



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

March 3, 2025

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Michael Conner

Commissioner Doug Fooy

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Justin Mendoza

Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of February 17, 2025

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 3 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant 1537 – action
- ii. Planning Commission Meeting Minutes 10-23-2024 - receive

8. Unfinished Business

A. New Parchment City Manager Contract – action

9. New Business

- A. Approval of Fire Truck Lease with Comstock Township, Chief Baird – action
- B. Discover Kalamazoo, Jane Ghosh presentation - receive
- C. Parchment Little League Parade – action

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY, FEBRUARY 17, 2025.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Commissioners Britigan, Cooper, Conner, Fooy, Jordan, Madaras, and Mendoza, City Manager Stoddard, City Treasurer/Clerk Stutz, Attorney Soltis.

Absent: None.

3. Approval of Minutes

Moved by Commissioner Cooper supported by Commissioner Conner to approve the minutes of the February 3, 2025 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Mendoza, supported by Commissioner Madaras to approve the agenda as presented. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. New Parchment City Manager contract – receive. Mayor Britigan reported that the contract presented has been recommended by the personnel committee and that they already sent it to the candidate, so that the commission and candidate are reviewing it concurrently. The Mayor recited having contact with MML’s Curtis Holt, who noted that the background check on Ms. Joshi was complete; Mr. Holt recommended that the commission move forward with contract negotiations. Some discussion took place. Moved by Commissioner Madaras, supported by Commissioner Cooper to receive the New Parchment City Manager Contract as presented for information only. **Motion Carried.**

B. Resolution 2025-1 HRA Benefit Plan for Employees - action. Mayor Britigan began by giving a brief history of the city’s employee insurance, then Treasurer/Clerk Stutz explained that the coverage hasn’t changed, only the agent of record. She went on further to say that the new agent will be administering the employee health reimbursement account (HRA). Moved by Commissioner Mendoza, supported by Vice Mayor Jordan to approve Resolution 2025-1 as presented. Roll call vote was as follows:

Ayes: Britigan, Cooper, Conner, Fooy, Jordan, Madaras, Mendoza.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

9. Citizen Comments

None.

10. Mayor and Commissioner Comments

Commissioner Cooper said she was glad to hear plans for the Scottish Festival are in the works, adding that she’s excited to have them continue to use the park.

Commissioner Madaras thanked the city manager for her weekly updates, and was happy to hear that the Kalamazoo Curling Club is still interested in mill property.

11. City Manager Comments/Reports

City Manager Stoddard said she's happy to have good news to share, and that the city seems to be headed in a good direction. She then added her door is always open and invited anyone with questions or concerns to contact her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Mendoza and supported by all to adjourn the meeting at 7:29 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1537

Check	Check Date	Vendor Name	Description	Amount
38570	02/27/2025	CAMRON BOEKHOVEN	REIMB DPW SUPPLIES	29.61
38571	02/27/2025	DETROIT SALT COMPANY	54.15 TONS ROCK SALT	8,052.75
38572	02/27/2025	FISHBECK	MILL SITE #2 EPA GRANT - THRU JAN '25	9,867.07
38573	02/27/2025	HONIGMAN	BROWNFIELD ATTY SVCS - THRU JAN '25	735.00
38574	02/27/2025	J & H OIL COMPANY	FUEL CHARGES - 2/1/25 TO 2/15/25	464.46
38575	02/27/2025	KALAMAZOO TOWNSHIP	ITEMS INSTALLED ON 711 FIRE TRUCK	1,237.28
38576	02/27/2025	KCI	MAILING OF ASSESSMENT NOTICES - CUSTOMER	507.80
38577	02/27/2025	POINT AND PAY	MONTHLY SERVICE FEES - JANUARY	50.00
38578	02/27/2025	PUBLIC MEDIA NETWORK	DIRECT TV - OCT-DEC - FRANCHISE FEES	2,254.69
38579	02/27/2025	SOUTHWEST MICHIGAN PLANNING COMMISS	KALAMAZOO RIVER URBAN WILDLIFE CORRIDOR	6,580.65

Planning Commission Meeting Minutes
October 23, 2024

1. **Call to Order at 6:00 pm**
2. **Roll Call – Chairperson DeBoer, Commissioners Dean, Bliesener, Lyon-Jenness, Brooks, ZA Harvey and CM Stoddard**
3. **Approval of Minutes – September 25, 2024**
 - Motion to accept the minutes with the correction by Bliesener and supported by Brooks. All: Ayes
4. **Additions/Changes to the Agenda – None**
5. **Citizen Comments**
 - No comments
6. **Public Hearing – action**
 - Chairperson DeBoer opened the Public Hearing and asked ZA Harvey if she had any comments. He also asked CM Stoddard if the public had sent in comments for the PC; there were none.
 - Dean moved to close the Public Hearing and Bliesener supported the motion. All: Ayes
 - Dean motioned to approve the amended language in each of the following amendments: Section 2.2, Zoning Ordinance Article 5, Zoning Ordinance Article 6, Zoning Ordinance Article 8, Zoning Ordinance Article 9, Zoning Ordinance Article 10, and Zoning Ordinance Article 12. Bliesener supported All: Ayes
7. **Old Business - none**
8. **New Business**
 1. **2025 Work Plan Draft – action**
 - Chairperson DeBoer asked ZA Harvey to go through the Work Plan draft with the PC members.
 - ZA Harvey said that it would be good to see how the PC wrapped up 2024, starting on what we will do next in November. The 2025 Work Plan is driven by technical review. It will outline areas that need to be changed. The PC wanted to see the bones of the Work Plan, the framework for the 2025 Work Plan. She also stated that by February, the PC will have their annual report prepared and the vote for the Chairperson decided.
 - Chairperson DeBoer asked if any kind of vote was needed at this time

- ZA Harvey said it was not necessary as they are looking at a framework only. The PC will act in February when items have been added to the 2025 Work Plan.
2. Overlay District Approach Outline – discussion
- ZA Harvey went over the ideas. She stated that this will look familiar to the PC, but may need edits. The Overlay District is a Master Plan strategy. The Master Plan is set up with land use findings, then lists of strategies with #1 being the Overlay District which comes from the Master Plan. If the PC is inclined, they may look at each of those Overlay District strategies. The reason (page 1 of the Overlay District) should be in front of PC members as they look at strategies at all times.
 - ZA Harvey looked at an excerpt from the previous Overlay District and the layout is the same. The PC will want that map because it recognizes Riverview (red - downtown corridor) as a commercial corridor. There is a little evidence on Commerce and Shoppers Lane; also, a small section on the downtown corridor.
 - ZA Harvey – Purple and Pink corridor is commercial. New growth will be outside of downtown, south of there and on vacant sites.
 - ZA Harvey – The Master Plan states the merit/reasons for connecting Riverview to the mill property (addressed in zoning and Planned Unit Development (PUD). The Master Plan states the importance of connecting the mill with the downtown area.
 - ZA Harvey – The PC will look at the strategies. They could reduce the front setbacks in the downtown area (#1). #3, #4, and # 5 have to do with the identified uses in a commercial district (use oriented).
 - ZA Harvey - If adopted, the Overlay District will be a stand-alone district. This does not replace anything, but goes over the top of the underlying district. Overlay Districts are used because usually there is a commonality to multiple properties in different zoning districts. Ex.: Will not zone like a water district but may have waterfront overlay along the river. Property in C-1 shows that all uses apply but have a layer for waterfront standards.
 - An Overlay District will be treated as a common feature across many zoning districts.
 - Bliesener asked if there could be any conflicts.
 - ZA Harvey stated that an Overlay District always supersedes anything else. This ensures that they are extremely accurate as there is always a time when there will be a question. Then we go back to the purpose (legal foundation tied to the Master Plan) which gives the foundation for the courts to be on the PC's side.
 - ZA Harvey – The PC will make statements that connect the Overlay District to the Master Plan and the PUD. Applicability – this is where the PC will apply the Overlay District to sections of the properties. This makes a clear use and

site provisions that will prevail. The Overlay District does not regulate use. It is a common feature that is created across districts and properties.

- ZA Harvey – Everything on the underlying zoning district (base) established what is necessary. Questions that trigger the use:
 - a. Does it apply to the existing building with a new use going into a building? Changes in use trigger conditions of use of property (zoning codes are not retroactive) Building is not changing, will the Overlay District apply? Where is it applied? When is it applied? How is it triggered?
- ZA Harvey – We will use the document as an outline (w/bullet points). Putting ordinances in a table or chart form as it is easier when relating to design standards. Consider 3 kinds of standards (not use) (no sign, park, landscaping). The purpose is to create standards that the PC wants applied because it is a long river view, there will be concerns about the look and operation.
 - Want common standards – Form Based Code – A different way of regulating land use. If you regulate form (downtown area) what we care about is how the public/private intersect – not what is in the building (ex. Talk about the building positioning). Form based is about what is wanted such as a door on the sidewalk, front façade transparent front. It's a list of items for outside; that's what it cares about. (The zoning ordinance speaks to the use and minimums met). You wouldn't want a building 20 feet from the road amongst all the buildings that are close to the road. This would wreck the look of the whole block.
 - Customize areas with what is wanted. Look for a pattern, consistency is needed as you infill development. (ex. Make standards anywhere from 0-10 foot setbacks, minimum and maximum heights, façade standards that say there has to be a transparent front such as 50% of the front should be windows. Public use standards may not have a large role.
 - Suggest a maximum building size. The Master Plan advocates for small local businesses which may keep out a large building that is not part of the plan. Architectural standards (Riverview) could have some standards for the residences along them (ex. Peak roof, garage behind). The PC will customize standards to the property. Remember that all properties are on Riverview Drive. Most form based Overlay Districts recognize common features, not based on zoning,
 - Buildings close to the sidewalk, etc. Different characters may be addressed through a regulating plan. You may have a core (downtown) Overlay District. May have three different areas in the residential area – naming setback standards, etc. May have primary standards and then use a secondary standard and add public greens area (Regulating Plan within Overlay District). Do regulating plan first then work on corridor (beginning and end of it). The PC will decide if it should be all up and down Riverview or just certain sections.

- Regulating Plans flushes out character to decide on form based standards. The value of a form based code is the mantra....Fair? Predictable? When it is formed in the beginning the developer will be able to see the specifics with a clear set of standards. The value to the community is that customers like it. They can go through the process in a timely fashion.
- Bliesener reminded the PC about the suggestion of parking in the back.
- Chairperson DeBoer thought at first that this would be difficult, but it is not. We will want to be consistent in the downtown area. Lots could end up vacant.
- ZA Harvey said that the PC does not want something that is hard to use, just need to have what is important to the PC and what they firmly decide upon.
- Chairperson DeBoer stated that the PC can have what they want in the downtown area.
- ZA Harvey said that if it is a new building, the PC would require standards.
- Bliesener said that there is a lot of block/masonry on Riverview Drive.
- Chairperson DeBoer stated that he would not prefer to see a vinyl sided building in the downtown area.
- ZA Harvey said that there are 25 parcels in the core area so this would only apply to the 2 vacant lots or if someone wants to rebuild or renovate the outside (façade). She feels that the PC could start with the core downtown and see how the Overlay District goes.
- Chairperson DeBoer asked if there was value in doing it in pieces; should we start with the core and see how it goes.
- Bliesener said that between the downtown and Harding's, that corridor has some stand outs.
- Chairperson DeBoer asked what the PC would do if there was push back from the residents.
- Bliesener reiterated that it was not retroactive.
- Chairperson DeBoer asked what if people want to exchange their exterior.
- ZA Harvey – Façade standards apply to the side of the building that faces the street. It probably won't be a big deal to most.
- Lyon-Jenness said that she wonders about making this cohere with the commercial, PUD, and downtown area. Could it be reflective of the PUD area between the river and Riverview Drive – with very different buildings? In regulatory framework there can be revisions.
- Chairperson DeBoer – If something is torn down and rebuilt it will be subject to the Overlay District.
- ZA Harvey stated that the regulating plan allows for different standards.
- Bliesener said that even though we look at it in chunks for the regulatory plan, it will still be under the Overlay District.
- Brooks said that he would like to start with the downtown area.

- ZA Harvey said that she supports starting in the downtown area as it is small with specific conditions. The technical review can start in November. She will add the downtown Overlay District to the 2025 Work Plan.
- Chairperson DeBoer said that the first draft of the Overlay District could be prepared for the February meeting. The Joint Meeting will be held in January.
- ZA Harvey stated that a lot of communities use these overlays. The only pushback is when someone wants to use it. There are built-in exceptions that give the PC wiggle room. Pushbacks are not commonplace.
- Chairperson DeBoer noted that business owners do not always fix up the outsides of their buildings. He would like to encourage improvements to them.
- Brooks said that they will need to give the business owners time to adapt.
- ZA Harvey will look at the current zoning map, and will draft boundaries.

9. Comments from Planning Commissioners

- Chairperson DeBoer expressed his gratitude to ZA Harvey for all of her thorough explanations and to CM Stoddard for all the note taking.

10. Next Meeting – Monday, November 25 at 6pm.

11. Adjournment – Motion by Bliesener, supported by Dean. All: Ayes. Meeting ended at 7:15pm.



650 S. Riverview Drive • Parchment, Michigan 49004
(269) 349-3785

MEMORANDUM

To: Mayor Britigan, Vice-Mayor Jordan, and Commissioners

From: Nancy R Stoddard, Parchment City Manager

Date: February 21, 2025

Re: Approval of Fire Truck Lease with Comstock Township

Background: Recently the Comstock Township Fire Department has had a string of accidents on I-94 with their fire trucks. There were three accidents in which one fire truck was totaled and two others that caused significant damage to the fire trucks. The Fire Chief and his assistant met with the City Manager about the possibility of renting Parchment's Engine 711 for a 12 month period.

Discussion: The agreement would be drawn up by the City's attorney. The Comstock Fire Chief stated that the rented fire truck would only be considered to be in Reserve Status (not used as primary reserve). The Mayor and City Manager have spoken with the Kalamazoo Township Fire Chief Jirus Baird about how this would be possible. Details would be written into the contract.

Recommendation:

Motion to approve a lease agreement with the Comstock Township Fire Department for the rental of Engine 711 for \$3,000.00 a month, up to a 12 month period, subject to approval of a lease agreement by Comstock Township and the City of Parchment and authorizing the City's attorney to draft the lease.

To Whom it May Concern,

Parchment Little League is looking to have an opening day parade on Saturday, April 26th. Parade to begin at 9am. Parade will leave High School parking area out to Thomas, Turn left on Orient, Turn Right on Glendale, Turn Left on Maple, Turn Left on Park, ending at Kindleberger Park entrance. Parade should be done by 9:45am if not sooner.

We have received approval from both Kalamazoo Township and Fire department with the needed resources, however they will not know who will be assigned until after shift change on April 1st.

Thanks so much and please let me know if you have any further questions!

Jennifer Ellard
Parchment Little League Board Treasurer
269.910.8257