

Planning Commission Meeting

Wednesday, October 28, 2020 at 6pm

Join Zoom Meeting

<https://us02web.zoom.us/j/95499906865?pwd=ZkIzZGJXOVdYSnYvSWhHTkhucWtxQT09>

Meeting ID: 954 9990 6865

Passcode: 241175

Or Call:

1 312 626 6799

1 669 900 6833

## Agenda

### Parchment Planning Commission

October 28, 2020 – 6:00 pm

Kent DeBoer, Chairperson  
Sandy Bliesener

Thomas Andrews  
Sara Dean

Cheryl Lyon-Jenness

Nancy Stoddard, City Manager

Rebecca Harvey, Zoning Administrator

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
  - a. Minutes from August 26, 2020
4. **Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 3 minutes for your comments. Reminder: You will be making a statement, without discussion from the Planning Commission.
5. **Old Business**
6. **New Business**
  - A. Application for Variance at 631 Commerce Lane
  - B. Planned Unit Development (PUD) for Mill Site
7. **Commissioner Comments**
8. **Next Meeting – Tuesday, November 17, 2020**
9. **Adjournment**

Planning Commission Meeting Minutes  
August 26, 2020 – Virtual Meeting

1. **Call to Order at 6pm**
2. **Roll Call** – All present – DeBoer, Sell, Andrews, Bliesener, Lyon-Jenness, Dean
3. **Approval of Minutes** –
  - Motion made by Bliesener to approve the minutes from June 24, 2020, support by Andrews. Roll call vote with each Commissioner stating aye.
  - Motion made by Bliesener to approve the minutes from July 22, 2020, support by Andrews. Roll call vote with each Commissioner stating aye.
4. **Citizen Comments** - None
5. **Old Business** - None
6. **New Business**
  - A. **Goals of the Meeting - Review Comments from City Commission**
    - **Mission Statement** - The Mayor felt that the mission statement was more like a vision statement; it was not forward looking but it is the Planning Commission's choice. Lyon-Jenness stated that Kindleberger was added to share the model community with the world. DeBoer stated that the second paragraph was forward looking and does not need to be changed. Bliesener said that it should all be kept but add the City of Parchment will enhance its natural, social..... remove maintain.
    - **Housing Section** – Bliesener stated that some Master Plans read like a report, others are of an analytical document. Ours speaks to the current status. The size limitations do not allow for development. Andrews said that we need to think about who may want to develop Parchment; we don't want to scare anyone away. DeBoer was not in favor of adding a statement the City of Parchment was maxed out for development after the mill site. He said the data is what it is.
    - **Name of Central County Transit Authority (CCTA) should be amended.** Per Mayor Britigan.
    - **Real Estate Market** – Bliesener stated that this section should say something about including real estate community should take advantage of the proximity to employers. Also, the Rental Housing language should change from adopting to strengthening rental housing opportunity. (Goal 2)
    - **Photos** – The Mayor liked most of the photos but would like a rehearsal picture of the stage with a play practice going on. Bliesener said that there must be another picture that can be used. The City Manager will look at their supply and find one that is suitable.

### Goals of the Meeting – Prioritizing Goal Items in the Master Plan

- Bliesener stated that the City Commission would manage the process by rubber stamping it first so that the Planning Commission could move forward with the public review.
- Andrews said that in the July minutes it appears that the Planning Commission sets priorities.
- Mayor Britigan stated that the work of the Planning Commission has been completed with the document.
- Andrews said that a goal setting session should be set before the new fiscal year to prioritize items.
- Bliesener asked what goal is most important. She encouraged to City Commission to study the document well. Prioritizing the goals should be done by the Planning Commission.
- Lyon-Jenness referred to Goals, Chapter 4 – Enhance existing advantages – Park and Rec Plan. The Planning Commission can get going on this for grants/development for the mill site and preservation of the Administration Building can be acquired. The Parks and Rec Plan should be a priority. Special emphasis should be given to certain goals.
- Bliesener agrees with Lyon-Jenness and would like the City Commission to make the Parks and Rec plan a priority. The Parks and Rec Plan can be a more long term priority.
- Dean stated that there needs to be a short list of action items.
- Bliesener agreed and stated even if the list consists of three items only.
- Andrews inquired about the Trestle project through Envisioning Our River group.
- Lyon-Jenness said that the trestle project is definable but does not have to be linked to other projects.
- Dean stated that the Parks and Rec Plan helps with funding through grants.
- Bliesener mentioned “Safe Routes to School” but is not sure if there is a pressing need for it in the community. Also, as a model community, we should be seeking out partnerships with other communities. The corridor plan is being developed with the surrounding communities. We are sharing and building relationships and are working with Cooper Township and the school. The more resources we have the better “strength in numbers” we will possess.
- Dean - We need to develop the pedestrian friendly infrastructure.
- DeBoer – We need to clean up the mill site so that it is more marketable.
- Dean stated that the market plan would be able to support more than one goal. The City Commission may want to consider having a market analysis to be able to attract businesses.
- Dean also stated that she struggles with the housing stock and does not know what can be done about it at this time.
- Bliesener stated that the Planning Commission’s goal is to align the zoning ordinances with the Master Plan.

- Dean -The Planning Commission should follow through with Zoning Administrator Rebecca Harvey for completion of the process.

#### Priorities Set by Planning Commission

- 1) Enhance existing resources
  - Trestle on Kalamazoo River
  - Establish a Parks and Recreation Plan
- 2) Re-establish the City of Parchment as a Model Community
  - Partner with other communities
- 3) Make the City of Parchment a Sustainable Community
  - Marketing Plan to prepare mill site for business analysis.
- 4) Maintain the Housing Stock

#### **7. Commissioner Comments**

- DeBoer stated that the ZOOM meetings, based on other meetings, seems to be doing well.
- Bliesener said that after sitting in on the City Commission meeting, she could feel the increased dynamics at the Planning Commission meetings.
- DeBoer stated that freewheeling generated the best ideas and thanked Bliesener for attending the City Commission meeting.

#### **8. Next Meeting** – No date set

- 9. Adjournment** – 7:12pm. Motion to adjourn by Andrews, support by Bliesener. All ayes, meeting adjourned.

## Nancy Stoddard

---

**From:** Rebecca Harvey <rebeccaharveyaicp@gmail.com>  
**Sent:** Monday, October 5, 2020 6:14 PM  
**To:** Parchment  
**Subject:** Re: 631 Commerce Variance Request

Thank you Nancy . .

I have had an opportunity to review the application and my thoughts are as follows:

- the application states the proposed use as a 'bbq restaurant' . . 'placing bbq in parking lot'
- the property located at 631 Commerce Lane is within the C-3 District
- restaurants are a 'permitted use' within the C-3 District by Section 10.2 (2.) and Section 8.2 (11.)
- if 'placing bbq in parking lot' means they want to have their smoker or grill outside of the building . . then I think that could be seen as an accessory use and allowed by Section 10.3 (1.) - C-3 District; if they are instead proposing outdoor seating . . or an outdoor cafe element, then I think it is more appropriately covered as an 'open front store' (per the Ordinance) . . which is only allowed in the C-2 District, not the C-3 District
- so, if the proposal is a restaurant w/ an outdoor cooking area, only site plan review by the PC is required (Section 13.1 c.); if an outdoor seating or outdoor cafe element is proposed, then rezoning to the C-2 District is required . . or an amendment of the C-3 District so as to allow such a use . . is required
- either way, the applicant's request requires PC action (site plan review or rezoning or text amendment)
- the proposed 'outdoor element', whether it is an outdoor cooking area or outdoor seating, is not available through the variance process

Let me know if you have additional questions . . or would like to discuss further.

Becky

On Fri, Oct 2, 2020 at 11:58 AM Parchment <[manager@parchment.org](mailto:manager@parchment.org)> wrote:

Hi Becky,

Here is a copy of the aria cell request that I mentioned to you. Please let me know if this should go before the PC or the Zoning Board.

Thank you for your help,  
Nancy

Nancy R Stoddard  
Parchment City Manager  
616-780-8818

Sent from my iPhone



## Application for Variance from Ordinance No. 155 (Zoning Ordinance)

NAME: Shomari Brown

ADDRESS: 713 Staples Ave L-200 Home / 631 Commerce lane <sup>Business</sup> Parchment, MI

PHONE: 269-598-3199

**NATURE OF REQUEST:** *(Please check all that apply)*

Site Plan Review	_____	Subdivision Plat Review	_____
Special Land Use	_____	Zoning Variance	<u>X</u>
Rezoning	_____	Interpretation	_____
Text Amendment	_____	Appeal	_____
Site Condominium	_____	Other:	_____

1. Street address, legal description (plat & lot or metes & bounds) and tax id number of property

631 Commerce lane parchment, MI

2. Are there any restrictions which encumber the property (deed or plat restrictions, easements, contracts, etc.)? no

3. Applicants interest in the property (titleholder, land contract holder etc.) If owner is other than the applicant please give owners name, address, and phone number.

Vincent Stozicki  
631 Commerce Lane  
(269) 382-2537

4. If not the titleholder, does the titleholder approve the application? Title holder's signature must be on form.

Yes

5. Present zoning classification

6. A.) Present use of Property

Old Ice cream shop / Hobby shop

- B.) Proposed use of Property if different from Present Use

BBQ Restaurant

7. Nature of the Variance Requested

- a. Section number(s) of Zoning Ordinance for which variance is being requested:



b. **Description of variance being requested. Please be specific.**

placing BBA in parking lot

c. **Attach a detailed lot diagram which shows size, location, and present and/or proposed improvements. Include dimensions for lot and all buildings, setbacks, etc. Minimum 8 ½" x 11"**

8. **Describe why you feel you cannot comply with the Ordinance as currently written. Be as specific as possible.**

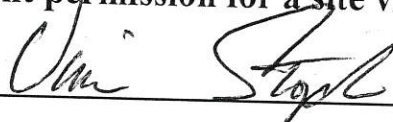
9. **Applicant must demonstrate practical difficulties or undue hardship that you feel justify the granting of the variance. Please review the instruction sheet for an explanation of practical difficulties or undue hardship. An inconvenience is not considered a practical difficulty.**

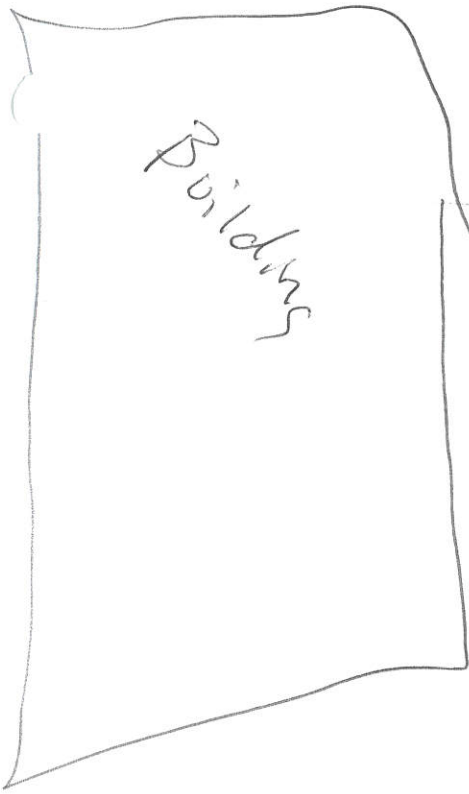
I hereby grant the Zoning Board of Appeals permission to conduct a site visit to the above-described property. I or my representative appear at the Zoning Board of Appeals meeting to answer any questions the Board might have.

Signature:  Date: 9-21-2020

Permission of Title Holder (if different than applicant)

I VINCE STODZILKI as titleholder of the property named above do hereby approve of this application for a variance. I hereby grant permission for a site visit to the property.

Signature:  Date: 9-21-2020



Buildings

Lot

Grass

Drive

Grass



Lot

