

## Agenda

### Parchment Planning Commission

June 22, 2022 – 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 May 25, 2022
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. Priority #1 – #3 Zoning Ordinance Amendments – Riverfront (map)
    - A Review of the Riverfront Property Layout/Use/Zoning
  - B. Priority #2 - #5 Zoning Ordinance Amendments - Site Plan Review
7. **Next Meeting – July 27, 2022**
8. **Adjournment**

Planning Commission Meeting Minutes  
May 25, 2022

1. **Call to Order at 6:03pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca, and City Manager Stoddard
  - Motion to excuse Bliesener by Lyon-Jenness, support by Dean – All ayes, motion carried
3. **Approval of Minutes – March 23, 2022**
  - Motion by Lyon-Jenness to accept the minutes, support by Tecca - All ayes
4. **Citizen Comments**
  - No comments
5. **Old Business** - none
6. **New Business**
  - A. Review of Zoning Ordinance for Consistency with Master Plan
    - Zoning Administrator (ZA) Harvey stated that a Work Plan is good because the PC will have something to work on at each Planning Commission (PC) meeting. It's good to have a list. She talked about amending the Zoning Ordinances and Planning Commission related work. These take different forms; there are distinctions.
      1. Zoning Ordinance Updates – We look at a topic that we have found is not consistent with State law or a court decision that has come down which cause inconsistency with our ordinances. Sometimes it is not an easy fix to align with the State law.
      2. The PC may discover, through using our Zoning Ordinances, that language is missing.
      3. Working on ordinance update through an application that is received. It is an option of the applicant to request that a change be made to the Zoning Ordinances.
      4. Once the PC is routinely engaged, they may find something while working on a Zoning Ordinance that needs to also be worked on. Remedies could take as long as 6 months.
  - B. Identify Needed Zoning Ordinance Amendments
    - Per ZA Harvey - Amendments to Zoning Ordinances are made because our Master Plan (MP) says "Here is what we want to facilitate, or simply want," but the Zoning Ordinances may prohibit it.
    - Because our Master Plan is brand new, this is the perfect time to make the Zoning Ordinances responsive to the MP.
    - ZA Harvey looked at the MP, compared it to the Zoning Ordinances and categorized it into 7 areas. She stated that the PC may finish quite a few before the MP needs to be updated.
    - The PC should be able to choose 3-4 items to amend (prioritize). They may want to talk about how the PC wants to proceed with modifications. For example: Parking lots – Choose tentative schedule (approach) – PC will look at the parking standard to see if

they are adequate. 2nd example: Housing – The PC would look at accessory dwelling as their 1<sup>st</sup> focus. Considering innovative options by using accessory housing to expand the housing stock. Maybe they would need to look at literature and sample ordinances (broader approach). This list would let the PC know what's next to do.

C. Prioritize for Planning Commission Work Plan

- #5 – Site Plan Review, this may be low hanging fruit. According to ZA Harvey the following can be done together: Create a diagram of the development process, review the application/approval process for unnecessary impediments, and review development proposals for bike-to-work and walk-to-work from nearby residential areas.
- #7 – Subarea Plans/Studies – ZA Harvey stated that the City is never, ever going to be in a position when they are prepared for anticipated use. As a community, the PC has a clear impression of what is coming our way such as housing or the lack thereof for workers or kinds of housing. The PC would look at the housing ordinance and respond. Communities with built out areas need to think about access buildings to help with housing stock.
  - Per DeBoer land by the mill would be available for that.
  - ZA Harvey said that a residential area would be placed on the mill site. The Master Plan may be modified as property develops. The Master Plan allows for multiple kinds of residences. There seems to be a need/interest in smaller homes and single family housing. She said that the PC should look at the housing related amendments first. The Planned Unit Development (PUD) helps fully with the mill property- envisioning mixed use and varied designs. Some communities prefer to start with access building units (ABUs) which can be a source of income for some owners.
  - DeBoer stated that there had been a discussion about ABUs during the Master Plan. There must have been some affirmative thoughts.
  - Lyon-Jenness expressed a concern that the PC may not be prepared for development of the mill property yet.
  - ZA Harvey said that the City of Parchment is ready for redevelopment. The PUD is very good which will help developers to have a vision for the property. The PC would sit down with a developer and the PUD to look at the standards that are in place. The PC can talk about developers that have unusual plans.
  - Lyon-Jenness – Would Housing and Environmental Soundness be low hanging fruit for the PC?
  - DeBoer said that the site plan requirements and environmental piece would be clear to developers.
  - ZA Harvey regarding the site plan review – If we didn't have a clear criteria the PC could amend it. Looking at the #4 Zoning Ordinance (ZO) Amendment Supplemental Standards – We need to make sure that all is predictably, clearly understood by using a diagram of the development process.
  - Lyon-Jenness - #6 ZO Zoning Map Amendments – Feel that this is especially important for the riverfront areas and the Hercules property within the PUD zone.

- ZA Harvey reassured that the Master Plan speaks to the riverfront property. She also stated that Drug & Lab could join the PUD by applying to the PC. The PC has the authority to rezone private property. She went on to say that first they should clarify what the riverfront property is zoned. Looking at #3 ZO Amendments – Riverfront: Be prepared so the recreational property can be preserved. She asked if the PC was satisfied with the current zoning. Do we feel safe with current zoning or should we do a recreational riverfront development plan first.
- DeBoer asked if the PC should define the riverfront land.
- ZA Harvey said that the PC needs to talk about the riverfront property as a Recreational Plan layout, the zoning, and what the plan will say.
- DeBoer stated that they need to have the clarity in the riverfront area.
- ZA Harvey said that they need to identify the area and use an hour to look at what needs to be done. Priorities were set as follows:
  - 1) #3 Z.O. Amendments – Riverfront (map)
  - 2) #5 Z.O. Amendments – Site Plan Review
  - 3) #4 Z.O. Amendments – Supplemental Standards
- ZA Harvey stated that all three of these could be accomplished at the same meeting. She said that the members would all need a map for the next meeting of the riverfront.
- DeBoer said that they could use the list to choose more projects.
- ZA Harvey said that the PC will know what their next tasks will be as they look to the list for their Work Plan.

**Commissioner Comments - None**

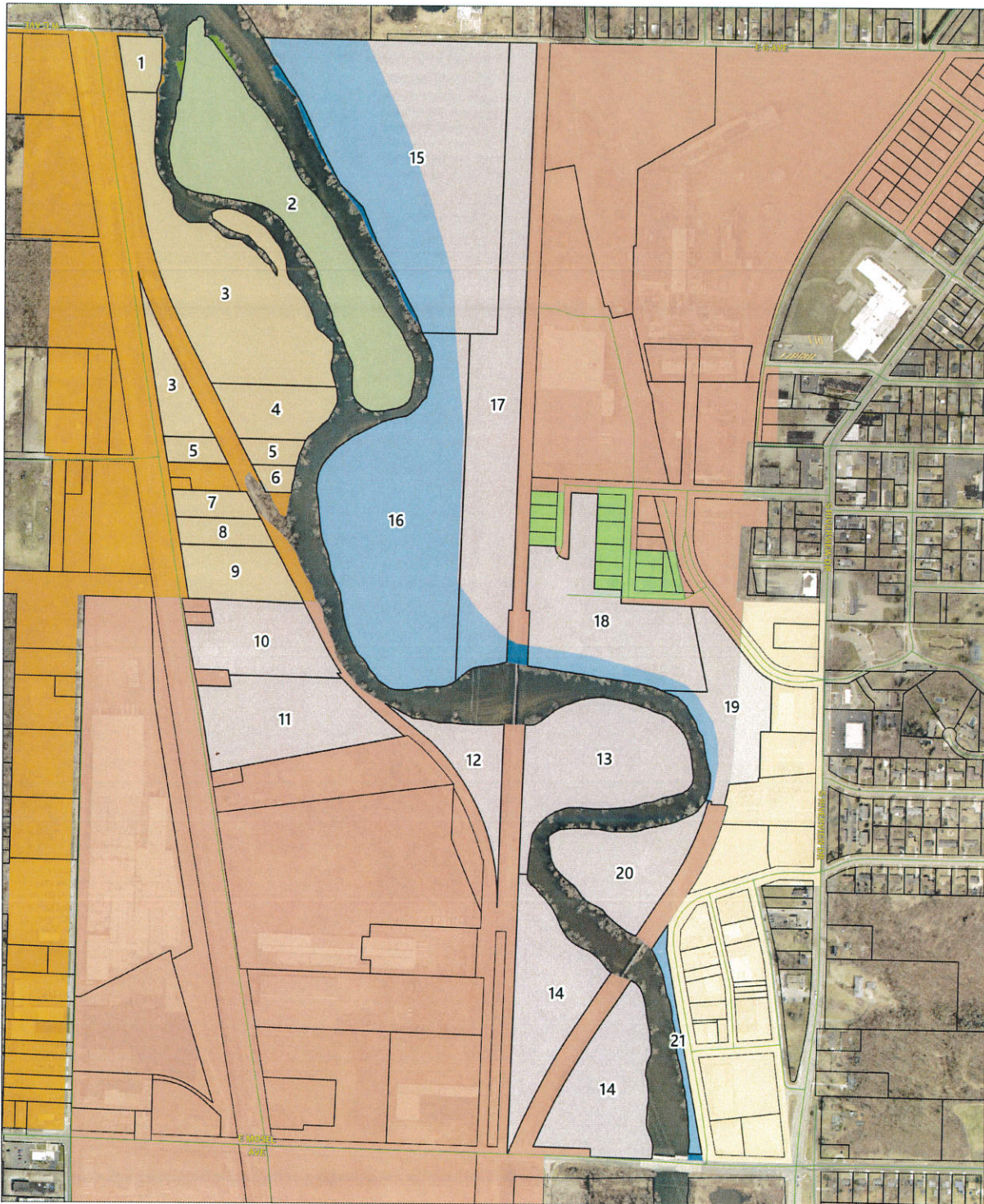
**Next Meeting** – The next meeting will be on Wednesday, June 22, 2022 at 6pm.

**Adjournment** – Motion by Lyon-Jenness, supported by Dean. All ayes. Meeting ended at 8:17 pm.



# Kalamazoo River Border Parcels

Kalamazoo Township & City of Parchment

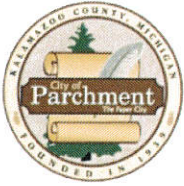


| OBJECT | GOVUNIT       | PELNUMBER     | OWNERNAME                      | PRTYCLASS | ACRES   |
|--------|---------------|---------------|--------------------------------|-----------|---------|
| 1      | KALAMAZOO TWP | 06 03 105 530 | GRAND TRUNK WESTERN RAILROAD   | 202       | 1.21282 |
| 2      | KALAMAZOO TWP | 06 03 110 010 | S.W. MILAND CONSERVANCY        | 402       | 14.1436 |
| 3      | KALAMAZOO TWP | 06 03 105 462 | CRYSTAL FLASH, INC.            | 201       | 15.5039 |
| 4      | KALAMAZOO TWP | 06 03 105 470 | MARTIN, ALECIA                 | 402       | 3.04915 |
| 5      | KALAMAZOO TWP | 06 03 105 453 | MARTIN, ALECIA                 | 401       | 1.58158 |
| 6      | KALAMAZOO TWP | 06 03 105 454 | HER ENTERPRISES, LLC           | 201       | 0.51957 |
| 7      | KALAMAZOO TWP | 06 03 105 406 | HER ENTERPRISES, LLC           | 202       | 1.17601 |
| 8      | KALAMAZOO TWP | 06 02 105 405 | RAY, DAVID W.                  | 401       | 1.3229  |
| 9      | KALAMAZOO TWP | 06 03 105 407 | PLS PROPERTIES, LLC            | 201       | 3.13176 |
| 10     | KALAMAZOO TWP | 06 03 340 023 | SPECIALTY ADHESIVES, INC.      | 301       | 4.99455 |
| 11     | KALAMAZOO TWP | 06 03 340 045 | RORICK, RANDALL S.             | 401       | 7.29258 |
| 12     | KALAMAZOO TWP | 06 03 415 010 | CONSUMERS ENERGY COMPANY       | 302       | 2.97924 |
| 13     | KALAMAZOO TWP | 06 03 430 010 | JAMES RIVER PAPER COMPANY, INC | 302       | 9.21416 |
| 14     | KALAMAZOO TWP | 06 03 460 011 | CONSUMERS ENERGY COMPANY       | 302       | 13.5788 |
| 15     | PARCHMENT     | 06 03 201 001 | CITY OF PARCHMENT              | 702       | 25.3714 |
| 16     | PARCHMENT     | 06 03 251 011 | HERCULES INC                   | 301       | 20.0394 |
| 17     | PARCHMENT     | 06 03 201 031 | CONSUMERS ENERGY COMPANY       | 301       | 14.0456 |
| 18     | PARCHMENT     | 06 03 426 012 | ZURIEL HOLDINGS, LLC           | 301       | 10.1530 |
| 19     | PARCHMENT     | 06 03 436 021 | ZURIEL HOLDINGS, LLC           | 301       | 5.57204 |
| 20     | PARCHMENT     | 06 03 476 011 | NIEBER, INVESTMENT PROPERTIES  | 301       | 5.69427 |
| 21     | PARCHMENT     | 06 03 485 052 | CITY OF PARCHMENT              | 701       | 0.98203 |



- Streets
- Kalamazoo River Border Parcels
- Parcels
- Conservation/recreation/limited dev.
- Commercial: highway/regional
- Industrial: heavy/service
- Industrial: light/restricted
- Residential/commercial mixed use
- 1 & 2 family residential
- Single family residential





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### WORK PLAN: Zoning Amendments for Consistency w/ Master Plan

#### Z.O. Amendments – Site Plan Review

- ✓ Include environmental protection-related content requirements and review criteria
- ✓ Require pollution prevention plans for all new commercial and industrial developments and redevelopment projects
- ✓ Require storm water management designs for all new developments and for redevelopments of existing properties
- ✓ Create a diagram of the development process
- ✓ Review the application/approval process for unnecessary impediments
- ✓ Review development proposals for bike-to-work and walk-to-work from nearby residential areas

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## ARTICLE 13. - REVIEW AND APPROVAL PROCEDURES

### Section 13.1. - Review and approval of site plans.

1. *Application. **Site Plan Review required.*** Prior to the establishment of a new use, change of use, addition to **or expansion of** an existing use, or the erection of any building in a zoning district, subject to the conditions listed below, a site plan shall be submitted and approved, approved with conditions, or disapproved by the planning commission in accordance with the Ordinance requirements of this article.
  - a. Site plan reviews ~~are~~ **is** required for all permitted principal uses and structures in all zoning districts (except for the single-family detached dwellings and their accessory uses) and all conditional approval uses in all zoning districts.
  - b. When the proposed new construction or remodeling constitutes an addition to an existing building, or use, site plan review procedures may be modified, at the discretion of the ~~building~~ **zoning** official, to provide for an administrative review by the ~~building~~ **zoning** official in lieu of a more formal review by the planning commission. The ~~building~~ **zoning** official may conduct an administrative review provided both of the following are true:



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- (1) No variances to the Ordinance are required.
  - (2) The proposed new construction would not increase the total square footage of the building greater than 25 percent, or 1,000 square feet, whichever is less.
  - c. For those cases requiring site plan review solely as a result of building re-occupancy, site plan review procedures may be modified, at the discretion of the ~~building~~ **zoning** official, to provide for an administrative review by the ~~building~~ **zoning** official in lieu of a more formal review by the planning commission. The ~~building~~ **zoning** official may conduct an administrative review provided all of the following are true:
    - (1) Such use is conducted within a completely enclosed building.
    - (2) Re-occupancy does not ~~create additional parking demands, beyond 25 percent of that which exists.~~ **affect the number of parking spaces provided or alter access locations or design.**
    - (3) Re-occupancy does not substantially alter the character of the site.
  - d. Every site plan submitted for review shall be in accordance with the requirements of this Ordinance. Administrative review procedures are not intended to modify any ordinance, regulation or development standard.
2. ~~Copies~~ **Application material required.** ~~Every site plan submitted to the planning commission shall be in accordance with the requirements of this Ordinance. Twenty complete copies of all site plans shall be filed with the city clerk who shall place the request on the next planning commission agenda.~~ **To initiate site plan review by the planning commission, the following application material shall be submitted:**
- a. A completed and signed Application for Site Plan Review.
  - b. Ten (10) copies of the site plan, prepared in accordance with the requirements of this ordinance.
  - c. The required application fee.

Upon submission of the required application materials, the site plan review request shall be placed on the next open planning commission agenda. The application material shall be distributed to the appropriate city officials for review. Site plans involving conditional uses will be subject to the review process established by Section 13.3.

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



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- a. **Date, north arrow and scale**; a scale of not less than 1" equals 50' **20 feet** if the subject property is less than three acres and 1" equals 100 **feet** 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~~ **the subject property**.
- 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 **woodlots, trees** and vegetation on the site and an ~~indication of any~~ **proposed** alterations.
- g. **Soil characteristics of the site, at least to the detail provided by the U.S. Soil Conservation Service.**
- h. ~~The location and nature of any streams, drains, swamps, marshes, and/or unstable soils.~~ **Water courses and water bodies, including lakes, ponds, rivers, streams, floodplains and wetlands, county/city drains, and manmade surface drainage ways.**
- i. ~~An indication of basic~~ **Natural and engineered** drainage patterns (**e.g., natural drainage courses, storm sewers**), existing and proposed, ~~and~~ including any structures (**e.g., drains, catch basins, dry wells**), retention/**detention** basins **and other facilities designed to collect, store and transport storm water.** ~~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.~~
- j. **The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems and fire hydrants.**
- k. A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs.
- l. A detailed ~~planting~~ **landscape** plan and schedule of plant materials and sizes.





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- m. Cross-section drawings, **including height and type**, of any **trash storage areas, fences, walls, or berms, etc.**
- n. The location and width of all existing and proposed sidewalks on or bordering the subject **site property**. Where the subject **site property** 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.~~
- o. The location, **setbacks, dimensions and height** of all existing and proposed structures ~~of~~ **on** 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.~~
- p. **Elevations and floor plans for all existing and proposed buildings.**
- q. The location **and dimensions** of all existing and proposed drives, **loading/unloading areas** and parking areas.
- r. The location **and width of the pavement and** right-of-way ~~widths~~ of all abutting streets and alleys.
- s. The name, address, and telephone number of the **professional** responsible for the preparation of the site plan, including the seal of the architect, ~~planner, designer, engineer or person~~ **or land surveyor who prepared the drawings.**
- t. The names, addresses and telephone numbers, of the ~~developers.~~ **property owner and applicant.**
- u. 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.,~~ **proposed number of shifts and the maximum number of employees on each shift.**
  - 2) Hours of operation.
  - 3) **A description of the proposed operation in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air**



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**pollution, water pollution, land pollution, fire or safety hazards, or the emission of potentially harmful or obnoxious matter or radiation.**

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 **proposed** to remedy or prevent problems created by the development. **identified impacts.**
- 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.

### **v. Any other information deemed necessary by the planning commission.**

4. *Content of site plan file.* The site plan(s), all supplementary data, together with minutes of any meeting and/or hearings related to the proposed site plan shall become part of the official site plan file.
5. ~~*Standards for approval.*~~ In the process of reviewing the site plan, the planning commission shall consider:
  - a. ~~Specific development requirements set forth in the Zoning Ordinance.~~
  - b. ~~The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.~~
  - c. ~~The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:~~
    - 1) ~~Safety and convenience of both vehicular and pedestrian traffic, both within the site and in relation to access streets.~~
    - 2) ~~Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.~~
    - 3) ~~Accessibility afforded to emergency vehicles.~~
  - d. ~~The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.~~





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- e. ~~The planning commission may further require in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.~~
- f. ~~In those instances wherein the planning commission finds that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the carrying capacity of the thoroughfare, the planning commission may require marginal access drives. For a narrow frontage, which will require a single outlet, the planning commission may require that money be placed in escrow with the City of Parchment so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issued until the improvement is physically provided, or monies have been deposited with the clerk.~~
- g. ~~The cost estimates, as required in this section shall be reviewed by the appropriate municipal official (i.e., building official, engineer or planner) for their compliance with current cost estimates. These reviews and recommendations shall be forwarded to the planning commission for inclusion in any approved site plan.~~
- h. ~~The planning commission may waive site plan information for topography, vegetation, problem soils, landscaping, employment data environmental considerations, etc., when such concerns are obviously not pertinent to the proposed development.~~
- i. ~~The planning commission, or building official as part of administrative review procedures, shall seek the input from local public safety officials as part of the site plan review process, prior to approving, disapproving, or approving with conditions, the site plan.~~

***Standards for approval.*** The following criteria shall be used as a basis upon which site plans will be reviewed and approved:

- a. **Site Design Characteristics:** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and nature of the property, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance.
- b. **Ingress and Egress:** There is a proper relationship between the abutting street and proposed driveways and parking areas so as to ensure the safety and convenience of vehicular and pedestrian traffic.





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- c. **Vehicular and Pedestrian Circulation Layout:** The vehicular and pedestrian circulation layout shall respect the pattern of existing or planned streets or pedestrian or bicycle pathways in the vicinity of the site.
- d. **Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.
- e. **Screening:** The provision for fencing, walls, and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding properties.
- f. **Natural Feature Preservation:** As many features of the landscape shall be retained as possible where they furnish a barrier or buffer to adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion and/or the discharge of storm waters. Effort to preserve the integrity of the land, existing topography, natural features and natural drainage patterns to the greatest extent feasible shall be demonstrated.
- g. **Storm Water Management:** Appropriate measures shall be taken to ensure that the removal or drainage of surface storm water will not adversely affect adjoining properties or the capacity of the public or natural storm drainage system. Provisions shall be made for a feasible storm drainage system, the construction of storm water facilities, and the prevention of erosion. Surface water on all paved areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Grading and drainage plans shall be subject to review by the city.
- h. **Soil Erosion and Sedimentation:** Appropriate measures shall be taken to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current county and city standards.
- i. **Public Services:** Adequate services and utilities, including water, sanitary sewer, and storm water control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development. All services and utilities shall conform to the design and construction standards of the county or city, as appropriate.
- j. **Danger from Hazards:** The level of vulnerability to injury or loss from incidents involving hazardous materials or processes shall not exceed the capability of the city to respond to such hazardous incidents so as to prevent injury and loss of life and property. In making such an evaluation, the city shall consider the



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location, type, characteristics, quantities, and use of hazardous materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the city.

Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharge of polluting materials to the surface of the ground, groundwater, or nearby water bodies.

- k. **Health and Safety Concerns:** Any use in any zoning district shall comply with applicable Federal state, county, and local health and pollution laws and regulations with respect to noise; dust, smoke and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and, toxic and hazardous materials.
- l. **Sequence of Development:** All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- m. **Coordination with Adjacent Sites:** All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be coordinated with adjacent properties.

6. *Planning commission actions.* The planning commission, upon reviewing a site plan, shall take one of the following actions:

- a. *Approval.* If the site plan meets all the Zoning Ordinance and related development requirements and standards, the planning commission shall **approve the site plan**. ~~record such approval and the chairman shall sign three copies of the site plan filing one in the official site plan file, forwarding one to the building official, and returning one to the applicant.~~
- b. *Disapproval.* If the site plan does not meet Zoning Ordinance and related development requirements and standards, **or if the site plan requires extensive revision to comply with said standards**, the planning commission shall **deny the site plan**. ~~record the reasons for denial.~~ The applicant may subsequently refile a corrected site plan under the same procedures followed for the initial submission.
- c. *Conditional approval.* If minor corrections to the site **plan** are necessary, ~~which can be clearly noted, then the planning commission may impose reasonable conditions upon approval of the site plan.~~ **The conditions for approval shall be**





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identified and the applicant shall submit a revised plan indicating compliance with said conditions. The applicant must submit the revised site plan to the planning commission for final approval, unless the planning commission authorizes administrative review. ~~shall so note such conditions and the chairman shall sign three site plans as conditionally approved and stating the necessary conditions. One copy shall be retained in the official site plan file, one forwarded to the building official, and one returned to the applicant.~~

*Table: Postponement:* If the site plan is found to be in violation of the requirements or incomplete with respect to necessary information, the planning commission may **postpone consideration of a site plan until a later meeting.** ~~table action on the site plan until ordinance compliance is shown or required additional information is provided.~~

7. *Performance guarantees.* To ensure compliance with the Zoning Ordinance and any condition imposed thereunder, the planning commission may require that a cash **deposit**, certified check, irrevocable bank letter of credit, or surety bond acceptable to the city **planning commission**, covering the estimated cost of improvements associated with a project for which site plan approval is sought, be deposited with the city to ensure faithful completion of the improvements. ~~and also be subject to the following:~~
  - a. The performance guarantee shall be deposited prior to the issuance of a temporary certificate of occupancy. The city shall establish procedures whereby a rebate of any cash deposits in reasonable proportion to the ratio of work completed on the required improvements will be made as work progresses. Any partial release of funds shall be less than ten percent **of the performance guarantee**, which shall be retained by the municipality until all work has been completed and subsequently inspected and approved by the ~~building~~ **zoning** official. This does not relieve the applicant from satisfying all applicable maintenance warranties and/or guarantees necessary to ensure the proper functioning of said public improvements.
  - b. ~~This section shall not be applicable to improvements for which a cash deposit, certified check, irrevocable bank letter of credit, or surety bond has been deposited pursuant to Act 288 of the Public Acts of 1967, as amended (the state Subdivision Control Act).~~ **If any improvements are not constructed within the time limit established as part of the site plan approval or within any extension thereof, the planning commission shall request the city take appropriate legal steps to ensure completion using so much of the performance guarantee as is necessary for such purpose.**





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- c. As used in this section, "improvements" mean those features and actions associated with a project which are considered necessary by the ~~body or official granting zoning approval,~~ **planning commission** to protect natural resources, or the health, safety, and welfare of the residents of the city and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, landscaping, and surface drainage. Improvements do not include the entire project which is the subject of zoning approval.
  
8. ~~Period of completion.~~ **Term of Approval.** ~~An approved site plan~~ **The site plan approval** shall remain valid for a period of one (1) year from the date of approval. **One (1) six-month time extension may be granted after a review of the application by the planning commission. At the end of the six-month extension, if no building permit has been obtained and on-site development actually commenced, the site plan approval shall become void.** ~~In the event all improvements are not installed, then any such remaining improvements shall be completed no later than July 1 of the following construction season except that the planning commission may, at its discretion, upon application by the owner and for cause shown, provide for up to two successive twelve-month extensions.~~



## City of Parchment Planning Commission

### Phase 1

- Submittal
- Pre-Application Conference (optional)
- Application/Site Plan Submittal to City Hall
- Payment of Application Fee
- Referral for Staff/Department Review

### Phase 2

- **Review**
- Planning/Zoning Review
- Department/Agency Review (utilities, engineer, road agency)
- Estimated Review Time Frame - 21 days
- Submit Revised Site Plan (if required)

### Phase 3

- **Action**
- Written Staff/Department Reviews Issued
- Planning Commission Meeting
- Site Plan Approved, Approved w/ Conditions, Denied, Postponed
- Submit Revised Site Plan (if required)

### Phase 4

- **Permitting/Construction**
- Building Permit Application/Building Plan Submittal to KABA
- Permit Issued
- Inspections
- Occupancy Permit



# City of Parchment Planning Commission

## Zoning Amendments for Consistency w/ Master Plan

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- Master Plan – Adopted 2021
  - Recommended Planning Studies & Zoning Ordinance Amendments
  - Select/Prioritize Annual Work Plan Elements
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### 1 Z.O. Amendments – Residential Districts

- Allow clustered residential subdivision design (SF – 2F dwellings)
- Provide for alternate, innovative housing types
  - Dwelling units as small as 400 square feet (“micro-housing”)
  - Guest houses
  - Accessory housing (“granny-flats”, “mother-in-law” apartments)
  - Row houses (zero lot line development)
  - Short-term rentals
  - Duplexes in single-family districts
  - Live-work units
- Allow a mix of housing types in new developments; discourage single-family-only developments
- Use density bonuses to incentivize clustered residential subdivision design and mixed housing developments
- Examine the possibility of dividing the R-M District into two districts based on the scale of the building . . . create one district for lower density multifamily housing such as townhouses, row houses, and duplexes; and another district would be for larger multifamily facilities

### 2 Z.O. Amendments – Commercial/Industrial Districts

- Reduce the street-front setbacks for commercial uses and all uses in the downtown area





# City of Parchment Planning Commission

- Develop a *Design Standard Overlay* ordinance to ensure that new commercial and industrial establishments conform to and complement the aesthetics of existing businesses in Parchment
- Establish design standards that encourage local/small-scale business development
- Ensure businesses that link to the character of downtown Kalamazoo as an arts and entertainment center are allowed
- Allow commercial uses/activities where they serve as a buffer to or support industrial uses/activities

## 3 Z.O. Amendments - Riverfront

- Allow recreational-type commercial development within the floodplain in accordance with FEMA and NFIP rules
- Require development/redevelopment proposals for the riverfront area to prepare Environmental Impact Statements
- Develop clear guidelines based upon Federal Emergency Management Authority/National Flood Insurance Program rules/regulations that allow development within the floodplain which include flood-proofing requirements for commercial/industrial development

## 4 Z.O. Amendments – Supplemental Standards

- Require sidewalks where there are missing links
- Require bicycle racks
- Reduce parking requirements and limit parking lots to no more than 125% of the required parking
- Allow for installations of solar power generating facilities on rooftops

## 5 Z.O. Amendments – Site Plan Review

- Include environmental protection-related content requirements and review criteria



# City of Parchment Planning Commission

- Require pollution prevention plans for all new commercial and industrial developments and redevelopment projects
- Require storm water management designs for all new developments and for redevelopments of existing properties
- Create a diagram of the development process
- Review the application/approval process for unnecessary impediments
- Review development proposals for bike-to-work and walk-to-work from nearby residential areas

## 6 Zoning Map Amendments

- Rezone the riverfront areas for commercial/recreational development
- The area south of the Central Business District is seen as an area where office/commercial development should be encouraged; the area north of the Central Business District should have its residential character maintained as much as possible, while allowing a limited office/commercial conversions

## 7 Subarea Plans/Studies

- Develop a riverfront redevelopment plan
- Develop a corridor improvement plan for Riverview Drive with Kalamazoo Township and the City of Kalamazoo
- Develop a corridor improvement plan for G Avenue with Cooper Township, Kalamazoo, Comstock, and Richland Townships
- Prepare a Natural Resources Inventory of the Kalamazoo River floodplain and immediately adjacent upland areas
- Consider coordinating zoning districts with Kalamazoo and Cooper Townships