

Agenda

Parchment Planning Commission

November 27, 2023 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener
John Tecca
Nancy Stoddard, City Manager

Cheryl Lyon-Jenness
Sara Dean
Rebecca Harvey, Zoning Administrator

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - a. Minutes from October 25, 2023
- 4. Additions/Changes to the Agenda**
- 5. Citizen Comments** – When called upon by the Chairperson, state your name, address, and you will be allowed up to 5 minutes for your comments.
Reminder: You will be making a statement, without discussion from the Planning Commission.
- 6. Old Business**
 - A. Article 15, Section 15.6 – discussion
- 7. New Business**
 - A. Updated Planning Commission Work Plan
 - B. PC Annual Report
- 8. Next Meeting – January 24, 2023 at 6pm**
- 9. Adjournment**

Planning Commission Meeting Minutes
October 25, 2023

1. **Call to Order at 6:00pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Dean, Tecca, Lyon-Jenness, and Bliesener, City Manager Stoddard, and Zoning Administrator (ZA) Harvey.
3. **Approval of Minutes – September 27, 2023**
 - Bliesener noted that on Page 3, 4th bullet point from the bottom, the word simple should be changed to single.
 - Motion to accept the minutes with the revision by Bliesener and supported by Lyon-Jenness. All ayes.
4. **Additions/Changes to the Agenda** – No changes
5. **Citizen Comments**
 - No comments
6. **Old Business**
 - A. Article 15 - Signs
 - B. Review of Article 15
 - Chairperson DeBoer asked Zoning Administrator (ZA) Harvey to go through the changes.
 - ZA Harvey provided three documents to the PC members:
 1. Complete draft text
 2. Clean Copy
 3. Set of tables and the former table so that it could be compared
 - Section 15.1 – Intent – This was rewritten
 - Section 15.2 – Definitions – Even with additions, this section went from 51 definitions down to 37. Sign area language and graphics was added. Temporary signs explained a variety of signs (balloon, etc.), Directional signs were corrected, Electronic signs were expanded and the definition of ground sign was expanded.
 - Section 15.3 – Exempt Signs – Redundancies were removed reducing the amount of exemptions from 11 to 3
 - Section 15.4 – Prohibited Signs – Reduced from 14 to 10
 - Section 15.5 – General Sign Regulations – Sign surface was deleted. All the sign standards were compiled into this section; this was reorganized. Minor supplement changes occurred.
 - Section 15.6 – Direct Sign Regulations – The effort was focused on sign tables; all is essentially new in this section. The PC will decide to regulate or not the

following: development signs, residential and commercial signs. Parks have directional signs, helpful signs.

- In this section, the standards were looked at and the redundancies were reduced. All zoning districts have all that is current in our ordinance. The sign standards were condensed into a table with the following information: What kinds, how many, how big, how tall, and location requirements. It will be easier to look at a table to see what is allowed. All the standards are in the table with the added items in bold. C3 – Size standards for ground and monument signs are in this section but they need to be in all the districts. The ZA matched the sign standards in the other districts. Temporary signs needed to be written to bring the ordinance into content neutrality. The PC may want to regulate the number signs allowed, how big, and to look at the format and how it will be used.
- Changeable signs – The changes to this section speak to the nuances that are not currently in the ordinance. It also speaks to the percentage of sign allowed, which the current ordinance lacks. The changes add structure to the ordinance.
- Murals was an added definition, which is currently subject to PC review. Is a mural a sign? The new definition clarifies that a mural is artwork. If a store name/brand is on the mural, then it becomes a sign. Authority to regulate artwork is arbitrary. The example used is from the City of Holland ordinance metrics and can be changed. The PC needs to decide if they like the idea of mural regulations. If not, take out murals. They can be regulated with the percentage of their size on the building.
- R-3 Residential Transition – Things for the PC to consider: There are no limits on the amount of signs allowed. Signs are only limited by frontage. Wall signs – The PC may not care how many but may be concerned about the size. Currently, projecting signs on a corner parcel, in a non-residential area are allowed to have signs on the ground, one on the wall, and a projecting sign. ZA Harvey added one sign per store front to the table, although the PC may want to have two signs per store front. Currently canopy, marquis, and projecting signs are allowed; the PC may want to change that to one sign is allowed.

Key – Bold writing represents something we don't do now. This table should be helpful to the public because it is easy to read. The PC could decide to use some different ideas in the new table.

- Section 15.7, 15.8 – Maintenance of Signs, 15.9 – Nonconforming Signs – These will be corrected and reorganized for clarification.
- Section 15.10 – Sign Permits, 15.11 – Violations, 15.12 Severability – These are new portions that should be added to the ordinance, related to violations. Violations used to be misdemeanors, changed to civil infractions; these must match with the ordinance.

Discussion

- Lyon-Jenness asked about the electric display signs and if the City Hall sign was considered to be one. ZA Harvey stated that it is considered a #1) Electronic changeable copy sign; most signs with letters are considered this.
- ZA Harvey said that pictures and graphics signs are considered 2). 3) Video display sign. The way the ordinance is written allows for 1 and 2. We define 3 and 4 because they are prohibited signs.
- Dean stated that she likes what was added to murals.
- ZA Harvey stated that the City could limit how many murals are allowed.
- Tecca stated that he has seen towns with multiple murals and they draw in the public.
- Lyon-Jenness said that a mural could be a historical story/picture.
- ZA Harvey has heard that some people view murals as graffiti.
- Bliesener thinks it looks great and that the PC has to wrap its head around the decision.
- DeBoer stated that the PC will need to take a close look at temporary signs.
- Lyon-Jenness asked about prohibited signs on page 6, animated signs definition. What is disallowed?
- Bliesener said that it makes her think of a waving sign in Vegas, with its action/movement.
- ZA Harvey said that signs that spin, like beacons are not allowed.
- DeBoer recalled a rotating sign at Orrin B Hayes.
- Tecca spoke about Section 15.5 where obscene matter is prohibited. He feels that the way that it is stated is interpretive. Even if it is something like the sculpture of David, some would say it is unacceptable.
- ZA Harvey said that currently the City ordinance can identify and regulate what is allowed. Standards may be subjected to interpretation. The PC has the right to regulate it.
- Bliesener said that she would like the PC to regulate it.
- ZA Harvey said to have the City attorney look at the language of this standard to see if it's acceptable. She also spoke to language about a non-used sign that was removed from the current ordinance. If the City is not enforcing this part of the ordinance, then it needs to be removed. Signs in disrepair and standard zoning language remains.
- DeBoer asked ZA Harvey what the PC will work on at the next meeting besides any questions that they have from diving into Section 15.6.
- ZA Harvey confirmed that the focus would be on Section 15.6. They would also be looking forward in January 2024 to do some housekeeping, annual reporting, elections and the Work Plan. Items in the Work Plan would include: Items in the Master Plan, Identified by using ordinances and consistency with State laws. She will share ideas for the Work Plan in November.

- DeBoer stated that he has been keeping track monthly of what has been going on, but would like ZA Harvey to check the PC's track record. He asked if she would come with suggestions that include a small narrative.

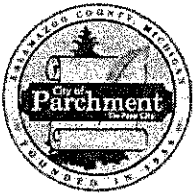
7. New Business - None

8. Comments from Planning Commissioners

- Lyon-Jenness asked about the sale of property in the City. Specifically if there were provisions to reacquire the parcel if a developer did not do the work. The City Manager stated that the real estate attorney has been advised regarding this situation.

9. Next Meeting – November 29, 2023 at 6pm

10. Adjournment – Motion by Lyon-Jenness, supported by Bliesener. All ayes. Meeting ended at 7:05 pm.

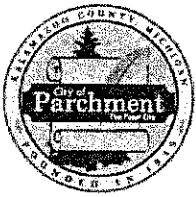


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sign which has been removed from a right-of-way because of a violation of this subsection shall pay a sum as established by resolution of the City Commission, plus removal costs. If a sign is not claimed within 30 days, it shall be destroyed.

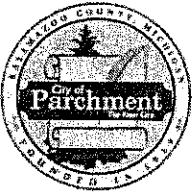
Section 15.6 – District Sign Regulations [Combine Sections 15.7, 15.9 & 15.10]

- a. [See Attached Tables]
- b. **Residential Development Signs.** One sign shall be allowed at each entrance to a residential subdivision, site condominium or other residential development, not to exceed two signs per development. Each sign shall not exceed 32 square feet in area or six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.
- c. **Commercial/Industrial Development Signs.** One sign shall be allowed at each entrance to a(n) commercial/industrial park, subdivision, site condominium or other commercial/industrial development, not to exceed two signs per development. Each sign shall not exceed 50 square feet in area or six feet in height, and shall be located a minimum of 10 feet from the abutting street right-of-way.
- d. **Directional Signs** One directional sign shall be allowed at each driveway within a commercial or industrial district. Each directional sign shall not exceed two square feet in area or three feet in height, and shall be located within five feet of a driveway or sidewalk.
- e. **Temporary Signs.**
 1. Temporary signs may be displayed within any residential district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 12 square feet in total area or 4 feet in height per sign, and may not be placed in a prohibited sign area.
 2. Temporary signs may be displayed within any commercial or industrial district subject to the following standards: 2 temporary signs shall be allowed for the first 66 feet of lot frontage plus an additional temporary sign for each additional 30 feet of lot frontage. Temporary signs shall not exceed 32 square feet in total area or 6 feet in height per sign, and may not be placed in a prohibited sign area.



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- f. **Changeable Copy Signs.** Any allowed sign may include a manual or electronic changeable copy sign or electronic graphic display sign, subject to compliance with the following requirements:
1. The area of a changeable copy sign or graphic display sign shall be included in the maximum sign area limitation. The area of a changeable copy sign or graphic display sign shall not exceed 50% of the maximum allowed sign area. Only one changeable copy sign or graphic display sign shall be allowed per parcel.
 2. A changeable copy sign or graphic display sign shall not change its message more frequently than once every 12 seconds.
 3. The message of a changeable copy sign shall, when changing, appear only in its entirety. The message shall not appear to flash, move from the center of the sign outward, move from the corners of the sign inward or demonstrate any other unusual movement, oscillation or method of appearance.
 4. A changeable copy sign shall not display full white copy between sunset and sunrise and otherwise shall not feature a brightness level deemed to be a distraction or injurious to the vision of motorists, as determined by the City. The changeable copy sign shall be equipped with an ambient light sensor to regulate sign brightness.
- g. **Murals.** Type 1 Mural – a design or representation that does not contain promotional or commercial advertising painted or drawn on a wall. Type 2 Mural – An original, one-of-a kind, unique design or representation that contains limited reference to the establishment, product, or service provided on the site, which is painted or drawn on a wall on that site.
1. Type 1 and Type 2 Murals shall not be considered signs, and shall not be required to obtain permits, but shall be subject to review by the Planning Commission for a determination of compliance with the restrictions set forth in this subsection.
 2. If the proposed design is determined to be a sign, the applicant shall comply with all requirements of this Article.
 3. If the proposed design is determined to be a Type 1 mural, no further review or action is necessary.
 4. If the proposed design is determined to be a Type 2 mural, the mural shall comply with the following requirements:



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- a) The graphics, words, and/or symbols referencing the establishment, product, or service are limited in scope and dominance, and not readily construed as commercial advertising. References shall be subtle and integrated into the overall mural.
- b) For purposes of this subsection, "limited in scope and dominance" shall mean that the graphics, words, or symbols that reference the establishment, product, or service do not exceed 20% of the mural area, and shall be integrated throughout the mural and not placed in a concentrated area or a manner where it becomes a prominent advertisement.
- c) The references to an establishment, product, or service are not in the form of traditional building signage. Traditional signs on the same wall shall be reviewed separately under applicable sign requirements.

~~Section 15.7. – Special requirements for signs in commercial and industrial districts.~~

~~Section 15.8 – Billboards~~

~~Billboards are not permitted in the City. – [See Section 15.4 r.]~~

~~Section 15.9 – Special requirements for signs in Residential Transitional (R-t), Central Business (C-1), and Service Business (C-2) Districts. Decorative Displays~~

~~Section 15.10 – Signs in Residential Districts~~

~~Section 15.11 – Decorative Displays~~

~~Nothing contained in this chapter shall be deemed to prohibit the placement or construction of any decorative display by the city or civic organization upon approval by city commission. Such displays shall be only in commemoration of a national holiday or some other civic purpose of general public interest. [See Section 15.3 l.]~~

~~Section 15.12 – Political signs.~~

~~No political campaign sign announcing, advertising, or supporting the candidacy of a person running for public office, or an issue to be voted upon at an election, or other information pertinent thereto, shall be erected or displayed except by permission of the owner or occupant of the property. Such sign shall not be displayed prior to 90 days before nor more than ten days~~



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2023 Work Plan

Work Plan Item	Priority	Status	Schedule
Required 5-Year Review of Master Plan			
MP Adopted 2021			Required Review – 2026
Zoning Ordinance Updates			
Child Care Facilities			
Sign Ordinance			Assessment – 6.13.23 Tech Review – 7.26.23 Draft #1 (Part 1) – 9.27.23 Draft #1 (Parts 1&2) – 10.25.23 Section 15.6 – 11.29.23 P.H. – January, 2024
Zoning Amendments for Consistency w/ Master Plan			
MP/ZO Review – Select/Prioritize Work Items for 2023	1	Completed	3.22.23/4.26.23
WP Item #4 – Supplemental Standards - Sidewalks - Bike Racks	3 (2022)	Completed	Draft #1 – 7.27.22 P.H. – 3.22.23
WP Item #4 – Supplemental Standards - Parking Requirements	3 (2022)	Completed	Assessment – 8.24.22 Draft #1 – 9.28.22 Draft #2 – 10.26.22 P.H. – 3.22.23
WP Item #4 – Supplemental Standards - Solar Energy Facilities	3 (2022)	Completed	Draft #1 – 10.26.22 Draft #2 – 11.30.22 P.H. – 3.22.23/4.26.23



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WP Item #5 – Site Plan Review	2 (2022)	Completed	Draft #1 – 6.22.22 Draft #2 – 7.27.22 P.H. – 3.22.23
WP #2 – Commercial/Industrial Districts: - Design Standard Overlay	1		Assessment – 5.24.23
WP #1 – Residential Districts: - Short-Term Rentals (STRs)	2	On Hold	Assessment – 5.24.23 Discussion – 6.13.23 Draft #1 – 7.26.23
Planning Commission Education/Training			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1	Completed	1.25.23