

KMCPC Members:
Neil Sikora - Chair, Joseph Hohler III - Vice Chair, Steven Cook – Secretary,
John Gisler - Commissioner Liaison, Sandra Bliesener, Joel Amos, Vince Carahaly,
Martin Janssen, Heather Ricketts, Jon Start, Grant Taylor

KALAMAZOO METROPOLITAN COUNTY PLANNING COMMISSION (KMCP)

MEETING DATE: Thursday, June 2, 2016
PLACE OF MEETING: County Administration Building
201 West Kalamazoo Avenue, Room 207
Kalamazoo, Michigan 49007
TIME: 7:00 p.m.

AGENDA

- I. Call to Order**
- II. Members excused**
- III. Approval of the Agenda**
- IV. Approval of Minutes:**
April 7, 2016 Meeting minutes
- V. Citizens' Time** (for items not on the agenda)
- VI. New Business:**
 - 1. KMCP new member appointments: Sandra Bliesener and Grant Taylor
 - 2. Kalamazoo County Master Plan – recommendation by working group to select consultant for County Master Plan – Action Item
 - 3. Review Comstock Township Master Plan – Action Item
Draft available at <http://comstockvision.com/>
- VII. Old Business/discussion**
 - 1. Appoint Parks Commission liaison
- VIII. Correspondence**
 - 1. Informational Notice from Federal Communications Commission re: 180-ft PTC lattice tower in Pavilion Township (reviewed by KMCP 04-07-2016)
 - 2. Grant received from Michigan Municipal Risk Management Authority (MMRMA) for Mr. Carahaly's Citizen Planner training
- IX. Other**
- X. Adjournment**

***PLEASE CONFIRM YOUR ATTENDANCE OR ABSENCE
BY EMAIL LMJARN@KALCOUNTY.COM
OR PHONE 269-384-8115***

Next scheduled KMCP meeting: Thursday, July 7, 2016

| Co/City/Vil/Twp | Item Number | Item Name | Date Received | KMCPC Review Date |
|----------------------------------|-------------|---|---------------|-------------------------------|
| Van Buren County | MP 2014-1 | Master Plan 2013-2017 Amendment | 12//09/2013 | 02/06/2014 |
| Texas Twp | MP 2014-2 | Master Plan Amendment | 02/18/2014 | 03/06/2014 |
| Comstock Twp | MP 2014-3 | Master Plan Amendment | 04/14/2014 | 05/01/2014 |
| Cass County | MP 2014-4 | Master Plan for Cass County | 02/28/2014 | 05/01/2014 |
| Vicksburg Village | MP 2014-5 | Notice of Intent to Update the Village of Vicksburg Master Plan | 04/23/2014 | 02/05/2015 |
| Texas Twp | MP 2014-6 | Master Plan Update (5-year) | 04/18/2014 | 06/05/2014 |
| Portage City | MP 2014-7 | Master Plan Update | 05/02/2014 | 06/05/2014 |
| Kalamazoo Twp | MP 2014-8 | Master Plan Update | 05/02/2014 | 06/05/2014 |
| Leroy Twp, Calhoun County | MP-2014-9 | Master Plan Update | 04/29/2014 | 06/05/2014 |
| Schoolcraft Township | MP-2014-10 | Proposed Amendment to Future Land Use Map (Master Plan Map 8) | 06/10/2014 | 07/17/2014 |
| Alamo Twp | MP-2014-11 | Alamo Township Land Use Plan 2013 Review (1998 Land Use Plan amended 2003 and 2010) <i>Notice of intent received 12/02/2010.</i> | 08/22/2014 | 09/04/2014 |
| Comstock Twp | MP-2015-01 | Notice of Intent: Comstock Master Plan Update | 12/18/2014 | NA |
| Ross Twp | MP-2015-02 | Master Plan Future Land Use map amendment | 12/01/2014 | 01/08/2015 (mtg cancelled) |
| Village of Richland | MP-2015-03 | Master Plan Future Land Use map amendment | 01/27/2015 | 02/05/2015 |
| Schoolcraft Twp | 2015-04 | Future Land Use Plan Map Amendment | 04/20/2015 | 05/07/2015 |
| City of Kalamazoo | MP-2015-05 | Notice of Intent: City of Kalamazoo Master Plan Update | 07/06/2015 | NA |
| Richland Township | MP-2015-06 | 2035 Master Plan (Master Plan Update) | 06/23/2015 | 08/06/2015 |
| Climax Township | MP-2015-07 | Notice of Intent: Climax Township Master Plan | 08/18/2015 | NA |
| Climax Township | MP-2015-07 | Climax Township 2035 Master Plan | 10/23/2015 | 11/05/2015 |
| Comstock Twp | MP-2016-01 | Comstock Charter Township Vision 2025 Master Plan | 05/03/2016 | 06/02/2016 |

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Heather Ricketts
Jon Start
Vacancy 1
Vacancy 2

Minutes

Kalamazoo Metropolitan County Planning Commission (KMCP) Meeting of Thursday, April 7, 2016

MEMBERS PRESENT: John Gisler, Steve Cook, Joseph Hohler III, Martin Janssen,
Heather Ricketts, Neil Sikora
MEMBERS EXCUSED: Joel Amos, Vince Carahaly, Jon Start, (and 2 Vacancies)
OTHERS PRESENT: Lotta Jarnefelt, Director of County Planning Dept.

I. Call to Order

Chair Sikora called the meeting to order at 7:02 pm in Room 207A at the Kalamazoo County Administration Building at 201 W. Kalamazoo Ave, Kalamazoo MI 49007.

II. Members Excused

Mr. Amos, Mr. Carahaly and Mr. Start were excused.

III. Approval of Agenda

Motion by Mr.Hohler, seconded by Ms. Ricketts to approve the agenda with changes, motion carried.

IV. Approval of Minutes

The Commission reviewed the minutes of the last regular meeting held on March 3, 2016. Motion by Mr.Hohler, seconded by Mr. Cook to approve the minutes, motion carried.

V. Citizens' time

No citizens were present.

VI. New Business

1. KMCP term re-appointments: Mr. Amos and Mr.Cook

Mr. Amos and Mr. Cook were reappointed at the April 5 County Board meeting to 3-year terms ending 3/31/2019

2. Two KMCP vacancies.

Three applicants have been interviewed to fill the two vacancies left after the resignation of Ms. Ammerman and Ms. Taylor. County Board is expected to appoint the two new members at the May 3 County Board meeting.

3. Election of officers: Chair, Vice-Chair and Secretary.

Ms. Jarnefelt reported that she had received an email from Mr. Carahaly which said that he is interested in becoming Vice-Chair, or Chair if Mr. Sikora wanted to step down, or the Secretary if nobody stepped up. All current officers were willing to continue, and after general discussion, Ms. Ricketts made a motion to re-elect the current officers Chair Sikora, Vice-Chair Hohler and Secretary Cook for another year. Motion carried.

4. Appointment of Parks Commission liaison.

The Chair asked if anybody was interested in serving as the liaison for the Parks Commission. None of the present members expressed interest, and it was noted that it would make sense to wait for the two KMCPCC vacancies to be filled before a liaison appointment was made. Mr. Hohler made a motion, seconded by Ms. Ricketts, to table the Park liaison to the next meeting. Motion carried.

5. Pavilion Twp, Sec 34: Notice of Proposed Railroad Positive Train Control (PTC) 180 ft Lattice Tower – Action Item

Ms. Jarnefelt presented a brief staff report about a proposed Positive Train Control Tower that is planned to be built in Pavilion Township. The letter from Golder Associates in Pewaukee, Wisconsin which was received by the Planning Department, including photos of a tower similar to the one being proposed, has been forwarded by Ms. Jarnefelt to the Pavilion Township Supervisor.

A staff review of the areas surrounding the tower location were found to have no adverse effects on historic properties. Ms. Ricketts made a motion, seconded by Mr. Hohler, to approve the staff report on the PTC. Motion carried.

Other Business/discussion

1. County Master Plan update.

KMCPCC members reviewed the draft RFP for a consultant for the County Master Plan process. Some minor adjustments were made. The Master Plan name was discussed, and an alternative to Master Plan should be considered for the final plan. The RFP will be published on April 8 on the County website under the Purchasing Department. The importance of keeping the township supervisors and the local planning commission members informed about the intent and objective of the County Master Plan was emphasized during discussion. The local planning commissions should be made aware that the County Master Plan is meant to be an inventory of existing plans, a reference for the local planning commissions and a helpful tool for them. The KMCPCC's role continues to be to review local plans and recommend potential edits, with no planning authority over the local planning commissions. Ms. Ricketts made a motion, seconded by Mr. Hohler, to approve the RFP for posting. Motion carried.

VII. Correspondence

Received:

1. Notice to prepare an update to the City of Battle Creek's Master Plan.
2. Replacement pages for Zoning Ordinance binder for Brady Township.

VIII. Other

1. Grant application submitted to Michigan Municipal Risk Management Authority (MMRA). The application requests reimbursement for KMCPC member Vince Carahaly's webinar training for Citizen Planner in 2015. Original cost of \$275 was covered by the Planning Department, 75% reimbursement was applied for.
2. Kalamazoo County Park & Recreation Master Plan 2016-2020 has been published. Parks Director David Rachowicz has offered to come and present the plan to the KMCPC at one of the meetings. Date TBD.
3. Response letters to the PA116 applications that were processed at the March KMCPC meeting were added to the April 7 meeting packet.

IX. Adjournment

The meeting was adjourned at 7:50 pm.

Respectfully submitted by L. Jarnefelt.

Next scheduled KMCPC Meeting is Thursday, May 5, 2016.

KALAMAZOO COUNTY PLANNING STAFF REVIEW
Comstock Charter Township Vision 2025 Master Plan
Case No. MP 2016-1 – June 2, 2016 KMCPC review

COMSTOCK CHARTER TOWNSHIP VISION 2025 MASTER PLAN

Comstock Charter Township (Comstock Twp) outlines the answer to Why Plan? In the Executive Summary, listing several reasons to have a plan: to enable the community to establish a direction for development, to be a foundational policy statement, to be the legal basis for the zoning ordinance, and to market the community so it can prosper now and in the future. Public input was an important part of the process.

POPULATION UPDATE

Comstock Twp grew slightly in population from 2000 to 2010 (7.2%), much similar to the neighboring townships. The City of Kalamazoo saw a decrease (-3.95%) and Texas Twp saw the highest percent increase (34.6%) in the same time period. These two municipalities, as well as the County and State, are used to compare numbers with the Comstock Twp numbers in the Master Plan. The map in Fig.2.2 on page 13 shows a tendency of gaining population in the township as you move towards the northeast. The township population is aging, like many communities locally and across the nation. At the same time, there is a fairly even distribution of younger age groups that should replace the aging one. The aging population will have an effect on the type of housing that is desired, as they continue to retire and their children move out.

COMMUNITY ELEMENTS AND VISION

The Comstock Vision 2025 project started by seeking out the input from stakeholders from various backgrounds, and narrowed down the themes to a final four: Community, Recreation, Work and Mobility. These elements are explored closer in the Community Elements chapters.

FUTURE LAND USE MAP

The Future Land Use Map (p. 93) is based on the most recent aerial photography, site visits and tours that helped determine the most suitable future land use development pattern. Ten future land use designations and one overlay have been created to represent the future vision of land use in the township. They are organized into one of four land use contexts – Residential, Commercial, Industrial, Horticulture/ Prime Farmland Preservation. The land use vision implements the goals and objectives of the four master plan themes of Community, Recreation, Work and Mobility.

NEIGHBORING COMMUNITIES

The neighboring municipalities are Richland Twp to the north, Charleston Twp to the east, Pavilion Twp to the south and Kalamazoo Twp and City of Kalamazoo to the west.

Comparing the Future Land Use maps that are available, the future land uses along the boundaries of the Comstock Twp are mainly similar to the neighboring municipalities, with mainly residential, commercial and agricultural uses mirrored on both sides of the boundary in the north, east and south. The City of Galesburg's land uses also appear not to be in conflict, with mainly residential future land use planned on the city's side and agricultural or Parks and Open Space on the township's side where the two units share a border.

The west boundary is more complex, with mainly Commercial and Core Residential on the Comstock boundary along Sprinkle Road, but a mixture of Residential, Commercial, Industrial and Open Space alternating on the Kalamazoo Township side to the west. The City of Kalamazoo is the neighboring unit for 1.5 miles along the southernmost part on the west side. The City has mostly Community Commercial and a small part of Institutional land use planned along the border with Comstock Twp, which should be a good match with the Corridor Commercial on the Comstock Twp side of Sprinkle Road.

RECOMMENDATION

The Comstock Charter Township Vision 2025 Master Plan will provide a powerful guide to planning and zoning in the township for years to come. The document is attractive, comprehensive and easy to read. It reflects well on the major efforts that have been put into creating it.

Staff comments:

1. The Plan is very attractive, but somewhat hard to read in PDF format because one has to pan from one side of the page to the other as one reads it. Also printing a copy is not convenient, as each page in the PDF file represents two pages with a fold in the center.
2. In the population analysis, the available Census estimates for the township population in 2011-2014 would add some interest.
3. Regarding the Future Land Use and how it fits the neighboring units, the Sprinkle Road corridor sticks out as the one area that deserves special attention to make sure there is compatible future land use in Kalamazoo Twp, City of Kalamazoo and Comstock Twp.

Based on the above comments and review, staff recommends that the requested Township Master Plan be considered **CONSISTENT** with the planning and zoning of the neighboring units.

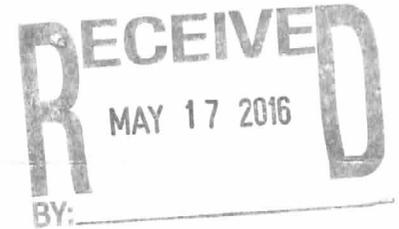


**Federal Communications Commission
Washington, DC 20554**

Informational Notice of Section 106 Filings

Date: 05/11/2016
Reference Number: 913070

Lotta Jarnefelt
Kalamazoo County Department of Planning and Community Development
201 W Kalamazoo Avenue
Kalamazoo, MI 49007



The following new Section 106 filing has been submitted:

FILE NUMBER: 0007253079
TCNS Number: 138158
Purpose: New Tower Submission Packet
Notification Date: 7AM EST 05/04/2016
Applicant: GTC Spectrum Corporation
Consultant: Golder Associates Incorporated
Positive Train Control Filing Subject to Expedited Treatment Under Program Comment: No
Site Name: TWR.SBD.PAVILLION.15723
Site Address: south of the E S Avenue railroad crossing
Detailed Description of Project: Canadian National Railway proposes to install a 180-foot lattice tower on railroad property
Site Coordinates: 42-10-17.9 N, 085-27-32.2 W
City: Scotts
County: KALAMAZOO
State: MI
Lead SHPO/THPO: Michigan Historical Center

Applicant Contact Information:

Name: Joe Mion
Title: Senior Project Manager
PO Box:
Address: 15851 South US 27, Suite 50
City: Lansing
State: MI
Zip: 48906
Phone: (517) 482-2262
Fax: (517) 482-2460
Email: CNTowerinfo@golder.com

NOTICE OF FRAUDULENT USE OF SYSTEM, ABUSE OF PASSWORD AND RELATED MISUSE

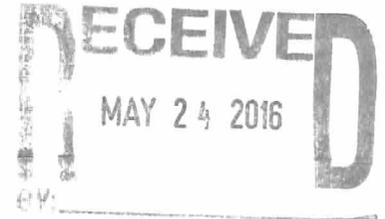
Use of the Section 106 system is intended to facilitate consultation under Section 106 of the National Historic Preservation Act and may contain information that is confidential, privileged or otherwise protected from disclosure under applicable laws. Any person having access to Section 106 information shall use it only for its intended purpose. Appropriate action will be taken with respect to any misuse of the system.

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

May 18, 2016

Lotta Jarnefelt
Kalamazoo County
201 W. Kalamazoo Ave
Kalamazoo, MI 49007



RE: RAP

Dear Ms. Jarnefelt,

I am pleased to inform you that your RAP application was approved. The Committee authorized 75% funding up to \$206.25 for the tuition portion of the Citizen Planner training.

RAP funds are issued on a reimbursement basis. Payment will be based upon confirmation from Kalamazoo County of completion of the course. **Please send a copy of certificates of completion or other documentation of attendance, completed course evaluation, and proof of payment along with invoices or copies of other documentation of the expenditure.** Such documentation is needed in order to verify that the grant allotted is being used for the training described in your application.

Payment of RAP funds is contingent upon Kalamazoo County remaining a Member of MMRMA and in compliance with the Joint Powers Agreement. Your reimbursement is valid for six months from the date of this letter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cara Kowal".

Cara Kowal, ARM, CPCU
Manager of Risk Management Services

CK/sp

cc: Thomas Canny, Corporate Counsel
MMRMA Risk Manager



Department of Planning & Community Development

201 West Kalamazoo Avenue, Rm. 101 · Kalamazoo, Michigan 49007
Phone: (269) 384-8112 · FAX: (269) 383-8920 · Email: LMJARN@kalcounty.com

Lotta Jarnefelt, Director

April 13, 2016

Angela Kappen
Cultural Resources Specialist
N27W23960 Paul Road
Suite 210
Pewaukee, WI 53072

Sent by email to akappen@golder.com

Re: Your letter April 1, 2016. Notice of Historical Review, Kalamazoo County, Michigan

Dear Angela,

At the regular meeting of the Kalamazoo Metropolitan County Planning Commission (KMPC) on April 7, 2016, the Commissioners reviewed the Notice regarding the installment of the 180 ft lattice tower in Pavilion Township, section 34. No adverse effects were identified on historic properties.

Your letter was forwarded also to the Pavilion Township Supervisor Pat White at email PAVTWP@aol.com. His phone number is (269)-327-0462

Thank you,

Lotta Jarnefelt