



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 2, 2023

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Holly Evans

Commissioner Tammy Cooper

Commissioner Robin Madaras

Commissioner Doug Fooy

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 September 18, 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. 1499 – action
- KATS Policy Meeting Minutes, August 30, 2023 – receive
- Planning Commission Meeting Minutes, July 26, 2023 - receive

8. Unfinished Business

9. New Business

- Memo – MCL 168.720 Proposal 2 Early Voting, Treasurer Stutz – action

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, SEPTEMBER 18, 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, Commissioners Cooper, Conner, Evans, Fooy, Jordan, and Madaras. City Manager Stoddard, City Attorney Soltis, City Treasurer/Clerk Stutz.

Absent: None.

3. Minutes

Moved by Vice Mayor Jordan, supported by Commissioner Conner to approve the minutes of the September 5, 2023 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

Change 9A from "action" to "receive". Moved by Commissioner Evans supported by Commissioner Madaras to approve the agenda as amended. **Motion Carried.**

5. Citizen Comments – Items ON the Agenda

None.

6. Consent Agenda

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

7. Unfinished Business

A. Water Tower Painting - action. Mayor Britigan reminded all that this was tabled from last meeting. Mayor Britigan explained that Kalamazoo provided the color palette to choose from. City Manager Stoddard showed the commission the colors "fairway green" is closest to city signs and "Moroccan tile" as the closest to maroon of PHS colors. She mentioned historically the water tower has been green and even silver. Mayor Britigan noted concern for fading and whether there is a theme to be followed. Moved by commissioner Fooy, supported by Vice Mayor Jordan, to paint the water tower Fairway green with white lettering to carry on the tradition of the green park and city signs. **Motion Carried.**

8. New Business

A. City of Parchment Sewage Collection System Revenue Bond Ordinance #224, Ian Koffler, Thrun Law – receive. Mayor Britigan introduced Ian Koffler from Thrun Law, who has been shepherding us through the bond and loan process. Mr. Koffler explained that this is the final procedural step and is information only. Later, after the bids, the ordinance will be brought before the commission for full approval. He then explained that according to the Revenue Bond Act, only one reading of the ordinance is necessary; he then gave an overview of how the bond procedure works.

B. Notice of Intent to Issue Bonds, Ian Koffler, Thrun Law – action. Per Ian Koffler, Thrun Law, the intent enumerates a \$5m ceiling, and publishing this is required for the USDA Loans and Grants. He mentioned it is merely a placeholder, the exact number will come in after the bids are received. He noted this document indicates a right of residents to hold a referendum. Moved by Commissioner Cooper, supported by Commissioner Madaras to approve the Resolution of Notice of Intent as presented. Roll call was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.

Nays: None.

Absent: None.

Abstain: None.

Motion Carried 7-0.

C. Lease Agreement for Access, Odor Monitor at DPW Building – action. City Manager Stoddard explained that the City of Kalamazoo wants to place an odor monitor on our DPW building for the next 5 years, and will present the live data on their website. Moved by Commissioner Madaras, supported by Commissioner Conner, to approve the least agreement

for the monitor on the DPW Building, and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 7-0.

D. Lease Agreement for Access, Odor Monitor at City Hall – action. City Manager Stoddard noted this is the same agreement, the only difference being that the monitor will be placed at City Hall. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to approve the least agreement for the monitor on City Hall, and authorize the City Manager to execute all documents related to the action. Roll call was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Fooy, Jordan, and Madaras.
Nays: None.
Absent: None.
Abstain: None.

Motion Carried 7-0.

E. Leaf Ordinance #223, Second Reading – action. Mayor Britigan noted that the changes asked for at last meeting are now in the document. Attorney Soltis noted a small typographical error that will be fixed. Commissioner Madaras appreciates that the ordinance is more flexible, adding she thinks the penalty should remain. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to accept for second reading Leaf Ordinance #223. **Motion Carried.**

F. Leaf Ordinance #223, Adoption. Moved by Commissioner Madaras, supported by Vice Mayor Jordan, to adopt Leaf Ordinance #223 as presented. Commissioner Cooper expressed her disapproval of the penalties, adding she thought they were aggressive. Commissioner Fooy said he thinks this is unnecessary and will abstain. Roll call was as follows:

Ayes: Britigan, Conner, Evans, Jordan, and Madaras.
Nays: Cooper.
Absent: None.
Abstain: Fooy.

Motion Carried 5-1.

G. Urban Forestry Tree Grant Approval – action. Cheryl Lyon-Jenness, 294 Glendale and representing the Parks and Recreation Committee, referred to the memo in the packet which asks for approval to use Tree Funds as a match for a grant. She noted that the Parks and Rec plan from 2022 calls for enhancement of trees throughout the city. The grant will address doing an inventory of trees within the park, as well as a master plan for planting. Moved by Commissioner Cooper, supported by Commissioner Evans to approve the use of \$7000 from the Tree Fund as matching funds for the Urban Forestry Grant. Roll call was as follows:

Ayes: Britigan, Conner, Cooper, Evans, Jordan, and Madaras.
Nays: Fooy.
Absent: None.
Abstain: None.

Motion Carried 6-1.

9. Citizen Comments

Cheryl Lyon-Jenness, 294 Glendale, thanked the commission for approving the request for matching the grant.

10. Mayor and Commissioner Comments

Commissioner Cooper said she's excited about the forestry grant, saying the Parks and Rec Committee has taken into account input from residents, a "great way to start". She then added that while she's happy to approve access to the City of Kalamazoo to get odor data, she thinks the air quality has been poor for years and this is to cover it up. She's hoping for greater accountability going forward.

Commissioner Conner, agreed, then thanked Cheryl Lyon-Jenness.

Commissioner Madaras thanked Cheryl as well, and that she's excited to see it come to fruition.

Commissioner Fooy noted his no vote was because he felt the money should be used to take care of dangerous city trees.

Mayor Britigan thanked everyone for their work on the Veterans Memorial, then said he had received compliments on the park from non-residents who attended the Scottish Festival. He added that there are opportunities in leadership to serve on the KAC next year – the festival director and theater chair – asking everyone to pass on the call to action.

11. City Manager Comments/Reports

City Manager Stoddard thanked everyone for attending the Veterans Memorial dedication. She then offered anyone with questions or concerns to call or text 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 8:13 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1499

Check	Check Date	Vendor Name	Description	Amount
37780	09/18/2023	ACE PARKING LOT STRIPING INC	STRIPING @ CITY HALL	1,300.00
37781	09/18/2023	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,997.31
37782	09/18/2023	CONSUMERS ENERGY	ANNUAL LEASE -LEAF PILE PAD - 3000 0146	50.00
37783	09/18/2023	DEYOUNG LANDSCAPE SERVICE	TURF TREATMENT # 4 - STAGE - ACCT #3084	199.00
37784	09/18/2023	DEYOUNG LANDSCAPE SERVICE	INSTALLED BRICK WITH VETERAN'S NAMES - A	765.00
37785	09/18/2023	DIEGO MENCHINGER	CONCERT SERIES SOUND	2,100.00
37786	09/18/2023	FORD, KRIEKARD, SOLTIS & WISE	Attorney Services - AUGUST General \$1500, Police \$700	2,200.00
37787	09/18/2023	J & H OIL COMPANY	FUEL CHARGES - 08/15/23-08/31/23	505.83
37788	09/18/2023	KALAMAZOO AREA BUILDING AUTHOR	PROPERTY MAINT - 450 HAYMAC #614	100.00
37789	09/18/2023	MICHAEL CONNER	105 DASH PLAQUES REIMB	140.00
37790	09/18/2023	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
37791	09/18/2023	NAPA AUTO PARTS-KALAMAZOO EAST	BATTERY FOR 751 FIRE ENGINE - WARRANTY F	86.32
37792	09/18/2023	PIXELVINE LLC	ANNUAL WEBSITE SSL RENEWAL	95.00
37793	09/18/2023	PREIN & NEWHOF	COMMERCE LANE TRESTLE REMOVAL & RIVERBAN Commerce \$384.00, Mill Proj \$2633.70, Sanitary \$1940.30	4,958.00
37794	09/18/2023	REPUBLIC SERVICES #249	CITY WIDE PICKUP - SEPTEMBER - ACCT #3-0	10,197.14
37795	09/18/2023	RIVERRUN PRESS	500 WHITE ENVELOPES	212.46
37796	09/18/2023	SBIS	EMPLOYEE INS - OCTOBER 2023	12,258.49
37797	09/18/2023	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - AUGUST 2023	120.00
37798	09/18/2023	T & L RENTAL AND INFLATABLES	TABLES, TENTS, ETC FOR FESTIVAL DAY	4,175.75
37799	09/18/2023	THRUN LAW FIRM P.C.	USDA LOAN THRU 08/24/23	54.00
37800	09/18/2023	KNAPP, ANNA	UB refund for account: 1850-000510-0000-	112.22

KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the August 30, 2023 Meeting

CALL TO ORDER

The August 30, 2023 Policy Committee Meeting was called to order at 9:02 a.m. at Metro in Kalamazoo, by Chairperson Thompson.

INTRODUCTIONS

Introductions were made by all present.

ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
Heather Bowden	Michigan Department of Transportation, Planning
Rob Britigan	City of Parchment
Marsha Drouin	Richland Township
Tim Frisbie	Village of Vicksburg
John Gisler	Kalamazoo County
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Lisa Imus	Village of Lawton
Joanna Johnson	Road Commission of Kalamazoo County
Judy Lemon	City of Galesburg
Pat McGinnis	City of Portage
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Aditya Rama	Kalamazoo County Transportation Authority
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

MEMBERS ABSENT

Greg Kinney	Van Buren County Road Commission
Tracey Locey	Brady Township
Jeff Sorensen	Cooper Township

OTHERS PARTICIPATING

Scot Jefferies	Oshtemo Township
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Fred Nagler
Elizabeth Rumick
Jon Start
Steve Stepek
Trevor TenBrink
Ali Townsend

Kalamazoo Area Transportation Study
Kalamazoo Area Transportation Study
Citizen
Kalamazoo Area Transportation Study
District Director for Congressman Huizenga
Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Johnson moved, and it was duly seconded by Heppler, **“to approve the agenda of the August 30, 2023 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

Trevor TenBrink District Director for Congressman Huizenga stated their office in Portage located in the Trestlebridge Office Complex is now open. TenBrink invited attendees to stop in anytime. The office is staffed with case workers who can assist with IRS, Veteran, citizen, customs, immigration, or passport services. Huizenga’s staff can provide letters of support or assist with grant funding. TenBrink explained Congressman Huizenga recently sent a letter of concern to Postmaster General Louis DeJoy questioning the United States Postal Service’s plans for consolidating Southwest Michigan postal operations to a single Sort and Delivery Center. Huizenga detailed how more transparency is needed and requested a meeting to discuss this topic. Members further discussed the matter.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORTS
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORTS
- APPROVAL OF THE MINUTES FROM THE MAY 31, 2023 MEETING

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

FY 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Referring to the Transportation Improvement Program (TIP) Amendment included in the meeting packet, Stepek explained it is a long list. Multiple Transit amendments are included. The City of Kalamazoo Michigan Avenue project has been moved from Fiscal Year 2026 to Fiscal Year 2027. The TIP Subcommittee met and selected projects from the adopted prioritized project list to utilize the available funding in FY 2026. The last project, 219277, is a late addition and was not discussed at the Technical Committee. It missed the deadline but needs to be obligated by the end of the Fiscal Year. The project was discussed with the Technical Committee Chair, who didn’t have any issues with including it in the proposed amendments. The project is for capital and marketing in Kalamazoo County for MichiVan. Kalamazoo Area Transportation Study Staff recommend approval of the amendments, with the inclusion of Job Number 219277. The KATS Technical Committee did not discuss Job Number 219277, but did recommend approval of all other projects.

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

KATS TECHNICAL COMMITTEE BYLAWS

Steppek explained the draft of the bylaws are included in the meeting packet. They have been out for comment for several months and have not been updated for nearly a decade. The proposed bylaws will more closely align with KATS Policy Committee bylaws. The draft bylaws propose a slight adjustment to voting structure, allowing larger townships (over 20,000 in population) to have an extra representative if wanted. Johnson expressed concern that the “in-kind contributions” be reviewed for the bylaw changes that allowed for additional representation on technical committee.

Johnson moved, and it was duly seconded by Drouin, **“to approve the Technical Committee Bylaws as presented.”** MOTION CARRIED.

CONTRIBUTED SERVICE UPDATE

Steppek explained a summary of the fiscal year-to-date contributed services for the fiscal year-to-date July 31, 2023 is included in the packet for your review. We have met and well exceeded our required minimum match for the fiscal year ending September 30, 2023.

PUBLIC TRANSPORTATION UPDATES

Aardema reported the Metro bus routes on Western Michigan University campus are running again with the start of university classes today. Minor service reductions are being implemented due to the continued struggle to find drivers. Metro held a well-attended job fair last week, so remain optimistic that service can be added back. The annual review of the budget is underway. It is a roughly \$22 million dollar budget. Plans are underway to implement Microtransit, one of the most significant recommendations from the recently completed Comprehensive Operational Analysis. Microtransit could be compared to an Uber or Lyft service. Microtransit would allow passengers to reserve a vehicle on shorter notice. Vehicles would stay within an assigned boundary, or zone. Microtransit could also be used to connect a rider to the fixed route system. Metro is in the early stages of planning. Implementation is anticipated sometime next year. Rama added Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) are in contact with other regions that have implemented Microtransit, in an effort to obtain valuable information. Microtransit is currently being utilized in nearby Grand Rapids and Muskegon. Aardema fielded attendee questions and went into more detail about Microtransit.

EXECUTIVE DIRECTOR’S REPORT

Steppek stated most updates are included in the meeting packet. Steppek and attendees congratulated Kalamazoo Area Transportation Study (KATS) Ali Townsend for winning the 2023 Junior Planner of the Year award from the Michigan Transportation Planning Association. KATS Federal Certification Review will be performed in October. The notification letter from the U.S. Department of Transportation is included in the packet. The public involvement portion of the Certification Review will be held in conjunction with KATS October 12, 2023 Technical Committee meeting. A meeting on the adjusted Kalamazoo Urbanized Area Boundary was held. The Village of Mattawan becomes its own small urban area. The Village of Lawton and Schoolcraft Township become rural areas, added to the Rural Task Force.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

No citizens' comments were made.

MEMBER COMMENTS

Praedel reported the City of Kalamazoo Whites Road project is about to start. The Ransom Street project from North Edwards Street to the east, is underway. The Patterson Street bridge will be opening in October. The improvements done on Howard Street and Stadium Drive resulted in a reduction in crashes, and crashes with injury, of 25 percent and 40 percent, respectively.

Sotherland complimented the improvements made to non-motorized infrastructure in the area. He pointed out connections could be added on the Kalamazoo River Valley Trail (KRVT) near downtown Kalamazoo. Kilgore Road between Westnedge and Lover Lane is an area that could use non-motorized improvements.

Pfeiffer provided the Michigan Department of Transportation update. The project on M-40 between Lawton and Paw Paw is underway. Paving is ongoing in the Village of Lawton. Work will pause and resume there in 2024. Resurfacing of the non-motorized path between G Avenue to south of the village limits will begin Tuesday September 5, 2023. The US-131 project from Schoolcraft to Three Rivers is progressing. Traffic is shifted to the median lanes while outside lane and shoulder work is underway. The I-94 project between Lovers Lane and Sprinkle Road is expected to be completed by the end of September. Paving on Portage Road ramps is planned for mid-to-late September. The project to replace two bridges on US-131 over KL Avenue will be out for bid in November with an anticipated start spring of 2024. Stepek added, a sizeable earmark was received to modify the BR-131 interchange. A shortfall of approximately \$6 million dollars remains.

In response to VanderRoest's inquiry, Johnson agreed to follow-up on when signage at M-343 and North Sprinkle Road will be done.

McGinnis thanked Sotherland for non-motorized input. The City of Portage Westnedge Avenue project is underway. The project south of Centre has been pushed back due to the planned building of a new school. The Portage Road project from Centre to Romence should be complete soon.

Heppler reported that the Village of Augusta water project is underway. Repaving on the south end of the village is planned once this project is complete. Expect delays on M-96 in the village starting next week. The Village of Augusta partnered with the Road Commission of Kalamazoo County to perform chip seal projects.

Gisler reported the new Kalamazoo County Downtown Justice Center opening has been delayed for the fourth time to December 4, 2023. Because of the delay, the County will have to pay rent on its current building. There is expense with notifying witnesses, lawyers, defendants, plaintiffs, and related parties of their venue change. Estimated costs related to the delayed opening could be close to \$1 million dollars. Funds of approximated \$3 million dollars set aside in the project contingency fund will hopefully be able to absorb the additional cost. Gisler has Avelo airline coupons for flights to Orlando through the end of the year. Kalamazoo County should soon be a participant in the property fraud program. Property Fraud Alert is an online subscription service offered to the public

that allows them to have their name monitored in order to track possible fraudulent records that affect their property. Sign up at propertyfraudalert.com.

Britigan reported the City of Parchment will host a dedication ceremony for its new Veteran's Memorial on September 11, 2023 and 6:00 p.m.

Frisbie invited attendees to the Village of Vicksburg last Burg Days of Summer Program for the season. It will be held tonight from 5:30 p.m. to 8:00 p.m. Tonight's program includes two bands, a mechanical bull, bounce houses, a climbing wall and more. Repaving of a portion of the non-motorized trail leading north out of the village is planned for next week.

Heather Bowden introduced herself as the Michigan Department of Transportation (MDOT) Statewide Program Manager for Kalamazoo Area Transportation Study and Battle Creek Area Transportation Study. Bowden will fill in for Jeff Franklin until a replacement is found. Franklin accepted a new position and is leaving MDOT at the end of September.

Lemon reported the City of Galesburg completed an infrastructure project and is looking for funding for more projects.

Rama mentioned a customer survey is available for Metro Connect. Data will be compiled and a report will be issued.

Thompson reported a sewer project is underway for the new Road Commission of Kalamazoo County building in Comstock Township. Staff got the keys to the new Comstock Township Hall today. Move-in is anticipated at the end of September. An open house will be planned.

As a Comstock Township Downtown Development Authority (DDA) board member, Gisler added the Comstock Township DDA is planning a family event for September 23, 2023 with food, and activities.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 10:02 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, September 27, 2023 at 9:00 a.m.*

Approved 9/27/23 (er)

Planning Commission Meeting Minutes
July 26, 2023

1. Call to Order at 6:01pm

2. Roll Call – Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.

3. Approval of Minutes – June 13, 2023

- Motion to accept the minutes by Bliesener and supported by Tecca. All ayes.

4. Additions/Changes to the Agenda

- Chairperson DeBoer made a motion to table the Short Term Rentals discussion, supported by Dean.
- He read the following letter into the minutes from Mayor Robert D Britigan III:

Kent:

I am writing to suggest tabling any further action regarding the short-term rental ordinance being discussed at tonight's Planning Commission meeting.

As Mayor and a professional real estate manager, I sit on the Economic Development and Land Use Committee for the Michigan Municipal League (MML) and serve as Legislative Chair for the West Michigan Chapter of the Institute of Real Estate Management (IREM).

In these roles I am privy to draft legislation involving land use and private property rights amongst other issues. Short term rentals have been a hot topic at the State level for some time. Presently, a bill is being drafted by Rep. Andrews (38th District) to be introduced when the Legislature resumes in September.

Many of these bills involve the State's preemption of local control and are opposed by the MML, but supported by the private sector. As such, I would recommend tabling any further action regarding short term rentals pending the outcome of these efforts.

I wouldn't want to see all of the Planning Commission's hard work become an exercise in futility should these initiatives pass.

Please share with the Planning Commission at tonight's meeting.

Thank you for your consideration and service to our community.

Rob

*Robert D. Britigan III
Mayor, City of Parchment*

(269) 217-0120

- Roll call vote: Lyon-Jenness – yes
Bliesener – yes
Dean – yes
Tecca – yes
DeBoer – yes
Motion carried.

5. Citizen Comments

- No comments

6. Old Business

A. Short Term Rentals (STRs) – Tabled

B. Article 15 – Signs

- Zoning Administrator (ZA) Harvey reviewed the ordinance and put together a technical review to identify what's in the ordinance that should be changed.
- She suggested to do this initially but found as we get things in front of us, we see that modifications/updates are needed. Generally, the Planning Commission (PC) catches any concerns. As the ZA has had to deal with sign requests, this has allowed her to see wording in the Sign Ordinance that needed change.
- ZA Harvey gave an example: An owner has an existing brick base and they want to add a sign that would rest on the base (monument sign). They wanted the additional sign to be an internal construction to the existing sign, by way of a pole construction (free standing or ground sign). Their objective is to increase the height requirements by using a free standing sign. The way the current ordinance is written is what trips up the ordinance. This wording needs to be defined.
- Communities prefer monument signs because they are low lying. She stated that the base would have to be removed in order for this sign to be considered as a ground sign. The ordinance as it is written may cause confusion.

Section 15.1 – Intent

- Per ZA Harvey: Purpose statements (in three paragraphs) in current ordinance. The PC should list out what is needed, remove the repeat language; add in sign construction, uniformity, communication, and visualization statements.

Section 15.2 – Definitions

- This part should be a list of definitions
- Definitions that are not needed may be removed. The PC will need to define when regulating or if they are in the text of the regulation.

- When we speak to things that are not needed, we introduce arguments/questions.
- The PC will need to add missing definitions and clarify existing definitions.

Section 15.3 – Exempt Signs

- Subsection k. needs to be removed. This language will be fixed when referring to signs that speak. Reminder: The PC cannot change the sign because of what it says.
- The PC may need to take some time to think about murals in order to address them. Murals are different than signs – considered artwork- It may be difficult to determine acceptable artwork.

Section 15.4 – Prohibited Signs

- In general, the sign regulations and prohibited signs say the same thing. It only needs to be stated one time in the ordinance.

Section 15.5 – Sign Surface Area

- ZA Harvey said that the PC does not issue sign permits; they only regulate them. The ZBA approves/disapproves them.
- The surface area is an important part of a sign area measurement. No matter what sign, the PC defines them in the Definitions.
- It is not necessary to have Section 15.5 in the ordinance as the information is in Section 15.2 - Definitions.

Section 15.6 - General Requirements for Signs in Commercial and Industrial Districts, 15.7 – Special Requirements for Signs in Commercial and Industrial Districts, 15.9 – Special Requirements for Signs in RT, C-1 and C-2 Districts, 15.10 – Signs in Residential Districts and Section 15.XX – Changeable Copy Signs

- Currently, the City has four sections for signs that include a lot of standards.
 - 1) Retitle this to General Sign Regulations – Compile any information that applies to all districts into this section. It will reduce the other three sections.
 - 2) Create sign requirements by districts. Use a table of districts, types of signs, metrics, and dimensions. This will help to remove the problems with the ordinance that are imbedded in these districts/sections.
 - 3) References to temporary signs are all over the place in the ordinance. ZA Harvey suggested that it should be reformatted. A community could have a lot of pushback because of temporary signs. The sign has to be content neutral. This is how the PC will regulate temporary signs: It will be constructed from a zoning standpoint and content neutral.

- Lyon-Jenness stated that the ordinance has provisions to prevent obscenities or placement of political signs. ZA Harvey said that it would be up to the City's attorney to enforce for health and safety reasons. The zoning can't violate a person's Constitutional rights.
 - Bliesener said that if we were to go against the attorney, the City could be sued.
 - ZA Harvey stated that there was a chance that the City would lose if our attorney says we can't prevent it. It has to be done through wording in the zoning ordinance. Public health and safety can be considered for the community. Free speech is allowed. If something is in a window of a residence, it is not a sign.
 - Lyon-Jenness asked about the Bigby temporary signs. The City Manager stated that they used a temporary sign permit.
- 4) New Section – Changeable Copy Signs – ZA Harvey stated that the PC can define these now but with a new twist. Manual, electrical – Define other electrical signs that will be regulated differently. What needs to happen? The PC may want alternate approaches.

Section 15.XX – Temporary Signs

- Dean asked if this included signs that were stapled to boxes and poles. Would there be any provisions for these temporary sign remnants that are left behind.
- ZA Harvey said that the PC will define Temporary Signs and establish standards to determine if you allow it to be attached to poles (or placed in a ROW). The PC may state where it may be placed.

Section 15.11 – Decorative Displays, 15.12 Political Signs, and 15.13 – Signs in Public Right-of-Way

- Per ZA Harvey: These three sections should be deleted as they are repetitive.

Section 15.14 – Design Review Guidelines

- ZA Harvey explained that the City of Parchment has guidelines that speak to the aesthetics of sign, but who makes that judgement call. She did not think that is what the City wants to do. There are no aesthetic parameters in the current ordinance. This must be changed.

Section 15.15 – Maintenance of Signs

- ZA Harvey said that this section could be deleted as it was dealt with elsewhere in the ordinance.

Section 15.16 – Removal of Nonconforming Signs

- This section should be renamed to Nonconforming Signs. ZA Harvey explained that it would make the distinction of the section to abandoned signs. Abandoned signs would be defined. The PC will need to weigh in as to what they want to do with this. A different terminology will be given to the section.

Section 15.17-21

- All of these could be streamlined into one section per ZA Harvey.

Section 15.XX – Violations – This needs to be added to the ordinance

Section 15.XX – Severability – This should be added to the ordinance

- ZA Harvey said that the work of the PC will reduce the bulk of the sign ordinance. It will make it easier to use, fix the things that trip up the person who uses it, and removes language that is incorrect.
- Bliesener stated that it is awesome when a community has a good table to use for signage. She thinks that it will be a good thing for those that use the sign ordinance.
- ZA Harvey said that by re-doing the Sign Ordinance, it will fill in the gaps and help to define what is needed, and removes repetition.
- Dean asked how this would define murals/graffiti. What is the criteria? Is it permission based?
- ZA Harvey stated that if there is no ordinance language than a mural is artwork. If there is no name or product in the mural then it is not a sign that is advertising something. She suggested doing some mural research. Could be considered free speech. A community would have to set standards as to where it is placed and the size. Currently, the PC would have to treat it as other artwork.
- Bliesener said that she has heard about communities that have committees where the artists presents it project and the committee approves or disapproves the project.
- DeBoer stated that the ZA will get the sign ordinance put together and come back to the PC with a draft in August.
- ZA Harvey said that the PC may look at the draft text and think it is less complicated. Dealing with sign companies that are difficult are a big administrative problem.
- Chairperson DeBoer asked that Lyon-Jenness give the PC an update of the Parks and Rec Committees meetings.
- Lyon-Jenness stated that they are working on improving the tree situation in the City of Parchment. They have decided to develop and repopulate public space with an environmentally sound plan with an Urban Forestry Grant. They are working on enhancing the community's interest in funding ongoing tree planting. Bliesener said that she had a

friend who is an arborist that could help with the grant. Parchment Takes Root is the name of the fund. A booth at the Kindleberger Festival provided useful information about tree planting, nurturing a tree, and a drawing for 3 trees, one donated by Mulder's Nursery and the other two by the Garden Club. The tree fund that is being developed started with \$10,000 seed money from the General Fund. Ticket sales for the tree drawing will go into this fund as well as any donations, memorials, or special monies for tree donations. Lyon-Jenness said that the committee wants a delineated set of rules for the tree fund. They will be having a post Kindleberger Festival meeting to look at how it went at the booth. They had asked people at the festival if they wanted to sign up for a newsletter and/or be a part of a tree committee. They received many positive responses.

7. New Business

A. Review of Article 15 – Signs

- ZA Harvey will present a draft of Article 15 – Signs for the PC's review in August.

8. Comments from Planning Commissioners

- DeBoer asked Dean if she would be able to provide an update to the Graphic Packaging air quality.
- Dean stated that the Graphics Packaging (GP) problem was diverted by the Canadian wildfires in the news. She did hear that the daycare, near the facility, kept their children indoors. She hopes to hear more about the progress that GP has made by September/October.
- No other comments from Commissioners.

9. Next Meeting – August 23, 2023 at 6pm

10. Adjournment – Motion by Bliesener, supported by Dean. All ayes. Meeting ended at 7:17 pm.

Memo

To: City Manager Stoddard

From: Shannon Stutz

Date: September 27, 2023

Re: MCL 168.720 Proposal 2, Early Voting

Early Voting per Proposal 2

The voters of Michigan overwhelmingly passed Prop 2 in November of 2022; as such, all Michigan voters now have the right to vote early in every statewide and federal election. The proposal provides for nine consecutive days of early voting beginning on the second Saturday before the election and ending the Sunday before the election. Clerks in Kalamazoo County have been meeting for months to decide how best to serve voters, while still being conscious of their municipality budgets.

Our plan, as enumerated in the agreement, is to have the county apply for state grant monies, facilitate the purchase of equipment, hire, train, and pay early election workers, and other admin type duties. Our (participating jurisdictions) part of the agreement is to serve as site coordinators and pay the county a portion of the expenses based on registered voters.

It is my opinion that even if we could staff election workers for 9 consecutive days AS WELL AS on election day, the cost of paying them and the additional equipment needed to conduct early voting in our own precinct is greater than what will be required by working together with our neighbors. This agreement is for 2 years (expiring on Dec.31, 2025), applies only to statewide and federal elections, and must be approved by local boards and commissions by October 25, 2023.

Recommended action: to authorize the City Clerk to enter into an intergovernmental agreement for early voting election services between the City of Parchment and other participating jurisdictions within Kalamazoo County.