

Agenda

Parchment Planning Commission

July 24, 2024 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener
Caleb Brooks
Nancy Stoddard, City Manager

Cheryl Lyon-Jenness
Sara Dean
Rebecca Harvey, Zoning Administrator

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Minutes from June 26, 2024
- 4. Additions/Changes to the Agenda**
- 5. Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 5 minutes for your comments.
Reminder: You will be making a statement, without discussion from the Planning Commission.
- 6. Old Business**
 1. 2024 Work Plan - informational
 2. Implementation Matrix - informational
- 7. New Business**
 1. First Draft – Amendments to Zoning Ordinance related to Child Care Facilities – initial review/discussion
 2. Agenda/Outline for Branding Session - review
- 8. Next Meeting on August 28, 2024 at 6pm**
- 9. Adjournment**

Planning Commission Meeting Minutes
June 26, 2024

1. **Call to Order at 6:00 pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Brooks, Dean, Bliesener, and City Manager Stoddard.
3. **Approval of Minutes – May 22, 2024**
 - Bliesener suggested amending the 4th bullet point on Page 5. It was amended.
 - Motion to accept the minutes by Bliesener and supported by Dean. All: Ayes
4. **Additions/Changes to the Agenda** – None
5. **Citizen Comments**
 - No comments
6. **Old Business**
 1. **Master Plan Matrix Priorities**
 - Lyon-Jenness asked if Parks and Rec (P&R) should be added to the Responsibility section of the Matrix.
 - Bliesener said that they had talked about doing this and was in favor of it.
 - Lyon-Jenness went through the listed items and named those that would be a Parks & Rec Committee responsibility.
 - Bliesener asked about the word ‘install’ in the infrastructure section; it was decided to leave it.
 - Dean talked about the priority being 1, 2, or 3 years out.
 - Brooks agreed that 3+ years could be used.
 - The PC made additions/changes to the Matrix and the document will be forwarded to Zoning Administrator Harvey for finalization. Motion to approve the Master Plan Matrix Priorities with the additions/changes by Bliesener and supported by Dean. All: Ayes
7. **Public Hearing**
 1. **Zoning Ordinance Text Amendments**
 - Bliesener motioned to open the Public Hearing, supported by Brooks. All: Ayes
 - No comments were received
 - Dean motioned to close the Public Hearing, supported by Lyon-Jenness. All: Ayes
8. **New Business**
 - Zoning Ordinance Amendments for Consistency with Master Plan Chairperson DeBoer asked if there were any changes. No changes were made

- Bliesener motioned to approve the Zoning Ordinance Amendments for Consistency with the Master Plan, supported by Brooks. All: Ayes

9. Branding of the Mill Site – Planning for the Event

- The EPA Branding Session is scheduled for August 12, 2024 at 6pm in the Parchment Community Library.
- Chairperson DeBoer would like to collect ideas and simplify the process. He asked if suggestions could be left at City Hall or emailed to the City Manager. City Manager Stoddard agreed that this is possible.
- Chairperson DeBoer would like to have a public meeting afterward to lay everything out and decide the name of the project before passing it to the City Commission.
- Dean stated that attendees could look over all the thoughts and suggestions.
- Lyon-Jenness said that attendees will give the suggestions but then it will be turned over to the City Commission. What will be turned over to the City Commission will be determined at a later meeting.
- Dean said that the PC will be moderating the Branding Session; it's more of a generic session.
- Bliesener agreed and said that she would provide post-a-notes and pens.
- Dean said that she would be happy to facilitate the Branding Session.

10. Comments from Planning Commissioners

- No comments

11. Next Meeting – July 24, 2024 at 6pm

12. Adjournment – Motion by Lyon-Jenness, supported by Dean. All: Ayes. Meeting ended at 6:56 pm.



City of Parchment
Planning Commission

2024 Work Plan

Work Plan Item	Priority	Status	Schedule
Master Plan			
MP Adopted 2021 RRC			Required Review – 2026
Adopt Master Plan Implementation Matrix (Action Plan) RRC	1	Completed	April-July, 2024
Zoning Ordinance Updates			
Child Care Facilities	1	In Progress	Draft #1 – 7.24.24
Sign Ordinance	1	Completed	Assessment – 6.13.23 Tech Review – 7.26.23 Draft #1 – 9.27.23/10.25.23 Section 15.6 – 11.29.23 Atty Review – 1.24.24 P.H. – 3.27.24 Adopted – July, 2024
Zoning Amendments for Consistency w/ Master Plan			
MP/ZO Review – Select/Prioritize Work Items for 2024	1	Continual	1.24.24 3.27.24 7.24.24
Short Term Rentals (STRs)	2 (2023)	On Hold	Assessment – 5.24.23 Discussion – 6.13.23 Draft #1 – 7.26.23
Review/Amend R-T, R- M, and Mill PUD Districts to clearly provide for 'alternative, innovative housing types' by right.	1	Completed	Draft #1 – 5.22.24 P.H. – 6.26.24 Adopted – July, 2024



City of Parchment
 Planning Commission

RRC			
Commercial/Industrial Design Standards Overlay District	2		Assessment – 5.24.23 August-November, 2024
Planning Commission Education/Training			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1		2.28.24

IMPLEMENTATION
MATRIX



Each action item is provided a priority ranking and assigned a general time frame for completion. The body primarily responsible for moving the action forward is also identified.

<p>Priority Ranking</p>	<p>1: Should be given immediate and concentrated effort. Should be started immediately following the adoption of the Master Plan.</p> <p>2: Necessary to implement the Master Plan, but either depends on the completion of Priority 1 projects or requires more complex or coordinated effort.</p> <p>3: Implements elements of the Master Plan but is not urgent and can be delayed for a longer period of time. May also be limited by budgetary constraints.</p>
<p>Timeframe</p>	<ul style="list-style-type: none"> • Within 1 year • 1-3 years • 3+ years
<p>Responsibility</p>	<p>CC – City Commission LA – Local Agencies LJ – Local Jurisdictions LO – Local Organizations PC – Planning Commission PR – Parks & Recreation Committee S – Staff ZBA – Zoning Board of Appeals</p>

Active Planning

Action	Priority	Timeframe	Responsibility
Develop a PC Annual Report/Work Plan every year and identify work items rooted in the implementation elements of the Master Plan.	1	w/in 1 year (and annually)	PC
Coordinate the City's Capital Improvement Program with Master Plan priorities.	3	3+ years	PC CC S
Review and update the Master Plan every 5 years, at a minimum.	3	3+ years	PC CC
Prepare a Natural Resources Inventory of the Kalamazoo River floodplain	2	1-3 years	PR CC LA
Develop a Riverfront Redevelopment Plan.	2	1-3 years	PC PR CC LA
Maintain the Parks & Recreation Plan (update every 5 years).	3	3+ years	PR CC
Develop a Trail Plan to increase the reach of trails in the City.	2	1-3 years	PR CC LJ LA
Conduct an Historic Architecture Survey of the City.	3	3+ years	PC CC LO
Inventory housing in the City based on 'livable condition'.	2	1-3 years	PC CC LA S
Develop a corridor improvement plan for Riverview Drive with Kalamazoo Township and the City of Kalamazoo.	2	1-3 years	PC CC LJ
Develop a corridor improvement plan for G Avenue with Cooper, Kalamazoo, Comstock, and Richland Townships.	3	3+ years	PC CC LJ
Participate in the Michigan's RRC program.	1	w/in 1 year	CC S

Strategic Zoning

Action	Priority	Timeframe	Responsibility
Conduct a Technical Review of the Zoning Ordinance to identify amendments needed to allow/improve implementation of the Master Plan.	1	w/in 1 year	PC S
Amend the Zoning Ordinance consistent with the findings of the Technical Review.	1	1-3 years	PC CC
Routinely review and initiate amendments to the Zoning Map that will improve consistency with Zoning Ordinance amendments and implement the Master Plan.	1	1-3 years	PC CC
Amend the commercial zoning districts to encourage local/small-scale business development as an alternative to the Gull Road corridor.	2	w/in 1 year	PC CC
Allow medical related facilities along primary commercial corridors.	2	w/in 1 year	PC CC
Allow businesses that link to Kalamazoo's character as an arts and entertainment center.	2	1-3 years	PC CC
Provide for business incubator developments for local start-ups.	2	1-3 years	CC S
Reduce street front setbacks and parking requirements in the downtown area.	2	1-3 years	PC CC
Allow recreational-type commercial development within the Kalamazoo River floodplain, particularly those that enhance existing natural features.	2	1-3 years	PC CC
Provide for alternative, innovative housing types.	1	w/in 1 year	PC CC
Allow for a mix of housing types and costs.	1	w/in 1 year	PC CC
Provide density bonuses for alternative housing types; reduce	3	3+ years	PC CC



public utility costs for smaller dwelling units.			
Allow accessory use alternative energy systems.	1	w/in 1 year	PC CC
Use the site plan review process to require non-motorized and pedestrian-friendly infrastructure.	2	w/in 1 year	PC CC
Include environmental protection, pollution prevention and stormwater management criteria in the site plan review process.	2	w/in 1 year	PC CC
Consider coordinated zoning districts with Cooper/Kalamazoo Townships	3	3+ years	PC CC LJ

Infrastructure

Action	Priority	Timeframe	Responsibility
Support increased Metro-Transit service to the Gull Road corridor.	3	3+ years	CC LA
Install pedestrian-friendly features like cross-walks, curb bump outs, and sidewalks.	3	3+ years	PR CC
Install cycling-friendly infrastructure like bike racks, striped bike lanes and off-road paved paths.	3	3+ years	PR CC
Partner with local businesses to use existing parking lots as access points to the trail network.	3	3+ years	CC S
Install alternative energy demonstration projects on City-owned facilities.	3	3+ years	CC S

Economic Development

Action	Priority	Timeframe	Responsibility
Acquire vacant/tax reverted commercial/industrial properties for redevelopment and lease for small business development.	2	1-3 years	CC S



Prepare a market analysis to identify needed businesses and business types likely to succeed.	1	w/in 1 year	PC CC S
Using industry projections, attract employers engaged in stable industries.	1	w/in 1 year	CC S
Adopt rental housing registration and inspection programs.	3	3+ years	CC S
Adopt a phased and targeted redevelopment approach to the Mill property.	1	w/in 1 year	CC S
Connect local small businesses to Small Business Association of Michigan (SBAM) resources.	3	3+ years	S LA

Environmental Protection

Action	Priority	Timeframe	Responsibility
Appoint an environmental review sub-committee.	3	3+ years	PC CC S

Communication/Education/Advocacy

Action	Priority	Timeframe	Responsibility
Develop and implement a board/commission recruitment and appointment process.	1	w/in 1 year	CC S
Establish an orientation and training plan for each board/commission.	1	w/in 1 year	CC S
Require and fund continuing educational development regarding land use planning techniques, practices and policies.	1	w/in 1 year	CC
Build site plan review skills to take advantage of the opportunity to impact site design and fully realize Master Plan use/design objectives.	1	w/in 1 year	PC ZBA S

Involve the public in planning/zoning activities and decisions.	1	1-3 years	PC CC S
Continuously inform and educate the public on the planning goals of the City and the regulatory measures developed to achieve those goals.	2	3+ years	PC CC S

6

Marketing

Action	Priority	Timeframe	Responsibility
Advertise Parchment events in downtown Kalamazoo.	1	w/in 1 year	S LO
Market Parchment in downtown Kalamazoo events (e.g. Lunchtime, Art Hop)	1	w/in 1 year	S LO
Demonstrate Parchment's strengths to local realtors, company recruiters, and human resource departments . . . hold a community 'open house'.	1	w/in 1 year	S LO
Highlight community aspects to develop a community identity. Include the river in City branding.	1	w/in 1 year	S LO
Partner with businesses and organizations to encourage more recreational use of the river.	1	w/in 1 year	S PR LO

Community-Building

Action	Priority	Timeframe	Responsibility
Encourage community interaction through scheduled community-focused events. (e.g. parade of homes, block parties, park events). Hold events around the river.	1	1-3 years	CC S
Hold neighborhood charrettes targeted to topics of interest.	3	1-3 years	S



City of Parchment
Planning Commission

-
- WORK PLAN: Zoning Ordinance Updates – *Child Care Facilities*
-

ARTICLE 2. – CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.2 – Definitions.

AMEND:

Adult Day Care Center: ~~A school, kindergarten, or adult care facility wherein day care, or day care and education is provided.~~ **A facility designed to provide a structured, comprehensive, non-residential program of health, social and related support services for adults (age 18 years of age and over) who are functionally impaired.**

ADD:

Child Care Facility: A facility for the care of children under 18 years of age, as licensed and/or registered and regulated by the State under Act No. 116 of the Public Acts of 1973 and the associated standards and rules promulgated by the State Department of Social Services. Such organizations shall be further defined as follows:

- A. ***Child Care Center or Day Care Center:*** A facility, other than a private residence, receiving one or more pre-school age children for group care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child. It includes a facility which provides care for not less than two consecutive weeks, regardless of the number of hours of care per day.

The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care and supervision provided as an accessory use while parents are engaged or involved in the principal use of the property, such as a nursery operated during church services or public meetings, or by a fitness center or similar operation, shall be considered accessory to such principal use and shall not be considered to be a child care center

- B. ***Family Child Care Home:*** A private home which is the bona fide private residence of the operator of the family day care home and in which one (1) or more, but less than



City of Parchment Planning Commission

eight (8), minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.

- C. *Group Child Care Home*: A private home which is the bona fide private residence of the operator of the group day care home and in which more than seven (7) but less than 15 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.

ARTICLE 5. – R-A ONE-FAMILY RESIDENTIAL DISTRICT

Section 5.2 – Principal uses permitted.

ADD:

8. **Family child care homes licensed or registered under Michigan Public Act 116 of 1973.**

Section 5.3 – Principal uses permitted subject to special conditions.

AMEND:

4. **Adult day care centers ~~including adult day care centers (not including dormitories)~~ provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.**

ADD:

6. **Group child care homes licensed or registered under Michigan Public Act 116 of 1973 in accordance with Section 12.31.**
7. **Child care centers or day care centers in accordance with Section 12.31.**



City of Parchment Planning Commission

ARTICLE 10. – C-3 GENERAL BUSINESS DISTRICT

Section 10.3 – Accessory Uses.

AMEND:

3. **Child care centers or day care facilities centers.**

ARTICLE 12. – GENERAL PROVISIONS

ADD:

Section 12.31 – Child care facilities.

1. Each child care facility shall be duly licensed or registered by the State of Michigan Department of Social Services (DSS) continuously and for all times it is operating as a child care facility. Any child care facility whose license or certificate of registration by the State of Michigan is no longer valid and/or which has been revoked or denied or refused by the DSS shall immediately lose its status and authorization to continue to operate.
2. Buildings and lots used for child care facilities shall conform to all state, DSS, and local requirements, rules, and standards.
3. Each child care facility shall provide, equip, and maintain on the premises the minimum square feet of indoor floor space and outdoor play area as required by the DSS. An applicant for a group child care home or child care center or day care center shall submit to the Planning Commission sufficient information and documentation regarding the maximum number of children allowed and the amount of indoor floor space and outdoor play area required by the DSS for the proposed child care facility prior to obtaining a special land use permit or site plan approval to operate within the City.
4. The lot occupied by any child care facility shall have a fence which shall be not less than four (4) feet but not more than six (6) feet in height and which shall completely enclose the outdoor area where the minor children play or congregate. However, the provisions of this subsection shall not apply to family child care homes.



City of Parchment Planning Commission

5. A group child care home licensed or registered under Michigan Public Act 116 of 1973 shall be issued a special land use permit if the group child care home meets the following standards:
- a. A group child care home shall comply with all the requirements set forth in subsections "1.", "2.", "3." and "4." above.
 - b. A group child care home shall be located not closer than 1,500 feet to any of the following:
 - (1) Another licensed group child care home, or
 - (2) Another adult foster care small group home or large group home licensed under the adult foster care facility licensing act, Michigan Public Act 218 of 1979, being Section 400.701 to 400.737 of the Michigan Compiled Laws, or
 - (3) A facility offering substance abuse treatment and rehabilitation service to 7 or more people licensed under Article 6 of the Public Health Code, Michigan Public Act 698 of 1978, being Sections 333.6101 to 333.6523 of the Michigan Compiled Laws, or
 - (4) A community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the Department of Corrections.
 - c. The property containing a group child care home shall be maintained in a manner which is consistent with the visible characteristics of the neighborhood.
 - d. The operation of a group child care home shall not exceed 16 hours of operation during a 24-hour period.
 - e. A group child care home operator shall provide one (1) off-street parking space for each employee. These parking spaces shall be in addition to the off-street parking facilities serving the residents of the home. These off-street parking spaces shall be located on the lot in such a manner as to provide unblocked automobile access from the street to the required residential off-street parking facilities.
 - f. The subsequent establishment of any of the facilities listed in subsection 5.b. 1) to 4) of this Section, within 1,500 feet of the licensed or registered group child



City of Parchment Planning Commission

care home will not affect any subsequent special land use permit renewal, pertaining to the group child care home.

- g. The distances specified in subsections b. and f. above shall be measured along a road, street, or place maintained by this state or a political subdivision of this state and generally open to use by the public as a matter of right for the purpose of vehicular traffic, not including an alley.
- h. An applicant for a group child care home shall submit to the Planning Commission a to-scale rendering which shows the dimensions of the zoning lot, setbacks of all structures on the lot, the proposed location of the fencing, the proposed parking arrangement, and any other features relevant to the application for special land use approval.

Agenda
Branding Session for the Parchment Mill Site

Monday, August 12, 6pm – 7pm
Parchment Community Library – Lower Level

1. Welcome – Kent DeBoer, Parchment Planning Commission Chairperson
2. History of the Mill Site – Cheryl Lyon-Jenness, Planning Commissioner
3. Purpose of Branding Session – David Stegink, Fishbeck Environmental Engineer
4. Branding Exercise – Sara Dean, Planning Commission Vice Chairperson
David Stegink, Fishbeck Environmental Engineer
5. Next Steps – Kent DeBoer, Planning Commission Chairperson
6. Conclusion – Kent DeBoer, Planning Commission Chairperson

Agenda
Branding Session for the Parchment Mill Site

Monday, August 12, 6pm – 7pm
Parchment Community Library – Lower Level

1. Welcome – Kent DeBoer, Parchment Planning Commission Chairperson
2. History of the Mill Site – Cheryl Lyon-Jenness, Planning Commissioner
3. Purpose of Branding Session – David Stegink, Fishbeck Environmental Engineer
4. Branding Exercise – Sara Dean, Planning Commission Vice Chairperson
David Stegink, Fishbeck Environmental Engineer
5. Next Steps – Kent DeBoer, Planning Commission Chairperson
6. Conclusion – Kent DeBoer, Planning Commission Chairperson

Branding Session – Meeting Outline

Notes: Items needed

- White board and multiple markers, pencils and paper for attendees
- Sign in sheet
- Box to collect written suggestions.
- Check with David to see if he is planning a slide show.
- Chairs and tables set up prior to meeting
- Name tags for all PC members, City Manager, & David Stegink
- Snacks, plates and napkins

Welcome (Kent)

- Thank you for attending (mention snacks are available)
- Purpose of meeting is to generate ideas for branding of what is presently referred to as the mill site. (i.e. going forward, how will the mill property be referred to? David will be speaking about this.
- All City-Owned property at the mill site has been rezoned to a Planned Unit Development designation within the last two years by the Planning Commission. This designation allows a great deal of latitude by our local Planning Commission when determining how the property will be developed. The Planning Commission has developed a criteria and parameters for development at the site, all of which are outlined in detail in the Parchment Zoning Ordinances.
- Tonight is one of the first exciting steps in re-imagining our mill site; as goes the mill property, so goes Parchment
- The EPA Grant amount is \$800,000.00

History (Cheryl Lyon-Jenness)

- Kent to introduce Cheryl

Purpose (David Stegink, Sara Dean)

- Kent to introduce David and Sara

Branding Exercise (Sara Dean, David Stegink)

- Kent to introduce David and Sara

Next Steps (Kent)

- All branding names/logos/ideas from tonight's session will be collected by the PC.
- At the next PC meeting on August 28, 2024 at 6pm in City Hall, the PC will review all information collected this evening and select a "brand" name, which will be forwarded to the CC. (The PC is open to the public; comments are welcomed and encouraged)
- The CC will make the final decision on the new "brand" at its August meeting. (the CC meeting is open to the public; comments are welcomed and encouraged)

Conclusion (Kent)

- To follow along for more information and to provide input, check out the <https://parchmentspeaks.org> website. Leave your email if you wish to be notified of future events.
- Thank you to my colleagues on the PC (Cheryl Lyon-Jenness, Sara Dean, Sandy Bliesener, and Caleb Brooks), City Manager Nancy Stoddard, Fishbeck Engineer David Stegink, and most importantly to all of YOU for attending this evening and being helpful and interested in the future of Parchment.