



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoo-city.org

09-11-2023

PLANNING COMMISSION APPLICATION GUIDELINES

The Planning Commission (PC) reviews applications for the requests listed below. All of the below requests, except for Special Use Permits, must also be reviewed by the City Commission for final approval.

- **Rezoning** – a change to the zoning of a property to a different zone district.
- **Text Amendments** – a change to the wording of the Zoning Ordinance. Note, City staff will take the lead in updating the Zoning Ordinance to ensure that edits to any one section do not conflict with others.
- **Special Use Permit** – a review of a land use which is allowed in a certain zone districts but requires review and approval to ensure specific criteria are met.
- **Planned Unit Development (PUD)** - a use of land where residential, open space and commercial uses may be clustered in a pre-planned development
- **Preliminary Subdivision** - a review of a preliminary subdivision layout.
- **Right-of-Way Vacation** – to vacate or remove a section of public street or alley.

Staff

Pete Eldridge, Assistant City Planner, (269) 337-8806 or eldridgep@kalamazoo-city.org. If this project involves a right of way vacation, please contact Bobby Durkee, Planner 1 at (269) 337-8172 or durkeer@kalamazoo-city.org.

Application Process

Step 1: Pre-Application Meeting. Before completing any application, schedule a meeting with the Assistant City Planner. At this meeting, staff will review the proposed request, provide any applicable Zoning Ordinance information, include suggestions for completing the application and public engagement. Applications will not be received or noted as complete if this meeting has not occurred.

Step 2: Application. Please complete general application form and review sheet for specific type of request. Also include any supporting information, plan, or map. Applications are available in person at the Community Planning & Economic Development (CPED) Offices at 245 N Rose Street, Suite 100 or online at www.kalamazoo-city.org/planningzoningforms.

Step 3: Application Fee. Fee Schedule available at www.kalamazoo-city.org/cpdfeeschedule/file

Step 4: Completed Application. Please email application and information to eldridgep@kalamazoo-city.org. The application can be mailed or drop off with the application fee at CPED offices (245 N Rose Street, Suite 100). Complete applications are due four (4) weeks before the scheduled meeting date.

Step 5: The Planning Commission Schedule & Deadlines. Planning Commission meetings are held on the 1st Thursday of each month at 7 pm. These meetings are virtual until further notice and can be watched on the [City's Facebook page](#) and [YouTube Channel](#). The list of meeting dates can be found at www.kalamazoo-city.org/planning.

Step 6: Notice and Outreach. Summary of activities conducted which align with the Public Participation Plan (www.imaginekalamazoo.com/plans): outreach to neighborhood association (if one) and adjacent property owners, including door knocking, letters, or a meeting. It is recommended that this feedback is relayed to the Assistance City Planner before Public Hearing Notices are mailed 10 days before the meeting.

Step 7: Required Attendance at Meeting. The applicant or representative of the applicant is required to attend the meeting.



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoo-city.org

PLANNING COMMISSION APPLICATION

APPLICANT INFORMATION			
Name: DNS Stadium Drive, LLC		Mailing Address: 16915 Cleveland Road	
City: Granger		State: IN	ZIP Code: 46530
Phone: 313.672.6934	Email: palacios@millerrjohnson.com	Preferred Contact: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone	
PROPERTY OWNER INFORMATION			
<i>If the applicant is not the property owner, owner must sign application or provide a letter stating that owner gives consent for the application to be filed.</i>			
Name: Not Applicable		Mailing Address:	
City:		State:	ZIP Code:
Phone:	Email:	Preferred Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
PROPERTY INFORMATION			
Property Address(s): 4301 Stadium Drive			
Parcel Identification Number(s): 06-30-157-001		Zone District (kalamazoo-city.org/maps): RM-15 & RS-5	
TYPE OF REQUEST			
<input checked="" type="checkbox"/> Rezoning		<input type="checkbox"/> Planned Unit Development (PUD)	
<input type="checkbox"/> Text Amendment		<input type="checkbox"/> Preliminary Subdivision	
(Chapter(s) _____, Section(s) _____)		<input type="checkbox"/> Right of Way Vacation	
<input type="checkbox"/> Special Use Permit			
Description: Rezoning of property from RM-15 and RS-5 to CC, Community Commercial			
ATTACHMENTS			
<input checked="" type="checkbox"/> \$ 550.00 Fee		<input checked="" type="checkbox"/> Completed Review Sheet	
<input checked="" type="checkbox"/> Other documents or engagement information			
<i>Note: 10 days before meeting provide update on outreach to neighbors or provide any letters of support</i>			
SIGNATURE			
Signature of Applicant: /s/ Emily Palacios on behalf of Haji Tehrani		Date: 9/11/2023	
Signature of Owner (if different than applicant): Attorney for property owner		Date:	



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoocity.org

PLANNING COMMISSION

REZONING/TEXT AMENDMENT REVIEW SHEET

Please describe the rezoning or text amendment change: (may also provide on a separate sheet):

Rezoning of 4301 Stadium Drive (PIN 06-30-157-001) from RM-15 and RS-5 to CC, Community Commercial

Review Criteria for Rezoning/Text Amendments

The Planning Commission will review all rezoning and text amendments using the following criteria. Please reach out to staff if you have any questions.

What is the purpose of the requested change?

To allow development consistent with "Commercial" Future Land Use Plan designation that applies to the property. The current zoning does not permit the property to be developed in the manner contemplated by the City's Master Plan.

How does the rezoning or text amendment align with the Master Plan 2025 and Strategic Vision?

The rezoning would implement the City's 2025 Master Plan as the Future Land Use Map designates the property for Commercial use



Community Planning & Economic Development

245 N. Rose Street, Suite 100 • Kalamazoo, MI 49007

(269) 337-8026 • www.kalamazoocity.org

Are there conditions which have changed that require this rezoning or text amendment?

By designating the Stadium Drive corridor for future commercial use, the City has signaled that the highest and best use of the land within this corridor, from a community perspective, is some form of commercial use, not residential use and not vacant land. Many of the properties within the corridor have been developed or redeveloped for commercial uses in recent years. Up-zoning this property to Community Commercial will allow it to be developed in a similar manner to other properties along the corridor. The property cannot be developed consistent with the Master Plan without a rezoning.

How does the rezoning or text amendment change address a demonstrated community need?

The City's designated this property as best suited to commercial development in its 2025 Master Plan. The designation demonstrates the City's determination that there is a demonstrated community need for commercial land uses in this location and that it is in the general public's interest for the Stadium corridor to be built-out for commercial purposes. The CC zoning classification, specifically, allows this property – which is bounded by commercial development to the North and West, Asylum Lake Preserve to the South, and Stadium Drive Apartments to the East – to be developed in a thoughtful manner that will provide an appropriate transition between these uses.

How will the rezoning be compatible with existing and future land use surrounding the subject property?

With the exception of this property and the apartment complex immediately to the east, all property fronting Stadium Drive between Drake Road and Rambling Road is zoned CC, Community Commercial. The corridor has been the focus of commercial development and redevelopment for decades and, consistent with the City's land use goals and policies, continues to be.

Will the proposed rezoning or text amendment result in a logical and orderly development pattern?

Yes, because it will complete the pattern of CC, Commercial zoning along the Stadium Drive corridor between Drake and Rambling Roads consistent with the recommendation of the City's current future land use plan. Any development on the property will be subject to additional planning reviews, studies and permitting, which will ensure a pattern of logical and orderly development.