



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 3, 2023

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan
Commissioner Tammy Cooper
Commissioner Doug Fooy

Commissioner Holly Evans
Commissioner Robin Madaras
Commissioner Michael Conner

Officers

City Manager Nancy R. Stoddard
City Attorney Robert Soltis
City Treasurer/Clerk Shannon Stutz

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

From the City Commission Meeting of March 20, 2023

5. Additions/Changes to the Agenda - Approval

6. Citizen Comments – Items ON the Agenda

If you wish to comment regarding items ON the agenda, please follow the format below:

- *State your name and address for the records*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

7. Consent Agenda

Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.

Motion to RECEIVE OR APPROVE as indicated:

- Warrant No. 1487 – action
- KATS Policy Committee Meeting Minutes 2-22-2023 - receive

8. Unfinished Business

9. New Business

- Parks and Rec Committee, “Put Your Town On the Map” - Paper Trail Project Presentation, Cheryl Lyon-Jenness – action
- West Family, Chicken Permit Request – action
- Budget Presentation, City Manager Stoddard - receive

10. Citizen Comments – Items ON or OFF the Agenda

Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.

11. Mayor and Commissioner Comments

12. City Manager Comments

13. Adjournment

MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY MARCH 20, 2023.

1. Call to order

Mayor Britigan called the meeting to order at 7:00 p.m. then led everyone in the Pledge of Allegiance.

2. Roll Call.

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Cooper, Evans, and Madaras. City Manager Stoddard, Treasurer/Clerk Stutz.

Absent: Conner, Fooy.

Moved by Vice Mayor Jordan, supported by Commissioner Madaras to excuse the absence of Commissioners Conner and Fooy. **Motion Carried.**

3. Minutes

Moved by Commissioner Cooper, supported by Commissioner Evans to approve the minutes of the March 6, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Add 8.C. Kindleberger Festival Parade Chair – Lynne Wells. Moved by Vice Mayor Jordan supported by Commissioner Madaras to approve the agenda as amended. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

Andy Sanford, 123 Espanola, wanted to encourage the Commission to be in favor of tree enhancement in the city that the Parks and Rec Committee has been working on.

6. Consent Agenda

A. Questions by Commissioners were answered regarding specific items. Moved by Commissioner Cooper, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

None.

8. New Business

A. Parks and Recreation Tree Enhancement Recommendation Presentation, Cheryl Lyon-Jenness – receive. Cheryl Lyon-Jenness, presenting on behalf of the Parks and Recreation Committee, reported their recommendation on tree enhancement and was here to collect the Commissioner's thoughts and make a way forward. Per the memo to Commissioners, the recommendation is for a two part tree enhancement program: 1) Tree enhancement in public spaces including but not limited to Kindleberger Park, Devon Park, Commerce Lane Riverfront Park, and City Hall Park; 2) Tree enhancement through an educational program for city residents – all with emphasis on it being a community project. Discussion ensued, including funding sources – grant possibilities, donations, having a city fund, etc. Mayor Britigan asked that any additional questions or comments be submitted to City Manager Stoddard and/or Cheryl Lyon-Jenness. He then expressed his appreciation for the presentation.

B. Parchment Little League Parade – action. Parchment Little League's request is for the annual opening day parade, this year held on April 29 from 9-10am, using the same route as prior year. City Manager Stoddard noted there are no paving projects on the route this year, and the group will request KTPD assistance after the Commission's approval. Short discussion followed. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the route and date as presented, including discussion with the group about managing the candy/cleanup afterward. **Motion Carried.**

C. Kindleberger Summer Festival Parade Chair, Lynne Wells. Lynne Wells gave her contact information to each Commissioner, reminding everyone to save the date (July 15, 2023) noting that Commissioner participation is highly encouraged. She also asked to share her number with any groups who may be interested in participating.

9. Citizen Comments

Andy Sanford, 123 Espanola, mentioned that his son plays Little League, and that he will be acting chair of the Kalamazoo County Public Works who has been discussing infrastructure monies. He asked Commissioners to contact him with their thoughts of what the city might need.

Cheryl Lyon-Jenness, 294 Glendale, reported that during their lagoon clean up, Georgia Pacific has cleared the trail. She encouraged folks to go out and walk it to see the progress.

10. Mayor and Commissioner Comments

Commissioner Cooper thanked the Parks and Rec Committee for the presentation, adding she's looking forward to seeing the benefits of healthy trees throughout the city.

Commissioner Evans also thanked the Parks and Rec Committee, then welcomed Lynne Wells to the KSF team.

Vice Mayor Jordan also thanked everyone who came to the meeting, guests and presenters alike.

Mayor Britigan reported he is on a committee of the MML for economic development and land use and there is legislation before the senate and the house that are of interest; reminded everyone of the Capital Conference April 18-19; and that there's a local official academy put on by Catalyst for economic development.

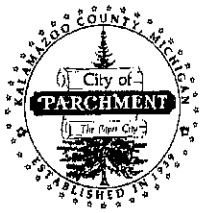
11. City Manager Comments/Reports

City Manager Stoddard reported that Bingo for Bags was a wonderful event and invited anyone who has questions or concerns to call and discuss them with her.

12. Adjournment

There being no further business to come before the Commission, it was moved by Commissioner Cooper and supported by all to adjourn the meeting at 7:50 p.m.

Shannon Stutz, City Clerk



City of Parchment
Check Register Report
Warrant 1487

Check	Check Date	Vendor Name	Description	Amount
37505	03/29/2023	JOAN VANSICKLER	KINDLEBERGER ARTS - HOSTING - JAN-DEC 20	284.00
37506	03/29/2023	KALAMAZOO OIL CO.	FUEL CHARGES - 03/01 TO 03/15/2023	700.06
37507	03/29/2023	KALAMAZOO TOWNSHIP	POLICE SERVICES CONTRACT - APRIL POLICE \$36,684.50; FIRE \$5,575.00; 911 \$479.61	42,739.11
37508	03/29/2023	KAREN HEASLEY	BINGO FOR BAGS EXPENSES - 2023	56.69
37509	03/29/2023	MLIVE MEDIA GROUP	PUBLIC NOTICE - BOR - 03/07/2023	142.30
37510	03/29/2023	POINT AND PAY	MONTHLY SERVICE FEE - FEBRUARY	50.00
37511	03/29/2023	UNIVERSAL MUSIC PUBLISHING	SYNCHRONIZATION LICENSE - GREASE	125.00

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the February 22, 2023 Meeting

CALL TO ORDER

The February 22, 2023 Policy Committee Meeting was called to order at 9:03 a.m. at Metro in Kalamazoo, by Vice-Chairperson Heiny-Cogswell.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curtis Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County
Libby Heiny-Cogswell	Oshtemo Township
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Martin Janssen	Kalamazoo County Transportation Authority
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Chris Praedel	City of Kalamazoo
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

MEMBERS ABSENT

Marsha Drouin	Richland Township
Jeff Franklin	Michigan Department of Transportation, Planning
Robert Henderson	Van Buren Public Transit
Sarah Joshi	City of Galesburg
Greg Kinney	Van Buren County Road Commission
Tracy Locey	Brady Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Jeff Sorensen	Cooper Township
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township

OTHERS PARTICIPATING

Cheri Bell	Oshtemo Township
Sean McBride	Central County Transportation Authority

Megan Mickelson
Fred Nagler
Elizabeth Rumick
Jordan Smith
Steve Stepek
Ali Townsend

Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Maner Costerisan
Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

Stepek stated later in the meeting that the Fiscal Year 2023 Unified Planning Work Program Amendment is also an action item although it was not listed as such on the agenda.

APPROVAL OF THE AGENDA

Britigan moved, and it was duly seconded by Janssen, **“to approve the agenda of the February 22, 2023 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo (BFK) announced this year’s annual Bike Week will be held May 13, 2023 through May 20, 2023. Selden brought examples of bike related literature that is available for municipalities to distribute. After handing out the ‘Invitation to Participate in Kalamazoo Bike Week’ form, Selden encouraged agencies to complete and return it to Selden by the deadline of April 15, 2023. BFK mini grant applications are available and award recipients are decided by April 2, 2023. Funds can be used for such items as bike locks, bike racks, and bike lights.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORTS
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORTS
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORTS
- APPROVAL OF THE MINUTES FROM THE DECEMBER 21, 2022 MEETING

VanderRoest moved, and it was duly seconded by Aardema, **“to accept and approve the items on the Consent Agenda.”** MOTION CARRIED.

FISCAL YEAR 2022 AUDIT PRESENTATION AND REPORT

The Audit Governance Letter is included with the meeting materials along with a link to the Fiscal Year 2022 Audited Financial Statements. Jordan Smith, Principal Auditor from Maner Costerisan presented Kalamazoo Area Transportation Study (KATS) financial highlights for the fiscal year ending September 30, 2022. Upon completion of the audit, Maner Costerisan issued a clean opinion, the highest level of assurance, that the financial statements present fairly in all material respects, the financial position of Kalamazoo Area Transportation Study as of and for the year ended September 30, 2022 in accordance with accounting principles generally accepted in the United States of America. There were no audit findings nor adjusting journal entries. The Current Ratio or ability to meet obligations, at September 30, 2022 was 2.6. Unrestricted Net Position, or the ability to operate without generating additional revenue is 27%. Graphs depicted 5-year trends of revenues, expenses, and total net position. During the audit, material deficiencies in internal controls were not identified. Upcoming accounting pronouncements to be aware of include reporting of accounting changes and error corrections, and

compensating absences liability reporting, GASB No. 100 and No. 101, respectively. Gisler asked how long it takes to complete the audit. Smith responded there are many variables including client preparation, responsiveness, and size.

FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the proposed amendments included in the meeting packet, Stepek highlighted the Inkster Avenue bridge replacement is waiting for approval to get obligated. There are three new projects from the statewide safety program. The last project is an increase in funding for Central County Transportation Authority bus purchases. KATS Staff and Technical Committee recommends approval of the proposed amendments.

Heppler moved, and it was duly seconded by Janssen, **“to approve the FY 2023-2026 Transportation Improvement Program Amendments.”** MOTION CARRIED.

RESOLUTION OF SUPPORT FOR STATE TARGETS FOR BRIDGE, PAVEMENT, AND RELIABILITY

The Michigan Department of Transportation (MDOT) summary of state and national performance program targets for Bridge, Pavement, and Reliability is included in the packet. Stepek summarized the Metropolitan Planning Organization (MPO) may support the state targets or establish their own. If an MPO elects to establish their own performance measures, they must still support state targets. Therefore, Kalamazoo Area Transportation Study (KATS) has always adopted state targets. The last page of the MDOT data shows a nice summary. KATS is only under target in the National Highway System Bridge Deck Area category. Surface area of the 131 bridge is in desperate need of repair. Additionally, ratings were done before the I-94 bridge replacements. Stepek pointed out that the reliability conditions are a measure of travel time reliability as opposed to the system condition. If the system is congested nearly all the time, it is reliably congested so will have a high reliability rating. KATS Staff and the Technical Committee recommend approval of the statewide performance targets for bridge, pavement, and reliability.

Heppler moved, and it was duly seconded by Worden, **“to approve the Resolution of Support for State Targets for Bridge, Pavement, and Reliability.”** MOTION CARRIED.

FISCAL YEAR 2023 UNIFIED PLANNING WORK PROGRAM AMENDMENT

A link to the Amendment is included in the meeting materials. Stepek explained that since Kalamazoo Area Transportation Study (KATS) adopts the Unified Planning Work program (UPWP) several months prior to the start of the Fiscal Year, we have traditionally amended our budget mid-year to portray conditions more accurately. Key points of the amendment:

- The amendment adds \$2,863 of revenue to align with the Region Rural Task Force authorization approved after KATS development of the UPWP.
- There is a slight overall increase in Personnel Costs of 2.6% although there is no change to Direct Salaries.
- Direct Costs have been realigned for the purchase of Non-Motorized Equipment Counters.
- The Provisional Fringe and Indirect Rates did not change significantly [.07% and 1.1%, respectively].

Staff recommends that the Policy Committee approve the proposed FY 2023 UPWP Amendment.

Aardema moved, and it was duly seconded by Janssen, **"to approve the Fiscal Year 2023 Unified Planning Work Program Amendment."** MOTION CARRIED.

URBANIZED AREA DISCUSSION

Maps of the new Census Urbanized Area are included in your packet. Stepek stated everything on the map is still eligible for funding through Kalamazoo Area Transportation Study (KATS). There is a change in the municipalities that make up the Rural Task Force and which municipalities are now their own Small Urban area. KATS received an increase in the Metropolitan Planning Organization (MPO) funding but will likely remain functionally flat on road and transit funding. Once the Michigan Department of Transportation reviews and updates the boundaries, KATS will smooth the boundaries. Change is anticipated in the urban and rural National Classification of Road Commission of Kalamazoo County roads which potentially will impact Act 51 funding. Worden expressed difficulty distinguishing boundaries on the maps. KATS Staff have created the same maps with different colors to make boundaries more visible. The U.S. Census Bureau redefined their definition of an urbanized area resulting in most MPO areas shrinking even though many experienced population growth. Members further discussed population and urban area changes. Heppler pointed out that the state will lose gas tax Act 51 revenue used to fund road maintenance with increased popularity of electric vehicles. To alleviate some of that loss, discussions have included adding highway tolls or considering millages. Gisler echoed Kalamazoo County and inclusive jurisdictions may need to consider millages to maintain roads. Stepek added Kalamazoo County is unusual in that it does not have a millage for road maintenance like other neighboring counties.

CONTRIBUTED SERVICE UPDATE

The contributed services year-to-date is included in your packet. Gisler asked what incentive agencies have to submit timesheets if Kalamazoo Area Transportation Study (KATS) continues to meet their required match. Stepek responded KATS may bill municipalities their signed agreement amount if KATS does not meet their requirement.

PUBLIC TRANSPORTATION UPDATES

Aardema reported Metro's Comprehensive Operational Analysis (COA) is wrapping up. The final presentation is available on the kmetro.com website. The Central County Transportation Authority (CCTA)/ Kalamazoo County Transportation Authority (KCTA) board, Metro Staff, and the community will determine which recommendations to implement. Janssen added some of the uncomplicated changes are expected to be implemented right away. Bell asked if there are plans to incorporate transit projects into the Kalamazoo County Master Plan. Aardema responded the new governance for the CCTA/KCTA boards may make this easier. It is important to integrate transit into the Kalamazoo County plans. One goal of the formally accepted new governance for the CCTA/KCTA boards is to create efficiencies in the organization. Changes include a new subcommittee structure, and a required rotation for board members. Janssen added FlixBus is taking over Greyhound. McBride reported FlixBus is a multi-national transportation conglomerate. FlixBus has been running parallel to Greyhound, but as of today, all ticketing and services transition to FlixBus software-based services. This has created an industry shakeup affecting passengers here and nationwide. Other transportation companies are also impacted. McBride reminded attendees to notify Metro of planned construction projects that will impact bus routes. Communication and planning is appreciated.

EXECUTIVE DIRECTOR'S REPORT

In addition to the memo included in the meeting materials, Stepek added Kalamazoo Area Transportation Study (KATS) was recently notified about Michigan Infrastructure Office funding for grant activities for federal infrastructure grants. \$240 thousand dollars was allocated for grant writing activities between the five counties, Battle Creek Area Transportation Study, and KATS.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

Selden of Bike Friendly Kalamazoo spoke for the second time. Complimentary yard signs are available reminding motorists to give bicyclists 5 feet of space when passing. Additionally, 'Welcome Bike Week' signs can be requested. Contact Selden for more information on bike banners for light poles made locally by Kalamazoo Banner Works.

MEMBER COMMENTS

Imus reported the Village of Lawton is gearing up for summer projects.

Frisbie, Village of Vicksburg, congratulated Rumick and Stepek for a clean audit. Britigan, City of Parchment echoed Frisbie.

Elaborating on previously discussed potential future gas tax shortfalls, Worden stated the Road Commission of Kalamazoo County (RCKC) is a no-taxing authority so cannot impose taxes. There will be several billions of dollars in shortfalls for road maintenance if electric vehicles progress creating challenges.

Gisler reported Kalamazoo County is discussing a potential millage for veterans. The commissioners are also reviewing funding of the Road Commission and how Road Commissioners are elected.

Heppler reported the Village of Augusta is now a Trailhead Town. The Village continues to look at linking trails to surrounding areas. A large water project with corresponding road construction is planned for the summer. The Village of Augusta received \$8 thousand dollars of American Rescue Plan Act (ARPA) money from the county. Heppler reported the Village of Augusta does have a road millage.

McGinnis stated the City of Portage is a willing participant and supportive of Bike Friendly Kalamazoo efforts.

Praedel congratulated Heiny-Cogswell and thanked her for her service. Heiny-Cogswell recently submitted her resignation as the Supervisor of Oshtemo Township effective May 1, 2023. The City of Kalamazoo passed an \$111.1 million dollar capital improvement budget this year. In addition to ARPA funds, and state grant funds, the City of Kalamazoo will receive \$12 million dollars from the federal government for the two-way street conversion. This unprecedented budget will include wastewater, sewer, water, road, and non-motorized upgrades.

Heiny-Cogswell reported the Oshtemo Township sewer project is out to bid again and is due March 9, 2023. Let Stepek know if you would be willing to serve as KATS Policy Committee Vice-Chair. Oshtemo Township may potentially vote to select a new Supervisor in April.

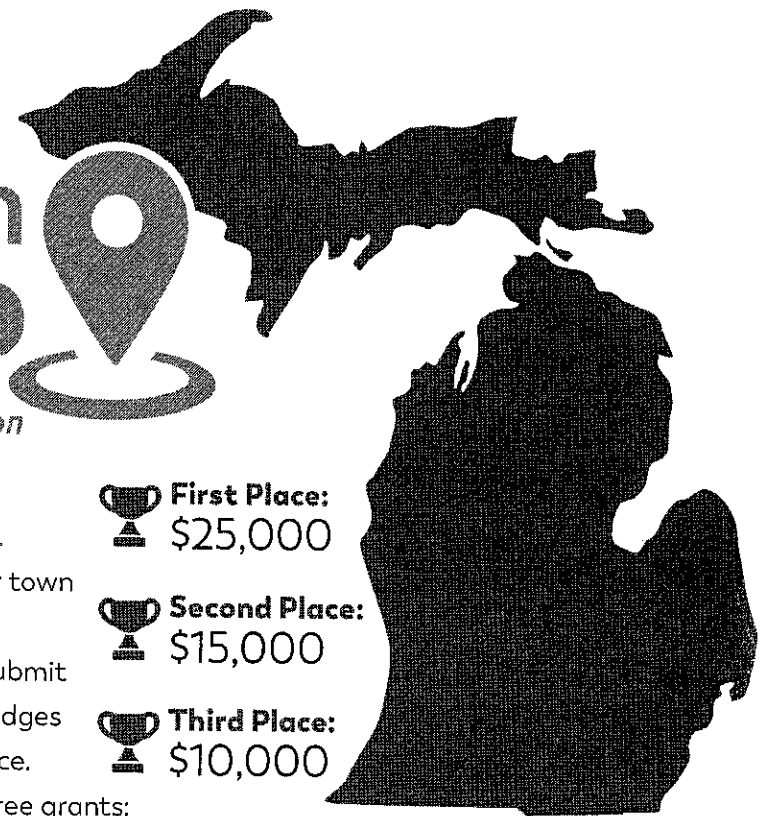
ADJOURNMENT

There being no further business, Vice-Chairperson Heiny-Cogswell adjourned the meeting at 10:21 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, March 29, 2023 at 9:00 a.m.*

Approved 3/29/23 (er)

Put Your Town On the Map





Consumers Energy Foundation Pitch Competition


The Consumers Energy Foundation is offering grant opportunities to help put your community on the map.

We are seeking innovative ideas that will energize your town and create momentum that builds a stronger sense of community. If you are selected, you will be invited to submit a video or PowerPoint to be presented to a panel of judges during the Small Town & Rural Development Conference.

The top three presentations will be awarded one of three grants:

 **First Place:**
\$25,000

 **Second Place:**
\$15,000

 **Third Place:**
\$10,000

Sample Topics to Put Your Community on the Map

- Downtowns – store vacancies, attracting visitors, housing, etc.
- Social – housing, education, employment, etc.
- Placemaking
- Tourism
- Youth community engagement
- Community pride
- Unifying or strengthening the community
- Business acceleration, retention, attraction

How to Submit Your Idea

Visit <http://cedamichigan.org/rpm/conference-rpm>, complete the online form and click submit.

Grant winners will be selected and announced at the Small Town and Rural Development Conference. Funds will be presented to winning communities at a scheduled time following the conference.

For more info, contact hunter@cedamichigan.org

Who is Eligible?

- Rural municipalities with a population up to 10,000
- Candidates must be a 501(c)(3) tax-exempt organization or municipality
- This competition is community-focused; no individuals, businesses, corporations or LLCs
- Idea presented must be conceptual or in the startup phase; previously attempted projects not allowed
- The project must impact a territory that is served by Consumers Energy;
- One submission per community/municipality

Revised Pitch Competition 2023 Schedule:

- **April 7:** Submissions due to CEDAM by 11:59 p.m.
- **April 27:** Finalists selected and notified
- **May 25:** Videos or PowerPoint presentations due to CEDAM
- **June 8:** Pitch presentation shared at conference in-person

Consumers Energy

FOUNDATION

Paper Trail Project

The Paper Trail Project proposes to transform Parchment's history as a paper mill town from an environmental liability to a recreational and cultural asset. Developed in the early 20th century as a "model community for the world", the small village of Parchment grew up around the bustling Kalamazoo Vegetable Parchment Company. With the decline of the southern Michigan paper industry and the closure of Parchment's mills in the 2000s, the community was left with a large contaminated mill site, few resources, and a nearly mile long section of undeveloped Kalamazoo River frontage. The proposed non-motorized Paper Trail pathway will open this overlooked area along the Kalamazoo River to visitors and as it passes through Parchment's small Riverfront Park will connect with the already developed Kalamazoo River Valley Trail system extending across Kalamazoo County and beyond. While the Paper Trail offers a rich recreational opportunity for walks, runners, bikers and bird watchers, it will also provide, as it winds near the former mill site and through the community, a readily accessible and innovative venue to interpret the paper industry in Parchment and the region. Varied interpretive strategies including signage, art installations, and audio tours will insure that the Paper Trail is a valuable cultural and historical resource for the Parchment community. Visitors, drawn to the Paper Trail because of the recreational opportunity it offers, will come away with new understanding of the paper industry and its role in shaping Parchment and many other southern Michigan communities,

Resources from "Put Your Town on the Map" will be used to develop Paper Trail interpretive strategies, particularly in the Riverfront Park section of the trail. In that area, a sculpture honoring paper industry workers, interpretive signage marking the beginning of the Paper Trail, and brochure documenting interpretive sites along the entire trail will all be useful tools as this project gets underway. In addition, funding will assist in the layout of the entire trail particularly as it winds through the mill area and the community so that interpretive opportunities are carefully considered along the Paper Trail's entire length.

Nancy Stoddard

From: Erin West <erin_west@att.net>
Sent: Tuesday, March 28, 2023 12:33 PM
To: manager@parchment.org
Subject: Chicken permit

Hi!

My name is Erin West. I would have loved to be able to come and speak in person, but I have the worst stage fright and would most likely forget my own name.

I am so incredibly excited that our community allows pet hens. What an amazing opportunity! We have two children Adalynn (9) and Spencer (8) that both attend Central elementary. Having these hens not only will be amazing pets, eggs layers and mosquito control, but also a 4H summer project for our children. Raising an animal from a chick to a full size hen is a wonderful learning experience. We would be working with Michigan state 4H Kalamazoo branch. It is such a great organization. With our hens we plan on taking them to the Kalamazoo county fair in August. We will camp in their campground and show our hens in front of judges for ribbons. Our kids will need to know how to handle, explain each part of the bird, what kind of bird they have, and an extra project they will be given. It's going to be so much fun.

With all of that being said, we are a family who takes pride in how our house and lawn look. Our coop will not only be adorable to look at, but kept very VERY clean. All food will be stored in our back shoe room area of our house, so no little critters will try to join in on the fun. We have researched for a long time of what type of bird will be happy and healthy in the environment we can provide. While there is a three bird limit we are only planning on having two. We will never break Parchment's rules of having more than what we are allowed. After fair, their wings will be clipped so they will have no flight. Our birds will always be in a coop or a movable play pen for the safety of the animals. There will be no chance of escape and having our chickens walking down the road or ending up on the We Are Parchment page. We do not plan on free ranging. We also understand we have neighbors. And would never want to make them uncomfortable or ruin their peace at home. We have chosen a quiet breed perfect for small areas in a yard. If for some reason we get an exception to this I have a friend that lives on a farm and is prepared to take a noisy lady if needed. I would not want anything loud in my own yard either. I've read about families having backyard chickens for years that no one ever knew about. They don't make loud noises like a dog, just make tiny clucking noises mostly when laying eggs and become absolutely silent at night. We always grow a garden with fresh vegetables each year, and we will be able to use our extras for organic food for the birds while using the birds extras for our garden! We can't wait for you to come check out our little coop. After approval, and they become a few months old, our kids and I would LOVE to share some fresh eggs with you to try.

Sincerely

Erin West

Sent from my iPhone

PERMIT TO KEEP CHICKENS AS PETS

Please read the City of Parchment regulations regarding the keeping of chickens as pets on the back of this permit application. Applicant must meet all requirements of the ordinance as set out by the Parchment City Commission relative to coop and pen size/height, setbacks from property lines and neighboring residential structures and conditions to be maintained while chickens are present.

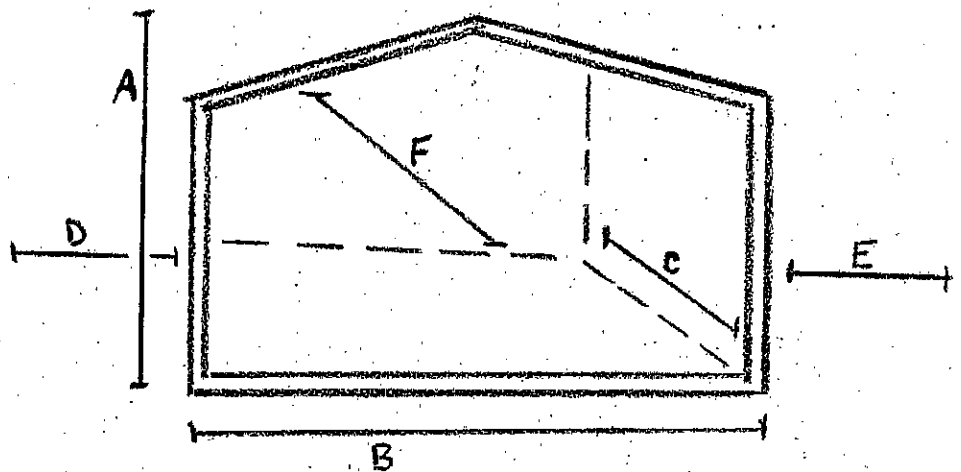
DATE: 3-7-23
NAME: Erin West
PHONE: 377 8799

\$65 FEE PAID: _____
ADDRESS: 339 Oak Grove
EMAIL: erin_west@att.net

Please fill in all information regarding your chicken coop or pen:

A. Height: 51 inch
B. Width: 36 inch 71 inch
C. Depth: 36 inch
D. Setback from side lot line: 51 A
E. Setback from side lot line: 40 A
F. Setback from rear lot line: 60 + A

Pen dimensions (if applicable): _____
Tot. Calculated area: 12 sq ft.



*The City of Parchment Zoning Ordinance requires chicken coops be no taller than 6 feet in height and a maximum of 80 square feet in total area for a coop/pen. A coop/pen must be located at least 10 feet from lot lines and 30 feet from the nearest adjacent residential structure.

**The City of Parchment Zoning Ordinance allows a maximum of three chickens to be kept on a residential property. Roosters are not allowed.

The City of Parchment may revoke this permit at any time if the requirements of the Zoning Ordinance are not met by the permit holder. Upon submission of this application for permit, the City Manager will review within 10 business days.

Approved: _____ Denied: _____

Date: _____
City Manager

Completed applications should be turned in to the City of Parchment, Parchment City Hall, 650 S. Riverview Drive, Parchment, MI 49004.