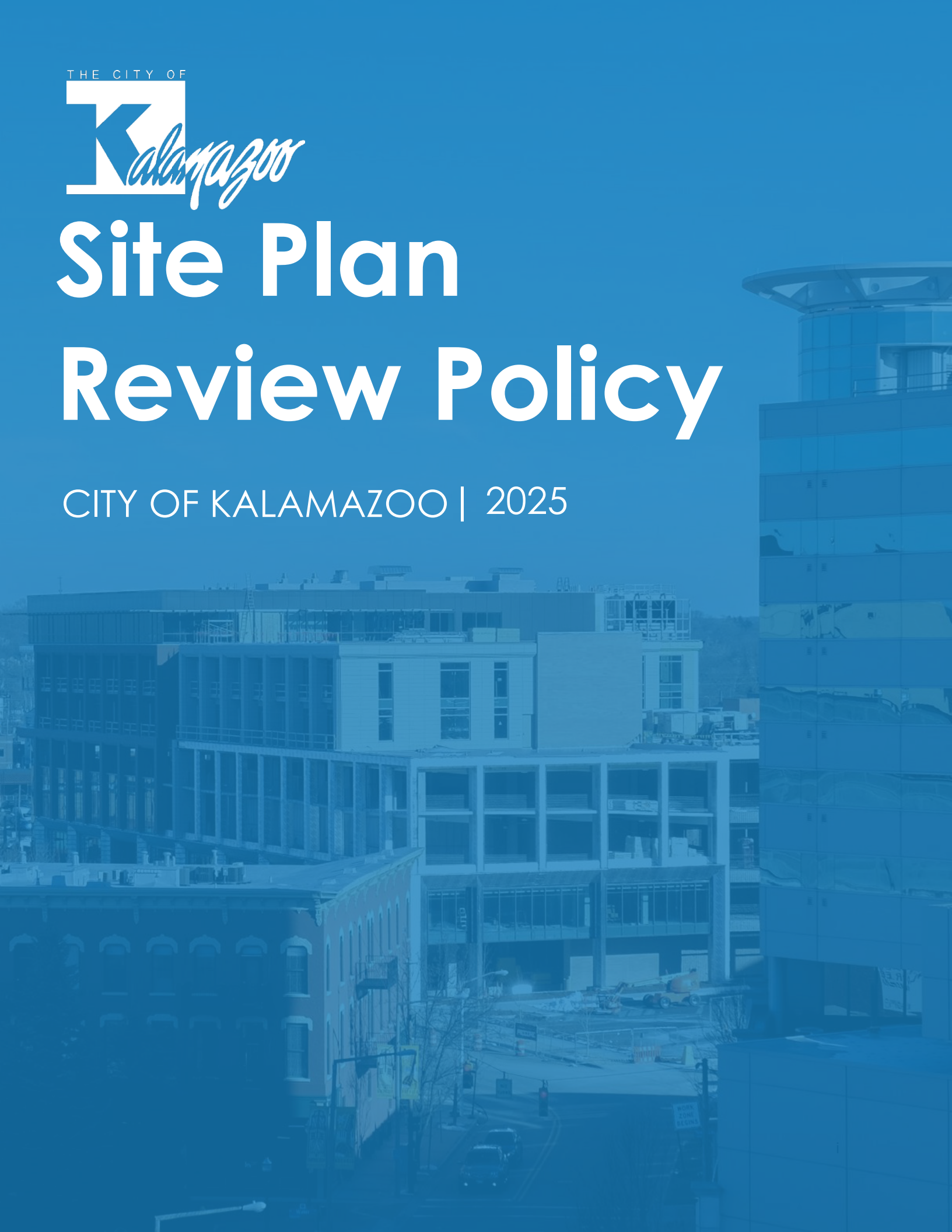


THE CITY OF



Site Plan Review Policy

CITY OF KALAMAZOO | 2025



Navigating this Document.

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Accessibility Statement.

Site Plan Review meetings are held virtually. To request accommodations of any kind (in-person meeting option, audio/visual aids, or other accommodations) please contact 311 at **311@kalamazoocity.org** or call (269) 337-8000

Acronym Key.

- **CD Secretary** – Community Development Secretary
- **CoK** – City of Kalamazoo
- **CPED** – Community Planning and Economic Development
- **CSI Form** – Chemical Inventory & Storage Form
- **EGLE** – Michigan Department of Environment, Great Lakes, and Energy
- **SPRC** – Site Plan Review Committee
- **SWA** - Stormwater Agreement
- **MEDC** – Michigan Economic Development Corporation
- **RRC** – Redevelopment Ready Communities
- **NFP** – Natural Features Protection (Overlay District)
- **IT** – Information Technology
- **LIHTC** – Low Income Housing Tax Credit
- **MSHDA** – Michigan State Housing Development Authority

Definitions.

- **Complete Application for Checklist Meeting** - Applicant will need to have a clearly defined scope of work, completed Checklist Application (name, date, address, scope of work), and *preliminary plans to present (OPTIONAL)*.
- **Complete Application for Site Plan Review Meeting** -
 - Name, date, scope of work.
 - SPRC-completed Checklist (completed during the Checklist Meeting).
 - Sheet refereneces for each Checklist item.
 - Finalized plans to present.
 - Additional information (such as environmental reports, CSI Form, Stormwater Calculations, Due Care Plan, Spill Containment Plan, SWA, etc.)
- **Site Plan Approval** -A plan that has gone through both the Checklist Meeting and Full Site Plan Review and is found to be in compliance with all City of Kalamazoo standards and regulations, as determined by the SPRC. An applicant will receive a Site Plan Approval Letter and stamped approved plans for their records.

- **Conditional Site Plan Approval (for LIHTC Projects)** - May be an option for qualified LIHTC Projects, in acknowledgement of the LIHTC program deadlines. An applicant must attend one or more site plan meetings for the Committee to review the plans and confirm there is sufficient information to determine that the plan would not change due to a concern, additional approvals, or from a lack of information. Conditionally approved plans may advance into Full Site Plan Review at any time.
- **Site Plan Amendment** - If a design change or field adjustment occurs after a project has received Site Plan Approval, a Site Plan Amendment is required. An applicant is required to submit an Amendment request in writing to the Planner I with a summary of the proposed change and revised plans. The Planner I will review the request, and if sufficient, will distribute the revised plans to the relevant Committee members for their review. Amendment requests are subject to an additional fee, as outlined in the CoK Fee Schedule.

OVERVIEW OF POLICY

Applicable Property.

This policy applies to all development and redevelopment projects within the jurisdictional boundaries of the City of Kalamazoo (CoK). Reference § A-8.3H of the Zoning Ordinance to learn more about projects that are exempt from the Site Plan Review process.

Please Note:

1. Projects that are exempt from the Site Plan Review process are still subject to all applicable CoK permits.
2. A project, in its entirety, must meet all CoK standards and requirements for approval. CoK does not issue conditional site plan approvals¹.

Background.

This policy document was prepared with input from CoK staff and area partners including developers, contractors, architects, and engineers who participate in the City's Site Plan Review process.

1. Document Ownership.

1.1 Authorization.

Community Planning & Economic Development (CPED) Director.

1.2 Prepared By.

Planner I.

1.3 Reviewed by.

Site Plan Review Committee (SPRC), CPED Staff and all applicable CoK Staff.

1.4 Update Responsibilities.

Planner I.

¹ Please see **Section 9** for more information on LIHTC Projects.

2. Purpose of Policy.

- The primary purpose of this policy document is to outline the City's Site Plan Review process, identify the CoK Staff members who implement and track the process, and specify all staff and applicant/developer expectations.
- The secondary purpose is to align the City's Site Plan Review process with the State of Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) Development Review Policy and Procedures best practices.
- This policy document strives to create a standard process that promotes efficiency in the Site Plan Review process for both the SPRC and interested developers.
- This policy is intended to support responsible growth and development in the community, ensuring that the City of Kalamazoo is a community where people want to live, work and play.
- This policy is intended to be the guidebook for the SPRC and interested developers.

3. Site Plan Review Committee.

Execution of this policy requires input from several City Departments working together to review and approve plans that promote compliant development in the City of Kalamazoo. The SPRC was established to review development plans and consists of the following CoK Staff from several departments:

3.1 CPED

- Planner I, Building Official, and Zoning Administrator.
- Projects within the following Overlay Districts will be reviewed by additional CPED Staff:
 - *Community Planner* – When the project falls within the Natural Features Protection (NFP) District
 - *Historic Preservation Coordinator* – when the project falls within a CoK Historic District.

3.2 Public Services

- *Traffic Division* – Traffic Engineer
- *Water Resource Division* – Environmental Resources Manager
- *Engineering Division* – Water and Stormwater Senior Civil Engineers
- *Wastewater Division* – Wastewater Senior Civil Engineer

3.3 Public Safety

- CoK Fire Marshal

Please note that assistance may also be provided by the offices of the City Attorney, Clerk, Assessor, Treasurer, Economic Development, and Parks and Recreation Department depending on the project.

3.4 Committee Attendance.

Committee attendance by the noted CoK Staff is required.

3.5 Committee Alternates.

Each Committee member must designate an alternate member and notify the Planner I of the designee.

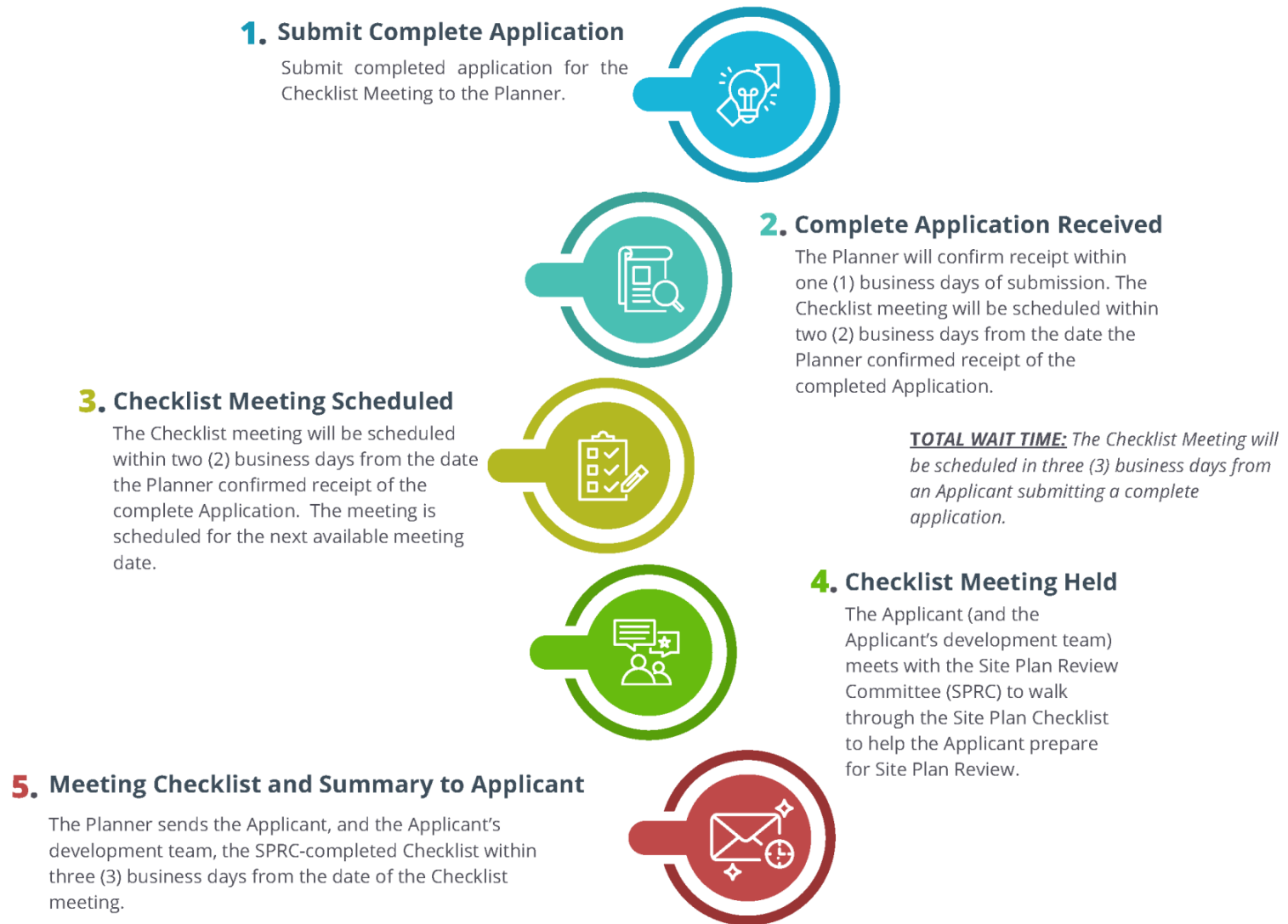
Table 1: SPRC Members and Designated Alternates

| SPRC MEMBER | ALTERNATE MEMBER |
|---|---|
| PLANNER I | ASSISTANT CITY PLANNER |
| ZONING ADMINISTRATOR | PLANNER I / ASSISTANT CITY PLANNER |
| BUILDING OFFICIAL | BUILDING INSPECTOR & PLAN REVIEWER |
| FIRE MARSHAL I / II | FIRE MARSHAL II / I |
| SENIOR CIVIL ENGINEER - WATER | ASSISTANT CITY ENGINEER - WATER |
| SENIOR CIVIL ENGINEER - STORMWATER | ALTERNATE SENIOR CIVIL ENGINEER - STORMWATER |
| SENIOR CIVIL ENGINEER - WASTEWATER | ASSISTANT CITY ENGINEER - WASTEWATER |
| ENVIRONMENTAL PROGRAMS MANAGER | DIRECTOR OF PUBLIC SERVICES & CITY ENGINEER |
| TRAFFIC ENGINEER | ASSISTANT DIRECTOR - PUBLIC WORKS DIVISION |

REVIEW MEETING TYPES:

- 1. Checklist Meeting**
- 2. Site Plan Review**

Steps to Checklist Meeting



4. Checklist Meeting - Required

4.1 Purpose.

An opportunity for the Applicant and their design professional (if applicable) to meet with the SPRC and walk through all items on the Full Site Plan Review Checklist - a document required for site plan review and approval. To prepare for this meeting, please review the Checklist and come prepared to ask the SPRC any questions you may have regarding the items outlined in the Checklist. Please also feel free to ask general questions about the development process and moving into Site Plan Review.

Think of this meeting as the foundation of the site plan review process. Be prepared to discuss your project in detail and learn more about the specific Code requirements from each Committee Member's area of expertise!

Overview of Checklist Meeting Workflow. See Figure 1 below.

Submit completed application for the Checklist Meeting to the Planner I. Planner I will confirm receipt within one (1) business days of submission.

- Once a completed application² has been confirmed by the Planner, the Planner will schedule the meeting within two (2) business days.
 - From the date of Planner I confirming receipt of the completed submission and scheduling the Checklist Meeting – Three (3) business days.
- Checklist Meeting will be scheduled for the next available meeting date.
- Meeting held.
- Planner I sends the Applicant / Developer the SPRC markup of the Checklist within three (3) business days of the scheduled Checklist Meeting.

² A completed Application for a Checklist Meeting means that the application-portion of the Application is 100% filled out.

4.2 Application Review.

For the Planner I to schedule a Checklist meeting, the applicant must submit a completed application and have a defined scope of work finalized. Preliminary plans are not required, however, may be helpful.

4.3 Checklist Meeting Scheduling.

Once the Planner I confirms application completeness, the Planner I will schedule the Checklist Meeting. Scheduling will be based on the following timeline:






- Meetings will be scheduled in the order received (Monday as the weekly deadline day). Projects submitted on Monday's will be scheduled for the following Wednesday or the next available meeting date. *See Figure 2 below.*

4.4 Applicant / Development Team Expectations.

- Submit completed application.
 - If the Planner I determines the Application is incomplete, the Planner I will communicate to the applicant, in writing, the information needed to schedule the Checklist Meeting.
- Once scheduled, prepare for Checklist Meeting.
 - Prepare specific questions referencing the Site Plan Checklist.
 - Ensure that the applicant and the design professional (if applicable) will attend the meeting.
- Attend Checklist Meeting.
 - Be prepared to walk the SPRC through the project.
- Review the meeting summary / SPRC Checklist mark-up once received from the Planner I.

Figure 2: Checklist Meeting – Scheduling Example

Checklist Meeting Scheduling Example

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|--|--|---|--|
| | | | | |
| 2 | 3 | 4 |  <p>Applicant submits completed application for the Checklist Meeting to the Planner.</p> |  <p>The Planner will confirm receipt within one (1) business days of submission.</p> |
| 9 |  <p>The Planner will schedule the Checklist meeting within two (2) business days of confirming receipt.</p> | 11 | 12 | 13 |
| 16 | 17 |  <p>CHECKLIST MEETING HELD</p> | 19 |  <p>The Planner sends the Applicant the completed Checklist within three (3) business days.</p> |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

4.5 City Staff Expectations.

- **Planner I.** Will serve as the liaison between the SPRC and the applicant throughout the entire development process. The Planner I will also walk through checklist and facilitate discussion between the SPRC and the applicant to ensure transparent messaging of all feedback and expectations.
- **Committee.** Will attend the Checklist Meeting, being prepared to walk through the Site Plan Review Checklist with the applicant and provide Code references.

4.6 Responsibilities of Planner I.

Internal

If determined to be complete:

- Save all documents submitted by the applicant / developer onto City servers and upload to BSA under the property record.
- Schedule the project for a Checklist Meeting for the next available meeting date, per **Section 4.3** of this Policy.
- Communicate all scheduled Checklists Meetings to the SPRC via email (send to 'Site Plan Review Committee' email group in Outlook) and schedule via Outlook calendar invite.
 - Attach the completed application, which provides an overview of project details.
 - Ensure that the virtual meeting information (Microsoft Teams) has been provided in this email.
- Run the Checklist Meeting.

Planner I's Steps for leading the Checklist Meeting:

1. Record the meeting and start the meeting transcription.
2. Introduce the applicant / developer.
3. Introduce the SPRC.
4. Invite the applicant to introduce the proposed project. If plans were prepared, the applicant may share their screen to walk the SPRC through project details shown.
5. Facilitate the discussion and ask each SPRC member to walk through their relevant Checklist items.
6. Assist the Community Development (CD) Secretary in taking meeting notes. The Planner I, with the CD Secretary's assistance, will work through the Checklist, item-by item, and record all CoK Code Sections referenced.
7. Discuss next steps in the review process.

Responsibilities of Planner I.

External

- Confirm receipt of the Checklist Meeting application within one (1) business day.
- Planner I will review the submission, and if complete, will send the applicant an email with meeting information (date, time, virtual meeting information) within two (2) business days of confirming receipt. The Checklist Meeting will be scheduled for the next available meeting date per **Section 4.3** of this Policy.
- Will send a meeting reminder to the applicant with all necessary information (meeting date, time, and virtual meeting information) at least one (1) business day prior to the scheduled Checklist Meeting.
- During the Checklist Meeting, the Planner I will invite the applicant to introduce themselves and the proposed project.
- To end the meeting, the Planner I will communicate next steps in the development process.
- Send Meeting Review Summary with SPRC Checklist markup to applicant within three (3) business days after the meeting.
- Be available to answer any questions the applicant may have after the Checklist Meeting.

4.7 Responsibilities of SPRC.

Internal

- Attend all scheduled Checklist Meetings ready to provide feedback.
 - If unable to attend, communicate with your assigned SPRC alternate member to attend in your place.
- Each SPRC member will walk through their relevant section of the Site Plan Checklist and provide the applicant with all applicable code requirements and other necessary information based on the information provided to you during this meeting.
 - Feedback provided to the applicant requires the SPRC to identify specific Code requirements relevant to the project's scope of work.

Responsibilities of SPRC.

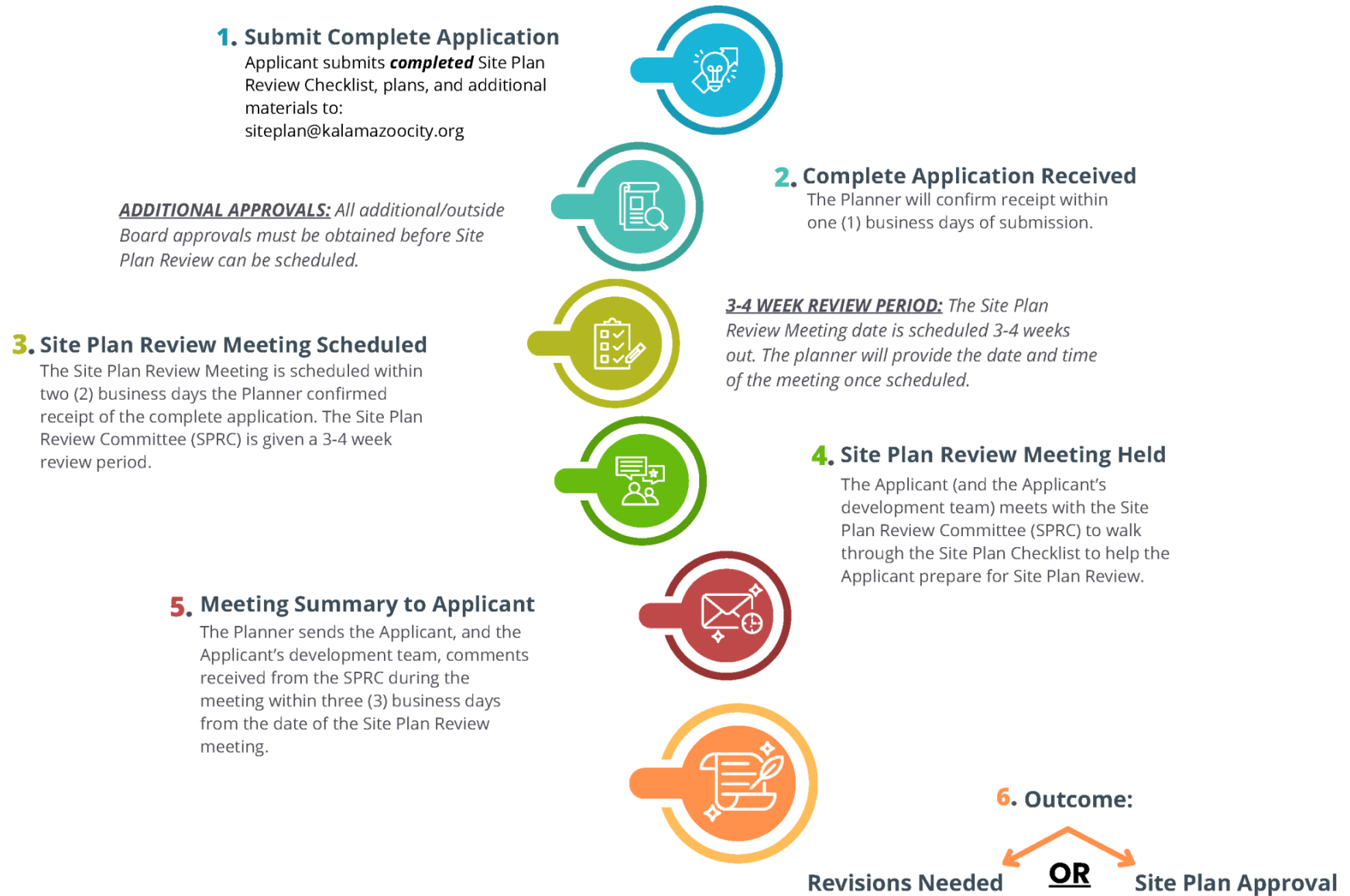
External

- Provide the applicant with specific CoK Code references.
- Inform the applicant of all required permits and Board approvals (when applicable).

4.8 Meeting Summary. The Planner I will send a Checklist Meeting summary email to the applicant within three (3) business days of the Checklist Meeting. This email will include a summary of the meeting's discussion, provide the team with the Site Plan Checklist mark-up of all SPRC comments and Code references, and will outline next steps in the process.

Figure 3: Site Plan Review – Overview

Overview to Site Plan Review



5. Site Plan Review – Required.

5.1 Purpose.

Site Plan Review meetings are designed for projects that are permitted by zoning (by-right or through additional approvals (i.e. ZBA and Planning Commission) and that have gone through the Checklist Meeting. Applicants applying for Site Plan Review are required to provide a completed Site Plan Checklist³. Welcome to the final stage of the site plan review process!

Let's say you have attended the Checklist Meeting, received feedback and Code references, obtained additional approvals (such as a variance granted by the ZBA) and are now ready to submit the final site plan. Great! If the submitted materials are determined to be complete by the Planner I, a Site Plan Review Meeting will be scheduled.

5.2 Overview of Site Plan Meeting Workflow. See Figure 3 below.

- Submit Site Plan to **siteplan@kalamazoo-city.org** – Planner I will confirm receipt of Site Plan Review Checklist / Application submissions within one (1) business day of the submission date.
- Planner I verifies all necessary approvals, such as NFP, Planning Commission, ZBA have been received.

If public board approvals are pending or have not been obtained, the Planner I will not process or distribute the submittal.

Once these approvals have been received:

- Processing and Distributing of Completed Application / Checklist - Within two (2) business days from when Planner I confirms receipt.
- Planner will notify the Community Development (CD) Secretary of all invoices generated for Site Plan Review as soon as a site plan review meeting is scheduled, and meeting information has been distributed to the SPRC and the applicant.
- CD Secretary to email a copy of the site plan review invoice to the applicant and include options for making payment.
- 3-4 week review period by the SPRC, as outlined in Section 5.3 of this Policy.
- SPRC members review plans, noting any deficiencies, and provide comments/feedback into BSA.
- Planner I sends initial review comments to the applicant – Three (3) business days before the scheduled site plan meeting.
- Site Plan Review meeting held.

³ For Site Plan Review, the Checklist / Application is required to be 100% filled out. If an item does not apply to your project, please write 'N/A'. A completed application must also include the SPRC Checklist mark-up provided to the applicant / design professional after the Checklist Meeting and must include all other identified supporting documents (i.e. CSI Form, Stormwater Calculations, Draft Stormwater Agreement with Exhibits, etc.).

After Site Plan Review Meeting:

- Meeting review summary sent to applicant– Within three (3) business days after the meeting.
 - Meetings are held on Wednesday's. The review summary is sent on Friday of the same week.
- Revision Period (if necessary)
 - When complete, please send revisions to:
siteplan@kalamazoocity.org
- Submit Updated Site Plan– Planner I will confirm receipt within two (2) business days after submission.
- Planner processes and distributes the completed revised plans and supporting documents to the relevant SPRC members within three (3) business days of confirming receipt.

If the plan meets all required changes as noted by the SPRC:

- The site plan is approved.

If revisions are still needed:

- Additional revision periods will occur until the plan meets all CoK standards noted by the SPRC.
- The site plan is approved when the the entire SPRC approves the revised plans.

The issuance of Site Plan Approval means that the project complies with all CoK standards, has no outstanding site plan review fees, and has received all necessary public board approvals.








5.3 Application Review and Meeting Scheduling.

For the Planner I to schedule a Site Plan Review meeting, the applicant must submit (digitally, if feasible) the following items:

- **Site Plan Review Checklist (from the Checklist Meeting).** Within the 'Page References' column of the Checklist, please include specific plan sheet numbers where the SPRC can find the Checklist item.
- **Site Plans.** After attending the Checklist Meeting, please make any changes necessary to the plan set and call out all items requested by the SPRC.
- **Supporting Documents.** Along with the Checklist and Site Plan, please include any additional information / supporting documentation for the proposed scope of work.
 - Examples of supporting documents include environmental reports, a completed CSI Form, Stormwater Calculations, SWA, Due Care Plan, etc.
- Once the Planner I confirms the application is complete – The Site Plan Review meeting will be scheduled in 3-4 weeks, or as schedule allows. See Figure 4 below.

Figure 4: Site Plan Review – Scheduling Example

Site Plan Review Meeting Scheduling Example

| Monday | | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|-----------|--|---|
| KEY: 3-WEEK SPRC REVIEW PERIOD ——— 4-WEEK SPRC REVIEW PERIOD | | | 3 |  Applicant submits completed Site Plan Review Checklist, plans, and additional materials. |  The Planner will confirm receipt within one (1) business days of submission. |
| 8 |  The Planner will schedule the SPR Meeting within two (2) business days of confirming receipt. | | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 | |
| 20 | 21 | 22 | 23 | 24 | |
| 27 | 28 |  SPR MEETING HELD (3-WEEK REVIEW PERIOD) | 30 |  The Planner sends the Meeting Summary with comments for revisions or sends SPR Approval. | |
| 3 | 4 |  SPR MEETING HELD (4-WEEK REVIEW PERIOD) | 6 |  The Planner sends the Meeting Summary with comments for revisions or sends SPR Approval. | |

5.4 Applicant / Development Team Expectations.

- Submit completed application.
- If the Planner I determines application is incomplete, an email will be sent to the applicant identifying the items that need to be submitted / revised for a Site Plan Review Meeting to be scheduled.

If determined complete:

- Site Plan Review Meeting scheduled.
 - Prepare specific questions for the SPRC by identifying which Checklist items the applicant (or development team) needs clarification on.
 - Ensure that the applicant will be in attendance. Members from the applicant's development team may also attend the Site Plan Review meeting.
- Attend Site Plan Review Meeting.
 - Be prepared to walk the SPRC through the proposed plan set by sharing your computer screen. Please focus your overview of the project on any specific changes made since the Checklist Meeting.

After the review meeting:

- Review the meeting summary provided by the Planner I.

5.5 City Staff Expectations.

- **Planner I.** Will serve as the liaison between the SPRC and the applicant team throughout the entire development process. During the Site Plan Review Meeting, the Planner I will facilitate discussion between the SPRC and development team, focusing on the necessary revisions identified during the Checklist Meeting.
- **Committee.** Will provide feedback in BSA on or before the deadline stated by the Planner I (3-4 weeks as outlined in **Section 5.3** of this Policy).
- This feedback is required to be included into BSA no more than five (5) days before the scheduled Site Plan Review Meeting (Friday before the scheduled Wednesday Site Plan meeting). This feedback clearly communicates any Site Plan Review Checklist items still missing on the updated Checklist and provided plans.

5.6 Responsibilities of Planner I.

Internal

- Save all documents submitted by the applicant onto City servers and upload in BSA.
- Start a Bluebeam Session and assign reviews to all SPRC members and necessary "by project" reviewers.
- Send SPRC calendar holds. Send reminders to the SPRC using Microsoft Outlook calendar holds. Initial SPR calendar invitation will include review type (Site Plan Review), project address, brief description of the project, and meeting information such as date, time, and virtual meeting information.

External

- Confirm receipt of the Site Plan Review Checklist/Application within one (1) business day of submitting a completed Application and supporting materials.
- Planner I will review the submission.
- If the application is complete, the Planner I will send the applicant an email within two (2) business days after confirming receipt of the submission. This email will include the following information:
 - Meeting date, time, and location. Meetings are scheduled 3-4 weeks from the date the Planner I has received a completed application, or as site plan schedule allows.
 - Site Plan invoice and options for submitting payment.
- Initial Review comments received from the SPRC will be sent to the applicant no later than five (5) days (Friday) before the scheduled Site Plan Review Meeting (Wednesday).
- Meeting reminder sent to the applicant with all necessary information (meeting date, time, and virtual meeting information) at least one (1) business day before the scheduled Site Plan Review Meeting.
- Run the Site Plan Review meeting and invite the applicant to introduce themselves and walk through the proposed project with the SPRC.
- Communicate next steps of the process to the applicant the end of the Site Plan Review Meeting.

- Send the Meeting Review Summary with the SPRC Checklist markup to applicant within three (3) days after the meeting (Friday).
 - Within this email, the Planner I will include the remaining steps for Site Plan Approval.
- Be available to answer any questions the applicant may have after the Site Plan Review Meeting.

5.7 Responsibilities of SPRC.

Internal

- Complete all assigned reviews and include comments in BSA by the deadline – Five (5) days before the scheduled Site Plan Review Meeting (on Friday).
- Attend all scheduled Site Plan Review Meetings ready to explain review comments and concerns, referencing COK Code Standards.
 - If unable to attend, communicate with your assigned SPRC alternate member to attend in your place.

External

- Be prepared to explain initial review comments to the applicant.
- Share additional concerns or general comments to the applicant during the Site Plan Review Meeting.
- If the applicant team needs further explanation of any Checklist item or a review comment, the SPRC answers any emails sent by the applicant or by the Planner I.

5.8 Meeting Summary.

The Planner I will send a summary email to the applicant within three (3) business days of the Site Plan Review meeting. This email is sent the Friday after the Wednesday Site Plan Review meeting and will include a summary of the meeting discussion, an updated Site Plan Checklist that includes items to address or identify on the revised plans.

**MEETING
DECISION /
OUTCOME**

6. Outcome - Revisions Necessary.

6.1 Purpose.

The purpose of this step is to provide for the review of the revised Site Plan and project checklist to ensure it addresses the comments and changes identified by the Committee.

6.2 Submittal of Revised Site Plan.

Upon completing the revisions based on the Committee's review as summarized in the Site Plan Checklist, the applicant submits the revised plans.

- Revisions are reviewed by the Planner I to verify the SPRC review comments have been addressed.
- Depending on the level of review or the number of Committee members requesting revisions, the Planner I distributes the revised plans and any supporting documents to the SPRC for review.

6.3 Review by Planner I and SPRC.

The Planner I reviews the revised plans for compliance with the Committee's review as summarized in the Site Plan Review Checklist.

If the Planner I determines the revisions are complete, the Planner I will distribute the revised plans to the relevant SPRC members (as determined by the Planner I).

If revisions are determined incomplete by Planner I:

- Planner I provides a list of the missing information to the applicant using the project's Site Plan Checklist.
- Planner I will keep in touch with the Project Manager or directly with the applicant on a bi-monthly basis to determine the status for up to twelve (12) months after the Committee meeting.

6.4 Items to note during the revision period.

- *Reapplication.* The applicant will need to re-apply for Site Plan Review if the revised site plan is not submitted for approval within one (1) year of the Site Plan Review Meeting.
- *Permits.* Construction or site preparation permits will not be approved without an approved Site Plan.
- *Records Updated.* Planner I will track a project's status until the project is closed through approval or time lapse.

7. Outcome - Site Plan Approval.

7.1 Purpose.

Site Plan Approval is the last step in the site plan review process. After Site Plan Approval, the applicant may apply for all necessary permit applications. The Site Plan is approved if the Planner I finds that all requested revisions are completed, all CoK Code requirements have been met, and the applicant has received all required Board approvals for the proposed project.

7.2 Site Plan Approval.

If all requirements have been met, the Planner I will approve the Site Plan Review application.

- *Letter.* The Planner approves all Site Plans with the issuance of the Site Plan Approval Letter to the applicant and development team.
- *Plans.* Site Plans are approved, signed, and dated by the Planner I.

7.3 Planner I Responsibilities after Issuing Site Plan Approval.

- *Records Updated.* Planner I tracks the status of all projects that have received Site Plan Approval.
- *Approval Notice to the SPRC.* The Planner I notifies the Committee of every project that has received Site Plan Approval.
- *Expiration⁴.* If building and/or construction permits have not been applied for by the expiration date outline in the CoK Zoning Ordinance, the applicant will need to reapply for Site Plan Review, starting at the Checklist Meeting. The Planner I will communicate directly with the Building / Trades staff regarding projects that have received Site Plan Approval to monitor this.

7.4 CD Secretary Responsibilities after Site Plan Approval.

- *Records Updated.* CD Secretary assists Planner I in tracking site plan approvals to ensure the one-year approval expiration is proactively monitored and applicants are notified ahead of expiration.
- *Updating Site Plan Review Spreadsheet.* CD Secretary updates the Site Plan Review Spreadsheet to reflect the change in project status 'Project Under Review' to 'Site Plan Approved'.

⁴ Due to the many moving pieces of LIHTC Projects, these projects are granted an additional six (6) months before the site plan approval is considered expired. Once expired, LIHTC must reapply using the same process as all other expired projects.

AFTER SITE PLAN REVIEW

8. Post Site Plan Approval - Amendments.

8.1 Purpose.

Plans can change. CoK Staff knows that development is no exception. However, deviations from the approved site plan may need further review by the Planner I and/or the SPRC.

8.2 Requesting an Amendment.

- After a site plan review has been approved, if there are any necessary changes from what the SPRC has approved, the applicant must let the Planner I know via email by requesting an amendment to an approved site plan.
- Please email **siteplan@kalamazoo-city.org** to request a site plan amendment.
 - In this email, please include details of the proposed changes, as well as mark ups to the approved plan set that clearly identifies the changes proposed.
- The Planner I will confirm receipt of amended plans within one (1) business day of the request.
- The Planner I will distribute this information to the relevant SPRC members and inform the applicant / design professional of this update within two (2) business days, if found to be complete.
 - The Planner I will also determine the level of review needed, following the CoK Fee Schedule for amendments – Admin amendment by Planner I, partial SPRC review, or full SPRC review.

If no revisions necessary:

- The Site Plan Amendment is approved⁵.

If revisions necessary:

- When complete, please send revisions to
- **siteplan@kalamazoo-city.org** – Planner I will confirm receipt within one (1) business days of submission.
- The Planner I processes and distributes the revised plans to the relevant SPRC members –Within two (2) business days of confirming receipt.
- If the plan meets all required changes as noted by the SPRC, the Site Plan Amendment is approved*.

⁵ It is the responsibility of the applicant / development team to verify that the approved site plan amendment does not impact the status of permits that have been issued. Changes to the site plan / scope of work may also require revised or new permit applications to be submitted.

8.3 Amendment to an Approved Site Plan – Approval Issued.

If all requirements have been met, the Planner I will approve the amended site plan.

- *Letter.* The Planner I approves amendments to site plans with the issuance of the revised site plan approval letter to the applicant and developer. This revised letter documents the approved amendment.
- *Plans.* Amended site plans are approved, signed, and dated by the Planner I.

Figure 5: Process for Requesting an Amendment

Requesting a Site Plan Amendment

1. Submit Formal Amendment Request

Following Site Plan Approval, if there are any adjustments needed, please email the Planner at siteplan@kalamazoo-city.org to request an amendment to the approved plans. Provide **complete** information - updated plans and an overview of the proposed changes.



2. Complete Amendment Request Received

The Planner will confirm receipt within one (1) business days of submission.



3. Administrative Review or SPRC Review

The plans and overview provided for the amendment request will be reviewed administratively by the Planner, or distributed to the SPRC, within two (2) business days from the date the Planner confirmed receipt of the request.



TOTAL WAIT TIME: *The Amendment Request will start being reviewed within three (3) business days of Applicant submitting a complete request.*

5-10 BUSINESS DAY REVIEW PERIOD: *There is a review period of 5-10 business days for all amendment requests.*



4. Determination of Request

The Planner will provide the Applicant, and the Applicant's development team, with the determination of the amendment request - revisions needed or approval.

CONDITIONAL APPROVAL EXCEPTIONS

9. Low Income Housing Tax Credit (LIHTC)

9.1 Purpose.

Administered by Michigan State Housing Development Authority (MSHDA), the LIHTC Program is intended to “increase and preserve affordable rental housing with a credit to investors against taxable income” (State of Michigan). Due to funding deadlines, the site plan process considers one exception to the process – conditional approval for eligible projects that are seeking LIHTC funding. Conditional approvals for LIHTC **are not a given** and must meet all requirements as identified by the SPRC to ensure project feasibility.

9.2 Process for Requesting Conditional approval for LIHTC.

- If seeking LIHTC funding, the applicant shall reach out to the Community Investment Manager to learn more about the City's intake of such requests and the deadlines impacting this process.
- For Conditional Site Plan Approval consideration, the applicant must email the Planner I with such request.
- Seeking conditional approval for LIHTC does not guarantee such approval. These projects will be reviewed following the standard CoK site plan process and shall meet all CoK standards and requirements.
- For conditional site plan approval, the SPRC must receive all information determined necessary to make their decision. Plans must be as detailed as possible.

9.3 Conditional Approval Decision.

If the Committee determines enough information has been provided to move forward with conditional site plan approval, then the process follows these next steps:

- The Planner I sends the applicant a letter stating the conditional approval status and includes any additional conditions with this decision. An example “condition” tied to conditional approval would be the requirement of State/Federal approvals (i.e. EGLE approval).
- After the Planner I distributes the conditional approval letter, the applicant continues working with the Community Investment Manager and additional Economic Development Staff for the remainder of the LIHTC application.
- The Planner I's role in the LIHTC process concludes after the SPRC makes their determination, and resumes when the project is ready to move forward in the site plan process.

INTERNAL SITE PLAN MAINTENANCE

10. Site Plan Review Maintenance.

10.1 Purpose.

The intent of this step is to ensure the process is operating efficiently for both the CoK and the applicant / developer.

- *Semi Annual Check-in.* The SPRC will meet every six months to discuss recent Site Plan Review projects and the review process.
- *Site Plan Review Tracking.* The Planner I will track all projects under review to measure the success of the review process. This includes timelines, submittal and comments received by applicants.

11. CoK Support and Implementation.

11.1 Purpose.

The Site Plan Review Policy is understood and prioritized throughout the CoK. Directors, Divisional Managers, Technical Staff, and Administrative Staff all have a key role in ensuring the success of the Site Plan Review Process. As a result, applicants have a clear understanding of the process and can reach out to knowledgeable staff for assistance!

11.2 Director-Level Support.

CPED, Public Services, Information Technology (IT) and Public Safety Directors are responsible for supporting the City's Site Plan Review process.

- *Implementation.* Implement the SPR consistent with the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities® (RRC) Best Practices contained in the Evaluation Criteria and Expectations 3.1 – Development Review Policy and Procedures and 3.2 – Guide to Development. Following are the Evaluation Criteria. The Evaluation Criteria are as follows:
 - Zoning ordinance articulates a thorough Site Plan review process.
 - City has a qualified intake professional.
 - City defines and offers Conceptual Site Plan Review meetings; has clearly defined expectations posted on and internal requirements checklists.
 - City has a clearly documented internal staff review policy.
 - Appropriate departments engage in joint Site Plan reviews.
 - City has a method to track development projects.
 - City promptly acts on development requests.
 - City encourages developers to seek input from neighboring residents and businesses at the onset of the application process.
 - City annually reviews the successes and challenges with the Site Plan review and approval procedures.
 - Appropriate departments engage in joint Site Plan reviews.

- *Communication.* Directors lead the conversation to communicate the importance of the Site Plan Review process and the CoK Site Plan Policy to appropriate staff responsible for the administration and execution of the process.
- *Budget.* Budget outlays to meet MEDC RRC best practices, including optimizing architectural and engineering drawing review times by investing in IT to provide City staff with electronic drawing review and markup capabilities, as well as associated training.
- *Maintenance of Website.* Accurate and updated information is maintained on the CoK website to streamline and create a clear Guide to Development (MEDC RRC Best Practice 3.2).
 - Applicable site development ordinance requirements and building codes.
 - City Brownfield prioritization studies and Community Development Plans.
 - Policy for inclusion in CoK Brownfield Plans.
 - Brownfield and Community Planning process flowcharts and timelines, including Special Use Permits, Rezoning, Variance, and Street Vacation processes.
 - CoK Site Plan policy defining process requirements and staff responsibilities.
 - CoK policy for PA198 and PA328 tax abatement and repayment.
 - Renaissance and Local Development Finance Authority Districts
 - Site developmental area requirements checklists
 - Forms, applications and permits.
 - CoK Site Plan contacts.
 - Status of active CoK Site Plan projects.

11.3 Divisional Management Support.

CPED, Public Services, Public Safety and IT managers are responsible for administering the City's Site Plan Review and Approval Process.

- *Implementation.* Implement the SPR policy consistent with MEDC Redevelopment Ready Communities® Best Practices; ensure development, utilization, and update of Site Plan developmental area requirements checklists.
- *Communication.* Communicate CoK Site Plan policy to their direct reports responsible for the administration and execution of the process.
- *Budget.* Develop and request appropriate budget outlays to meet MEDC RRC best practices. In addition to traditional requests should include IT requirements to optimally communicate with area development partners and expedite the Site Plan process.
- *Review Submittals.* Review, mark-up, store, and track Site Plan drawings and material.
- *Primary and alternate SPRC Members.* Identify SPRC primary and alternate members to expedite Site Plans through the City's process and to mitigate development risks.

- *Maintenance of Website.* Maintain current Site Plan process information on the CoK website; striving to meet the following document requirements:
 - Developing and maintaining development process documents.
 - Standardized design across departments; to include numbering scheme, City logo, document name, owner, and date.'
 - Reviewed annually with the date changed to reflect the date reviewed.
 - Consider update or rewrite, minimally, every 2 years.
- *CPED Divisional Management Support:*
 - Design and utilize standard Site Plan Review Approval processes.
 - Design, utilize, and provide process measures for Monthly Reviews to evaluate the Site Plan process, including annual dollar build goal, MEDC RRC best practices, and SPRC goals.
 - Collect lessons learned and feedback from CoK area developmental partners to understand successes and challenges associated with the Site Plan process, for purposes of on-going, process improvements.

11.4 Division Administrative and Technical Staff Support.

CPED, Public Services, Public Safety and IT administrative and technical staff are responsible for executing the City's Site Plan Review and Approval Process.

- *Implementation.* Implement the SPR policy consistent with MEDC RRC® Best Practices, design and utilize administrative and technical assessments, checklists, and other tools.
- *Budget.* Communicate budget requirements to Divisional Management for inclusion in annual budget outlays. In addition to traditional budget requests and IT requirements, include additional requirements to reduce development risks or expedite the SPR process.

End of Document

