

Agenda  
Natural Features Protection Review Board  
December 10, 2019  
Meeting Minutes

Community Room, Second Floor, City Hall, 241 W. South Street

4:00 p.m.

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A. Call to Order

The board chair called the meeting to order at 4:10 PM

B. Roll Call and Excuse Absent Members

Members present: Kyle Martin, Bobby Glasser, Ashley Cole-Wick, Allan Sylvester, Paul MacNellis, Erin Fuller, and Mitch Lettow

Members absent: none

Staff present: Jamie McCarthy, Nolan Bergstrom

C. Adoption of Agenda

A motion was made by Mr. Martin to approve the agenda, motion supported by Ms. Cole-Wick. Agenda was adopted by unanimous voice vote.

D. Adoption of Meeting Minutes, October 8 and November 12

A motion was made by Mr. Sylvester to approve the minutes from October 8 and November 12, motion supported by Ms. Cole-Wick. The minutes were approved by unanimous voice vote.

E. New Business:

1. Review and approval of the NFP Supplemental Site Plan Application for a demolition project at 500 Golden Drive.

Ms. McCarthy introduced the project and explained the application for demolition at 500 Golden Drive. The Heritage Community of Kalamazoo plans to build new senior housing at the site in 2020. The applicant is seeking to demolish existing structures at the property by the end of 2019.

The Executive Director for Heritage Community of Kalamazoo provided background on the project, explaining the need for senior housing in Kalamazoo and the demolition/construction timeline.

The engineering firm Byce & Associates presented the NFP Review Board with site

- Changes to the shrubs around the building on the landscape sheet are acceptable and conform to Chapter 50 NFP restrictions.
- The board noted that Japanese Knotweed located on the property is highly invasive and destructive and should be handled carefully. Board members offered to provide resources on removal best practices.
- The NFP portion of the site plan is acceptable, except that stormwater controls must be approved during regular site plan review by the City water resources engineer and the retaining wall approved by building review with required engineer stamped drawings.

Mr. Sylvester made a motion to approve the NFP site plan with the conditions above; the motion was supported by Ms. Cole-Wick. The NFP site plan was approved unanimously by roll call vote.

F. Old Business (none)

G. Board Comments

Board members instructed staff to look into better ways to view the NFP site plans ahead of meetings. The print on many of the documents is difficult to view on a computer screen. Staff will consider how to have printed versions or other options available at our office ahead of NFP Review Board meetings.

H. Citizen Comments (none)

L. Adjourn Meeting (5:35 PM)

APPROVED BY:

Mitchell Lettow  
 Name  
[Signature]  
 Signature  
02/25/20  
 Date

JMcCarthy  
 Jamie McCarthy/Recording Secretary  
2/4/20  
 Date