

## **Agenda**

### **Parchment Planning Commission**

**January 26, 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**

**3. Approval of Minutes**

a. Minutes from November 30, 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**

**6. New Business**

A. Master Plan Projects Discussion

1. Commerce Lane Improvement
2. Tree Enhancement/Replacement in Kindleberger Park
3. Upgrade Facilities at Kindleberger Park – restrooms, electricity, cameras, pathways
4. Other projects

**7. Public Hearing**

A. Conditional Rezoning of 116 S Riverview Drive from C-1, Central Business District, to C-2, Service Commercial District - Ordinance to amend the City Zoning Map conditionally - action

**B. Commissioner Comments**

**C. Next Meeting – February 23, 2022**

**D. Adjournment**

Planning Commission Meeting Minutes  
November 30, 2021 – Virtual Meeting

1. **Call to Order at 6pm**
2. **Roll Call** – Lyon-Jenness at 294 Glendale, Bliesener at 260 Parchmount, DeBoer at 6927 Springbrook, Dean at 238 Glendale, Tecca at 324 Parchmount
3. **Approval of Minutes – October 27, 2021**
  - Motion by Bliesener to accept the minutes with corrections, second by Dean.  
Roll call vote: All ayes
4. **Citizen Comments**
  - No comments
5. **Old Business** - none
6. **New Business**
  - A. **Revocation/Amendment of Site Plan Review for 400 Island Ave**
    - The City Manager updated the Planning Commission on the gate placed across G Avenue. At this time the gate will prevent unnecessary access but can be removed through amending the site plan. This will be necessary if there is not room for the non-motorized trail. Access to the river may be gained on the north side of the gate where a walking area has been established.
    - No action was taken at this time.
  - B. **Review and comment on draft Master Plan issued to Planning Commissioners on 11-15-21**
    - Chairperson DeBoer turned the meeting over to Bliesener.
    - Bliesener reported that she had received comments from Lyon-Jenness and the City Manager.
    - DeBoer stated that the pictures in the Parks & Rec Master Plan (MP) were really helpful.
    - Bliesener requested the date of the MP from the City Manager.
    - DeBoer said that the outlines helped to explain where the parks were located. He asked if OCBA did anything with the east side of Commerce Lane in the previous Parks & Rec Master Plan.
    - Bliesener stated that under Natural Resource Inventory, 2<sup>nd</sup> line from the bottom, there is supposed to be a number instead of an explanation mark.
    - Lyon-Jenness stated that it was supposed to be a 1.
  - C. **Review outstanding items to be completed /documents to be gathered**

- Bliesener said that she needed the sign-in sheets from the Kindleberger Festival and the Let's Talk Parks events for the Appendices in the Parks & Rec Master Plan. She will include the Metropolitan Planning Commission info.
- Bliesener requested a copy and the date of the posting for the 30 day review of the Parks & Rec MP from the City Manager.
- Dean said that the new Parks & Rec MP was amazing and wonderful. She asked what should be done about the hard copies of the survey. She has all in hard copy except for 6 that are in an electronic form. She will deliver them to the Library's History Room.

#### **D. Finalize schedule for final review, approvals and resolutions**

- Bliesener said that the Parks & Rec MP will now enter into the Public Review time until January 3<sup>rd</sup> and then it will go to the City Commission. The Planning Commission's work on the document is done. We will wait for comments from the public and City Commission members. Treasurer Stutz will be the contact person at City Hall. Bliesener stated that she was excited and that this a great document. She extended her thanks to all that had helped.
- Lyon-Jenness stated that all contributed to a "good job done".
- DeBoer confirmed that the City Commission would be holding the Public Hearing at their January 4, 2022 meeting.
- Bliesener asked that a copy be sent to Zoning Administrator Rebecca Harvey so that she could look it over for the PC. She asked that the entire Planning Commission attend the City Commission meeting on January 4.

#### **C. Finalize the Schedule for Final Review, Approvals and Resolutions**

- Bliesener said that she would put together a schedule that would include applying by February 1 for DNR grants. A public hearing is needed and adoption of the MP would be on January 17. The MP would be available for public review on December 1. The writing of the document needs to be accomplished by November 7.
- Lyon-Jenness understands that the state grants need this MP ready so that applications for grants may be filled out. She will do the best that she can to put this together.
- Bliesener stated that she would send a draft plan out ahead of the November 30<sup>th</sup> meeting and the public review. Members will all review the text internally and will respond at the November meeting.

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

- Tecca asked where the Planning Commission was going next.
- DeBoer said that the PC should move forward with the east side of Commerce Lane. It is a busy street with the river side being beautiful and the east side is not looking sharp. He asked if the PC could start looking at the east side as to

City that could be planted with trees and beautified. He also asked for a mill property update which was given by the City Manager.

- Bliesener like the east Commerce Lane project. The City Manager will look into the ROW on the properties. She suggested that the PC take a break from meeting in December and resume in January 2022. She will think of a “plan of attack” for there and for the non-motorized trail for the next PC meeting. Bliesener also mentioned the Kalamazoo Township effort with a Sustainability Plan. She stated that incoming Commissioner Cooper may be interested in this. This may need to be prioritized with the PC.
- Lyon-Jenness stated the need for speed with the Parks & Rec MP is the grant process begins in February. These grants are not just with the DNR but allocation of funds from different infrastructure sources. We need to be ready for these opportunities.
- DeBoer said that the PC will have to choose a focus.
- Lyon-Jenness stated that they all would need to be alert to possibilities for money given to small cities and for the money for parks that has been set aside by the Governor.
- Deboer said that at the next meeting the members should be prepared with what they want to accomplish next. The PC will not meet in December. He extended his thanks to Dean, Bliesener, and Lyon-Jenness for all their work on the new Parks & Rec MP. He stated that he was “knocked off his feet” by this new MP.

**8. Next Meeting** – January 26, 2022 will be the next meeting – TBD if in person.

**9. Adjournment** – Motion by Lyon-Jenness, support by Bliesener. All ayes. Meeting ended at 6:47 pm.

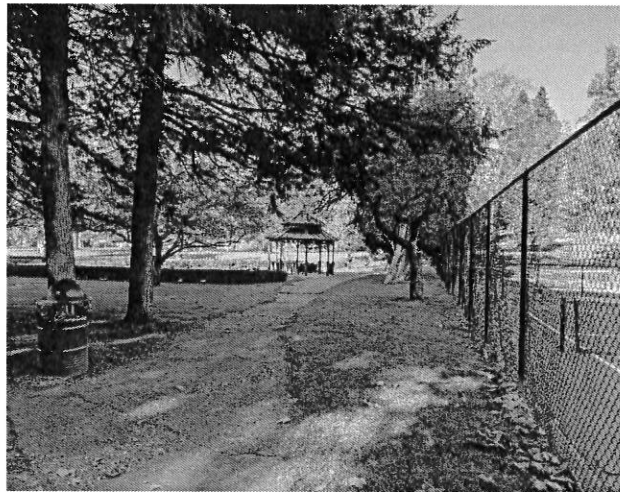
## CHAPTER 7: GOALS AND OBJECTIVES

Drawing on the recreation inventory and public input gathered through surveys, in-person events, and a suggestion box located in the Community Library, the Parchment Planning Commission on behalf of the City of Parchment has articulated the following goals and objectives to guide the development and management of Parchment's recreation resources over the next five years.

The goals, broad in nature, are designed to create a flexible framework for decision-making while considering both the community's unique history and the need to construct an economically and environmentally sustainable future benefiting all Parchment residents. The objectives, listed under each goal, suggest more specific projects to be undertaken as needs and opportunities arise between 2022 and 2027.

**G1. Maintain and enhance existing recreational facilities to provide a variety of accessible and safe recreational experiences for all.**

- Develop an integrated tree enhancement and replacement program that involves the entire city including Kindleberger Park.
- Upgrade all facilities in Kindleberger Park including (but not limited to) public restrooms, the paved trail system, and the Park's electrical grid.
- Evaluate all playground areas for safety and accessibility and upgrade as needed.



The sunken garden gazebo and pickleball courts in Kindleberger Park

**G2. Improve and develop underused areas and resources, with particular emphasis on public access to the Kalamazoo River.**

- Develop Parchment's riverfront area as a natural and recreational asset for the city.
- Consider innovative ways to integrate portions of the former mill property into both active and passive recreational opportunities.
- Develop underused park areas including Devon Park and City Hall Park in ways that add to the variety of recreational experiences in Parchment.
- Develop facilities for non-motorized transportation that include the entire city.
- Develop public awareness of Parchment's unique history as a model community and model paper mill through the development of a non-motorized "paper trail".

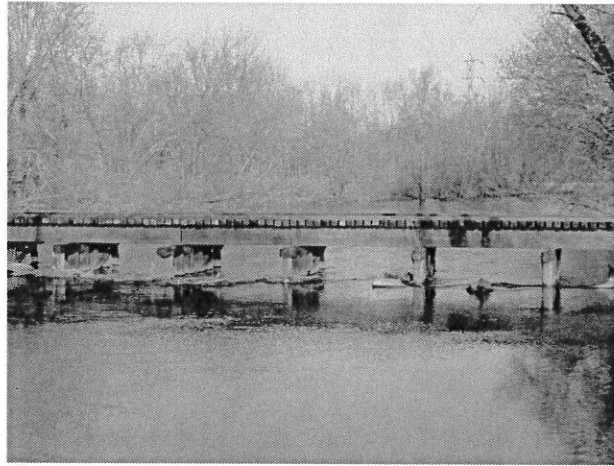


**G3. Encourage Parchment citizens to engage in the development and upkeep of the city's Parks and Recreational facilities and programs.**

- Encourage public programming in the parks
- Increase community awareness of and participation in established volunteer groups like the Parchment CCC (Community Clean-up Crew), Kindleberger Festival committees or the annual community Holiday Chocolate/Wassailing event.
- Create new opportunities for community volunteer involvement in specific projects such as the river trail, development of kayak launches, or picnic site monitoring.
- Create a volunteer committee to coordinate decisions related to the city's recreational resources.

**G4. Develop partnerships and joint recreational ventures with community organizations and other regional entities including local governments and non-profit organizations.**

- Work with local groups and organizations to support, develop, and maintain parks and recreational facilities.
- Foster continued cooperative and open use of school recreation facilities.
- Cooperate with the Parchment School District to encourage innovative student involvement in the planning, development and oversight of parks and recreation programs.
- Encourage cooperation between the City of Parchment and other local governmental units to develop and enhance regional park and recreational opportunities including the Kalamazoo River Valley Trail, Markin Glen and Spring Valley Parks, and nearby Southwest Michigan Land Conservancy preserves.
- Provide leadership in the on-going development of the Urban Wildlife Corridor, a project funded by the Kalamazoo River Trustees and undertaken with other regional Kalamazoo River Stakeholders.



The old railroad trestle over the Kalamazoo River, located at the north end of Riverfront Park

**G5. Make fiscally responsible and environmentally sound choices in all decisions involving parks and recreational facilities and programs.**

- Consider long term cost of maintenance and operation in purchasing decisions and in designing new recreation facilities
- Seek diverse grant funding opportunities to support parks and recreational capital improvement projects
- Develop options for long-term financial and programmatic support for parks and recreation staffing needs
- Reduce routine mowing by developing environmentally sound pollinator-friendly plantings in selected city owned properties.

**CITY OF PARCHMENT**  
**KALAMAZOO COUNTY, MICHIGAN**

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE CONDITIONALLY REZONING A PROPERTY FROM C-1, CENTRAL BUSINESS DISTRICT, TO C-2, SERVICE COMMERCIAL DISTRICT, AND AMENDING THE CITY ZONING MAP CONDITIONALLY, PURSUANT TO THE AGREEMENT BETWEEN THE DEVELOPER AND THE CITY; AND TO REPEAL ALL ORDINANCES AND PARTS THEREOF IN CONFLICT HERewith.**

**THE CITY OF PARCHMENT ORDAINS:**

Article I

Subject to the Agreement for Contract Zoning between the City of Parchment and Timothy Barker dated November 8, 2021, pursuant to MCL 125.584(g), and recorded at Document Number 2021-046119 with the Kalamazoo County Register of Deeds, the City of Parchment zoning map is and shall hereby be amended to evidence that the real property hereinafter described located in the City of Parchment has been and is conditionally rezoned from C-1, Central Business District, to C-2, Service Commercial District:

City of Parchment, Kalamazoo County, State of Michigan, to-wit:

Revised Plat of Glendale Lot 3 of Block 4. Also Amended Plat of Revised Plat of Glendale Lots 1 & 2 of Block 19.

Article II - REPEALER.

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

Article III - SEVERABILITY.

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any Court of competent jurisdiction hold any section, term provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in full force and effect.

Article IV - EFFECTIVE DATE.

This Ordinance shall take force and effect on \_\_\_\_\_, 202\_\_.

**CERTIFICATE**

I, Shannon Stutz, City Clerk for the City of Parchment, do hereby certify that the foregoing Parchment Ordinance No. \_\_\_\_ was adopted by the City Council at a regular meeting held on \_\_\_\_\_, 202\_\_\_\_, and that the following is a record of the vote of the members of said City Commission on said Ordinance.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Shannon Stutz, City Clerk