

Agenda

Parchment Planning Commission (Virtual)

June 23, 2021 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener

Cheryl Lyon-Jenness
Sara Dean

John Tecca

Nancy Stoddard, City Manager

Rebecca Harvey, Zoning Administrator

1. **Call to Order**
2. **Roll Call** (State location of Commissioner during meeting)
3. **Approval of Minutes**
 - a. Minutes from May 26, 2021
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**
 - A. Site Plan Review for 631 Commerce Lane, Shomari Brown – review/approve
6. **Public Hearing for Special Land Use Permit/Site Review, Barker – approval**
7. **New Business**
 - A. Site Plan Approval of 116 S Riverview – approve
 - B. Finalize Survey Questions
 - C. Finalize Input Event Approach and Display Materials
 - D. Goals Discussion
 - E. Upcoming July Tasks
 1. Begin Online Survey
 2. Conduct Community Input Event at Kindleberger Festival Booth
 3. Assess Data from Input Event
 4. Develop Edit List of Goals
8. **Commissioner Comments**
9. **Next Meeting – July 28, 2021 at 6pm**
10. **Adjournment**

Planning Commission Meeting Minutes
May 26, 2021 – Virtual Meeting

1. Call to Order at 6pm

2. Roll Call – All Present – Lyon-Jenness at 650 S Riverview Drive, Bliesener at 260 Parchmount, Tecca at 324 Parchmount, and DeBoer at 6927 Springbrook. Commissioner Dean at 238 Glendale.

3. Approval of Minutes – April 28, 2021

- Motion by Tecca to accept the minutes, second by Bliesener. Roll call vote: All ayes

4. Citizen Comments

- Mayor Britigan of 327 Glendale commented on the site plan review. He stated that the Conditional Approval has been approved for Tim Barker at the City Commission. He supports approval of this site plan and would like to make it easy as possible for Mr. Barker with his conditional proposals.

5. Old Business - none

6. Public Hearing for the Planned Unit Development (PUD)– Approval to City Commission

- Chair DeBoer began the Public Hearing at 6:04pm
- DeBoer asked if there was any comment from Zoning Administrator Harvey – she replied no.
- DeBoer asked if any correspondence was received for/against the PUD – City Manager Stoddard replied no.
- Mayor Britigan said that he was in favor of the PUD. He stated that the Planning Commission was the hardest working Commission in the City of Parchment. He stated that he believes that the PUD is pro-economic development and that there are not a lot of areas in which the City can expand its tax base. He agrees with the intent to improve flexibility, but feels that the document may be too restrictive. He has to reconcile this PUD with the ordinances. He mentioned too many restrictions with the PUD regarding certain facades and infrastructure. He was wanting to create flexibility, but feels it is restrictive. The Mayor supports the concept but it may be placing too many requirements on development.
- Gary White of East G Avenue would like more information about the PUD – City Manager Stoddard told him that it was available on the City's website calendar within tonight's agenda.
- DeBoer asked if there were any other comments either for or against the PUD – Seeing no more comments, the Public Hearing was closed at 6:10 pm.
- DeBoer stated that the Planning Commission may approve the recommendation for approval of new PUD to the City Commission.

- Zoning Administrator Harvey asked if the notice included the rezoning language to which the City Manager stated that Attorney Soltis took care of the noticing process for the PUD.
- DeBoer asked if the Planning Commission was ready to move forward with their recommendation to approve to the City Commission. He asked if there was any further discussion needed.
- Bliesener had a question for the Zoning Administrator regarding the Mayor's comment that the PUD was too strict. Is it true that if we don't define our levels of allowance, would we have problems later?
- ZA Harvey said that designing standards have to be compiled with detail in a PUD. Design modifies with the plan of the developers.
- DeBoer stated that the Planning Commission latitude, as to how restrictions are applied, appears strict on the front end but is attractive to developers.

Public Hearing Closed at 6:10 pm

- Motion made by Bliesener and supported by Lyon-Jenness to recommend the PUD for approval to the City Commission. Roll call vote with all members of the PC voting aye.

7. New Business

A. Parks and Recreation Master Plan (P & R MP) – discussion

- Chair DeBoer stated that since Bliesener and Lyon-Jenness spearheaded the Parks and Recreation Master Plan, he would turn the meeting over to them.
- Bliesener started with the DNR check list. She walked the PC members through it to help them understand the timeline for the work that had to be accomplished by February 1, 2022. It is important to finish so that the City is able to apply for grant funding. She touched on some specific points such as: 2 required public engagement sessions within 6 months of completion, the 30 day public review of the plan, and the tasks that needed to be accomplished by the PC members. There is a lot of work that has to be compressed into a small amount of time.
- Lyon-Jenness volunteered to express the PC's thoughts in the writing of the document
- Bliesener stated that she could work on the graphics for it.
- Bliesener spoke to the spreadsheet of activities required and asked that the PC look at the timeline for the activities. Recapping April – there is a need for inventorying the various park assets. The tasks in the timeline need to be accomplished between the upcoming meetings. The work that will need to be accomplished in the next two weeks should be sent to the City Manager to compile/assess the input/data. The City Manager will send it out to the members before the next meeting for their preparation of the June meeting.
- Bliesener then asked the PC members to look at the sample questions for the survey (sample copy will be provided in hard copy to PC members). These

questions need to be reviewed and agreed upon at the June meeting so that the survey may be distributed to the public.

- ZA Harvey stated that the questions were well thought out with really nice structure that will avoid problems.
- Bliesener stated that she has been involved with Parks and Recreation Master Plans before but wants all to share in the tasks. She has been working on this plan with Lyon-Jenness to list assignments. Anyone that is detail oriented is welcome to update the spreadsheet.
- DeBoer asked if copies of the spreadsheet and timelines could be distributed to all.
- Bliesener stated that because of the Open Meetings Act that she would like all info sent to the City Manager for distribution to PC members.
- CM Stoddard stated that hard copies would be sent to all.
- Bliesener stated that the survey questions will be discussed at the June meeting. Someone to do inventory is needed.
- DeBoer volunteered to do the park inventory.
- Lyon-Jenness said that the former Parks and Rec MP had a list of facilities and amenities that would be useful.
- Bliesener stated that the MP for Paw Paw would be a good model to use, too. Ideally we will deliver tasks to the CM and she will distribute to PC members, so that the members are ready for discussion at the next meeting. She asked members to review and edit the survey questions from the draft received, according to the resources that have been provided to PC members. Reasonable additions will be added to the list; all comments regarding extra questions will be considered for additions to the survey.
- DeBoer said that by the June meeting, the PC will have reviewed and commented on the survey questions and performed their individual tasks.
- Bliesener confirmed. At the June meeting the PC will develop sample goals by looking at the former Parks and Rec MP and Paw Paw's P & R MP to formulate the survey. She stated that lots of goals from the past can be a springboard to new goals. In June, the PC will need to develop project goals and an action plan based on those goals. Look at the low hanging fruit first, what can be accomplished within 5 years. This should equal the action plan. The PC needs to hear what the community wants and the PC needs to decide how to implement what is wanted by the community.
- Lyon-Jenness spoke about the organization of the Final Report. The outline is what is critical for the Final Report. The Community Description and the Inventory sections as developed in the previous plan allow for an easy merger into the new plan document. This can be done simultaneously.
- Bliesener pointed out that it was interesting to read the former plan to see what was listed as the inventory: Devon Park, Kindleberger Park, property by City Hall, the riverfront, and school recreation areas. She stated that it is pretty important

to work with the schools and to engage them in discussion regarding the outdoor activity space that they possess.

- Tecca stated that he did not know that there was a Devon Park and that the open green area by City Hall was considered a park.
- Lyon-Jenness mentioned that both were stated in the DNR's previous plan.
- DeBoer stated that he is interested in seeing an outline of the City of Parchment parks.
- Bliesener stated that the focus is on the goals and objectives, and the planning and description of the public survey.
- DeBoer asked if the inventory had to be taken of each park, including a description including acreage from previous Parks and Recreation MP.
- Tecca asked if listing the school area would result in anything being done to these areas.
- Lyon-Jenness – The DNR states that a certain amount of space be dedicated in the City of Parchment for recreational use. It will be helpful to look at the current DNR plan to see what the minimal criteria in the City is needed.
- Bliesener said that there are nationally recorded standards to evaluate what more is needed in the City. It will show if the City is meeting or exceeding in any areas (swimming, ballparks, and recreational opportunities). The PC can check to see if the City's inventory aligns with the national numbers.
- Bliesener – Community Engagement can be a table set up at the Kindleberger Festival with maps and the plan for what to do. In September/October the PC will fine tune the Parks and Rec Master Plan. It will be completed by November for the public notice (30 days long) and the public hearing before it goes to the City Commission.
- Bliesener will send the sample survey questions to the City Manager who will distribute them to the PC members so that they may add to or minus away any questions by mid-June. All will be ready to review the questions for the survey at the June Meeting. Bliesener will work on the graphics. The survey may be put on the City's website, Facebook page, or with the trash and tax bills, as well as distribution at the Kindleberger Festival.
- DeBoer – To confirm the draft of the questions and thoughts regarding those questions or the addition of others should be sent to the City Manager, who will compile and send out to the PC members.
- Tecca asked that if the tasks are due by June 15, could the PC members receive a copy of the May meeting minutes by June 4; the City Manager confirmed that they would be sent by then.
- Bliesener stated that a volunteer was needed to make a list of sample goals. An example may be found in the former P & R Master Plan. She also mentioned that Paw Paw P & R Master Plan had some goals that may align with the City of Parchment's goals. All PC members will look at the old goals and the Paw Paw plan for compilation.

- DeBoer said that sample goals may be sent to Lyon-Jenness and she will forward the list to the City Manager for the PC packets.
- Bliesener stated that the goals will be discussed at the June meeting.
- Lyon-Jenness asked if there were mechanisms in place to receive public comments.
- Bliesener said that an online survey with plenty of advertising about the public input events would be necessary.
- The City Manager asked if the PC would like to see an article in the June newsletter about the need for public input.
- Bliesener stated that by July the PC should have a list compiled of the goals and the PC will need to work on them. Hopefully, the conversation will remain succinct. The data will be assessed. As the PC moves forward, they will ask members to sign up for various tasks.
- Dean suggested that a Google document would be used.
- Bliesener stated that using the DNR guidelines, a spreadsheet could be formed with all outcomes of tasks being sent to the City Manager. She told the group that this was going to be interesting, but a lot of work and very similar to the work that they did on the Master Plan. Discussion about the community engagements and graphics will be at the June meeting. The Kindleberger Festival will help raise interest in the P & R Master Plan. The goals and actions that the PC members are working on now will be a good start.
- DeBoer commented that it was better to get the plan done than to go without it.
- Bliesener asked Zoning Administrator Harvey if the plan could be amended.
- ZA Harvey said that it may be added to, if needed.

8. Commissioner Comments

- DeBoer thanked Bliesener and Lyon-Jenness for pulling this Parks and Recreation Master Plan together for the Planning Commission.

9. Next Meeting – June 23, 2021 at 6pm

10. Adjournment – Motion by Bliesener, support by Tecca. All ayes. Meeting ended at 7:10pm.



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

NAME: Shomari Brown

ADDRESS: 713 Staples Ave Liza Home / 631 Commerce lane ^{Business} 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 BBQ 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 1/2" x 11"

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

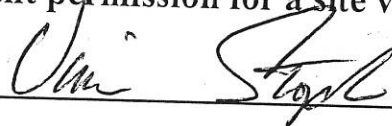
9. Applicant must demonstrate practical difficulties or undue hardship that you feel justify the granting of the variance. Please review the instruction sheet for an explanation of practical difficulties or undue hardship. An inconvenience is not considered a practical difficulty.

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 STOLICKI 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

Nancy Stoddard

From: Rebecca Harvey <rebeccaharveyaicp@gmail.com>
Sent: Monday, April 26, 2021 4:01 PM
To: Shomari Brown
Cc: Nancy Stoddard
Subject: Re: 631 Commerce Lane

Mr. Brown,

I am in receipt of the parcel photo and legal description you provided for 631 Commerce Lane . . in response to the City's site plan review requirements.

Here are my thoughts:

Review Notes

1. The property located at 631 Commerce Lane is within the C-3 District.
2. 'Restaurants' are a permitted use within the C-3 District . . which means **the use of the building at 631 Commerce Lane as a 'bbq restaurant' is allowed.**
3. **Locating your grill(s) outside of the building would constitute an 'accessory use' and is allowed within the C-3 District.**
4. The proposal constitutes a 'building reoccupancy' . . which allows for administrative review **if all 3 of these criteria are met:**
 - Such use is conducted within a completely enclosed building
 - Reoccupancy does not create additional parking demands, beyond 25 percent of that which exist
 - Reoccupancy does not substantially alter the character of the site.

My first reaction is that situating your grills outside would mean that the use is not 'completely within an enclosed building' . . which essentially means it cannot be reviewed administratively but requires Planning Commission review of your plan. I was trying to see if this could just be taken care of administratively, but I think having the grills outside eliminates that possibility.

Having the PC review the site plan doesn't really pose a problem, it just changes the timeline a little. What I am thinking is that **if you could get me a site plan w/ the information noted below by Wednesday a.m., I can see if it would be possible to add your review to the 4.28.21 PC meeting agenda. I don't know if that is possible, but I can certainly check.**

5. I am in receipt of the aerial photo of the property you submitted as the required site plan. The following information needs to be added to the 'plan' (photo) to allow the PC to conduct the required review:

- Current striping of the parking lot . . this will indicate existing number of parking spaces and parking layout so that compliance can be determined
- Hi-lite existing drives and indicate existing driveway widths
- Indicate square footage of building and how space will be used (ie. size of dining area, etc)

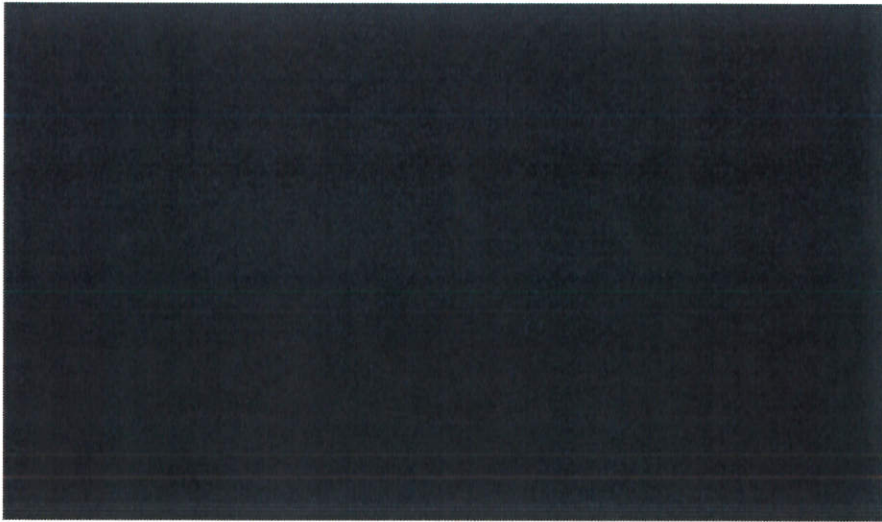
- Indicate any proposed changes to the site (for example – what will be the exact size and location of grill area) . . this will show how on-site parking and circulation will occur around the grills
- Will the grills be left there or removed every day?
- What/where are the dumpster facilities serving the building?

Let me know if you have any additional questions. I will check w/ the City to see if it is possible to place your review on the PC's agenda if we can get an updated plan from you by Wednesday morning. If you cannot meet that deadline, we can work toward placing you on the PC's May agenda.

Thanks.

Becky Harvey

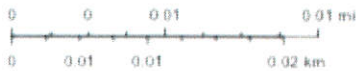
On Mon, Apr 12, 2021 at 1:05 PM Shomari Brown <shomari65@gmail.com> wrote:



alamazoo County GIS



1:564



Parcels

Lakes

Map Contributors: BuildingFootprints.com, Esri, Canada, Esri

Kalamazoo County

Layers on this map are generated from individual local sources. The County makes no representation regarding the accuracy or reliability of the data contained herein.



This is the map she was able to provide and sent the legal description as well I've attached the photo drawing of where I propose to set the bbq grills at least 25ft from building I hope this helps thank you

On Fri, Dec 4, 2020 at 4:06 PM Rebecca Harvey <rebeccaharveyaicp@gmail.com> wrote:

Mr. Brown,

My name is Rebecca Harvey and I am the planning consultant for the City of Parchment. The Planning Commission is in receipt of your application to establish a 'bbq restaurant' in the building located at 631 Commerce Lane . . and considered your request at the 10.28.20 Planning Commission meeting. At the request of the Planning Commission, I reviewed your application pursuant to the City's Zoning Ordinance and offered the Planning Commission the following review comments:

1. the property located at 631 Commerce Lane is within the C-3 District;
2. 'restaurants' are a permitted use within the C-3 District . . which means the use of the building at 631 Commerce Lane as a 'bbq restaurant' is allowed;
3. the application also noted 'placing the bbq in parking lot' . . I was not clear on what is proposed w/ that statement, however, the following applies:
 - if 'placing bbq in parking lot' means you want to locate your smoker or grill outside of the building . . then I believe that would constitute an 'accessory use' and is allowed within the C-3 District
 - if 'placing bbq in parking lot' means you propose outdoor seating . . or an outdoor cafe element to your restaurant . . then I believe that would constitute an 'open store front' (as defined by the Ordinance) and is not allowed in the C-3 District
4. in summary, a bbq restaurant with an outdoor cooking area is allowed at 631 Commerce Lane . . upon receipt of an approval of a site plan by the Planning Commission
5. the site plan (sketch) that accompanied your application (that was considered by the Planning Commission on 10.28.20) does not provide the required site plan content/information; as a result, the Planning Commission was not able to complete the required review or issue an approval of the project.

If you are interested in pursuing occupancy of the building located at 631 Commerce Lane as proposed, you will need to prepare a site plan that provides the information required by Section 13.1 of the Zoning Ordinance. As you read through Section 13.1, you will note that some of the information requirements are not going to apply to the property due to the fact that it is an existing developed property. Instead, I think a site plan that provides the information cited in items a, b, c, d, i, l, m (including lighting, grill location), n, o, and r. will be adequate to allow the Planning Commission to complete the required review. (I would highlight that of most importance may be having a drawing that is to scale where everything is dimensioned . . and shows how parking will be provided.)

I have copied Section 13.1 of the Zoning Ordinance below for your convenience . . however, the full Zoning Ordinance is accessible on the City's website and may be helpful as you prepare your site plan. Lastly, it is generally easier to have a site plan prepared by a professional (architect or engineer) . . and would likely not be too time consuming or costly due to the size and status of the property. However, you are free to prepare the site plan yourself if you feel you are able to adequately provide the required information.

If you have any questions regarding these review comments or the required content of your site plan, do not hesitate to contact me.

Becky

City of Parchment Zoning Ordinance excerpt:

Section 13.1. - Review and approval of site plans

3.

Information required. The following information shall be included on the site plan:

a.

A scale of not less than 1" equals 50" if the subject property is less than three acres and 1" equals 100" if three acres or more.

b.

Date, north point and scale.

c.

The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within 100 feet.

d.

Legal description of parcel.

e.

Existing and proposed topography with contours at two-foot intervals, (based on U.S.G.S. datum), extending a minimum of 100 feet beyond site boundaries.

f.

An inventory of existing vegetation on the site and an indication of any alterations.

g.

The location and nature of any streams, drains, swamps, marshes, and/or unstable soils.

h.

An indication of basic drainage patterns, existing and proposed, and including any structures, retention basins and fencing which are proposed. The applicant shall contact the municipality and municipal engineer to determine the adequacy of utility and storm water proposals, slope and sod erosion requirements to determine if any such requirements will adversely affect the site plan.

i.

A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs.

j.

A detailed planting plan and schedule of plant materials and sizes.

k.

Cross-section drawings of any walls, berms, etc.

l.

The location and width of all existing and proposed sidewalks on or bordering the subject site. Where the subject site borders a public right-of-way, a concrete sidewalk five feet in width shall be provided within the public right-of-way one foot from the subjects site's property line. If a sidewalk in good condition exists within the public right-of-way, the above requirement may be waived by the building official.

m.

The location of all existing and proposed structures of the subject property and all existing structures within 100 feet of the subject property. The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated; this includes buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. The height of all proposed structures shall also be indicated.

n.

The location of all existing and proposed drives and parking areas.

o.

The location and right-of-way widths of all abutting streets and alleys.

p.

The names, addresses, and telephone numbers of the architect, planner, designer, engineer or person responsible for the preparation of the site plan.

q.

The names, addresses and telephone numbers, of the developers.

r.

In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed. Such information shall include, but not be limited to:

(1)

Estimated number of employees, resident shoppers, etc.

(2)

Hours of operation.

(3)

Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.

(4)

Modifications to vegetative cover, drainage patterns, earth work, problem areas.

(5)

Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development.

(6)

Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the building permit cost estimates shall be provided.

City of Parchment

Planning Commission

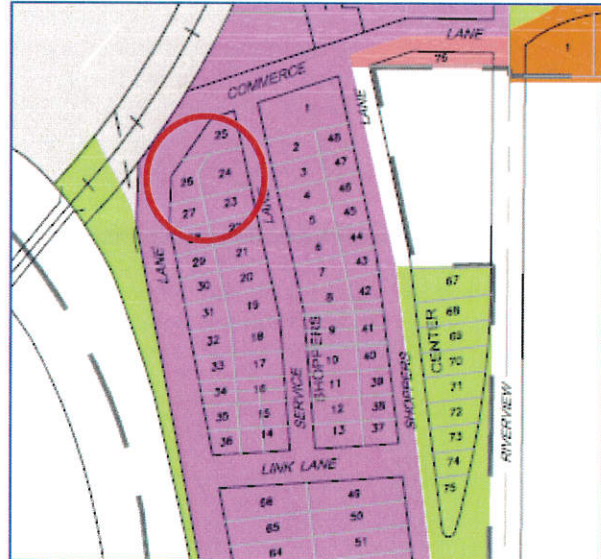
Zoning Map

Applicant: Shomari Brown

Subject Property: 631 Commerce Lane

Zoning: C-3 District

Request: *Site Plan Review* – proposed occupancy of an existing building as ‘bbq restaurant w/ outdoor grills’



Review Comments:

- Applicant proposes the establishment of a ‘take-out bbq restaurant with outdoor grills’ within the existing 2400 sq ft building located at 631 Commerce Lane. The restaurant is proposed to occupy the tenant space previously occupied by the ice cream shop; the retail tenant space will remain unchanged.
- ‘Restaurants’ are a permitted use within the C-3 District . . use of the existing building at 631 Commerce Lane as a bbq restaurant is allowed.
- The location of grills outside of the building constitutes an ‘accessory use’ and is allowed within the C-3 District.
- The proposal constitutes a ‘building re-occupancy’, however, because of the location of the grills outside, the use will not be ‘conducted within a completely enclosed building’, therefore the site plan cannot be reviewed administratively. Planning Commission review is required per Section 13.1 1.c.
- No changes to the existing site/building are proposed, with the exception of the location of 3, 3 ft-long grills between the north/west driveways along the western boundary of the site.

City of Parchment

Planning Commission

- The applicant has provided photos of the site to demonstrate existing site conditions (driveways, parking layout, building size/placement, dumpster) and a narrative clarifying the use proposal. Specifically:
 - Use of existing 'restaurant' space; no expansion proposed
 - No dine-in service proposed; take out service only
 - 3 outdoor grills . . to remain on-site during occupancy

The information submitted is adequate to complete the required site plan review.

- The only proposed change involves the location of the grills outside. The location of the grills outside shall be reviewed Pursuant to Section 13.1 5. – Standards for Approval. The following is noted:
 - The existing driveway/sidewalk arrangement will not be altered.
 - The existing parking layout and site circulation will not be interrupted/modified by the location of the grills.
 - The location of the grills along the western boundary of the site, between the existing driveways, will not create functional/safety concerns on the property.
 - **The proposed arrangement should be reviewed for compatibility with existing/adjacent uses. The setback of the grills from the front lot line (Commerce Lane r.o.w.) should be confirmed.**
 - The proposed location of the grills will not serve to reduce existing on-site open space or landscaping.
 - No additional exterior lighting or outdoor site features are proposed.
 - **The proposal shall be subject to Fire Department review/approval.**



Application for a Conditional Use Permit/ Site Plan Review

NAME: Timothy Barker

ADDRESS: 2030 Lake Michigan Dr NW Grand Rapids, MI 49504

PHONE: 616-648-8128

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

06-03-290-041

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.

Owner

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

Yes

5. **Present zoning classification**

C-1

6. **A.) Present use of Property**

Office Space

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

Converting it to a Biggby Coffee with a drive thru.

7. **Nature of the Variance Requested**

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

We are requesting to allow a drive thru restaurant at this site

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

We are requesting to allow a drive thru restaurant at this site

- 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 1/2" x 11"**

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

We are requesting to allow a drive thru restaurant at this site. With out a drive thru on this site we do not believe this sight to be a viable option for development.

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.**

During covid we learned some extremely hard lessons and one of them was that we had several stores without drive thrus, within the first month of covid we were forced to close 2 of our 5 location without a drive thru permanently. We are more sure than ever that drive thrus are necessary to operate a location.

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:** _____

Permission of Title Holder (if different than applicant)

I _____ 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:** _____

City of Parchment

Planning Commission

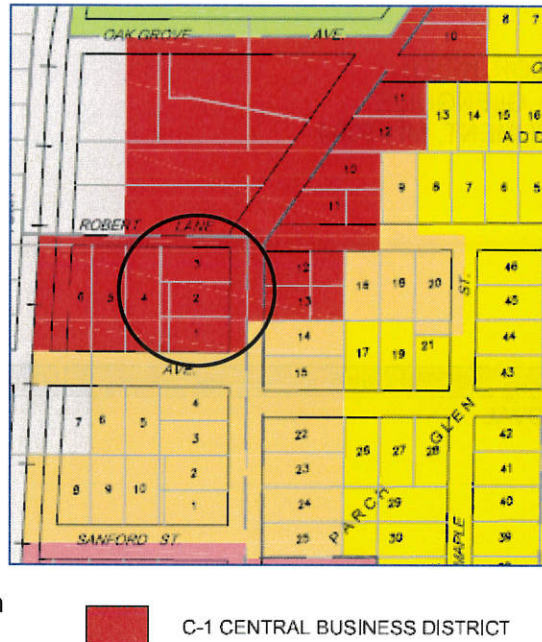
Applicant: Tim Barker
Biggby Coffee

Subject Property: 116 S. Riverview Drive

Zoning: Conditionally-Rezoned from C-1 Central Business District to C-2 Service/Business District

Request: *Conditional Use Permit/Site Plan Review* – ‘fast food or drive-through restaurant’ within an existing commercial building

Zoning Map



Review Comments:

Background Information

- The subject 0.55-acre parcel is provided frontage/access on Robert Lane, Island Avenue, and Riverview Drive and is currently occupied by a sq ft vacant commercial building.
- Applicant proposes the establishment of a Biggby Coffee store within the existing building on the site.
 - The project includes an interior building remodel only; no changes to the exterior of the building are proposed.



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- The project includes use of existing site improvements (driveways, drive-through element, paved areas, parking layout, exterior lighting, landscaping); no changes to the site are proposed.
- Section 9.3 2. allows a *'drive-through restaurant'* as a Conditional Use within the C-2 District.
- The proposed *'drive-through restaurant'* is subject to the standards set forth in Section 13.3 – Conditional Use Permit and Section 13.1 – Site Plan Review.

Section 13.3 4. – Conditional Use Standards for Approval

A Conditional Use Permit for the proposed *'drive-through restaurant'* may be granted upon a finding that the proposed use:

1. Will be harmonious with and in accordance with the general objective of the Future Land Use Plan.
2. Will be designed, constructed, operated, maintained, in harmony with existing and intended character of the general vicinity and so that such use will not change the essential character of that area.
3. Will not be hazardous or detrimental to existing or future neighboring uses.
4. Will represent a substantial improvement to property in the immediate vicinity and general benefit to the community as a whole.
5. Will be served adequately by essential public services and facilities, such as highways, streets, drainage structures, police and fire protection and refuse disposal; or persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately for such services.
6. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community.
7. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive smoke, fumes, glare, noise, vibration or odors.
8. Will be consistent with the intent and purposes of this Ordinance.

The subject property was rezoned to the C-2 District conditioned upon its use as a *'drive-through coffee shop'* that cannot be operable 24 hours/day. These conditions on the use of the property should be considered in determining consistency with the Conditional Use Permit standards.

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Section 13.1 – Review & Approval of Site Plans

a. Specific Development Requirements

- Section 9.3 – Required Conditions ('drive-through restaurant')
 1. A 60 ft building setback from the street r.o.w. is required; 20 ft/65/75 ft setbacks are existing. No changes are proposed.
 2. Driveways shall be located 60 ft from street intersections; both existing driveways are separated from street intersections by more than 60 ft. No changes are proposed.
 3. All lighting shall be shielded from adjacent residential districts; the subject property is not adjacent to any residential district.
 4. **A 6 ft high obscuring wall is required where the property is abutting the C-1 District; the property abuts the C-1 District along its west boundary. The required obscuring wall along the west property line has not been provided.**
- Section 9.4 – Area and Size Requirements (C-2 District)
 - o No minimum lot size required; 0.55-acre site existing
 - o No minimum lot width required; 198 ft frontage along Riverview Drive/115 ft frontage along Island Avenue/130 ft frontage along Robert Lane existing
 - o 1 story/20 ft maximum building height allowed; 1 story/16 ft existing
 - o No maximum lot coverage standard applies
 - o 25 ft front setback required; 20 ft setback from Riverview Drive/65 ft setback from Island Avenue/75 ft setback from Robert Lane existing
 - o 15 ft side setback required; n/a
 - o 30 ft rear setback required; 50 ft +/- existing

The existing building meets all applicable dimensional requirements of the C-2 District, with the exception of the setback requirement from Riverview Drive. No changes to the existing building are proposed.

b. Access:

- The subject site is currently provided access to each abutting roadway (Riverview Drive/Island Avenue/Robert Lane).

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- Each existing driveway is of adequate width for a 2-way driveway and meets intersection separation requirements.
 - The existing driveway arrangement, previously designed/used to serve the drive-through window element of the building, is proposed to be used with no changes.
- c. Parking/Loading:
- Parking layout complies with parking space and dimensional requirements. No change to the existing parking layout is proposed; locational limitations shall not apply.
 - Barrier free parking is provided as required.
 - The proposed (existing) parking/stacking layout provides for adequate circulation and on-site maneuverability.
 - The paved surface on the site is existing; no expansion of the paved surface (reduction of pervious surface) is proposed.
 - No change to the existing parking lot landscaping is proposed.
 - **A loading space/area has not been identified.**
- d. Compatible Arrangements
- The existing building exterior complies with the building standards of Section 12.3; no change is proposed.
 - The site plan proposes the use of the existing 3 light poles and building entrance recessed lighting. The existing pole and wall light fixture designs are *'shielded so the surface of the source of the light is not visible'*.
 - A 10 ft x 10 ft dumpster/enclosure is proposed to be located in the rear yard (west side of building), in compliance with the 10 ft setback requirement from the building.

Enclosure details are required to confirm compliance with Section 12.24.
 - **Proposed signage shall be reviewed/approved through the permit process.**

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e. Landscaping:

- All portions of the property not covered by buildings/paving are currently 'landscaped with vegetative ground cover and ornamental materials'; no change is proposed.
- **Compliance with the landscape requirements of Section 12.20 3. cannot be confirmed.**

f. n/a

g. n/a

h. n/a – site plan content waivers are not required

i. **Approval shall be subject to City Fire Department review/approval.**

Summary of Findings

Upon satisfactory response to the standards noted above, the Planning Commission may **recommend approval** of the **Conditional Use Permit/Site Plan** based upon a finding that it meets the criteria for Conditional Use Permit set forth in Section 13.3 and Site Plan Approval set forth in Section 13.1, and conditioned upon the following:

1. Compliance with the 'obscuring wall' requirement along the west property line.
2. Provision of the required loading space/area.
3. Compliance with the refuse disposal enclosure standards set forth in Section 12.24.
4. Compliance with the general landscape requirements set forth in Section 12.20.
5. Signage shall be reviewed/approved through the permit process.
6. City Fire Department review/approval.
7. City Department of Public Works & Water review/approval of proposed utility connections and wastewater discharge.

DRAFT SURVEY QUESTIONS

Quality of park facility operation and maintenance by the City of Parchment

	Poor	Fair	Good	Excellent	NA
Building condition					
Natural areas stewardship					
Mowing/tree trimming					
Signage and information					
Trash removal					
Security					

Within the last 12 months how often have you used a Parchment park facility?

- Once or twice
- 3-6 times
- More than 6 times
- Not at all

What should the City of Parchment focus on as a priority for future implementation?

- Acquiring land for future park development or preservation
- Develop and improve existing facilities
- Develop more active recreation opportunities
- Develop more passive recreation opportunities
- Natural area preservation
- New paved trails
- New nature trails
- New water trail

Which of the following activities or facilities need NEW or ENHANCED opportunities?

- Adopt a Park

Canoeing/kayaking
Fishing
Gardening
Outdoor Fitness
Running/jogging
Skate park
Soccer
Baseball
Road bicycling
Disc golf
Hiking/Walking
Natural Area Stewardship
Playgrounds
Roller skating/Blading
Softball
Tennis
Pickle Ball
Volleyball
Basketball
Nature Play
Dog Park
Football
H2O Zone
Picnicking
Sledding
None

How would you be willing to support park improvements?

Donation of time for maintenance

Donation of money

Support of bond issue for park improvements and maintenance

How old are you?

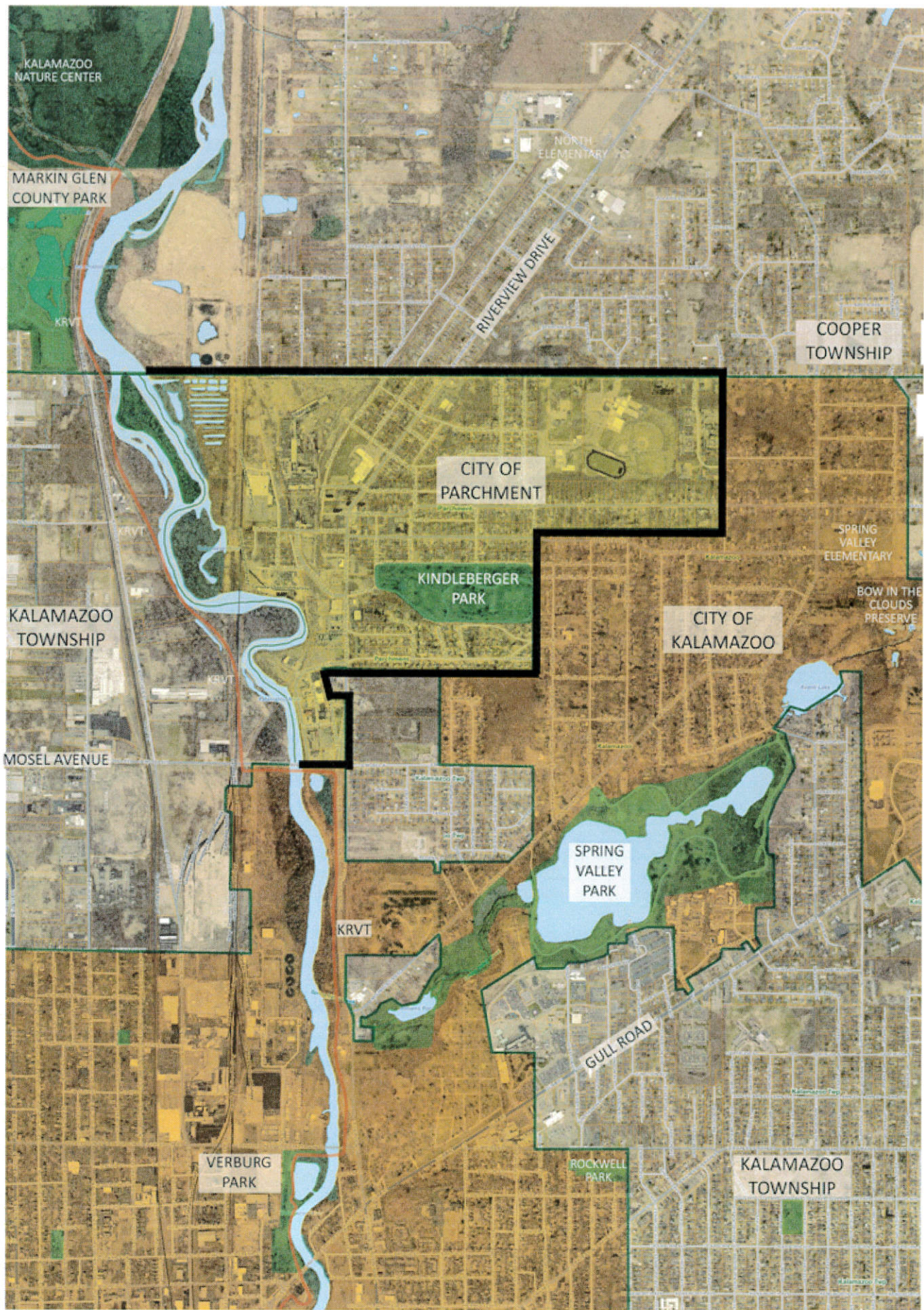
17 or younger

18-29

30-49

50-65

65 or older



CITY OF PARCHMENT and Surrounding Communities



CITY OF PARCHMENT

Parks, Schools, and Open Space



**CITY OF PARCHMENT
PARKS AND RECREATION MASTER PLAN**

Outdoor Fitness	Road Bicycling
Running/jogging	Roller skating/Blading
Skate Park	Hiking/Walking
Dog Park	Playground Improvements
Football	Picnicking
Soccer	Nature Play
Baseball/Softball	Natural Area Stewardship
Tennis	Gardening
Pickle Ball	Canoeing/kayaking
Volleyball	Fishing
Basketball	H2O Zone
Disc golf	Ice Skating

WE NEED YOUR INPUT!

CITY OF PARCHMENT PARKS AND RECREATION MASTER PLAN

The City of Parchment Planning Commission is starting the process of developing a Community Park and Recreation Master Plan.

The intent of a community park and recreation plan is to create an inventory of existing facilities and resources, identify community recreation and open space needs, and set a plan of action for a five-year period.

The Michigan Department of Natural Resources (DNR) provides financial assistance to communities through its grant programs. A current DNR-approved community park and recreation master plan is required to be eligible for grants from the Land and Water Conservation Fund and Michigan Natural Resources Trust Fund.

These grants can be used for the development of public outdoor recreation facilities and the acquisition of land for public recreation and for protection of land for environmental importance or scenic beauty.

WE NEED YOUR INPUT!

5 – GOALS & OBJECTIVES

STRATEGY

This Plan will provide the basis for public policy decisions and technical coordination in recreational development within the Village.

The Village of Paw Paw's strategy is to provide a variety of parks that are flexible spaces that serve multiple users.

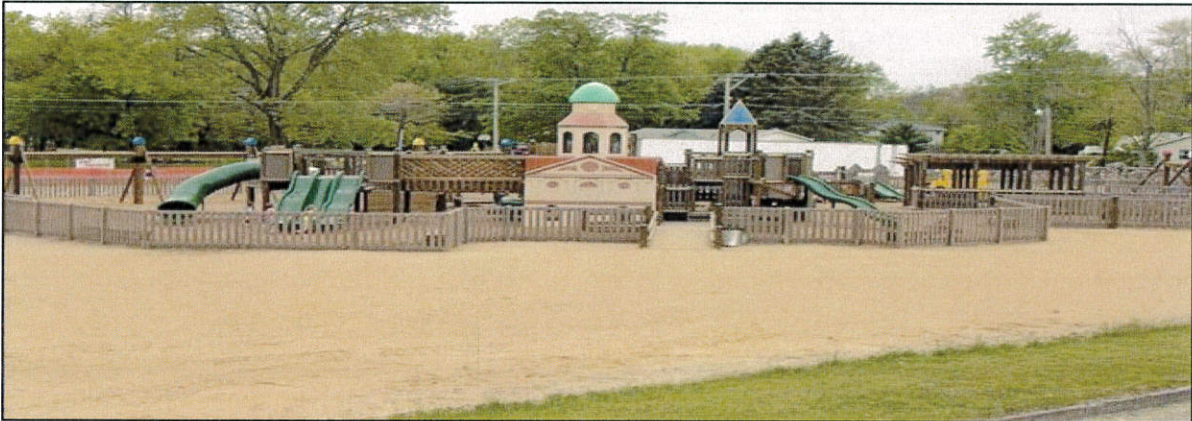
The goals and objectives set forth in this Chapter were developed through the Parks & Recreation Committee and Village Administration and incorporate recreation planning best practices and the results of the public input process.

Goals address general needs and establish the basis for setting specific programmed objectives. **Objectives** measure results that the community works towards accomplishing.

The following goals and objectives are numbered for identification purposes only. Each goal is considered to carry an equal degree of importance.

GOAL 1: MAINTAIN EXISTING COMMUNITY PARKS AND RECREATION FACILITIES

- 1.1 Maintain all recreation-related buildings, structures and parks.
- 1.2 Repair and replace worn out and damaged equipment and amenities as necessary.
- 1.3 Improve barrier-free access to parks to comply with the requirements of the Americans with Disabilities Act (ADA and the principles of universal access.)



-
- 1.4 Develop and implement a parks maintenance program.

**GOAL 2:
EXPAND AND DEVELOP NEW PARKS
AND RECREATION FACILITIES /
PROGRAMS**

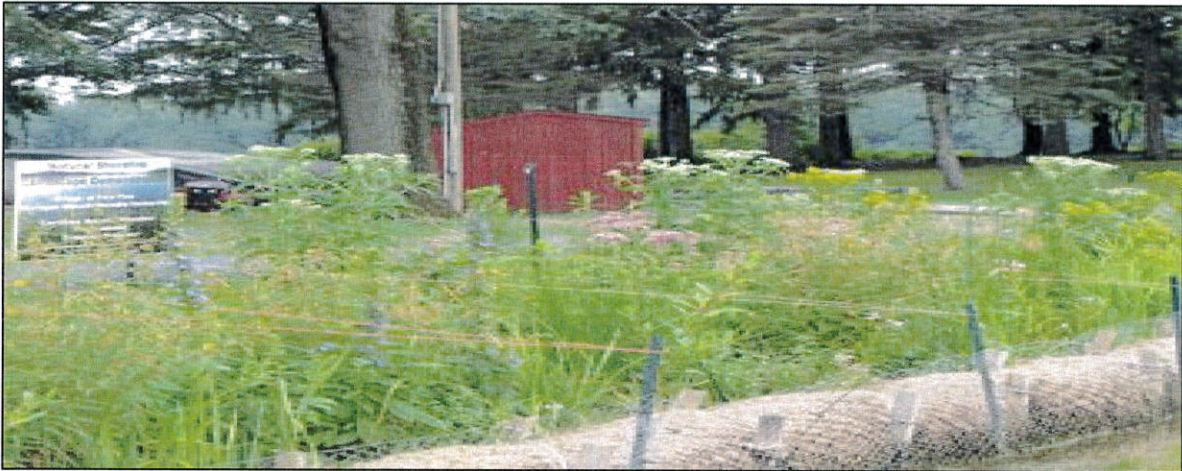
- 2.1 Acquire equipment and facilities to keep pace with current design and regulatory standards, as well as the recreation needs of the community.
- 2.2 Include a broad range of facilities within each park, specifically addressing those facilities currently lacking in the community.
- 2.3 Respond to the desires of residents with regards to developing park facilities.
- 2.4 Ensure the Village population is served by a uniform distribution of recreational facilities.
- 2.5 Provide facilities for park users of all ages.



-
- 2.6 Support a variety of cultural and heritage based activities/events.

**GOAL 3:
DEVELOP FACILITIES FOR
NON-MOTORIZED TRANSPORTATION**

- 3.1 Continue to improve sidewalk connections throughout the Village and promote non-motorized transit as a healthy transportation option.
- 3.2 Develop bike lanes throughout the community to provide access to recreational facilities and other area points of interest.
- 3.3 Establish a non-motorized route that connects Maple Lake and the Briggs Pond area.
- 3.4 Develop an interconnected regional bike trail system with emphasis on Van Buren County Trail system connections.
- 3.5 Ensure sufficient bicycle, kayak, and canoe racks are located within parks to accommodate users and visitors who cycle to the parks.



GOAL 4: PARTNER WITH OTHER ENTITIES TO PROVIDE RECREATIONAL OPPORTUNITIES

- 4.1 Partner with the Paw Paw School District to ensure public access to school campus facilities.
- 4.2 Partner with the local biking organizations, the Van Buren County (Van Buren Trail), Michigan Department of Transportation (MDOT) and Paw Paw Township on trail and bike lane creation.
- 4.3 Collaborate with the Downtown Development Authority to provide bike lane and non-motorized trail connections through the downtown core and the Village's recreation sites.
- 4.4 Partner with Southwest Michigan Planning Commission and the Two Waters Coalition on local water trail routes and access point creation.

GOAL 5: COMPREHENSIVE PARK IDENTIFICATION / WAYFINDING SIGNAGE PROGRAM

- 5.1 Create a uniform park identification signage design for consistency throughout the community park system.
- 5.2 Add instructional / directional park signage, consistent with main identification signs, to direct park users to activity areas .
- 5.3 Install watershed/waterway identification signage.
- 5.4 Incorporate wayfinding signage at park and recreation facilities to link to other community focal points and destinations.
- 5.5 Provide educational and interpretative signage along pathways, water bodies, and nature corridors.



GOAL 6. MAINTAIN AND IMPROVE THE NATURAL AND AESTHETIC QUALITIES OF PARKS

- 6.1 Develop partnerships (i.e. academic and non-profit organizations)

for design assistance to incorporate natural features into park design.

- 6.2 Enhance and expand the views to water bodies, woodlands, and wetlands from rights-of-way and non-motorized pathways.
- 6.3 Link open space areas to maintain wildlife and native plant corridors.
- 6.4 Apply waterfront protection measures to Maple Lake and its tributaries, including erosion control and shoreline naturalization.

GOAL 7. MAINTAIN FISCAL RESPONSIBILITY

- 7.1 Seek additional funding from outside sources for capital improvements, such as state and federal agencies and foundations.
- 7.2 Incorporate volunteers in projects when feasible to help maintain and monitor park and recreation facilities.
- 7.3 Continue to review and expand the maintenance program, as needed, to keep the parks and facilities aesthetically appealing and functional.
- 7.4 Consider the long-term maintenance costs associated with park and non-motorized trail acquisitions and improvements.
- 7.5 Review and update the Parks and Recreation Plan every five years, not only to maintain eligibility for grants, but to provide a guide for parks and recreation improvement efforts.

SAMPLE - HASTINGS



Goals and Objectives

As a result of the recreation inventory, public input, survey results, and trends, the City of Hastings has developed the following goals and objectives in order to guide the management and development of recreation opportunities for the next 5 years. Goals and objectives are meant to guide the intent of the actions to be taken, but flexible enough to reflect changing attitudes and opportunities. A degree of flexibility is essential for the City to be responsive to its citizens. The goals are long-range in nature and intended to be broad in scope to accommodate future change. The objectives are short-range in nature and intended to direct specific program and development decisions to be made in the next five years. The goals are listed in no particular order.

1. Enhance existing recreation facilities to provide a high quality, accessible, and safe recreational experience at all City parks and facilities.
 - Provide access to all users by meeting or exceeding barrier-free standards.
 - Update/replace existing playgrounds to meet current safety and ADA guidelines.
 - Strive for universal accessibility in all parks including the development of a miracle field.
 - Evaluate security measures such as emergency call boxes, security systems, lighting, and park visibility.
 - Work with enforcement agencies and community organizations to provide a safe environment for park users.

Goals and Objectives

- Maintain park facilities by providing adequate staff, equipment, and response systems.
 - Incorporate low maintenance products and equipment that save energy, reduce wear, reduce environmental impact, and reduce demands on staff.
2. Preserve, protect, and improve historic, natural, scenic, and environmentally sensitive areas for appropriate public use and enjoyment and habitat protection.
 - Develop management / maintenance strategies for natural areas including eradication of invasive species, stabilization of the riverbank, and protect water quality.
 - Identify land acquisition opportunities to preserve environmentally sensitive areas including land along the Thornapple River.
 - Provide programs and facilities that educate the public about the environment.
 - Provide programs and facilities that support the conservation, protection, and preservation of the natural environment.
 3. Expand the diversity of recreation facilities available at new or existing recreation facilities to offer year-round opportunities for individuals of all ages and abilities in order to meet current and future demands.
 - Identify new innovative equipment and/or facilities.
 - Provide playground equipment for toddlers.
 - Provide wide range of active and passive recreation facilities and programs with four season activities for all ages.
 - Develop an athletic complex to provide sport field opportunities.
 - Develop a regional park on the City owned land along the riverfront.
 4. Encourage community partnerships and joint ventures with groups and organizations that have a supportive relationship.
 - Continue to support and enhance relationship with the YMCA.
 - Identify organizations with similar goals that can be collaborative and share costs for activities and events.
 - Collaborate with local agencies, adjacent municipalities, and other public organizations
 - Coordinate with Hastings School District and non-profit organizations to identify synergistic programs and activities.
 - Explore opportunities to partner with private organizations to encourage philanthropic investment in City park and recreation facilities.



Goals and Objectives

- Facilitate partnerships that support venues for cultural, sports, and recreational activities.
5. Provide non-motorized and way finding connections between parks, neighborhoods and community facilities, and municipalities.
 - Implement recommendations described in the City's Non-Motorized Trail Master Plan.
 - Identify potential opportunities for regional non-motorized trail connections to adjacent communities.
 - Provide non-motorized connections to connect users with facilities throughout the community.
 - Develop a way finding system to assist users locate facilities more easily and locate their proximity within the park system.
 - Explore opportunities for easement acquisition for future trail connections.
 - Explore opportunities to connect trail systems to local businesses.
 - Develop a funding mechanism for long term trail maintenance.
 6. Acquire property as it becomes available to ensure recreational opportunities keep pace with the needs of the community.
 - Plan for long-range needs to develop existing City owned land, expansion of existing park facilities, and acquire new park property.
 - Provide a geographically balanced park system throughout the City.
 7. Increase community awareness of available park facilities and programs through communication, promotion, and branding.
 - Promote volunteer opportunities and other methods of citizen support for programs and parks.
 - Encourage public engagement in park facility development and programs through community outreach projects, stewardship programs, and interpretive programs.
 - Continue to publicize park events, facilities and programs through social media, newsletters, press releases, web site, promotional events, and other media outlets.
 - Increase resident awareness of the City's park goals, events, and accomplishments to get the community involved in programs and increase use of park facilities.
 8. Promote healthy and active lifestyles through park and recreation facilities and programs.
 - Promote awareness of fitness programs that support healthy lifestyles.
 - Provide four season recreation opportunities.
 - Provide recreation facilities that encourage healthy habits.
 - Target programs for specific age groups based on current trends.
 9. Explore sustainable funding opportunities for future park development and maintenance.
 - Explore partnerships with local corporations.
 - Develop a fundraising arm or friends group for trail maintenance.
 - Continue to seek funding opportunities from grants, foundations, millages, and donations.
 10. Identify opportunities for place making and public space development
 - Integrate technology into parks and public spaces.

Goals and Objectives

- Provide space for public art display.
- Provide for the display/use of sustainable technologies in public spaces.
- Use public space to promote the branding and identity of the park system.