sides of the multi-family unit. This includes closely spaced evergreen plantings (i.e., no farther than fifteen (15) feet apart) which can be reasonably expected to form a complete visual barrier that is at least eight (8) feet above ground level within three (3) years of planting. A wall can be used in place of plantings with a 6-foot maximum height.

On the site plan, locations of the existing trees along the roadway are shown. 15 existing trees are located on the subject site with an additional 7 planned. The site plan does not depict all existing trees along the side and rear yards nor the existing shrubs. The existing landscaping elements of the site, when combined with the proposed landscaping, meet minimum requirements. We defer to the applicant to confirm all existing screening along the rear and side yards will remain. We recommend this to be included as a note on the site plan.

## **2. Compatibility with the Master Plan**

*The proposed special land use shall be consistent with the general principles and objectives of the Township's Master Plan.*

The property is currently zoned and planned for residential uses. The 2024 Master Plan notes this region of Douglas as being planned for single and two-family residential uses. Given that the subject property was rezoned (2021) prior to the acceptance of the 2024 Master Plan by the Planning Commission, we find that the proposed residential adult group home generally aligns with the Master Plan.

## **3. Public Services**

*The proposed special land use shall be located so as to be adequately served by essential public facilities and services, such as highways, roads, police and fire protection, drainage systems, water and sewage facilities, and schools, unless the proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the special land use is established.*

The applicant has included plans regarding a water line and fire services. We will defer to the Township Fire Marshal for fire safety compliance review and comment. The applicant shall receive approval from





the Planning Commission Township Engineer, and any other applicable review entities for all stormwater, drainage, and utility extension plans.

#### **4. Impact of Traffic**

*The location of the proposed special land use within the zoning district shall minimize the impact of the traffic generated by the proposed use. In determining whether this requirement has been met consideration shall be given to the following:*

*a. Proximity and access to major thoroughfares.*

The site has approximately 270 feet of frontage on Douglas Avenue. The front of the existing home is located on Douglas Avenue where the driveway is located. It is not anticipated that the road infrastructure will endure additional or expedited deterioration as a result of the change of use on this site.

*b. Estimated traffic generated by the proposed use.*

The proposed floor plans indicate four (4) bedrooms on site, with space for employee offices. Given the limited number of sleeping areas and office space, it is not anticipated that a significant change to traffic patterns will take place. However, the applicant shall confirm the anticipated level of traffic that may be generated from this facility, once fully operational. The anticipated number of residents, breakdown of visiting hours, and the approximate number of staff to be located on-site at any given time shall be provided.

*c. Proximity and relation to intersections.*

The site is located on Douglas Avenue and near Northpointe Drive, approximately 375 feet north from the subject site. The nearest major intersection is located at Douglas Avenue and Goodrich/Edison Avenue (north), approximately 1,200 feet from the subject site. The site is likely adequately serviced by the Township's existing road network. It is not anticipated that intersections will be greatly affected as a result of the proposed use.

*d. Adequacy of driver sight distances.*

Driver site distances are adequate for the proposed use given the width of the proposed driveway and the open space at the base of the driveway. However, this condition is subject to review by the Township Engineer. Further, it is our understanding that the applicant seeks to utilize the existing driveway approach from Douglas to access the facility. Should a new driveway approach be planned, approval from the Road Commission of Kalamazoo County is required.

*e. Location of and access to off-street parking.*

Parking locations will be further analyzed during the site plan review process. Additionally, a bike rack shall be placed for bike parking on site, as per Section 4.01.C.5.

*f. Required vehicular turning movements.*

We defer to the Township Fire Department to render additional comments on turning movements and access.



*g. Provisions for pedestrian traffic.*

A 5-foot-wide sidewalk is proposed along the driveway leading up to the house as well as along Douglas Avenue. This is compliant with Ordinance requirements.

**5. Detrimental Effects**

*The proposed special land use shall not involve any activities, processes, materials, equipment, or conditions of operation, and shall not be located or designed so as to be detrimental or hazardous to persons or property or to public health, safety, and welfare. In determining whether this requirement has been met, consideration shall be given to the level of traffic, noise, vibration, smoke, fumes, odors, dust, glare, and light.*

It is not anticipated that the proposed special land use will cause any detrimental effects to public health, safety, or welfare. However, the Adult Foster Care Large Group Home facility, if approved, includes a minimum of 13 residents and a maximum of 20 residents. The applicant is proposing 4 bedrooms within the home. This equates to 5 people per room at maximum capacity and 3-4 people per bedroom at minimum capacity. The applicant shall provide information as to the size of the bedrooms and general layout as for the Planning Commission to determine if the number of bedrooms is appropriate for the number of residents. This shall also be subject to approval by KABA and the Township Fire Marshal.

**6. Economic Well-Being of the Community**

*The proposed special land use shall not be detrimental to the economic well-being of those who will use the land, residents, businesses, landowners, and the community as a whole.*

It is not anticipated that the proposed special land use will cause any detrimental effects to the economic well-being of those who will use the land, residents, businesses, landowners, and the community as a whole.

**7. Compatibility with Natural Environment**

*The proposed special land use shall be compatible with the natural environment and conserve natural resources and energy.*

The special land use is compatible with the natural environment in that the site is planned to remain a residential use in a largely residential area. We recommend the applicant further describe any actions taken place to conserve natural resources and energy on the site, if any.



## RECOMMENDATIONS

We recommend the approval of the proposed special land use for an Adult Foster Care Large Group Home Facility located at 3625 Douglas Avenue by the Planning Commission subject to the following considerations:

1. The applicant clarifies the hours of operation will occur 24 hours a day, 7 days a week and that the Planning Commission determines this will not cause any adverse effects to surrounding neighbors.
2. That the applicant confirms all existing screening along the rear and side yards of the property will remain.
3. That the applicant shall comply with any and all safety requirements as determined by the Township Fire Marshal, or any other applicable safety personnel.
4. The applicant submits proof of state approvals and licenses to operate the adult foster care facility for the Township to keep on file and shall also comply with any and all State regulations pertaining to adult foster care facilities.
5. The applicant complies with any and all other reviewing agency comments.

Respectfully Submitted,

Danielle Bouchard, AICP  
Principal Planner

Kyle Mucha, AICP  
Senior Planner



# Memorandum

**TO:** Kalamazoo Charter Township Planning Commission  
Paige Brodeur, Assistant Planner

**FROM:** Kyle Mucha, AICP, Senior Planner  
Danielle Bouchard, AICP, Principal Planner

**SUBJECT:** 3625 Douglas Avenue – Healthy House – Site Plan Review #1

**DATE:** May 14, 2024

**Pamela Coffey (owner), has submitted a site plan and special land use application to re-establish “Healthy House” at 3625 Douglas Avenue.**

## OVERVIEW

Ms. Pamela Coffey seeks re-approval of the site plan and special land use for 3625 Douglas Avenue in order to establish an adult foster care large group home. Adult foster care is considered a special land use within the RM-2, Multi-family/Mixed Use District. In 2021, Ms. Coffey received conditional site plan and special land use approval. However, due to the significant timeline to begin construction and make progress on site improvements, the approval from 2021 expired, which necessitated a new submission.

## PROPOSED IMPROVEMENTS

The applicant proposes to convert the existing residential structure into an adult foster care facility large group home, which also includes parking lot improvements and other site enhancements, such as lighting and landscaping.

## USE OF THE PROPERTY

The site is currently zoned RM-2, Multiple Family/Mixed Use. As indicated, the applicant proposes an adult foster care facility large group home. The Zoning Ordinance defines an Adult Foster Care Large Group Home as the following:

*“Adult foster care large group home: An adult foster care facility with the approved capacity to receive at least 13 but not more than 20 adults”*

An Adult Foster Care Facility is defined as, *“Adult foster care facility: A residential structure that is licensed to provide adult foster care, but not continuous nursing care, for unrelated adults over the age of 17. An ‘adult foster care facility’ does not include any of the following: a licensed child caring institution,*





*children's camp, foster family home, or foster family group home; an alcohol or substance abuse rehabilitation center; a residential facility for persons released from or assigned to adult correctional institutions; a maternity home; a hotel or rooming house that does not provide or offer to provide foster care; or a veterans' facility”.*

**SITE PLAN REVIEW**

The applicant has submitted a site map including a north arrow and scale, legal description and address, the property size in acres and square feet, and the engineer name, address, and contact information. The site plans shall include an updated revision date, a property ID number, an engineer seal, the dimensions of the property, as well as ownership data.

**A. Schedule of Regulations: Section 25.02**

Regulation Type	RM-2 District Requirements	3625 Douglas Conditions	Compliance with Ordinance Standards
Minimum Lot Area	NA	61,077 sq. ft.	NA
Minimum Lot Width	20 ft.	~250 ft.	Yes
Maximum Stories	2.5	2	Yes
Maximum Building Height	30 ft.	Existing Structure	NA
Front Yard Setback	40 ft.	40 ft.	Yes
Side Yard Setback	30 ft. (each)	30 ft. (each)	Yes
Rear Yard Setback	30 ft.	30 ft.	Yes
Maximum Lot Coverage	25%	5.3%	Yes

No new construction of additions or buildings are proposed on the site. However, construction of a new paved driveway and sidewalks is proposed.

**B. Off-Street Parking (Article 4.00)**

The Township’s Zoning Ordinance, Section 4.01(D)(3) requires 0.5 spaces per bedroom for an adult foster care facility. The applicant notes that four sleeping areas will be provided within the facility, which would require two (2) parking spaces. An additional one (1) space shall be provided for each employee at the largest working shift. The applicant has not indicated the maximum number of employees during a working shift. Further clarification as to the employment numbers shall be provided.

The site plans indicate 7 total spaces, which includes 1 ADA space. Additionally, the applicant shall include details as to the intention for visitors to the site. Without confirmation of employees and visiting hours, staff are unable to determine compliance with parking requirements.

**General Requirements**



- i. **Bicycle Parking.** *Parking facilities for short and long-term bicycle parking shall be provided to meet the needs of the business or residential use.*

The site plan does not appear to make any note for bicycle parking. The site plan shall be amended to include bicycle parking.

### **Layout & Construction**

Off-street parking facilities containing four (4) or more spaces shall be designed, constructed and maintained in accordance with the following:

- i. **Dimensions.** *The minimum width of parking spaces shall be 9.0 feet with a wall depth of 18.5 feet. The minimum drive aisle width shall be 24 feet. Site plans indicate a 24 foot distance between parking spaces. This satisfies Ordinance requirements.*
- ii. **Surface and drainage.** *All off-street parking areas, access lanes, driveways and other vehicle maneuvering areas shall be hard-surfaced with concrete or plant-mixed bituminous material. porous paving materials may be permitted at the discretion of the Planning Commission, provided that installation and maintenance plans are in accordance with the manufacturer's guidelines. A written maintenance plan must be submitted for the Planning Commission's review. This shall be subject to review and approval by the Township Engineer.*

### **C. Landscaping (Article 5.00)**

Section 5.02B of the zoning ordinance requires a minimum of two (2) deciduous or evergreen trees plus four (4) shrubs for multi-family districts. Along the road it requires 1 deciduous or evergreen tree per 40 feet of road frontage, 1 ornamental tree per 100 feet of road frontage, and 8 shrubs per 40 feet of road frontage. Screening is required along all sides of the multi-family unit. This includes closely spaced evergreen plantings (i.e., no farther than fifteen (15) feet apart) which can be reasonably expected to form a complete visual barrier that is at least eight (8) feet above ground level within three (3) years of planting. A wall can be used in place of plantings with a 6-foot maximum height.

On the site plan, locations of the existing trees along the roadway are shown. 15 existing trees are located on the subject site with an additional 7 planned. The site plan does not depict all existing trees along the side and rear yards nor the existing shrubs. The existing landscaping elements of the site, when combined with the proposed landscaping, meet minimum requirements. We defer to the applicant to confirm all existing screening along the rear and side yards will remain. We recommend this to be included as a note on the site plan.

### **D. Lighting (Section 2.12)**

A lighting plan has been submitted to the Township in 2021. The 2021 lighting plan does not exceed the 0.5 footcandle maximum (along any property line) requirement. Additionally, light fixture details depict shielded LED lamps. The proposed height does not exceed the 22 feet maximum requirement. The applicant shall submit the proposed lighting plan attached with the entire site plan package with an updated date – consistent with this review. Should there be any changes proposed to lighting plans as a deviation from the previous 2021 approval, all changes shall be clearly marked on the lighting plan.

### **E. Site Circulation (Section 2.20)**

The site plan includes a 26 foot wide asphalt drive that connects the southern parking area to the northern parking area and the home. The site plan includes a “turnaround” facility located near the northern parking



area. The width and dimensions are not shown, although it is noted that the drive is existing and not intended to be widened. The width of all internal drives shall be included on the site plan. Site circulation shall be subject to review and approval by the Township Fire Marshal to determine compliance with the proposed conditions.

**F. Signage (Article 7.00)**

Administrative review of site signage can be conducted at a later date, should the applicant seek to site signage.

**G. Trash Removal and Collection (Section 2.22)**

The site plan and application does not speak to any proposed or existing trash disposal services on site. Existing or proposed trash receptacles should be indicated on the site plans, if additional receptacles are anticipated, above and beyond a typical residential home 96-gallon trash bin.

**RECOMMENDATION**

Staff notes several items in the above site plan review that shall be addressed prior to a recommendation for approval taking place. The required revisions to the site plans include:

1. An updated site plan package with a corrected date to reflect this 2024 application and review.
2. The site plans shall include a property ID number, an engineer seal, the dimensions of the property, as well as ownership data.
3. The applicant shall provide information regarding the proposed number of employees and visitors on-site to determine compliance with parking requirements.
4. A bike rack shall be placed on site and location shall be depicted on site plans.
5. The width of all internal drives shall be included on the site plan.
6. The site plans shall include a note describing the preservation of existing trees and vegetation.
7. The applicant shall submit the proposed lighting plan attached with the entire site plan package with an updated date – consistent with this review. Should there be any changes proposed to lighting plan as a deviation from the previous 2021 approval, all changes shall be clearly marked on the lighting plan.
8. Existing or proposed trash receptacles should be indicated on the site plans, if additional receptacles are anticipated, above and beyond a typical residential home 96-gallon trash bin.
9. The applicant shall receive approval from all applicable review entities prior to any improvements taking place on site.

Please contact Kyle Mucha, AICP at [kmucha@mcka.com](mailto:kmucha@mcka.com) if you have any questions regarding this review.

Respectfully Submitted,  
**McKenna**

Kyle Mucha, AICP  
Senior Planner

Danielle Bouchard, ACIP  
Principal Planner

Cc: Paige Brodeur, Assistant Planner







### Special Land Use Application

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



<b>OFFICE USE ONLY</b>	
Date:	_____
Case #:	_____
Fee:	_____

#### APPLICANT

Contact Person Pamela Coffey		
Business Name (if applicable)		
Address 1835 Nichols Rd	Phone	Cell Phone 269-352-6908
City Kalamazoo	State MI	Zip Code 49006

#### PROPERTY OWNER

Check here if same as above

Name Pamela Coffey	Email <a href="mailto:healthyhousesoberliving@gmail.com">healthyhousesoberliving@gmail.com</a>	
Address 1835 Nichols Rd	Phone	Cell Phone 269-352-6908
City Kalamazoo	State MI	Zip Code 49006

#### PROPERTY INFORMATION

Street Address 3625 Douglas Ave. (Existing Structure)	Suite/Apt. #
Zoning District Kalamazoo Township	Master Plan Designation
Gross Acreage 1.4 acres	Parcel Dimensions

It is requested the Kalamazoo Township Planning Commission approve issuing a special use permit for the land described above for the purpose of:

Allowing a change of use from C-1 to RM2

Cite section and listing number where proposed special land use is specifically permitted in the zoning district:

Article 14 RM-2;  
Section 14.02 B. Special Uses;

Item #13. Special Uses determined to be similar to the above special uses; Similar to: -- 5. Adult Foster Care large group home.

### STATEMENT OF JUSTIFICATION FOR REQUIRED ACTION

State the reason for this special use permit request:

To allow a change of use to the property and structure described above, changing from C-1 to RM2, for the purpose of using the home for multi-family residential living most similar to an Adult Foster Care Large Group Home as currently described in Zoning Ordinance. Also similar to the Webster Dictionary definition of Half-way House. Residents will be non-transient. Multiple sleeping areas, (4 rooms), will be used by the residents while also using designated shared kitchen and restroom/shower areas. Residents will be sober upon acceptance into Healthy House and held accountable to maintain their sobriety. Residents will be taught life skills to become self-sufficient such as becoming employable, financial management, self-care, social skills, and many other valuable life skills.

### PROVIDE THE FOLLOWING DATA (ATTACH AS ADDITIONAL SHEETS)

- A. Application form per Section 26.02 (E) 1.
- B. Description and Identification Data per Sec. 26.02 (E)
- C. Site Data per Sec. 26.02 (E) 3. – Site Map.
- D. If applicable – Building and Structure Details
- E. Information Concerning Utilities, Drainage, and Related Issues –
- F. If applicable - Information Concerning Residential Development – Not applicable.
- G. If applicable – Information Applicable to Mobile Home Parks – Not applicable.
- H. Additional Information:
  - 1. Information related to Condominium Development (Not applicable)
  - 2. A list of any of the above items that are not applicable & reasons why. – No residential development nor MH Parks affected by the proposed structure.

3. Other data that may be required, may include but is not limited to:

Traffic studies, market analysis, environmental assessment and evaluation of demand on public facilities and services.

ADDITIONAL INFORMATION

- A. Attach or list all deed restrictions for the property at question. – No deed restrictions.
  - B. Attach a list of names and address of all other persons, firms, or corporations having a legal or equitable interest in the property at question. – Not Applicable
  - C. This area is (circle one): X **unplatted**,   platted,   will be platted – Property is unplatted.
  - D. What is the current use of the property? Existing Structure most recently classified as a C-1-Use (formerly an Office/Union Hall). Estimated completion date of construction (if applicable)? - Not applicable.
  - E. *On Attached sheets*, provide answers to the following questions. Please number the answers the same as they are numbered here. If the answer to any of the questions numbered 1-7 is “no,” a special use permit cannot be issued (from section [§ 8608] of the ordinance).
1. Is the use compatible with adjacent land uses? See Attachment

2. Are adequate public utilities and services available to this site for this use? See Attachment
3. Is the use designed to insure minimal impact of traffic generation? See Attachment
4. Is the use free of any activities, processes, materials, equipment or conditions of operation that may be detrimental or hazardous to persons, property or to public health, safety and welfare? (Specify which) See Attachment
5. Will the use be detrimental to the economic well-being of the community? See Attachment
6. Is the proposed use compatible with the natural environment and does it conserve natural resources and energy? See Attachment
7. Is the proposed use compatible with the natural environment and does it conserve natural resources and energy? See Attachment

**ATTACH 10 COPIES OF A SITE PLAN** as specified in Section 26.02 (E) **AND 1 ELECTRONIC COPY**

**NOTE:** Application is not complete without: the application form, the application fee and escrow, and a complete site plan.

**AFFIDAVIT:** *I agree the statements made above are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the Kalamazoo Township Zoning Ordinance will be complied with. Further, I agree to notify the zoning administrator of Kalamazoo Township for inspection before the start of construction and when locations of proposed uses are marked on the ground. Further, I agree to give permission for officials of Kalamazoo Township, Kalamazoo Area Building Authority, Kalamazoo*



County and the State of Michigan to enter the property subject to this permit application for purposes of inspection. Finally, I understand this is a zoning permit application (not a permit) and that a special land use permit, if issued, conveys only land use rights, and does not include any representation or conveyance of rights in any other statute, building code, deed restriction or other property rights.

<u>4/23/2021</u>	<u><i>Pamela Coffey</i></u>	<u>Pamela Coffey</u>
Date	Signature of Applicant	Print Applicant Name

_____	_____	_____
Date	Signature of Property Owner	Print Property Owner Name



## Attachment

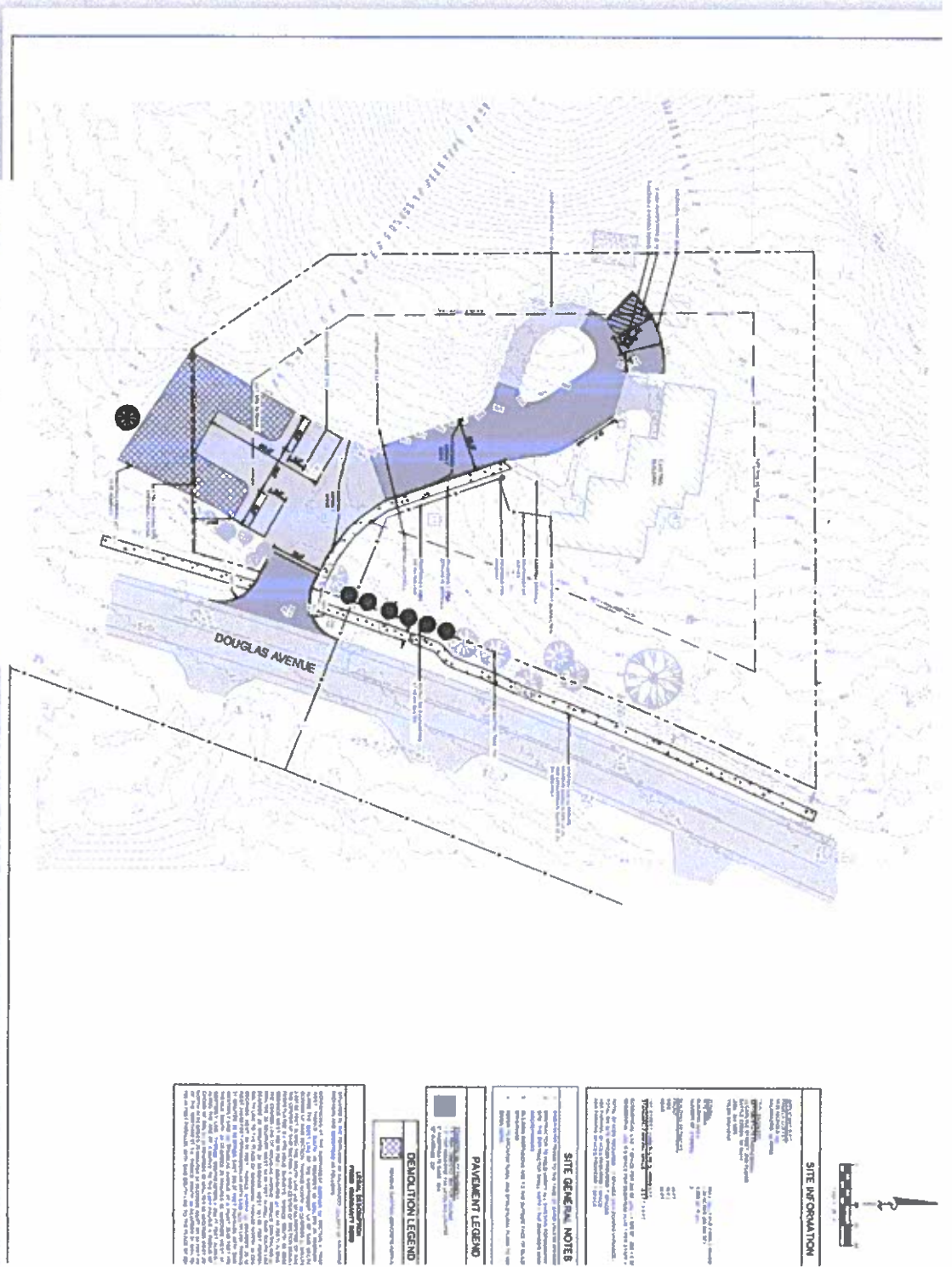
### Questions 1-7

- ) Yes. Directly across the street is an Adult Foster Care/Group Home. Additionally, across the street are Multi-Family Apartment Units and further down the street is a Mobile Home Community. The remaining adjacent land usage is Single-Family Residential.
- ) Yes. Page 55 of the Master Plan under "Implementation" of strategies for Kalamazoo Township states: "The vision is to build upon the Townships existing assets and make the most of opportunities that can attract new development and residents to the community. To put it simply, the plan for Kalamazoo Township is to create an economically, socially, and environmentally sustainable community where people want to live, work, and play." Obviously, this statement was designed and written for the Overall health and well-being of our community and the residents that live within. Allowing this request to change the zoning from its current use C-1 to RM2 will be fully in line with the vision and goals of Kalamazoo Township regarding both the Master Plan and Future Land Use Plan. The structure and property in and of itself will now have appropriate maintenance and upkeep in compliance with all zoning regulations versus having the structure sit unoccupied and unmaintained. The intended use of the structure and property will have an even greater impact on our community through the promotion of the transformation of the lives of individuals to become acceptable, responsible, and productive members of our society.
- ) Yes. Existing public utilities will support the intended use of this property.
- ) Yes. There would be minimal negative change, if any at all and possibly even less than the current use, to traffic generation.
- ) Yes. The intended use will be free of any detrimental or hazardous effect to the community.
- ) No. The intended use **will be free of any detrimental effect** to the well-being of the community.
- ) Yes. The intended use will not disturb the natural environment and will have no change to the conservation of its natural resources and energy.



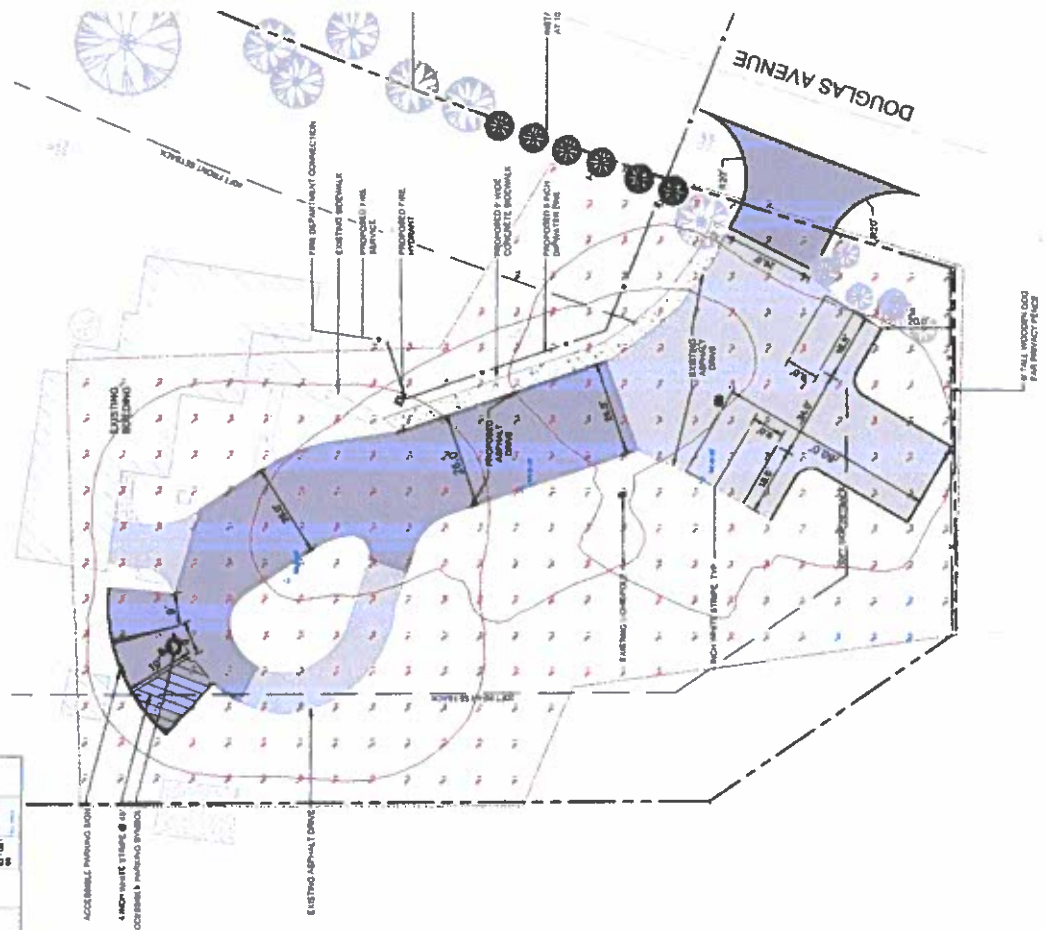
2021.10.15 - Site Plan.pdf

Open With





DATE	DESCRIPTION
10/15/2011	ISSUED FOR PERMITS
08/15/2011	ISSUED FOR PERMITS
07/15/2011	ISSUED FOR PERMITS
06/15/2011	ISSUED FOR PERMITS
05/15/2011	ISSUED FOR PERMITS
04/15/2011	ISSUED FOR PERMITS
03/15/2011	ISSUED FOR PERMITS
02/15/2011	ISSUED FOR PERMITS
01/15/2011	ISSUED FOR PERMITS



NO.	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
1	FOUNDATION	1	sq ft	100.00	100.00
2	FLOORING	1	sq ft	200.00	200.00
3	CEILING	1	sq ft	150.00	150.00
4	WALLS	1	sq ft	300.00	300.00
5	ROOFING	1	sq ft	120.00	120.00
6	MECHANICAL	1	unit	500.00	500.00
7	ELECTRICAL	1	unit	400.00	400.00
8	PLUMBING	1	unit	300.00	300.00
9	PAINT	1	unit	200.00	200.00
10	LANDSCAPE	1	unit	100.00	100.00
11	UTILITY	1	unit	150.00	150.00
12	EXTERIOR FINISHES	1	unit	250.00	250.00
13	INTERIOR FINISHES	1	unit	350.00	350.00
14	STAIRS	1	unit	100.00	100.00
15	PORCH	1	unit	150.00	150.00
16	DRIVEWAY	1	unit	200.00	200.00
17	SIDEWALK	1	unit	100.00	100.00
18	PATIO	1	unit	150.00	150.00
19	LANDSCAPE	1	unit	100.00	100.00
20	UTILITY	1	unit	150.00	150.00
21	EXTERIOR FINISHES	1	unit	250.00	250.00
22	INTERIOR FINISHES	1	unit	350.00	350.00
23	STAIRS	1	unit	100.00	100.00
24	PORCH	1	unit	150.00	150.00
25	DRIVEWAY	1	unit	200.00	200.00
26	SIDEWALK	1	unit	100.00	100.00
27	PATIO	1	unit	150.00	150.00
28	LANDSCAPE	1	unit	100.00	100.00
29	UTILITY	1	unit	150.00	150.00
30	EXTERIOR FINISHES	1	unit	250.00	250.00
31	INTERIOR FINISHES	1	unit	350.00	350.00
32	STAIRS	1	unit	100.00	100.00
33	PORCH	1	unit	150.00	150.00
34	DRIVEWAY	1	unit	200.00	200.00
35	SIDEWALK	1	unit	100.00	100.00
36	PATIO	1	unit	150.00	150.00
37	LANDSCAPE	1	unit	100.00	100.00
38	UTILITY	1	unit	150.00	150.00
39	EXTERIOR FINISHES	1	unit	250.00	250.00
40	INTERIOR FINISHES	1	unit	350.00	350.00
41	STAIRS	1	unit	100.00	100.00
42	PORCH	1	unit	150.00	150.00
43	DRIVEWAY	1	unit	200.00	200.00
44	SIDEWALK	1	unit	100.00	100.00
45	PATIO	1	unit	150.00	150.00
46	LANDSCAPE	1	unit	100.00	100.00
47	UTILITY	1	unit	150.00	150.00
48	EXTERIOR FINISHES	1	unit	250.00	250.00
49	INTERIOR FINISHES	1	unit	350.00	350.00
50	STAIRS	1	unit	100.00	100.00
51	PORCH	1	unit	150.00	150.00
52	DRIVEWAY	1	unit	200.00	200.00
53	SIDEWALK	1	unit	100.00	100.00
54	PATIO	1	unit	150.00	150.00
55	LANDSCAPE	1	unit	100.00	100.00
56	UTILITY	1	unit	150.00	150.00
57	EXTERIOR FINISHES	1	unit	250.00	250.00
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59	STAIRS	1	unit	100.00	100.00
60	PORCH	1	unit	150.00	150.00
61	DRIVEWAY	1	unit	200.00	200.00
62	SIDEWALK	1	unit	100.00	100.00
63	PATIO	1	unit	150.00	150.00
64	LANDSCAPE	1	unit	100.00	100.00
65	UTILITY	1	unit	150.00	150.00
66	EXTERIOR FINISHES	1	unit	250.00	250.00
67	INTERIOR FINISHES	1	unit	350.00	350.00
68	STAIRS	1	unit	100.00	100.00
69	PORCH	1	unit	150.00	150.00
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77	STAIRS	1	unit	100.00	100.00
78	PORCH	1	unit	150.00	150.00
79	DRIVEWAY	1	unit	200.00	200.00
80	SIDEWALK	1	unit	100.00	100.00
81	PATIO	1	unit	150.00	150.00
82	LANDSCAPE	1	unit	100.00	100.00
83	UTILITY	1	unit	150.00	150.00
84	EXTERIOR FINISHES	1	unit	250.00	250.00
85	INTERIOR FINISHES	1	unit	350.00	350.00
86	STAIRS	1	unit	100.00	100.00
87	PORCH	1	unit	150.00	150.00
88	DRIVEWAY	1	unit	200.00	200.00
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90	PATIO	1	unit	150.00	150.00
91	LANDSCAPE	1	unit	100.00	100.00
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95	STAIRS	1	unit	100.00	100.00
96	PORCH	1	unit	150.00	150.00
97	DRIVEWAY	1	unit	200.00	200.00
98	SIDEWALK	1	unit	100.00	100.00
99	PATIO	1	unit	150.00	150.00
100	LANDSCAPE	1	unit	100.00	100.00



DATE PLOTTED: 10/15/2011

SCALE: 1/8" = 1'-0"

PROJECT: HEALTHY HOUSE REMODEL

SHEET: 1 OF 1