

# PLANNING COMMISSION MEETING AGENDA

## June 1, 2023 THURSDAY 6:00 P.M.

**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 1, 2023 meeting.
- #4 Approval of the minutes for May 4, 2023 meeting.
- #5 Public Comment (3-minute limit)
- #6 Scheduled Reviews:
  - 6a. Superior Gravel – 1950 Ravine Road, Annual Renewal
  - 6b. Peter's Construction Co. – 720 E. Mosel, Annual Renewal
  - 6c. Aggregate Resources – 4274 Ravine Road, Annual Renewal
- #7 Public Hearings:
  - 7a. 411 Nazareth Road – Rezoning C-1 to R-2
- #8 New Business:
  - 8a. 411 Nazareth Road – Rezoning C-1 to R-2
  - 8b. 241 W. Mosel – Text Amendment to Section 17.02.B, Discussion
  - 8c. Master Plan 63-Day Comment Period – forward to Township Board
- #9 Old Business:
- #10 Open Discussion
  - 10a. Members of the Audience
- #11 COMMUNICATIONS: None.
- #12 REPORT OF THE TOWNSHIP BOARD REPRESENTATIVE.
- #13 REPORT OF THE TOWNSHIP ZBA REPRESENTATIVE.
- #14 COMMENTS FROM PLANNING COMMISSION MEMBERS.
- #15 REPORT OF THE PLANNER.
- #16 REPORT OF THE ZONING ADMINISTRATOR.
  - See report in packet
- #17 REPORT OF THE TOWNSHIP ATTORNEY.
- #18 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 4, 2023**

8 A regular meeting of the Charter Township of Kalamazoo Planning Commission was conducted  
9 on May 4, 2023, commencing at 6:00 p.m. at the Charter Township of Kalamazoo Hall.

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**Present were:**

17 William Chapman  
18 Denise Hartsough  
19 Christopher Mihelich  
20 Fred Nagler, Chairman  
21 Steve Leuty  
22 Pete Morrison  
23 Warren Cook

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**Absent was:**

28 None.

29 Also present were Township Planner Danielle Bouchard, Township Attorney Seth Koches,  
30 Township Fire Marshal, Todd Kowalski, and six (6) interested members from the public.

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**Call to Order**

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

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**Roll Call and Recognition of Visitors**

40 Nagler welcomed those in attendance.

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**Approval of the Agenda for the May 4, 2023, regular Planning Commission meeting**

45 The next item on the agenda was approval of the agenda for the May 4, 2023, regular Planning  
46 Commission meeting. The Commissioners received the meeting agenda in their packets.

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

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**Approval of the minutes for April 6, 2023, regular Planning Commission meeting**

53 The item on the agenda was approval of the minutes of the April 6, 2023, regular Planning  
54 Commission meeting.

1 A copy of the draft minutes of the April 6, 2023, regular Planning Commission meeting were  
2 provided to the Commissioners in the agenda packet. Hartsough recommended several revisions  
3 to the draft minutes.

4  
5 Upon motion by Hartsough, supported by Cook, and unanimous vote, the minutes of the April 6,  
6 2023, regular Planning Commission meeting were approved as revised.

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8 **Public Comment**

9  
10 None.

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12 **Scheduled Reviews.**

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14 None.

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16 **Public Hearings – 2016 N. Pitcher Street – Graphic Packaging, Tractor and Truck Facilities –**  
17 **Special Land Use**

18  
19 The next item on the agenda was the public hearing to consider the request of Graphic Packaging  
20 for special land use review and public hearing for a proposed change of use to add additional  
21 semi-trailer for parking/storage on the site. Bouchard prepared a staff report, which was  
22 contained in the Commissioners’ agenda packets. Bouchard said that the applicant is requesting  
23 approval to expand their existing outdoor trailer storage and included a site plan with their  
24 application. Boucard said that tractor and trucking facilities, including storage and repair, are  
25 permitted within the I-2 District Zoning Classification subject to special land use approval.

26  
27 Nagler opened the public hearing and invited any interested party to speak in support of or in  
28 opposition to the request. Hearing no additional public comment, Nagler closed public comment  
29 And the Planning Commission entered into deliberations.

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31 Bouchard confirmed that the proposed use is consistent with the Township’s Master Plan. The  
32 Fire Marshal reviewed the applicant’s request and had no additional comment. Bouchard  
33 confirmed that the Township Engineer had no additional concerns regarding the request. The  
34 Commissioners discussed the increased traffic and potential impact it may have the surrounding  
35 area. Bouchard noted that the plans have no sidewalks, which will be discussed during site plan  
36 review.

37  
38 Eric Warwick addressed the Commission on behalf of the applicant. Warwick discussed the  
39 history of the project and the various environmental assessments of the parcel. Warwick  
40 confirmed that the soil contamination exceeded the Michigan clean-up criteria. Warwick said  
41 that Graphic Packaging used brownfield redevelopment and has due-care obligations to not  
42 make the soil and/or site worse. Warwick said that Graphic Packaging plans to re-use material  
43 on site to build a berm and then cap the contaminated material to isolate it. Warwick said there  
44 are plans to pave over certain areas of contaminated soil for isolation purposes. Warwick

1 confirmed that Graphic Packaging maintains a due-care plan for any contractors who work on  
2 site. Todd Hurley said that Graphic Packaging works with the Road Commission regarding traffic  
3 impact. Hurley referred to the visual site plan and maps to explain traffic patterns. Hurley said  
4 there are about 165 trailers processed per day and they need to be stored on site until the owners  
5 remove them. The proposed plans allow for a drop off and retrieval on the same property, which  
6 will limit traffic entering and existing the site. The Commissioners discussed potential traffic  
7 patterns, areas of concern, impact of weather and other environmental concerns. Hartsough and  
8 Warwick discussed berms and dust contamination, and mitigation plans.

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10 Bouchard directed the Commissioners to the standards for granting special land use approval  
11 pursuant to Section 26.03.C of the Township Zoning Ordinance. The Commissioners discussed  
12 compatibility with adjacent uses, compatibility with the Master Plan, public services, impact of  
13 traffic, detrimental effects, economic well-being of the community; and, compatibility with the  
14 natural environment. The Commissioners concluded that these standards were satisfied.

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16 Upon motion by Cook, supported by Leuty, and unanimous vote, the request of Graphic Packing,  
17 2016 N. Pitcher Street for special land use approval / change of use to add additional semi-trailer  
18 parking/storage to the site is approved because the standards for granting special land use  
19 approval contained in Section 26.03.C of the Township Zoning Ordinance are satisfied.

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21 **New Business.**

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23 **2016 N. Pitcher Street – Graphic Packaging, Site Plan Review**

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25 The next item on the agenda was site plan review for Graphic Packing, 2016 N. Pitcher Street to  
26 expand the existing semi-trailer storage yard located south of Mosel Ave. and on the east side of  
27 N. Pitcher Street. Bouchard prepared a staff report, which was contained in the Commissioners’  
28 agenda packet and summarized it. Bouchard said that the proposed improvement to the property  
29 to expand the semi-trailer parking lot will be split into two phases. The first phase of the proposed  
30 plan is to construct 518 parking spots. Phase two is to construct 369 spaces. Bouchard confirmed  
31 that the subject property is not located in a floodplain. Boucard confirmed that the Fire Marshal  
32 had no additional comments to submit to the Commission. Bouchard recommended approval of  
33 the site plan.

34  
35 The Commissioners confirmed that the applicant needs to install a sidewalk along Mosel Ave. The  
36 applicant reviewed the site plan and confirmed that a sidewalk will fit. The Commission discussed  
37 site access and requested that the applicant obtain Road Commission approval regarding site  
38 access. The applicant requested higher lighting (30’ from 22.5’ for safety reasons), which the  
39 Commissioners approved.

40  
41 Upon motion by Cook, supported by Mihelich, and unanimous vote, the request of Graphic  
42 Packing, 2016 N. Pitcher Street for site plan approval was approved with the following conditions:  
43

- 1 1. That the applicant obtains approval from the Kalamazoo County Road  
2 Commission regarding site access; and,  
3  
4 2. The applicant revises the site plan to include a sidewalk along Mosel  
5 Ave.  
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7 **Old Business.**

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9 None.

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11 **Members of the Audience.**

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13 None.

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15 **Communications**

16  
17 None.

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19 **Report of the Township Board Representative.**

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21 Leuty updated the Planning Commission regarding Township Board matters.

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23 **Report of the Zoning Board of Appeals Representative.**

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25 Nagler updated the Planning Commission regarding Township Board ZBA matters.

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27 **Comments of the Planning Commission Members.**

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29 The Commissioners generally discussed planning and zoning updates.

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31 **Report of the Planner/Zoning Administrator.**

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33 Bouchard discussed general planning and zoning updates, including discussion of the Master Plan  
34 Update.

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36 **Report of the Township Attorney.**

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38 None.

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40 **Adjournment**

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42 There being no further business to come before the Planning Commission, the regular Planning  
43 Commission meeting was adjourned at 8:25 p.m.

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, Secretary

**SUMMARY OF ACTIONS**

The Charter Township of Kalamazoo Planning Commission undertook the following actions at its regular Planning Commission meeting held on May 4, 2023:

- 1. Approved the special land use/change of use request of Graphic Packing to add additional semi-trailer parking/storage to property it owns at 2016 N. Pitcher Street, in the Township.
- 2. Approved the site plan request of Graphic Packing to add additional semi-trailer parking/storage to property it owns at 2016 N. Pitcher Street, in the Township, with conditions.

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, Secretary



# Memorandum

**TO:** Kalamazoo Charter Township Planning Commission  
**FROM:** Danielle Bouchard, AICP, Principal Planner  
**SUBJECT:** Gravel Mine Reviews  
**DATE:** May 24, 2023

**Kalamazoo Charter Township has several gravel mines within its jurisdiction.** As per the Township’s Zoning Ordinance, a gravel mine is a permitted use in the Township’s industrial district subject to special land use approval. Section 8.02.S outlines the requirements for gravel mines in Kalamazoo Township.

## **AGGREGARE RESOURCES – 4274 RAVINE ROAD**

A site inspection of this gravel mining operation was conducted on May 10, 2023.

According to Township files, the site is in compliance with documentation requirements that include:

- Bond expiration: November 30, 2023
- SESC permit expiration: April 26, 2025
- Liability insurance expiration: September 1, 2023

The site generally appears to be in compliance with Ordinance standards and no complaints have been received by the Township. All restoration areas are compliant with standards.

To remain in compliance with Township regulations, Aggregate Resources is required to submit to the Township:

- The \$120 inspection fee

We recommend approval for operations to continue, with the condition above.

## **PETERS CONSTRUCTION – 720 MOSEL AVENUE**

A site inspection of this gravel mining operation was conducted on May 10, 2023.

According to Township files, the site is in compliance with documentation requirements that include:

- Bond expiration: December 16, 2023
- SESC permit expiration: October 11, 2024
- Liability insurance expiration: April 1, 2024

The site generally appears to be in compliance with Ordinance standards and no complaints have been received by the Township. All restoration areas are compliant with standards.

Peters Construction has paid the \$120 inspection fee in full. We recommend approval for operations to continue.



## **SUPERIOR GRAVEL – 1950 RAVINE ROAD**

A site inspection of this gravel mining operation was conducted on May 10, 2023.

According to Township files, the site is in compliance with documentation requirements that include:

- SESC permit expiration: May 18, 2024

The site generally appears to be in compliance with Ordinance standards and no complaints have been received by the Township. All restoration areas are compliant with standards.

To remain in compliance with Township regulations, Superior Gravel is required to submit to the Township:

- The \$120 inspection fee
- Updated bond
- Updated liability insurance

We recommend approval for operations to continue, with the conditions above.





# Memorandum

**TO:** Kalamazoo Charter Township Planning Commission

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

**SUBJECT:** Rezoning Request – Mark Paulus & George Hathaway, 411 Nazareth Road

**DATE:** April 28, 2023

The request of Mark Paulus and George Hathaway (residents) is to rezone the property located at 411 Nazareth Road (Parcel No. 06-13-405-020) from C-1, Local Business to R-2, Single and Twp Family Residential in order to build a residential home on the currently vacant property.

This property is located in the C-1, Local Business District Zoning Classification; is approximately 1.18 acres in area and is located on the west side of Nazareth Road, just south of Kenilworth Avenue. The applicant has indicated that the subject site was listed as a residential zoning district on the MLS website, which is utilized by real estate agents to assist clients with finding new homes and buildable lots. The real estate agent who represented the listing did not contact the Township for confirmation on the zoning classification.

If approved, the applicant anticipates constructing a residential home on the subject site. Please note that if the rezoning is approved by the Planning Commission, the rezoning application shall also be subject to review and approval by the Kalamazoo Township Board. If approved, the residential home shall comply with all setbacks, lot coverage, building height, and other applicable regulations for the R-2 District.





## REZONING REVIEW

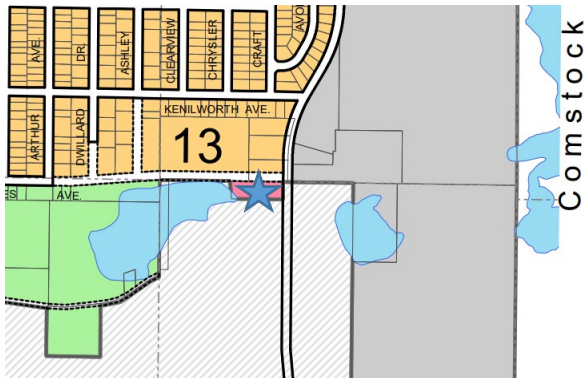
- Existing Conditions.** The site currently is heavily wooded and contains a small building, appearing to be a small shed or pole barn. The current land use, future land use, and existing zoning classifications of the site and immediate surrounding parcels are summarized in the following table.

The City of Kalamazoo owns the large site (over 100 acres) to the south and west of the subject site. The property east of the subject site (cross Nazareth Road) is a municipal public safety training center, also owned by the City. This parcel is over 24 acres in size.

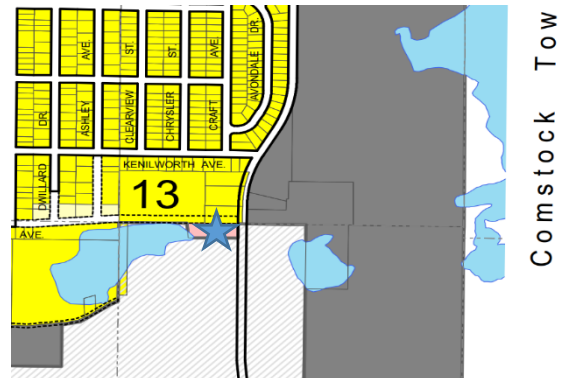
### Zoning and Existing/Planned Use of Site and Area:

	Existing Land Use	Future Land Use	Existing Zoning
Subject Site	Vacant with small shed/pole barn	Office/Service	C-1 Local Commercial
North	Vacant	Medium Density Residential	R-2, Single & Two Family Residential
West	Vacant	N/A	Industrial (City of Kalamazoo)
South	Vacant	N/A	Industrial (City of Kalamazoo)
East (across Nazareth)	Municipal public safety training center	N/A	Industrial (City of Kalamazoo)

Future Land Use Map (Area)



Existing Zoning Map (Area)



## 2. Review Procedures

- 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 R-2, Single and Two Family Residential, which is an established district within the Township Zoning Ordinance. Therefore, we find that the proposed amendment, the rezoning of 411 Nazareth Road, will be in accordance with the Zoning



Ordinance. In general, the intent and purpose of the Township Zoning Ordinance is to protect and improve property values, enhance quality of life, influence economic development, and preserve the Township's environment and natural features. We do not find that the proposed rezoning would violate or oppose the intent and purpose of the Zoning Ordinance.

- b.** *Will the proposed amendment further the comprehensive planning goals of the Township as reflected in the Master Plan.* The Kalamazoo Township's 2014 Master Plans' Future Land Use designation for 411 Nazareth Road is Office/Service. The existing parcel is surrounded by either residential or vacant uses. However, the surrounding property to the west and south (a single large property owned by the City of Kalamazoo) is zoned for industrial. While we understand that the Master Plan does not support a residential use on the subject site, a residential use could still be appropriate, given the existing conditions and wooded nature of the surrounding properties. Further, the subject site is located within closer proximity to other residential uses than to industrial uses to the south. Further, the site is located just east of areas designated as "open space," thus lending to the wooded/low density residential nature of the area. Township records do not indicate that the subject site is located within regulated wetland or floodplain areas.
- 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 vacant lot with what appears to be a small shed or pole barn-type structure placed in the center. As such, conditions have changed since the zoning map was last adopted and the zoning ordinance was updated in 2016, given that according to assessment records, the structure was constructed in 2013.
- d.** *Will the amendment correct an inequitable situation created by the Zoning Ordinance, rather than merely grant special privileges.* The current zoning regulations for the C-1, Local Commercial District does not permit residential homes. By rezoning the property to R-2, Single and Two Family Residential, the applicant would be permitted to construct a residential home on the subject site. 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.
- e.** *Will the amendment result in unlawful exclusionary zoning.* 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.* We find that it is not likely that approval of the rezoning would result in a need to correct future planning mistakes. Given that the site was likely residential zoning at one point and then rezoned to C-1, we find that reverting back to the residential zoning would be appropriate. Further, the surrounding properties and wooded/natural character of the surrounding area would likely be more compatible with single-family residential zoning than commercial. This would also help support natural preservation efforts for bodies of water and mature trees in the Township.
- 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 generally R-2 or I-2 and the existing conditions surrounding the site are woods



and vacant land. If approved, the rezoning to R-2 from C-1 would make the zoning more consistent with surrounding existing land uses. There are no parcels within the general vicinity that have the same or consistent zoning classification as the subject site. As in, if the rezoning were to be approved, the R-2 zoning classification would be more consistent with the surrounding land than the C-1 classification currently is.

- h. If a rezoning is requested, could all requirements in the proposed zoning classification be complied with on the subject parcel.* If approved, the subject site would be compliant with all district standards for the R-2 District, including lot area, lot width, frontage, and other applicable requirements. When the home construction commences, the applicant shall comply with all applicable requirements.
- 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.* As previously stated, the trends in land development in the general vicinity of 411 Nazareth Road are residential uses or large parcels with vacant land. We find that the proposed rezoning to R-2 is more consistent with the surrounding trends in land development than the C-1 District. The City of Kalamazoo's Master Plan & Future Land Use Plan consider the parcel directly south of the subject site as "Neighborhood Edge" which "allows for mix of zoning districts that respond to neighborhood context. The land uses contain small-scale neighborhood development. The zoning district can include single family to medium density residential, small footprint retail, offices, restaurants and non-auto service-oriented development" (page 28).
- 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.* In our opinion, the proposed amendment will be consistent with the purposes of this Ordinance for several reasons; the proposed rezoning is consistent with current land uses and development trends within the vicinity. Although the current Master Plan does not support this site to become residential, we find that a residential rezoning on the subject site is more consistent with the area than office/service, or C-1. Further, the residential zoning on this site would likely do more environmental justice to the Township. This is because a commercial development would likely cause more impervious surfaces, more tree removal, and other elements. By rezoning to R-2 on this site, the residential uses permitted in this District are more likely to preserve the natural character of the site and surrounding area.

## **RECOMMENDATION**

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 411 Nazareth Road, from C-1 to R-2 with the following supportive findings:

1. The proposed R-2 zoning would be consistent with surrounding zoning districts.
2. The proposed R-2 zoning would be consistent with current land uses and development trends.
3. The proposed R-2 zoning and land uses would likely conserve more resources than C-1 District.

Respectfully Submitted,  
**McKenna**



*Danielle Bouchard*

Danielle Bouchard, AICP  
Principal Planner

*K. Mucha*

Kyle Mucha, AICP  
Senior Planner



# 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 <b>Aaron White</b>		
Business Name <i>(if applicable)</i> <b>White Flower Cannabis Company LLC</b>	Email <b>Aaron@whiteflowercannabis.com</b>	
Address <b>241 W Mosel ave.</b>	Phone <b>269-455-8384</b>	Cell Phone _____
City <b>Kalamazoo</b>	State <b>MI</b>	Zip Code <b>49004</b>

## 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.*

3/20/23  
Date

[Signature]  
Signature of Applicant

AARON White  
Print Applicant Name

3/20/23  
Date

[Signature]  
Signature of Property Owner

James S LaBretta III  
Print Property Owner Name

**TEXT AMENDMENT APPLICATIONS ONLY**

This request is to change the text of Article 17 Section .02 (B)

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:

(11) Adult Use Marijuana retailer subject to Article 8, Section 8.02 WW.3.

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

In order to not prohibit equivalent adult use cannabis retail licensing within C1 Zoning that is currently permissible for medical provision centers under 17.02 B (10)

## REZONING APPLICATIONS ONLY

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

## PROPERTY INFORMATION

Address: \_\_\_\_\_

Tax ID: \_\_\_\_\_

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

Property size: \_\_\_\_\_

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?

\_\_\_\_\_

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

## STATEMENT TO JUSTIFY THE PROPOSED AMENDMENT





State the reason for the proposed amendment:

For consistant legal and business practices, and to allow for opportunity to contiune developing the local cannabis industry.

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

This property is in the area near, what has be affectionately referred to as " The Green Mile" a cannabis green zoned district that supports many of the different cannabis licenses within the community.

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?

MRTMA Section 6.5 states that a Municipality may not adopt an ordinance that,... prohibits a marihuana retailer from operating within a single facility at a location of a medical facility pursuant to the medical facilities licensing act.

We belive it would make sense to allow for special use applications to be allowed under C-1 Zoning ,as the business operations are identical to MMFLA provisioning centers.

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

It would create more viable opportunities for the local cannabis industy to participate and enjoy in the market place. The township as a whole would benifit from the associated tax apportionment.

I don't see any negative impacts for allowing an identical use at a location that could already have retail business occupy the space.

Quite more, a positive impact on local ancillary service businesses in the community like resturants and shops.

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.**



**MCKENNA**

May 23, 2023

Kalamazoo Charter Township Planning Commission  
1720 Riverview Drive  
Kalamazoo, MI 49004

**Subject: Zoning Administrator Report**

Dear members of the Kalamazoo Charter Township Planning Commission,

The following memo highlights ongoing activities as it relates to Zoning Administration within the Township. This report is not meant to be exhaustive, but serve as a general informative supplemental document. This memo further provides a general breakdown of the duties the Zoning Administrator has.

**ZONING ADMINISTRATIVE DUTIES**

**Day-To-Day**

Daily functions of the Zoning Administrator include addressing resident and business owner inquiries as it pertains to land use permissions. Typical questions that arise might be accessory structure locations and sizes, sign permit reviews, zoning verification letter reviews and other administrative tasks.

**Zoning Board of Appeals**

The Kalamazoo Charter Township Zoning Board of Appeals held a meeting on May 17, 2023 in which a request to place an accessory structure 10 feet from a front property line was reviewed. After a public hearing, the ZBA unanimously approved the applicant's request.

Upcoming applications involve accessory building location from property lines, parking space reduction, landscaping reductions and building height modifications.

**Code Enforcement**

The Zoning Administrator assists the Township's Code Enforcement Officer as it relates to property concerns. The Zoning Administrator will aid in providing written notice to property owners who are found to be in violation of a provision of the Township's Zoning Ordinance.

**COMSTOCK CHARTER TOWNSHIP VISION 2030 (MASTER PLAN)**

**Comments Requested**

The Charter Township of Comstock has released their draft Master Plan, entitled Comstock Charter Township Vision 2030. As part of the review process, Master Plans are sent out to adjacent municipalities for comment during the public comment period. The Planning Commission is asked to review the document and provide any comments that should be passed along to Comstock Township. Kalamazoo Township staff will also review the draft document and provide any comments, if applicable, to Comstock. Comments by Planning Commissioners are requested by June 12<sup>th</sup> 2023.

KALAMAZOO  
151 South Rose Street  
Suite 920  
Kalamazoo, Michigan 49007

O 269.382.4443  
F 248.596.0930  
MCKA.COM

Communities for real life.



Respectfully submitted,

**McKENNA**

*K Mucha*

Kyle Mucha, AICP  
Senior Planner/Township Zoning Administrator