

PLANNING COMMISSION MEETING AGENDA

February 1, 2024 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 February 1, 2024 meeting.
- #4 Approval of the minutes for the December 7, 2023 meeting.
- #5 Public Comment (3-minute limit)
- #6 Scheduled Reviews: None.
- #7 Public Hearings:
 - 7a. 1251 Shakespeare Avenue – Special Land Use
- #8 New Business:
 - 8a. 1251 Shakespear Avenue – Special Land Use
 - 8c. 2023 Annual Planning Report and 2024 Work Plan
- #9 Old Business:
 - 9a. Master Plan
- #10 Open Discussion
 - 10a. Members of the Audience
- #11 COMMUNICATIONS:
 - 11a. GPI – 2016 N. Pitcher, site work status update
 - 11b. Alamo Township Master Plan update
- #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.
- #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 Regular Planning Commission Meeting
Held on December 7, 2023 @ 6:00 p.m.

10 A regular meeting of the Kalamazoo Charter Township Planning Commission was conducted on
11 December 7, 2023, commencing at 6:00 p.m., at the Kalamazoo Charter Township Hall.

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Call to Order:

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

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Present were:

21 Denise Hartsough – Vice Chairperson
22 Chris Mihelich
23 Steve Leuty
24 Michael Seals
25 William Chapman
26 Warren Cook

27 Also, present was Township Planner, Danielle Bouchard; Township Attorney, Seth Koches;
28 Township Fire Marshal, Tod Kowalski; and, approximately 7 interested members of the public.

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Absent was:

33 Fred Nagler – Chairperson

34 Upon motion of Cook, supported by Seals, and 6-0 vote, the Planning Commission excused Nagler
35 from the meeting.

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Approval of the Agenda

41 The Board members received their agenda packets prior to the Board meeting and no additions
42 or revisions were made to it.

43 Upon motion of Seals, supported by Chapman, and 6-0 vote, the Planning approved the agenda
44 as presented.

Minutes

45 The next item on the agenda was approval of the November 2, 2023, regular meeting minutes. A
46 copy of the draft minutes was provided to the Commissioners in their agenda packet. The
47 Commissioners recommended several revisions to the minutes.

1 Upon motion of Leuty, supported by Chapman, and 6-0 vote, the minutes of the November 2,
2 2023, Planning Commission were approved as revised.

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4 The next item on the agenda was approval of the amended minutes of the September 7, 2023,
5 regular Planning Commission meeting. A copy of the amended minutes was provided to the
6 Commissioners in their agenda packets.

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8 Upon motion of Leuty, supported by Cook, and 6-0 vote, the Planning Commission approved the
9 September 7, 2023, amended meeting minutes as presented.

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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 – 521 E. Mosel – Cloud Cannabis – Special Land Use**

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21 The next item on the agenda was the public hearing for 521 E. Mosel, Cloud Cannabis. Hartsough
22 invited any interested person to speak in support of or in opposition to the special land use
23 request of Cloud Cannabis. Currently, the operations at the subject property include marijuana
24 growing for adult use (recreational) and medical marijuana. Hearing no public comment,
25 Hartsough closed the public hearing.

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27 **New Business**

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29 **521 E. Mosel – Cloud Cannabis – Special Land Use and Site Plan Review**

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31 The next item on the agenda was the special land use request and site plan review of – 521 E.
32 Mosel, Cloud Cannabis. Bouchard prepared a staff report, which was contained in the
33 Commissioners’ agenda packet and summarized it. Bouchard summarized the site operations and
34 provided the Commissioners a summary of the approvals the applicant has received throughout
35 the years. Bouchard said that the applicant seeks site plan approval and special land use approval
36 to complete the final build out of the existing building, which will include a shipping and receiving
37 area, a climate-controlled containment area, storage space, bathrooms, office space and a break
38 room.

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40 Bouchard reviewed the standards for granting special land use requests, which are contained in
41 Section 26.03.C of the Township Zoning Ordinance. Bouchard and the Commissioners discussed
42 the standards contained in Section 26.03.C, which include: whether the request is compatible
43 with adjacent land uses, compatible with the master plan, compatibility with the natural
44 environment, access to public services, any potential impact on traffic, potential detrimental

1 effects and economic well-being of the community. The applicant discussed the proposed
2 expansion and noted that the hours of operation will be from 7:00 a.m. – 6:00 p.m. Chapman
3 confirmed ADA compliance and confirmed that KALA approved the applicant’s building plans. The
4 Commissioners concluded that the standards contained in Section 26.03.C of the Township
5 Zoning Ordinance were satisfied.

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7 Upon motion of Cook, supported by Mihelich, and 6-0 vote, the Planning Commission approved
8 the special land use request of Cloud Cannabis, 521 E. Mosel for a change of use/new use to allow
9 for the expansion of an existing medical/adult use marijuana facility because the standards
10 contained Section 26.03.C. of the Township Zoning Ordinance were satisfied.

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12 The Commissioners next considered site plan approval for 521 E. Mosel. Bouchard prepared a
13 staff report and summarized it. Bouchard said that the proposed build out did not require
14 additional parking requirements. Bouchard said that an on-site inspection was conducted and
15 that the applicant needs to depict a dumpster location on the sidewalk. Kowalski said that the
16 parking in the rear should be re-striped. The Commission confirmed that there are three
17 dumpsters on site.

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19 Upon motion of Cook, supported by Mihelich, and 6-0 vote, the Planning Commission approved
20 the site plan for Cloud Cannabis, 521 E. Mosel, with the following conditions:

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22 1. Dumpsters and their locations be depicted on the site plan (which may be
23 administratively approved); and,
24 2. Striping the south-west corner of the property for parking.

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26 **316 W. Mosel – Maragret Daycare**

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28 The next item on the agenda was the request of Bosch Architecture on behalf of the property
29 owner for site plan approval to operate a daycare facility on property addressed as 316 W. Mosel
30 Ave., within the Township. Bouchard prepared a staff report and summarized it. Bouchard said
31 that the applicant seeks site plan approval to operate a child daycare facility on the subject
32 property, which is zoned C-1; special land use approval is not required. Bouchard said the subject
33 property is approximately 4,114 square feet in size and was previously occupied by a financial
34 institution. Bouchard discussed the schedule of regulations contained in Section 25.02 of the
35 Township Zoning Ordinance and confirmed that all requirements were satisfied. Bouchard
36 discussed parking standards. Bouchard recommended that the parking spaces be re-striped.
37 Bouchard indicated that there are no sidewalks and recommends that sidewalks be installed.
38 Bouchard said that landscaping requirements are met and that the dumpster must be placed in
39 a conforming location.

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41 Rob Peterson is a real estate agent and discussed the applicant’s request. Peterson asked that
42 the sidewalk installation be delayed due to costs. Chapman confirmed that the hours of
43 operations are 6:00 a.m. – 6:00 p.m. The Commissioners discussed site access and circulation.
44 Bouchard discussed lighting and noted that the property has existing lighting and any new or

1 added lighting would require plans to be submitted to the Township for review. Hartsough
2 discussed the importance of requiring sidewalks. The Commissioners discussed parking and
3 potential spill-over parking of the business (body shop). The Commissioners discussed approving
4 the site and allowing the applicant some time to get the daycare operational before installing
5 sidewalks. A banking representative told the Commissioners that sidewalks are expensive and
6 the applicant needs cash flow from the business in order to install them. The Commissioners
7 discussed the request and felt that it was reasonable.

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9 Upon motion of Cook, supported by Leuty, and 6-0 vote, the Planning Commission approved the
10 site plan for 316 W. Mosel – Maragret Daycare, with the following conditions:

- 11
- 12 1. That sidewalks be installed within one year of onset of operations; and,
- 13 2. That the applicant provide documentation that the body shop will not
- 14 be allowed to park on the subject site.
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16 **Old Business**

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18 None.

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

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22 None.

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24 **Report of ZBA Representative.**

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26 None (Nagler absent)

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28 **Comments from the Planners Commissioners.**

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30 The Commissioners discussed general updates and the wellhead protection ordinance that was
31 adopted by the Township Board.

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33 **Report of the Planner**

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35 Bouchard discussed Consumers Concrete Corporation industrial facilities exemption application.
36 Bouchard discussed updates regarding the Master Plan and the 2023 and 2024 Planning
37 Programs.

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39 **Report of Zoning Administrator**

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41 None.

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43 **Report of Township Attorney**

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1 None.

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3 **Adjournment**

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5 The meeting was adjourned at 7:28 p.m.

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Synopsis of Action Taken:

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1. Approved the special land use of 521 W. Mosel, Cloud Cannabis;

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2. Approved the site plan of 521 E. Mosel, Cloud Cannabis, with conditions.

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3. Approved the Site Plan of 316 W. Mosel, Margaret Daycare, with conditions.

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s/ T. Seth Koches

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Seth Koches, Township Attorney

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Memorandum

TO: Kalamazoo Charter Township Planning Commission

FROM: Danielle Bouchard, AICP, Principal Planner (Township Planner)
 Kyle Mucha, AICP, Senior Planner (Township Zoning Administrator)

SUBJECT: **Special Land Use Review #1 – Cargo Heavy Duty, 1251 Shakespeare Ave.**

DATE: January 22, 2024

The applicant, Cargo Heavy Duty, is requesting special land use approval to construct a new 17,595 square foot building intended for the repair and maintenance of trucks and semi-truck trailers. This proposed use is mostly closely aligned with the special land use listed in Section 19.02.B.26., Automobile Filling and Service Stations and automobile repair garages. The definition of “automobile” in the Definitions Section is inclusionary of the term “truck.”

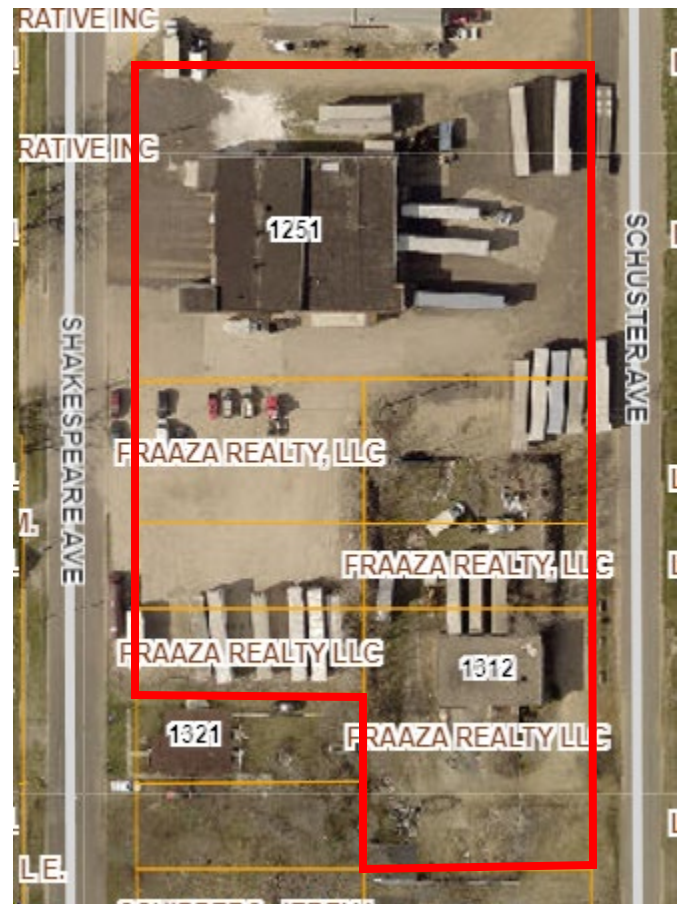
SUMMARY OF REQUEST

The applicant is requesting special land use approval to operate a truck repair facility located at 1521 Shakespeare Avenue. This includes the construction and operation of a new building facility, planned to be constructed on-site, south of the existing structure.

The property is currently zoned I-1, Light Industrial and is an estimated 2.51 acres in size. I-1 zoning exists to the south of the subject site and the east of the subject site. However, there is residential zoning (RM-2) and residential land uses located to the west.

The subject site recently received approval from the Township Assessor to combine multiple parcels into a single property. A site survey has been submitted to the Township and is included within the application.

Section 19.02.B.26 of the Township Zoning Ordinance classifies “Automobile Filling and Service Stations and automobile repair garages” as a Special Land Use within the I-1 District, subject to review and approval by the Kalamazoo Township Planning Commission.





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.*

The subject site has two frontages – the first on Shakespeare Avenue (where the building address is situated) and the other on Schuster Avenue. Further, a residential land use is located along the southwest portion of the site boundary. The applicant is proposing a 6 ft. metal fence along the southern property lines and southeastern property line.

Site plans (dated 1/04/2024) include several trees to be planted along the southern property line, adjacent to the residential use (in addition to the 6 ft. fence). Landscape details include 11 evergreen trees (White Spruce) approximately 6 ft. in height.

The proposed parking area, located between the existing building to the north and the proposed building to the south, is planned to be located in the middle with ingress/egress on both streets. There is no proposed screening between the intended vehicular circulation area and parking area. However, we note that the parking lot is located between the two buildings on-site, in addition to the proposed fence and evergreen trees, we find that the location and screening of parking areas and vehicular circulation areas is likely efficient.

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

Site plans do not indicate any outdoor storage areas or work areas. All work shall occur within a completely enclosed building and there shall be no outdoor display of parts or products (Section 8.02.E.6 and Section 19.02.B.26). The applicant is advised that Section 8.02.E.7 states the following:

The storage, sale or rental of new, used, or repaired cars, trucks, trailers, and any other vehicles on the premises is prohibited.

Therefore, the outdoor storage of trucks and trailers is not permitted by the Kalamazoo Township Zoning Ordinance.



- 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 servicing and repair of vehicles shall be limited to those which may be serviced during a normal workday (Section 19.02.B.26.a). The applicant shall confirm that the intended hours of operation shall not exceed those to be expected for a normal workday.

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

The subject site is currently functioning as a truck and trailer repair facility. The applicant proposes to construct a new facility for the same purpose in order to increase their business footprint. Uses to the east are predominately storage in nature; to the south are residential properties; west of the subject site is a mix of light industrial uses and residential dwellings.

- 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.*

The submitted site plan notes site landscaping to be installed on the subject site. Further review of landscaping requirements has been conducted in the Site Plan Review Memorandum (SPR #1). The Planning Commission should consider the southern residential use and determine if additional site landscaping is warranted to provide a vegetated buffer between the proposed site expansion and the dwelling.

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 2014 Future Land Use Map designates this site as Industrial, as well as adjacent sites. This use aligns with the intent of the Township's 2014 Master Plan.

The Kalamazoo Township Draft Master Plan – 2023 – also designates this area of the Township for general industrial purposes. Note, the 2023 Draft Master Plan has not been adopted as of yet, however staff does not anticipate a significant change taking place within the draft document that would reclassify this region from general industrial.

Further, the Master Plan identifies the need for economic development. The subject site, if expansion takes place, would promote economic investment within the Township and would also permit business expansion. The applicant has indicated that the business expansion and construction of the new facility would permit an increase in the employee workforce.



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.

Water, sewer, natural gas, and electric power are available in this vicinity. The applicant has not indicated via their site plan and supporting documents that public services will be impacted by the proposed facility expansion. Further, due to the nature of the business, it is anticipated that existing public facilities will be adequate to address site needs for water, sewer, natural gas and electric. Further analysis of the water/sewer connections will be conducted by the Township Engineer and the municipal water/waste provided (City of Kalamazoo) during permit review.

The subject site is anticipated to have a significant amount of impervious surface area. The Township Engineer – Prein & Newhof – will provide stormwater management analysis.

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 subject site has frontage along two public roadways, Shakespeare and Schuster. Both of these roadways connect to Lake Street and are within ¼ of a mile to the I-94 Business Loop (located to the east). Due to the frontage along two public roadways and proximity to a semi-major thoroughfare, we find that this condition can be met.

b. Estimated traffic generated by the proposed use.

The applicant has not submitted details pertaining to the estimated traffic generated from the auto repair use of this site. It is anticipated that with a new facility, an increase in semi trucks and trailers will become evident. The applicant is recommended to provide further information regarding the anticipated traffic generation of the site.

c. Proximity and relation to intersections.

The site has frontage along Shakespeare and Schuster. The northern portion of the subject site is approximately 350 feet from the intersection of Shakespeare/Schuster and Lake Street.

d. Adequacy of driver sight distances.

While no sight distances have been provided, it is not anticipated that driver sight lines will be impacted by the proposed location of the new facility, subject to meeting all setback requirements. There is limited development south of the subject property. Further, Shakespeare and Schuster are not considered major thoroughfares nor collector streets – therefore non-site generated traffic is not anticipated to have a significant impact on the proposed use. This



provision can be satisfied, subject to due consideration being given when landscaping and other site enhancements are finalized.

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

The applicant proposes to provide off-street parking between the existing building and the proposed facility. The site plan review analysis noted that based on the number of bays and employees, additional parking is required than what has been proposed. Township staff have advised the applicant to either place additional parking on site to meet ordinance requirements or seek approval for an alternative parking plan from the Planning Commission.

f. Required vehicular turning movements.

The applicant has not provided vehicular turning movements; however, the site design describes access to the facility via Shakespeare/Schuster, thus negating the need for on-site maneuvering. Further review of the turning movements will be conducted during the site plan review process.

g. Provisions for pedestrian traffic.

There are no indicated provisions for pedestrian traffic. The applicant indicated there are no existing sidewalks on the site and does not propose any new sidewalks.

The Township Zoning Ordinance does require sidewalk installation for changes in uses and new residential & commercial development. It is noted that by installing a sidewalk with this special land use request, pedestrian pathways will begin to be created. Though at this time, the Township is not aware of any current plans by the Road Commission of Kalamazoo County to install additional sidewalks along Shakespeare Avenue nor Schuster Avenue. The west side of Shakespeare Avenue is currently improved with a pedestrian pathway (sidewalk). The applicant will need to either provide additional pedestrian pathways or be granted an alternative form of connection by the Planning Commission.

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.

The applicant proposes to construct an additional automotive facility on the subject site. The existing use of the property is automotive and trailer repair. The business proposes to expand further to the south, adjacent to a residential-use property. Additional traffic, noise, vibration and other general site activities are anticipated to be increased with the facility expansion.

Due to the proximity of residential uses with the subject site, the applicant should be prepared to discuss mitigation measures on potential impact to adjacent residential uses.



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. The proposed use is anticipated to increase the economic wellbeing of the area due to an increase in property maintenance and employment levels. Further, an increase in general on-site maintenance and site improvements will also increase the value of the property.

7. Compatibility with Natural Environment

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

The subject site does not currently have any significant natural environment resources. The location of the proposed facility expansion is within an area that is currently gravel in nature. The proposed facility expansion will require landscaping elements to be incorporated (right-of-way, parking lot, general area) which are currently lacking. Due to these site enhancements, it is anticipated that the natural environment will be supplemented and not detracted from.

RECOMMENDATIONS

In review of the Special Land Use application, it is noted that the applicant complies with portions of the above provisions. Staff finds that support of the special land use application can be given subject to the following items being adequately addressed:

1. Mitigation efforts to reduce detrimental impacts on adjacent residential uses.
2. Stormwater management is acceptable to the Township Engineer.

Respectfully Submitted,
McKenna

Danielle Bouchard, AICP
Principal Planner

Kyle Mucha, AICP
Senior Planner

Planning Commission & Zoning Board of Appeals 2023 Annual Planning Report to Township Board & 2024 Planning Commission Work Plan

Kalamazoo Township, MI

This Annual Report is intended to serve as a planning document that outlines the work plan for the next fiscal year and is a communication tool to share recent achievements and plans for future goals with the community.

INTRODUCTION AND PURPOSE OF THE PLANNING COMMISSION

As required per the Michigan Planning Enabling Act (MPEA) Act 33 of 2008, as amended, the Planning Commission shall submit a report of its 2023 activities to the Kalamazoo Township Board.

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

In addition to fulfilling this requirement, the Annual Report and Work Plan increases information-sharing between staff, boards, commissions, and the governing body and assists with these entities with anticipating, preparing, and budgeting for upcoming priorities.

PLANNING COMMISSION MEMBERSHIP

We thank the following Commission members for their time commitment and their important contributions to the quality of life in Kalamazoo Township:

- Fred Nagler, Chairperson
- Denise Hartsough, Vice-Chair
- Christopher Mihelich, Secretary
- William Chapman
- Warren Cook
- Steve Leuty, Board liaison
- Peter Morrison (resigned)
- Mike Seals

PLANNING COMMISSION MEETINGS

The Kalamazoo Township Planning Commission met twelve times in 2023. This meets and exceeds the requirements of the MPEA, which requires a minimum of four meetings annually.

1. Thursday, January 5, 2023
2. Thursday, February 2, 2023
3. Thursday, March 2, 2023
4. Thursday, April 6, 2023
5. Thursday, May 4, 2023
6. Thursday, June 1, 2023
7. Thursday, July 6, 2023
8. Thursday, August 3, 2023
9. Thursday, September 7, 2023
10. Thursday, October 12, 2023
11. Thursday, November 2, 2023
12. Thursday, December 7, 2023

INTRODUCTION AND PURPOSE OF THE ZONING BOARD OF APPEALS

The Kalamazoo Township Zoning Board of Appeals (ZBA) is responsible for Zoning Ordinance interpretation and granting variances in the Township. A variance may be granted to an applicant for reasons of unnecessary hardship due to special circumstances located on a specific site or property.

ZONING BOARD OF APPEALS MEMBERSHIP

We thank the following ZBA members for their time commitment and good work:

- Nicky Leigh
- Shawn Blue
- Fred Nagler, Planning Commission liaison
- Lisa Mackie, Township Board liaison
- David Combs (joined fall 2023)

ZONING BOARD OF APPEALS MEETINGS

The ZBA held nine meetings in 2023. The meeting dates include:

1. Wednesday, January 18, 2023
2. Wednesday, April 19, 2023
3. Wednesday, May 17, 2023
4. Wednesday, July 19, 2023
5. Wednesday, August 16, 2023
6. Wednesday, September 20, 2023
7. Wednesday, October 18, 2023
8. Wednesday, November 15, 2023
9. Wednesday, December 20, 2023

A breakdown of the ZBA's business and actions are provided on the next page below.

VARIANCES (ZBA)

Application Type	Location	Project Description	Decision Date
Variance	2016 N. Pitcher Street	Variance request to allow the construction of landscaping berms that are six (6) feet in height where a maximum of three (3) feet is permitted.	Approved January 18, 2023
Variance	4629 Winding Way	To obtain relief from the rear yard setback requirement in the RM-2, Multi-Family/Mixed Use District of 30 feet to facilitate construction of additional attached accessory structure and principal living space.	Tabled April 19, 2023
Variance	910 Jenks Boulevard	To obtain relief from the front yard setback requirement (25 feet) in the R-2, Single & Two Family Residential District of 15 feet to facilitate construction of a children's play structure along Fletcher Avenue.	Approved May 17, 2023
Variance (3)	3809 E. Michigan Avenue	To obtain relief from the parking minimum requirement in the I-2, General Industrial District in the form of a parking space reduction from the required 52 spaces to 18 spaces. To obtain relief from the parking lot landscaping requirements to provide landscaping based on the 18 proposed parking spaces, which is contingent upon receiving relief from the parking minimum requirements. To obtain relief from the building height maximum of 45'-0" as specified for the I-2, General Industrial District to allow for a maximum height of 50'-10" for the high bay in order to accommodate production.	Approved July 19, 2023
Variance	2334 Lincoln Avenue	To obtain relief from the minimum side yard setback requirement in the I-2, General Industrial District from 30 feet to 15 feet.	Approved July 19, 2023
Variance	222 S. Kendall	To obtain relief from the front sign setback requirement (40ft) and side sign setback requirement (30ft) in the RM-3, Residential Restricted District to place a ground sign at the entrance of the apartment complex.	Approved July 19, 2023
Variance	3809 E. Michigan Avenue	To obtain relief from the minimum setback distance required for freight yards as it pertains to public & private rights-of-way in which a 300-foot setback is required and a 150-foot setback is proposed.	Approved September 20, 2023
Variance	3122 Santos Avenue	To obtain relief from the maximum permitted lot coverage of 25% in the R-1 District, to permit the construction of a single-family residential dwelling with an estimated lot coverage of 31%.	Tabled October 18, 2023
Variance	3122 Santos Avenue	To obtain relief from the maximum permitted lot coverage of 25% in the R-1 District, to permit the construction of a single-family residential dwelling with an estimated lot coverage of 31%.	Approved November 15, 2023
Variance	2609 N. Burdick	To obtain relief from the side & rear yard minimum setback requirements of the I-2, General Industrial District as it pertains to the placement of a dumpster enclosure pad three (3) feet from the side and rear property lines.	Approved December 20, 2023
Variance	4629 Winding Way	To obtain relief from the rear yard setback requirement in the RM-2, Multi-Family/Mixed Use District of 30 feet to facilitate construction of additional attached accessory structure and principal living space.	Tabled December 20, 2023

2023 in Review

The following table outlines the various reviews and decisions (site plan, special land use, rezoning, annual renewals, etc.) considered by the Planning Commission in 2023.

REVIEWS (PLANNING COMMISSION)

Application Type	Location	Project Description	Decision Date
Site Plan Review PUD Amendment	3713 W. Main, Kalsec	Kalsec applied for site plan review and for a PUD Amendment (subsequently subject to approval by the Township Board) to expand existing building 401 and build a new guard shack on the existing site.	Approved January 5, 2023
Annual Renewal	4274 Ravine Rd. Aggregate Resources	Annual gravel mine renewal for Aggregate Resources.	Approved February 2, 2023
Site Plan Review Special Land Use	2429 Burdick, Park Consulting	Review of a change of use and site plan to remove grow operations on-site and add processing of cannabis only on-site.	Approved March 2, 2023
Special Land Use	2017 N. Burdick, Tree Fellers	Review of a special land use for a contractor's storage yard operations. The application as presented did not meet special land use criteria.	Denied April 6, 2023
Site Plan Review	910 Jenks Blvd. Hope Reform Church	Review of an updated parking plan for Hope Reform Church to include the adjustment of parking spaces and inclusion of play structure.	Approved April 6, 2023
Special Land Use Site Plan Review	2016 N. Pitcher, Graphic Packaging	A special land use and site plan review to permit Graphic Packaging to construct a trucking/trailer storage facility on the Kalamazoo Township site. This was in compliance with EGLE requirements.	Approved May 4, 2023
Annual Renewal	1950 Ravine Rd. Superior Gravel	Annual gravel mine review for Superior Gravel.	Approved June 1, 2023
Annual Renewal	720 Mosel Ave. Peter's Construction	Annual gravel mine review for Peter's Construction.	Approved June 1, 2023
Annual Renewal	4274 Ravine Rd. Aggregate Resources	Annual gravel mine renewal for Aggregate Resources.	Approved June 1, 2023
Rezoning	411 Nazareth Rd.	To forward an approval recommendation to the Township Board for a rezoning from C-1 to R-2.	Approved June 1, 2023
Text Amendment	241 W. Mosel	To discuss a potential zoning ordinance text amendment, submitted by property owners at 241 W. Mosel, to permit retail cannabis grow facilities in the C-1 district.	No Action June 1, 2023
Site Plan Review Special Land Use	3809 E. Michigan, Consumers Concrete	A special land use and site plan review for an additional building located on-site for a new concrete crushing plant.	Approved July 6, 2023
Annual Renewal	2702 Ravine Rd. Hillside Gravel	Annual gravel mine renewal for Hillside Gravel.	Approved August 3, 2023
Fill Permit	2016 N. Pitcher, Graphic Packaging	A review of a fill permit to move the large dirt pile on-site and begin construction activities from approval. This is in compliance with EGLE.	Approved August 3, 2023
Site Plan Review	3809 E. Michigan, Consumers Concrete	A site plan review to discuss a building rotation from previous approved site plan.	Approved August 3, 2023
Annual Renewal	3800 Ravine Rd. Stoneco Gravel	Annual gravel mine renewal for Stoneco Gravel.	Approved September 7, 2023
Site Plan Review	2017 N. Burdick, Tree Fellers	A review for a proposed site plan to conduct wood products manufacturing, including furniture manufacturing on-site. Also, the Manufacturing, compounding, assembling, packaging, or treatment of articles or merchandise from previously prepared materials.	No Action September 7, 2023
Site Plan Review	2017 N. Burdick Tree Fellers	A review for a proposed site plan to conduct wood products manufacturing, including furniture manufacturing on-site. Also, the	No Action

		manufacturing, compounding, assembling, packaging, or treatment of articles or merchandise from previously prepared materials.	October 12, 2023
Special Land Use Site Plan Review	521 E. Mosel Cloud Cannabis	To build out a currently unoccupied portion of the building, located at 521 East Mosel, for a new tank room, office, operations, and storage.	Approved November 2, 2023
Special Land Use Site Plan Review	3735 Franklin SAIA Motor Freight	To redevelop/re-utilize the former motor freight trucking facility at 3735 Franklin Street in order to conduct motor freight warehousing and storage.	Approved November 2, 2023
Special Land Use Site Plan Review	521 E. Mosel Cloud Cannabis	To complete the final build-out of the existing building located at 521 E. Mosel.	Approved December 7, 2023
Site Plan Review	316 W. Mosel Maragret Daycare	To operate a daycare/childcare facility.	Approved December 7, 2023

AND MORE...

Home Occupation Ordinance

The Planning Commission worked for several months in 2022 on the review and update of the Township's Home Occupation Ordinance. Modeled after top recommendations for best practices from municipal attorneys in Michigan, the home occupation ordinance update includes:

- Categories of home occupations that vary in intensity with associated appropriate approval processes
- Clarifies ambiguities in the current ordinance language
- Offers flexibility to residents to operate businesses within the home
- Establishes a clear path from review, to approval, to enforcement

The ordinance text was approved by the Planning Commission and Township Board in February 2023.

Master Plan Update

A large undertaking headed by the Planning Commission in 2022 included the Township Master Plan update. The Planning Commission met several times, open to the public, in 2022 to workshop Master Plan content and led a public outreach campaign for a few months. The Master Plan is projected to be adopted in 2024.

Sol Smart

In January 2023, the Planning Commission listened to a presentation from the (former) Township Clerk, Mark Miller, regarding the status of the Township's solar energy regulations. Sol Smart conducts reviews of various solar ordinances to ensure that the regulations produce the highest quality results and promote alternative energy sources. It was identified that few areas of the Ordinance should be updated, but overall the current regulations are adequate.

Marijuana Business Fencing Requirements

Due to changing State laws regarding the removal fencing requirements for marijuana businesses, the Planning Commission moved to repeal the marijuana fencing requirements from Sections 8.02 VV, WW, and XX in March 2023. By doing so, marijuana business applicants would not be required to update their site to include fencing, which can become a cumbersome and expensive requirement for business owners in the Township.

2024-2029 Capital Improvements Program (CIP)

Trustee Leuty presented the 2024-2029 CIP in August 2023. The CIP assigns costs to the Township's vision, quantifies the expectations, and presents an annual plan for getting closer to that vision. It is in this role that the Township Administration has prepared the CIP to outline funding, expenditures, and other priorities.



Looking Ahead: 2024 Work Plan

In the coming year, the following are additional projects the Planning Commission may undertake:

By preserving what Kalamazoo Township already has, and enhancing those elements that can be improved, the Township can continue to support a high-quality place to live, work and play.

KALAMAZOO TOWNSHIP MASTER PLAN ADOPTION

One of the most important activities planned for 2024 is the adoption of the Kalamazoo Township Master Plan. The Master Plan is a policy guiding document that plays a significant role in shaping the future land use, transportation, sustainability, and other aspects of a community. Throughout 2024 and beyond, the Planning Commission will be working alongside Township Staff and the Township Board to adopt the Master Plan and implement the ideas and vision articulated within. Some significant themes of the Master Plan will include:

- Future land uses (e.g., planned residential densities, commercial corridors, industrial corridors, mixed-use areas, etc.)
- Aging in place and best practices in sustainability
- Future transportation (motorized and non-motorized)
- Zoning plan and zoning ordinance recommendations
- Action-oriented implementation plan

SCHEDULE OF REGULATIONS

In reviewing variance requests and by examining building permits submitted to the Township, it has become apparent that the Township's current schedule of regulations for several zoning districts are not reflective of the real-life built conditions in many areas of the Township. Most notably, the I-2, General Industrial District, R-2, Single & Two Family Residential District, and R-1, Single Family Residential District. In 2024, we will examine and run an analysis on the existing conditions for each of the Township's zoning districts and recommend any applicable changes as they relate to minimum lot size requirements, setback requirements, lot coverage requirements, and others.

OTHER ORDINANCE UPDATES

Throughout 2024, the Planning Commission and Township staff will intermittently examine and update other parts of the Township Zoning Ordinance to increase user-friendliness and clarity. Some of the ordinance updates that can be reviewed in 2024 are:

- Updating the sign ordinance in response to Reed v. Gilbert rulings
- Updating the outdoor storage setback requirement for Industrial Districts
- Updating ordinance provisions relating to landscaping and screening

WELLHEAD PROTECTION ORDINANCE

In 2023, the Township Board adopted a Wellhead Protection Ordinance. As such, in 2024 (and following years), The Planning Commission will expand site plan reviews to include drinking water protection in response to the Board of Trustees' adoption of a Wellhead Protection Ordinance in December 2023.

WIND AND SOLAR ENERGY

In 2023, the State of Michigan passed PA 233 and PA 234. The new language in these Acts set forth a regulatory process for the construction of wind and solar energy facilities in the State of Michigan – particularly “utility-scale” wind and solar energy facilities. PA 233 and PA 234 effectively preempt local governments to regulate:

- Any solar energy facility with a nameplate capacity of 50 megawatts or more
- Any wind energy facility with a nameplate capacity of 100 megawatts or more
- Any energy storage facility with nameplate capacity of 50 megawatts or more and an energy discharge capability of 200 megawatt hours or more

Into 2024, the Planning Commission will keep informed on any new information or guidelines that arise out of these new Acts. This includes examining and updating the Township's Zoning Ordinance to better comply with the State's decision. This includes Section 8.02.TT.2 of the zoning ordinance – which attempts to regulate utility-scale solar facilities of 50 megawatts or more.

From: [Eric Barkovich](#)
To: [Danielle Bouchard](#); [Kyle Mucha](#); [Todd Kowalski](#)
Cc: [Mr. Todd Hurley](#); [Lanternier, Gregg](#); [Carroll, Tim](#); [Jacob McDowell](#)
Subject: RE: GPI North Lot - January 2024 Progress Update
Date: Monday, January 15, 2024 4:06:42 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

All,

As you can imagine, the last 30 days have been slow out at GPI with the holidays and recent weather. Excavation has continued for the detention pond and additional silt fence has been installed. The job trailer is now set up and accessible near the middle of the site. Let us know if you have any questions.

Thanks,



Eric Barkovich, PE - Project Manager

D: 269.492.3306

M: 269.312.2081

ebarkovich@hurleystewart.com

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CREATIVE • RESPONSIVE • EFFICIENT • DECISIVE

From: Eric Barkovich <ebarkovich@hurleystewart.com>

Sent: Friday, December 15, 2023 8:58 AM

To: 'Danielle Bouchard' <dbouchard@mcka.com>; 'Kyle Mucha' <kmucha@mcka.com>; 'Todd Kowalski' <tckowalski@ktwp.org>

Cc: Mr. Todd Hurley (thurley@hurleystewart.com) <thurley@hurleystewart.com>; 'Lanternier, Gregg' <Gregg.Lanternier@graphicpkg.com>; 'Carroll, Tim' <Tim.Carroll@graphicpkg.com>; Jacob McDowell <jmcdowell@hurleystewart.com>

Subject: GPI North Lot - December Progress Update

All,

Touching base with our first progress update for the Graphic Packaging North Trailer Storage Lot project. Site work has consisted of crushing existing concrete and earth moving. Excavation has begun for the detention pond as well. Focus has been on the southeast portion of the site. H&S has been completing SESC inspections weekly and following rain events of ½" or greater. We are meeting regularly with the entire project team to ensure that everyone is on the same page as

construction progresses. Fishbeck has been in attendance at those meetings to provide environmental feedback and ensure the due care plan is being implemented.

Please reach out with any questions. Otherwise have a Happy Holidays!

Thanks,



2800 S. 11th St. Kalamazoo, MI 49009



Eric Barkovich, PE - Project Manager

D: 269.492.3306

M: 269.312.2081

ebarkovich@hurleystewart.com

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Alamo Township



Kalamazoo

January 8, 2024

To All Interested Parties:

On behalf of the Alamo Township Planning Commission and in accordance with Michigan Public Act 33 of 2008 and related amendments, this letter is to notify you that Alamo Township is initiating the process to complete an update of their Master Plan.

When a Township is intending to prepare a master plan update, it must notify by first class mail or personal delivery the following parties: the planning commission or elected body of any city, village, or township located within or contiguous to the township; the county planning commission; regional planning commission; public utilities, railroad company, and/or public transportation agency; and any government entity that registers its name to be notified. The notice of intent to plan should note that the Township is beginning a planning process and encourages and request cooperation and comments from all notified parties.

The Township requests any comments or suggestions that you believe should be addressed as part of this planning effort. Later in the process, the Township will send an additional notice informing a draft of the master plan update is available for public review and comment, as required by the Act. At that time, the Township would welcome any comments on the plan's content.

PLEASE BE NOTIFIED that you are invited to send your opinions, comments, suggestions, or questions to Alamo Township (Attn: Julie Johnston, Planning Consultant), 7901 North 6th Street, Kalamazoo, MI 49009 or by email to jjohnstonzoning@gmail.com.

The Township Planning Commission looks forward to your participation in this process.

Sincerely,

Julie Johnston, AICP

On behalf of Alamo Township Planning Commission