

Agenda

Parchment Planning Commission

July 27, 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 June 22, 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**
 - A. Priority #1 – WP Item #3: Zoning Ordinance Amendments – Riverfront
 - Review Revised Riverfront Property Map (parcel layout/land use/zoning)
 - B. Priority #3 – WP Item #5: Zoning Ordinance Amendments – SPR
 - Review Draft #2
- 6. New Business**
 - A. Priority #3 – WP Item #4: Zoning Ordinance Amendments – Supplemental Standards (first 3 bullets)
 - Review Draft #1
 - B. Identify Next 3 Work Plan Items
 - Reference 2022 Planning Commission Work Plan
- 7. Next Meeting – August 24, 2022**
- 8. Adjournment**

Planning Commission Meeting Minutes
June 22, 2022

1. **Call to Order at 6:00pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Lyon-Jenness and Tecca
 - Motion to excuse Bliesener and Dean by Lyon-Jenness, support by Tecca – All ayes, motion carried
3. **Approval of Minutes – May 25, 2022**
 - DeBoer suggested changing “access building units” on page 2 of the minutes to “accessory dwelling units (ADU)”. Motion to approve amended minutes by Tecca, support by Lyon-Jenness - All ayes
4. **Citizen Comments**
 - No comments
5. **Old Business** - none
6. **New Business**
 - A. **Priority #1 - #3 Zoning Ordinance Amendments – Riverfront (map)**
 - A Review of the Riverfront Property Layout/Use/Zoning. Zoning Administrator (ZA) Harvey reminded everyone the PC requested a usable map to work from when laying out priorities. Manager Stoddard worked with the county to create the map. The map allows a visual of what properties have river frontage. Tecca requested a larger chart, perhaps printing on 11x17 paper as the current one is difficult to read. ZA Harvey would like to see a notation of current land use such as vacant parcels and a column in the chart to indicate zoning well as the coloration. DeBoer noted the mapmaker did not use the current zoning. ZA Harvey has noted the changes the PC has requested and will contact the mapmaker to have adjustments made to their specifications.
 - Lyon-Jenness asked about the color differences in #18 and #19 on the map. ZA Harvey stated mixed zoning is common on properties. The PC has said area next to the river is zoned conservation area even if the rest of a parcel is for other use. Lyon-Jenness noted the PC is unaware of how Drug and Lab intends to use their property near the river because it is wetland, and the level of contamination is unknown. Parcel #16 on the map is not owned by D&L but by an absent owner the PC cannot reach. She asked if this property is protected because of its zoning. Could a trail pass through this area as that is where the heron rookery is located? ZA Harvey answered if the PC wanted to use the parcel to have a trail cross over, they can't do it without property owner consent regardless of zoning. The riverfront is only used for conservation if the property

owner wants that. They are not bound to open their property to the public. Currently the riverfront zoning serves as a bit of protection because it's zoned different from the rest of the parcel, meaning they can only put parking lot or building in the other portion not zoned recreational.

B. Priority #2 - #5 Zoning Ordinance Amendments – Site Plan Review

- DeBoer noted Commissioner Bliesener provided PC a letter with comments in her absence that he would add to the discussion as relevant. ZA Harvey noted the preliminary changes she made to Section 13.1. Changed “building official” to “zoning official” to make it clear who needs to sign off on the plan. Subsection C gives opportunity for administrative review. She believes if parking or driveway needs change on a property, it should come back to PC for review. Otherwise reoccupancy can be approved administratively without site plan review. PC cannot pick and choose what changes happen outside of what is and isn't allowed on the master plan. Changed number of copies required to 10. Bliesener suggested reducing to 7. ZA Harvey cautioned not to be too detailed in processes so a denial can't complain later that the exact administrative process wasn't followed. City processes do not need to be detailed.
- Section 3 contains what information should be in the site plan. Section 5 is the criteria for reviewing plans. ZA Harvey stated it was cleaner to rewrite section 5 than to edit. Bliesener asked if it the PC should add something about green infrastructure and encourage natural drainage. DeBoer states this has already been done with new rewrite. ZA Harvey will modify the section to be more specific about the green infrastructure using specific terms and examples.
- Section 6, Planning commission actions. ZA Harvey removed the procedural details and stated what PC can do.
- Section 7, Performance guarantees. ZA Harvey made minor wording changes for clarity and brevity.
- Section 8, Term of approval. The City has time limit listed for completing the project which is unusual and would be an impediment to a builder who can't finish for reasonable reasons such as materials shortage. City reserves the right to give plan a new review after a period of inactivity without having to go over the whole thing again. Tecca asked if the city has any recourse on a project started but not completed. ZA Harvey noted posting a bond is unusual and is typically only done if a portion of the project is crucial and it's unclear if it will be completed. The City cannot force someone to finish a project, but it can create

nuisance ordinances do deal with abandoned projects or try to purchase the property.

- Diagram. ZA Harvey noted the point of the diagram is to show progression to an applicant. It could be posted on the city website or in the zoning ordinance. Tecca stated the diagram is clean and simple to read. DeBoer agreed and added that the diagram should be included in the application packet.
- ZA Harvey stated the papers here account for the first draft. There are currently just two changes: number of copies and green infrastructure. PC could postpone consideration of the draft until the July meeting or if they are happy except for the small changes, they can move forward with a public hearing in July. Tecca noted there is no particular timeframe for approval, so reviewing the document with all PC members present would be a good idea. Lyon-Jenness asked if the public hearing would need publication. ZA Harvey stated it would and that it would be more cost efficient to have one public hearing covering multiple items. The PC's third priority was supplemental standards, and DeBoer suggested the public hearings be publicized together. DeBoer stated the next PC meeting would review the second draft of this document and cover supplemental standards in July with the plan to have a public hearing in August.

Commissioner Comments - None

Next Meeting – The next meeting will be on Wednesday, July 27, 2022 at 6pm.

Adjournment – Motion by Tecca, supported by Lyon-Jenness. All ayes. Meeting ended at 7:19pm.



City of Parchment Planning Commission

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

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:



City of Parchment Planning Commission

- (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. **Seven (7)** 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:



City of Parchment Planning Commission

- 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.



City of Parchment Planning Commission

- 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 subject's 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**



City of Parchment Planning Commission

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.



City of Parchment Planning Commission

- 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.



City of Parchment Planning Commission

- 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 use of green infrastructure solutions, where possible**, 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



City of Parchment Planning Commission

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.



City of Parchment Planning Commission

- 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 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**



City of Parchment Planning Commission

ensure completion using so much of the performance guarantee as is necessary for such purpose.

- 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 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.~~ **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.**



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

WORK PLAN: Zoning Amendments for Consistency w/ Master Plan

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

ARTICLE 12. – GENERAL PROVISIONS

ADD:

Section 12.31. – Sidewalks

For all developments requiring site plan review, either a new public sidewalk or the reconstruction of existing sidewalks, shall be required to be constructed along the perimeter of the lot which abuts any public or private street.

New or reconstructed sidewalks shall be aligned with existing or proposed sidewalks and shall be constructed in compliance with City standards. (See Chapter 42 – Streets, Sidewalks, and Other Public Places)

Section 12.8. – Off-street parking space layout, standards, construction, and maintenance.

ADD:

13. All developments shall be designed to accommodate bicycle travel, including the provision of bike racks. All parking structures and parking lots for commercial, recreational and institutional uses shall include sufficient bike racks to allow the



City of Parchment Planning Commission

parking of a minimum of one bike for every 10 parking spaces or one bike for every 3,000 square feet of building floor area, whichever is greater.

Section 12.7. – Off-street parking requirements.

ADD:

14. Off-street parking spaces provided for any use or site shall not exceed 125% of the minimum parking requirements of this Section. This provision shall not apply to one-family and two-family dwelling units.

**Per the Work Plan directive to 'reduce parking requirements', a review of Section 12.7 (12.) is in progress; recommended modifications to the off-street parking space standards will be presented at the meeting.*