



AGENDA

REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

April 1, 2024

7 P.M.

Parchment City Commission

Mayor Robert D. Britigan III

Vice Mayor Thomas Jordan

Commissioner Doug Fooy

Commissioner Robin Madaras

Commissioner Michael Conner

Commissioner Tammy Cooper

Commissioner Justin Mendoza

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 18, 2024

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:

- i. Warrant No. 1512 – action
- ii. Planning Commission Meeting Minutes 2-28-2024 - receive
- iii. Kindleberger Park Pavilions 4 & 5 – West MI Cancer Center Employees Picnic – action
- iv. Kindleberger Park Sunken Garden – Olson Graduation Party – action
- v. Kalamazoo Area Transit Study, Policy Committee, February 28, 2024 - receive

8. Unfinished Business

9. New Business

- A. Parchment Community Library Summer Reading Kick-Off Request - action
- B. Urban Wildlife Corridor Agreement - action
- C. Amendment to the C-3 General Business District - action
- D. Amendment to Sign Ordinance – action
- E. Budget Presentation, City Manager - 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 18, 2024.

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, Fooy, Jordan, Madaras, and Mendoza. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: Conner.

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

3. Approval of Minutes

Moved by Commissioner Mendoza, supported by Commissioner Madaras to approve the minutes of the March 4, 2024 Regular meeting. **Motion Carried.**

4. Additions or changes to the agenda.

None. Moved by Commissioner Cooper, supported by Vice Mayor Jordan to approve the agenda as presented. **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 Madaras, supported by Commissioner Mendoza, to receive the consent agenda items. **Motion Carried.**

7. Unfinished Business

A. Republic Waste Services, Jack Brown, Municipal Services Manager – receive. Mayor Britigan reported that requests for proposals (RFPs) were sent to local waste removal companies, with Republic providing the only proposal. He then introduced Jack Brown, Republic’s Municipal Services Manager. Mr. Brown thanked the commission for the opportunity to present, adding that he has appreciated the relationship with the city. He went over each proposal: 1) has bulk trash paid by the city, and 2) where a bulk fee is billed to each household. Commissioners had questions that he answered; some topics covered were increasing costs, bulk volume, advantages/disadvantages of extended agreement.

B. Republic Services Waste Removal Proposals – action. Moved by Commissioner Fooy to accept proposal 1 but remove bulk trash from the contract. Motion died from lack of support. Moved by Vice Mayor Jordan, supported by Commissioner Mendoza, to accept proposal 1 as written including bulk pickup and authorize the City Manager to sign all related documents. Discussion about bulk trash and how those services are used by residents, including the elderly and those without means to haul items. An amendment was made and accepted to include wording in the contract that allows for changes to the bulk pickup to be decided by September 2024. Roll call vote was as follows:

Ayes: Britigan, Jordan, Madaras, and Mendoza.

Nays: Cooper, Fooy.

Absent: Conner.

Abstain: None.

Motion Carried 4-2.

8. New Business

A. Request for live animals at the Scottish Festival – action. Mayor Britigan began with a brief history of the Scottish Festival’s relationship with the city, adding that their request is in keeping with the group’s wish to expand the festival’s reach. City Manager Stoddard noted that Kate Boeve, festival board member, explained that they decided against Highland Cows, but did want to bring in herding dogs and ducks or geese, as well as Scottish Deerhounds. They would be penned, and measures taken to keep the park grass looking nice. The City Manager discussed the proposal with DPW Superintendent Cahill, who had no concerns, as this group has cleaned up well in the past. Moved by Commissioner Cooper, supported by Commissioner Madaras, to approve the Scottish Festival’s request to have live animals at their event. **Motion Carried.**

B. Request for Little League Parade – action. City Manager Stoddard presented Parchment Little League’s request for the annual parade on Saturday, April 27. The route is the same as last year, and police and fire have already signed off on the date and route. Moved by Commissioner Madaras, supported by Commissioner Fooy, to approve PLL’s request for parade as presented. **Motion Carried.**

C. Fire Department Proposals – discussion. Mayor Britigan said that the city’s current contract with TKFD (Fire) ends on 6/30/24, and that the City Manager has been in negotiations with them to figure out a way forward. City Manager Stoddard went into a little detail about where those negotiations began, and then went over the two proposals. Discussion transpired, questions answered.

9. Citizen Comments

Ron Moore, 409 Orient resident for 26 years, said he was in City Hall today for a Board of Review appointment, adding that it was very educational and ultimately thought it was fair.

Sarah Joshi, a Portage resident and Portage Planning Commission member, and the Central County Transportation Authority’s Deputy Director of On Demand Services, noted that it had been some time since she had been in Parchment last, adding that it was a pleasure to hear such a great discussion regarding waste hauling.

10. Mayor and Commissioner Comments

Commissioner Mendoza commended City Manager Stoddard for the change in fire proposals. Then he commented that he felt the waste services deliberation was respectful.

Commissioner Cooper thanked Jack Brown for his presence tonight, saying she’s been happy with Republic’s service over this last contract. She added her appreciation to Kalamazoo Township’s Fire Department for their service to our community.

Commissioner Madaras reported Bingo for Bags was a tremendous success with a profit of over \$11,000. She thanked all of the volunteers that helped make it happen.

Commissioner Fooy thanked City Manager Stoddard for her work on the contracts, saying we’re getting the best value for our dollar.

Vice Mayor Jordan thanked the visitors for coming to the meeting, and thanked Treasurer/Clerk Stutz for working on the sewer rate.

Mayor Britigan agreed with the reports on Bingo, said Capcon was well attended (he will report on it next time), and reported that the City closed on the USDA loan/grant today. He mentioned Prein Newhof will provide a schedule of the work soon.

11. City Manager Comments/Reports

City Manager Stoddard reported that some sewer work could begin as soon as June, adding that Bingo for Bags was another fabulous night. She thanked all the volunteers involved for their hard work, 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 Mendoza and supported by all to adjourn the meeting at 8:30 p.m.

Shannon Stutz, City Clerk



City of Parchment
 Check Register Report
 Warrant 1512

Check	Check Date	Vendor Name	Description	Amount
38019	03/19/2024	BAKER TILLY MUNICIPAL ADVISORS, LLC	2024 USDA SEWER REVENUE BONDS - SERVICES	15,000.00
38020	03/19/2024	CONSUMERS ENERGY	CITYWIDE MONTHLY ENERGY USE	2,868.99
38021	03/19/2024	ESPER ELECTRIC, LTD.	REPAIRS TO CAMERA @ CITY HALL	670.00
38022	03/19/2024	FORD, KRIEKARD, SOLTIS & WISE	ATTORNEY SERVICES - FEBRUARY GEN'L \$812.50, POLICE 131.25	943.75
38023	03/19/2024	J & H OIL COMPANY	FUEL CHARGES - 2/16 TO 2/29/24	132.58
38024	03/19/2024	MLIVE MEDIA GROUP	BOARD OF REVIEW Notice - MARCH 2024	988.69
38025	03/19/2024	NANCY STODDARD	ZOOM - ONLINE MEETING PLATFORM	16.95
38026	03/19/2024	NAPA AUTO PARTS-KALAMAZOO EAST	BATTERIES FOR 711 FIRE TRUCK	877.92
38027	03/19/2024	PRECISION TREE CARE	TREE REMOVAL - 430 E GLENGUILE & 314 E T	3,850.00
38028	03/19/2024	PREIN & NEWHOF	ENGINEERING SERVICES FEBRUARY STRMWTR 716.00; USDA 7419.02; TRESTLE 2527.13	10,662.15
38029	03/19/2024	REPUBLIC SERVICES #249	CITYWIDE MONTHLY TRASH PICKUP	10,342.54
38030	03/19/2024	SBIS	EMPLOYEE & RETIREE INSURANCE - APRIL 202	13,573.16
38031	03/19/2024	SEVERANCE ELECTRIC CO INC	TRAFFIC SIGNAL MAINT - FEB 2024	120.00
38032	03/19/2024	THRUN LAW FIRM P.C.	USDA LOAN - JANUARY 2024	40.00

Planning Commission Meeting Minutes
February 28, 2024

1. **Call to Order at 5:30 pm**
2. **Roll Call** – Chairperson DeBoer, Commissioners Dean, Lyon-Jenness, Brooks, delayed arrival by Bliesener and City Manager Stoddard, and Zoning Administrator (ZA) Harvey.
3. **Approval of Minutes – January 24, 2024**
 - Motion to accept the minutes with amendments by Dean and supported by Lyon-Jenness. All: Ayes
4. **Additions/Changes to the Agenda** – None
5. **Citizen Comments**
 - No comments
6. **Old Business**
7. **New Business**
 - A. Text Amendment Request – C3 District
 1. Review Application
 - Chairperson DeBoer asked Josh Allen to explain about business that he wants to bring to Parchment.
 - Joshua Allen, 6615 Sunburst Portage MI - Allen explained that he is the owner of Drum Lab LLC and that he wanted to purchase the building at 751 Commerce Lane. His business, which is currently in Schoolcraft, consists of 99% online retail sales. His company makes, drums, musical instruments, and parts for them. He has been through issues with the Zoning Code at the current site. He spoke to a current tenant's occupancy and stated that the tenant is welcome to stay. A small space will be set aside for a showroom with appointment only visits.
 - ZA Harvey referred to the findings that were in the PC packet which also included comments from Allen for the text amendment. She stated that Allen had asked if the PC could amend the C-3 zoning to include a business such as his, Drum Lab LLC. ZA Harvey stated that the PC could amend it as this business would be a good fit. She stated that she could prepare the language if the PC felt that this was a good fit.
 - Comments from the PC members were favorable so the language will be prepared by the ZA and the Public Hearing will be scheduled for the March 27, 2024 meeting.
 - ZA Harvey explained that Allen is up against some leasing contract with time constraints. After the PC gives direction to her, she will give the language to

Attorney Soltis. She noted that there is a General Business District that is offered to more intense users. This operation consists of manufacturing within a closed building.

- ZA Harvey reminded the PC that his request prompts this amendment. The PC will write this use with these elements and parameters, understanding the conditions needed/allowed.
2. Determine Support for Development of Requested Amendment
- Brooks asked Allen to explain the light manufacturing that would be going on in the building.
 - Allen explained that they would be manufacturing wood drums with the following tasks: sanding, water-base finishing, bending the wood to the shape needed, and bending aluminum to be a leg for the drum (light machining). The current machines are so light that they can be carried by an employee. This is a hands on custom business.
 - Lyon-Jenness asked about the sound capacity. Will the sound be kept to the inside of the building? Will there be waste generated from the light manufacturing?
 - Allen explained that the sound would be contained within the building and that the volume of waste was small enough to fit into a residential waste bin. He stated that his business was called a Custom Craft Shop.
 - Chairperson DeBoer asked if Allen would be a landlord. Allen stated that he could be.
 - Bliesener asked to see a zoning map which ZA Harvey provided, noting the C-3 zoning along the City's major gateway.
 - Lyon-Jenness asked if this amendment would be for the whole C-3 District.
 - ZA Harvey stated that if the purpose matches a use such as this, it would be added to C-3. In other words, another business of this type would be added to C-3.
 - Dean asked how many custom orders are taken (percentage). Allen replied about 50%. The remaining percentage is for small parts and drum sets ordered.
 - Brooks said language that speaks to custom wood crafting and metal should be included.
 - Chairperson DeBoer stated that he would like Parchment to go in this direction of small businesses.
 - ZA Harvey said that she will bring back language to the PC that could be tweaked.
3. Schedule Public Hearing (March 2024)
- Chairperson DeBoer said that the PC is in favor of a March Public Hearing

- Motion made by Lyon-Jenness to amend the C-3 language to accommodate this kind of work and to schedule the Public Hearing for the March 27th meeting to consider the amendment of C-3. Roll Call Vote: Each member voted Aye.
-

8. Comments from Planning Commissioners

- Chairperson DeBoer thanked Allen for coming.

9. Next Meeting – March 27, 2024 at 6pm

10. Adjournment – Motion by Bliesener, supported by Dean. All: Ayes. Meeting ended at 5:53 pm.

Kindleberger Park Reservation Form

- Sunken Garden/Gazebo** (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit
- Stage** (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*
- Picnic Pavilion 1 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 2 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 3 Upper** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 4 Lower** (\$100 non-resident, \$50 resident) (4 hour block)
- Picnic Pavilion 5 Lower** (\$100 non-resident, \$50 resident) (4 hour block)

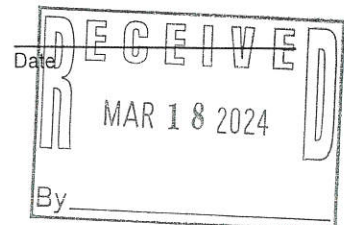
Name: Brittany Dominick Phone: 269-373-0106
Address: 200 N Park Kalamazoo, MI 49007
Email: bdominick@wmcc.org Alternate Phone: 517-525-7011 (cell)
Date of Event: 5/9/24 Time: 4:30pm
Type of event: Kickball game for WMCC employees
Approximate number of attendees: 60
Will there be music as part of your event? no
Name of DJ, musical performer, sound technician: _____
Decorations, rental chairs/tents/tables? Describe: n/a
Name & address for deposit return: n/a

Brittany D Signature 3/18/2024 Date

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE:
Application received by: ES Date: 3-18-24
Payment amount received: NC Receipt # _____
Check # _____ Cash _____ Credit _____
APPROVAL

Signature _____



Kindleberger Park Reservation Form

Sunken Garden/Gazebo (\$350 non-resident/\$250 resident) (3 hour block)
Includes \$100 refundable deposit

Stage (\$450 non-resident/\$300 resident) (3 hour block) *Includes \$100 deposit*

Picnic Pavilion 1 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 2 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 3 Upper (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 4 Lower (\$100 non-resident, \$50 resident) (4 hour block)

Picnic Pavilion 5 Lower (\$100 non-resident, \$50 resident) (4 hour block)

Name: Chris Olson Phone: 269-903-8213

Address: 215 Park Avenue

Email: colson1978@gmail.com Alternate Phone: 269-903-8215

Date of Event: June 2, 2024 Time: 1-4

Type of event: Graduation Party

Approximate number of attendees: 50-100

Will there be music as part of your event? NO

Name of DJ, musical performer, sound technician: _____

Decorations, rental chairs/tents/tables? Describe: Yes, tents, tables & chairs

Name & address for deposit return: Christina Olson - 215 Park Avenue
Pavement, MI 49004

COOlson
Signature

3/12/24
Date

This reservation form is your receipt, confirming your reserved area. Should you experience any problem during your event, please contact the Kalamazoo Township Police Department at 269-488-8911.

FOR INTERNAL OFFICE USE:

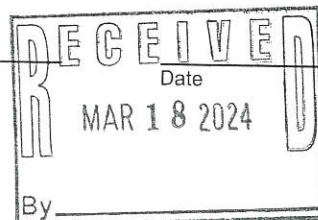
Application received by: KS Date: 3-18-24

Payment amount received: \$250 Receipt # _____

Check # 5088 Cash _____ Credit _____

APPROVAL

Signature _____



KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the February 28, 2024 Meeting

CALL TO ORDER

The February 28, 2024 Policy Committee Meeting was called to order at 9:00 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
Doug Burleson	Van Buren County Road Commission
John Gisler	Kalamazoo County
Todd Hackenberg	Village of Lawton
Robert Henderson	Van Buren Public Transit
Jeff Heppler	Village of Augusta
Carl Keller	Village of Vicksburg
Tracy Locey	Brady Township
Pat McGinnis	City of Portage
Robin Madaras	City of Parchment
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Aditya Rama	Kalamazoo County Transportation Authority
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens' Advisory Committee
Randy Thompson, Chair	Comstock Township
Bret Witkowski	Van Buren County Road Commission

MEMBERS ABSENT

Heather Bowden	Michigan Department of Transportation, Planning
Marsha Drouin	Richland Township
Joanna Johnson	Road Commission of Kalamazoo County
Judy Lemon	City of Galesburg
Chris Praedel	City of Kalamazoo
Don Ulsh	Schoolcraft Township
Jerry VanderRoest	Charleston Township

OTHERS PARTICIPATING

Tom Hohm	Bike Friendly Kalamazoo
Sean McBride	Central County Transportation Authority
Megan Mickelson	Kalamazoo Area Transportation Study
Fred Nagler	Kalamazoo Area Transportation Study
Elizabeth Rumick	Kalamazoo Area Transportation Study
Paul Selden	Bike Friendly Kalamazoo
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study

CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Locey, **“to approve the agenda of the February 28, 2024 Policy Committee Meeting.”** MOTION CARRIED.

PUBLIC COMMENTS

Paul Selden, Chair at Large of Bike Friendly Kalamazoo (BFK), introduced BFK’s new President, Tom Hohm. Hohm thanked attendees for years of advocating for biking and continuing efforts.

CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE JANUARY 31, 2024 MEETING

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

TITLE VI PLAN DRAFT DISCUSSION

Stepek reminded attendees that the Title VI plan updates were mentioned at prior meetings. As reported in the Kalamazoo Area Transportation Study (KATS) Certification Review, new Federal Highway Administration and Federal Transit Administration guidelines require all subrecipients of federal funds statewide to refer any Title VI complaints to agencies one level up as opposed to self-investigating them. Therefore, KATS complaints would be referred to the Michigan Department of Transportation. KATS Title VI plan included in the meeting packet has been updated to reflect this complaint process change. The plan is out for public comment with anticipated adoption at next month's meeting.

PUBLIC TRANSPORTATION UPDATES

Aardema reported earlier this week presentations were made to the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board by River North Transit, part of Via Transportation, the vendor selected for the microtransit pilot program. River North has valuable experience with similar programs around the state. With their insight and guidance, boundaries, and sections for the microtransit program have been established. The three microtransit sections will be roughly aligned around the perimeter of the Metro fixed-route area on

the west side, south side, and east side. Vehicles would stay within their section boundaries, so they are ready to go on short notice. The program is designed for movement within each region as opposed to between regions. The vehicle could connect a rider to the fixed route bus line. The 18-month pilot program will start with seven vehicles. Three in the south region, and two in each the west, and east regions. The vehicles will be new or newer leased vehicles with some ADA access. The External Relations Committee selected Metro Link as the name for the new service. Details on branding, marketing, and fare structure are being planned. Rama added that as a demand service, Metro Link will be used by a customer base different from those that use the current prescheduled Metro Connect service. The impact of the proposed \$40 million dollar public transportation cut in the state budget was discussed. McBride provided additional information on other municipalities using microtransit and how the service can more fully meet public transportation needs. Further discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

As outlined in the memo in the meeting packet, Stepek pointed out that Kalamazoo Area Transportation Study (KATS) is participating with West Michigan Trails to update a regional recreational trails plan. To voice input on trail plans, you are invited to attend the meeting hosted by KATS at Metro on March 20, 2024 at 9:00 a.m. KATS finalized Certification Review Document was received yesterday, so it was too late to include in today's meeting. There were no findings, two commendations, and ten recommendations. KATS is already well on the way to covering all recommendations. Progress will be shared at next month's meeting. Representatives from the Federal Highway Administration and Federal Transit Administration will make a presentation on the review at a later date. Email Stepek if you are interested in taking the KATS 101 training course. The other commendation KATS received was on the work staff is doing on the Complete Streets Implementation Plan. Work has started on the Prioritization Subcommittee. Changes will be incorporated into the KATS prioritization process to prepare for the call for the Transportation Improvement Program (TIP) this fall.

NEW BUSINESS

No new business was brought forth.

PUBLIC COMMENTS

Selden, Chair at Large of Bike Friendly Kalamazoo (BFK), announced that BFK's new Director is Isaac Green who is also on the BFK board and is the Executive Director of the Open Roads Bike Program. Selden provided a handout with more detailed information. This year's Kalamazoo Bike Week will be held May 11, 2024 through May 18, 2024. Upon request, Selden has lots of literature aimed at motorist and bicyclist safety available for agencies. Related signs are also available. If your agency would like to participate or be recognized at this years Bike Week, fill out and return the form to Selden. The Kalamazoo Bike Week Orientation and Planning Meeting will be held on Webex on March 26, 2024 from 4:00 p.m. to 5:30 p.m. Reach out to Selden if you have examples of business facades that could be used to expand the bike mural program. The Bike Boosters Mini Grant applications are due April 2, 2024. Many organizations have received the benefit of the grants in past years for such things as bike racks or bike lights. Hohm added there will be a bike show at Bronson Park on May 11, 2024.

MEMBER COMMENTS

Sotherland announced the March Kalamazoo Bike Club Cycling Shorts program will feature Pat McGinnis from the City of Portage speaking on 'Pedaling in Portage.' The free event, open to the public, will be held March 12, 2024 at 7:00 p.m. at the Oshtemo Township City Center.

Heppler reported plans are underway for the Village of Augusta 2024 Washington Street bridge project. M-96 improvements are being planned for this summer. The Parks Department has a Request for Proposal out for the design of the trail expansion from Galesburg to Ft. Custer.

Contact Gisler if you are interested in Avelo Airline \$25 dollar-off coupons for roundtrip flights from Kalamazoo to Orlando taken through the end of June 2024. Aardema, who also serves on the airport board, added Avelo increased service to Orlando from two days a week to three days a week.

Burleson reported the Van Buren County Road Commission has numerous projects out for bid. The five-year road plan annual update will be accepted at the next commissioner meeting.

Since a City of Kalamazoo representative was not present, Aardema mentioned the Central County Transportation Authority (CCTA) / Kalamazoo County Transportation Authority (KCTA) board was briefed on upcoming City of Kalamazoo projects. Impactful construction will be on Whites Road, northbound Westnedge Road, Howard, and the Inkster Bridge. Detours for Metro bus routes impacted by the projects are posted on their website.

ADJOURNMENT

There being no further business, Chairperson Thompson adjourned the meeting at 9:40 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on
Wednesday, March 27, 2024 at 9:00 a.m.*

Approved 3/27/24 (er)

Nancy Stoddard

From: Teresa Stannard <tstannard@parchmentlibrary.org>
Sent: Friday, March 15, 2024 12:47 PM
To: Nancy Stoddard
Subject: Use of the park on June 1

Nancy:

We'd like to have a Summer Reading kick-off event in the lower park on Saturday, June 1, from 9:00 to 10:00 am. The early morning hour is necessary because the winds are usually calmest then. The event would take place on the east end of the open field, and shouldn't impact anything happening in the Little League baseball diamond. Karen is contacting the Little League to see if they plan to have a game there that morning.

Two professional balloonists would (weather permitting) inflate a full-size balloon (static display – it wouldn't leave the ground); a demonstration of a "hopper" balloon, which would be tethered; and a small remote-controlled hot air balloon. They tell me they'd need to have up to 4 vehicles drive on to the field to use as tether points.

The library would also have a small canopy tent nearby to take Summer Reading registrations.

Our rain date is Saturday, June 8.

Is there a form I need to fill out, and/or a fee to pay in order for us to use the park on June 1 (and possibly June 8)? Thank you!

Teresa

Teresa L. Stannard, Library Director



401 S Riverview Dr., Parchment, MI 49004
269 343-7747 ext. 203
Parchmentlibrary.org
CURRENT HOURS: 9-7 Mo, Tu, We; 9-5 Th, Fri; 9-1 Sa

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This message has been scanned for viruses and dangerous content by E.F.A. Project, and is believed to be clean.

**AGREEMENT FOR SERVICES TO PROVIDE A KALAMAZOO RIVER URBAN
WILDLIFE CORRIDOR PLAN**

by and between

Southwest Michigan Planning Commission
376 West Main Street Suite 130
Benton Harbor, MI 49022
(Hereinafter referred to as “SWMPC”)

and

Parchment City
650 S Riverview Drive
Parchment, MI 49004
(Hereinafter referred to as “City”)

THIS AGREEMENT shall enable the Southwest Michigan Planning Commission (SWMPC) to conduct a planning process and produce a Kalamazoo River Urban Wildlife Corridor Plan. This Agreement is entered into on this the ____ day of March, 2024. The Agreement exists by and between the Southwest Michigan Planning Commission (SWMPC) of 376 West Main Street, Suite 130 Benton Harbor, Michigan 49022, and Parchment City (City) 650 Riverview Drive, Parchment, MI 49004.

Terms and Conditions

THE PARTIES AGREE that the SWMPC will be retained to create a Kalamazoo River Urban Wildlife Corridor Plan with tasks detailed in Attachment A.

All work performed by the SWMPC pursuant to the terms of this Agreement shall be deemed “work for hire,” and any intellectual property rights SWMPC may acquire by reason of the services performed pursuant to this Agreement shall be deemed assigned to the City upon performance of such work

The SWMPC will provide the services listed in Attachment A at a cost not to exceed \$40,680. This amount includes any costs incurred for materials necessary to complete the tasks including but not limited to five copies of the final document, a USB flash drive with a word and pdf

document, travel time and mileage costs incurred by the SWMPC to complete the Plan. The City (at their choosing) may be kept periodically informed of SWMPC expenses during the project. In the event that the City elects to expand the scope of work, the City will be provided invoices with a record of staff hours and the accompanying expenses to verify the additional amount. The SWMPC will invoice the City every quarter if expenses have accrued.

The SWMPC agrees to conscientiously provide planning services as outlined above. The SWMPC will devote all reasonable efforts to provide those services within a reasonable time frame. The City hereby agrees to indemnify and hold harmless SWMPC from any and all claims, damage or injury of any kind or nature whatever to all persons, and to all property, or loss of use thereof, caused by, resulting from, arising out of, or occurring in connection with the Project or the use of the Plan produced. The hold harmless and indemnification provided in this paragraph shall benefit the SWMPC and its agents, servants or employees. The City agrees to assume, on behalf of the SWMPC or their agents, servants, or employees, the defense of any action at law or equity which may be brought against the SWMPC or their agents, servants, or employees upon such claim and to pay all costs and expenses of whatever nature resulting therefrom and in connection therewith, including any judgments that may be entered against the City or the SWMPC, and/or their agents, servants, or employees in any such action. In the event demand is made on either the City or the SWMPC by reason of any and all claims, damage, or injury of any kind or nature whatever to all person, and to all property, or loss of use thereof, caused by, resulting from, arising out of, or occurring in connection with the Project, or in the event the City or the SWMPC is required to make any payment by reason of such a claim, the SWMPC shall be entitled to indemnification.

If any action, suit or proceeding shall be commenced against the City and/or the SWMPC, in respect of which the SWMPC proposes to demand indemnification, the City shall be notified to that effect with reasonable promptness and shall have to assume the entire control of (subject to the right of the SWMPC to participate at its expense with counsel of its choice) the defense, compromise or settlement, thereof, including at the City's own expense employment of counsel, and in connection therewith the SWMPC shall cooperate fully to make available to the City all pertinent information under its control.

The indemnification and hold harmless provided herein is personal to SWMPC. The indemnification and hold harmless herein shall not benefit any third parties to this Agreement, nor create any rights against the City in any third parties. The indemnification and hold harmless provided herein shall continue in effect notwithstanding the fact that work hereunder has been completed. Notwithstanding any other term of this Agreement, the indemnification and hold harmless provided herein by the City shall not extend to any claims asserted against the SWMPC by reason of its negligent act or omission or by reason of SWMPC's breach of this Agreement.

This Agreement shall establish an independent contractor agreement between the City and the SWMPC, and shall not be construed as creating a partnership, joint venture, or any other business entity under which either party could take action to establish any obligation or liability for the other party. The SWMPC understands and agrees that it should be solely responsible for the timely reporting and payment of all income taxes and other governmental liabilities resulting from the performance of its services under this Agreement, which responsibility is not borne or shared by the City in any manner whatsoever.

Term of Agreement

This Agreement will be effective upon the signing by all parties. This Agreement shall be rendered null and void in the event that either the City or the SWMPC elects to end the Agreement. This Agreement will be terminated upon the receipt of written notice.

Southwest Michigan Planning Commission
376 West Main Street, Suite 130
Benton Harbor, Michigan 49022
Attention: K. John Egelhaaf, Executive Director
egelhaafj@swmpc.org

Parchment City
650 S Riverview Drive
Parchment, MI 49004
Attention: Nancy Stoddard
manager@parchment.org

This Agreement shall be governed by the laws of the State of Michigan. The effective date of this Agreement shall be the last date on which it is executed by the parties involved. IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below.

Southwest Michigan Planning Commission

Signature

Printed Name

Title

Date

Parchment City

Signature

Printed Name

Title

Date

Envisioning Our River: Kalamazoo River Urban Wildlife Corridor Plan

	JP	MH	Total
Write Introduction, Partnership, Planning Process, Background Sections		20	\$1,840.00
Inventory/Analysis Phase			\$18,360.00
Create additional maps (Wetland Functions, SWMLC data, etc)	40.00	10.00	\$3,840.00
Finalize maps, add data and narrative to the maps	20.00	40.00	\$5,140.00
Field inventories (SWMPC and SWMLC)			\$8,000.00
Steering Committee Meetings		15.00	\$1,380.00
Public Involvement			\$3,680.00
Public Meetings and Engagement		40.00	\$3,680.00
Goals, Objectives and Action Plan			\$5,980.00
Develop Goals and Objectives		20.00	\$1,840.00
Develop Implementation Actions		30.00	\$2,760.00
Steering Committee Meetings		15.00	\$1,380.00
Implementation Steps/Funding/Resources			\$4,140.00
Develop Timeline, First and Next Steps, Resources		30.00	\$2,760.00
Steering Committee Meetings		15.00	\$1,380.00
Finalize Draft and Format Document			\$3,680.00
Address comments/revisions		15.00	\$1,380.00
Final document editing/production		15.00	\$1,380.00
Transmittal letters/Distribution of Plan		10.00	\$920.00
Miscellaneous Expenses (Travel, Printing Final Plan, Meeting Supplies, etc.)			\$3,000.00
TOTAL	0	60	275
			\$40,680.00



City of Parchment Planning Commission

REQUEST FOR AMENDMENT OF C-3 DISTRICT

ARTICLE 10. – C-3 GENERAL BUSINESS DISTRICT

Section 10.2 – Principal uses permitted.

ADD:

10. Artisan trade and/or craft production, subject to the following conditions:
 - a. All activities shall occur within a completely enclosed building.
 - b. Outdoor storage of commodities shall be prohibited.
 - c. There shall be no external evidence, beyond the building, by way of dust, odor or noise of such activities.

[Standard definition of 'artisan trade' – a skilled craft worker who makes or creates material objects partly or entirely by hand, such as furniture, decorative art, tools, mechanisms such as clocks, clothing, etc.]

[Standard definition of 'craft production' – the manufacturing process of making products by hand, one by one, with or without the aid of tools. Typically reliant on a highly skilled craft worker. Examples include furniture, cabinetry, woodworking trades, metalsmith, pottery, etc.]



City of Parchment Planning Commission

REVISED PER TECHNICAL REVIEW: Article 15 - Signs

Section 15.1. - Intent.

Signs perform an important function in identifying and promoting businesses, services, neighborhoods, events, economic development, and other matters of interest to the public.

This Article is intended to establish regulations for all signs in all zoning districts within the City in a manner consistent with the following purposes:

1. To protect and further the health, safety and welfare of City residents, property owners and visitors.
2. To prevent traffic hazards and pedestrian accidents caused by signs which obstruct vision, distract or confuse drivers, or are improperly secured or constructed.
3. To conserve and enhance community character and the City's aesthetic environment.
4. To promote uniformity in the size, number and/or placement of signs within zoning districts.
5. To promote the economic viability of commercial areas by minimizing visual clutter and allowing for proper placement of signs to safely direct motorists to their destination.
6. To balance the public's right to be informed and its desire to avoid visual pollution and hazardous conditions with the desire of business and nonbusiness uses to communicate by means of signs.

Section 15.2. - Definitions.

As used in this chapter:

Abandoned sign means a sign serving a premises vacant, unoccupied or inactive for more than 180 consecutive days.

Animated sign means any sign that uses movement to depict action or create a special effect or scene. This definition includes rotating signs.

Area identification sign – *no change*

Awning/canopy sign means any sign painted, applied or attached to the surface of an awning or canopy.



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Balloon sign means a temporary sign consisting of an envelope inflated with pressurized or heated air, or a lighter-than-air gas, and displayed for the purpose of advertising or attracting attention. Unlike inflatables, balloon signs can be suspended in midair, independent of any structure other than that which keeps the device from floating away.

Banner means a temporary sign intended to be hung with or without a frame, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind.

A feather banner (a flexible fabric panel, usually in a teardrop or rectangular shape, attached to a pole) is a type of banner sign.

Flags, as defined herein, shall not be considered banner signs for purposes of this Article.



Beacon means any light with one or more beams directed into the atmosphere or directed at one or more points not on the same premises as the light source; also, any light with one or more beams that rotate or move.

Billboard means a sign which advertises an establishment, service, merchandise, use, entertainment, activity, product or message which is not conducted, sold, produced, manufactured, or furnished upon the site on which the sign is located.

Building marker means any sign indicating the name of a building, and date and/or incidental information about its construction, which sign is cut into a masonry surface or made of bronze or other permanent material.

Directional sign means a sign which is located and sized in a manner to safely and efficiently direct the flow of vehicular and pedestrian traffic to, from, and within a development site.

Electronic display sign means a sign or portion thereof that uses changing lights to form a sign message in text or graphic or video display form wherein the sequence of the messages and the rate of change is electronically programmed. Electronic display signs include the following:

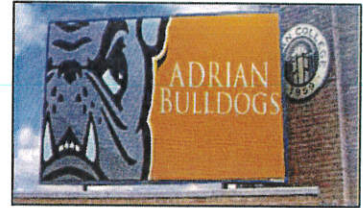
- 1) **Electronic changeable copy sign** means a sign on which the message is changed automatically through the use of electronic display technology.





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- 2) **Electronic graphic display sign** means a sign that displays static electronic images, including static graphics or pictures, in which the message change sequence is immediate or by means of fade or dissolve modes.
- 3) **Video display sign** means a sign that displays a message characterized by motion, movement or pictorial imagery to depict action or a special effect that imitates movement.
- 4) **Multi-vision or tri-vision sign** means a sign composed of a series of vertical or horizontal slats that are designed to rotate at intervals so that each rotation of the slats produces a different image.



Flag – *no change*

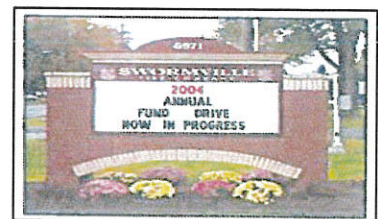
Flashing sign means an illuminated sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use. **Electronic display signs shall not constitute a flashing sign for purposes of this Article.**

Freestanding sign means a sign not attached to a building or wall and which is supported by one or more poles or braces which rest on the ground or on a foundation resting on the ground.

Incidental sign – *no change*

Inflatable sign means a temporary sign consisting of flexible material that takes on a three-dimensional shape when filled with air/gas and is commonly used to draw attention to a site.

Manual changeable copy sign means a sign or portion thereof on which characters, numbers, or letters, are changed or rearranged manually and without altering the face or the surface of the sign.



Marquee sign – *no change*

Marquee – *no change*

Monument sign/ground sign means a three-dimensional, self-supporting, base-mounted freestanding sign, consisting of two (2) or more sides extending up from the base, and upon which a message is painted or posted.



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Mural means a design or representation painted or drawn on a wall that does not advertise, promote or identify an establishment, product, or service.

Nameplate means a non-electric sign which identifies the name of the resident of the property, with or without the address.

Nonconforming sign – *no change*

Painted wall sign – *no change*

Pennant/streamer means any lightweight plastic, fabric, or other material, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Portable sign means any sign not permanently attached to the ground or structure, and by its nature may be or is intended to be moved from one location to another, including, but not limited to, signs designed to be transported by means of wheels; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

Projecting sign means a sign which is affixed to any building or structure other than a marquee or awning/canopy, any part of which sign extends beyond the building wall and the horizontal surface of which sign is not parallel to the building wall.

Public sign means a noncommercial message sign erected in the public interest by or upon orders from a local, state, county or federal public entity. Examples of public signs include, but are not limited to, legal notices, safety signs, traffic signs, memorial signs, signs of historical interest, and similar signs.

Roof sign means a sign which is erected, constructed and maintained upon or above a portion of the roof or exterior wall of a building or structure or which is attached to an exterior wall at a height in excess of three feet above the horizontal plane of the roof abutting such wall.

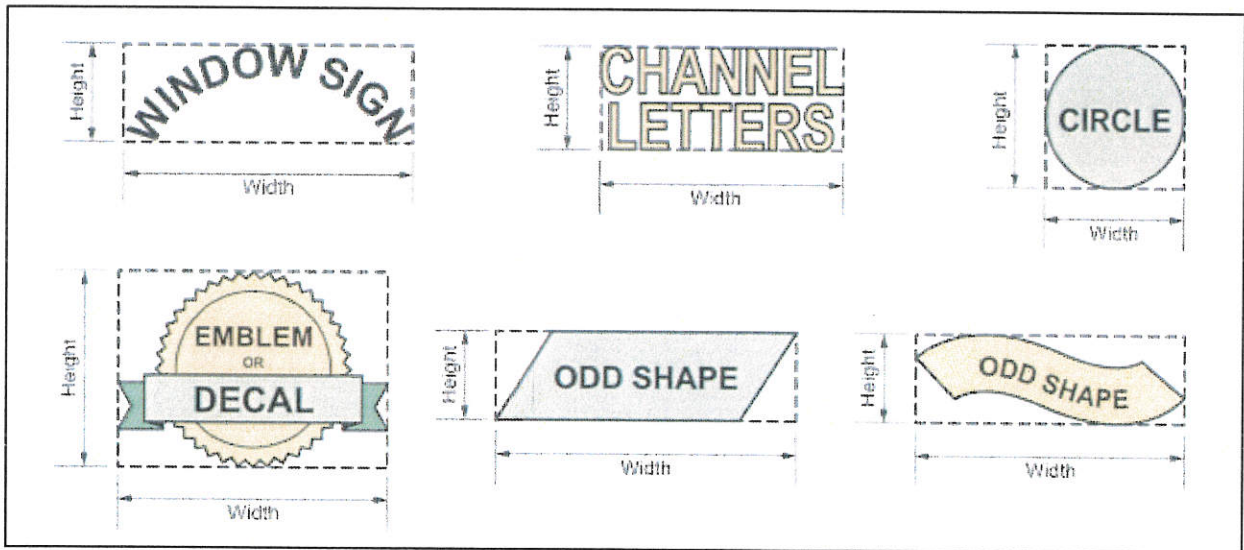
Sign means any name, announcement, identification, insignia, description, display or illustration which is affixed to, painted or represented, directly or indirectly, upon a building, structure, parcel or lot and which directs attention to, advertises or promotes an object, product, place, activity, person, institution, organization, or business. Any of the above which is not placed out of doors, when placed near inside the surface of a window in such a way as to be in view of the general public and used or intended to be used to attract attention or convey information to motorists and pedestrians, shall also be considered as a sign.



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Sign area shall be measured as the area within a single, continuous perimeter composed of any straight-line geometric figure which encloses the extreme limits of writing, representation, emblem, logo, or any other figure of similar character, together with any frame or other material or color forming an integral part of the display or used to differentiate the sign from the background against which it is placed, excluding only the pedestal, pole, or other structure necessary to support the sign.

Signs with two or more faces: The area of a sign that has two or more faces shall be measured by including the area of all sign faces. *Except*, if two such sign faces are placed back-to-back and are no more than two feet apart at any point, the area of the two back-to-back faces shall be computed as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the face.

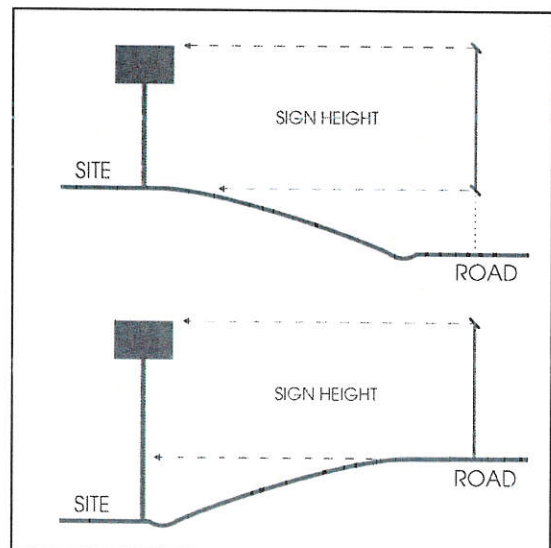


Sign height shall be measured as the vertical distance from the highest point of the sign to the finished grade of the abutting street.

Suspended sign – no change

Swinging sign – no change

Temporary sign means a sign intended for a limited period of display and **which** is not permanently mounted.





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Wall sign means a sign that is attached directly to a building wall, the horizontal surface of which sign is parallel to the building wall.

Window sign means a sign painted on, or affixed to the **inside or outside** glass surfaces of windows or doors and is **intended to be viewed from outside the building**.

Section 15.3. - Exempt signs.

The following signs are exempt from the provisions of this Article:

- a. **Nameplates, not exceeding one square foot in area and located at a property entrance or wall of a principal residence.**
- b. **Signs identifying buildings or sites recognized as historic landmarks by a governmental body or agency.**
- c. **Public signs.**
- d. **Building markers, memorial tablets, or similar signs.**
- e. **Window signs that do not occupy more than 50 percent of the glass surface area of a window or door.**
- f. **Decorative signs or displays used temporarily for holidays, patriotic occasions or public, governmental or charitable purposes or events.**

Section 15.4. - Prohibited signs.

The following signs are prohibited in all zoning districts:

- a. **Swinging signs.**
- b. **Animated signs.**
- c. **Abandoned signs.**
- d. **Roof signs.**
- e. **Signs placed on any utility pole, light pole, telephone pole, stop sign, traffic sign, etc., except for utility identification or similar purpose.**



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- f. Portable signs, except as allowed by Section 15.6 e.
- g. Balloon and/or inflatable signs, except as allowed by Section 15.6 e.
- h. Banner/pennant signs, except as allowed by Section 15.6 e.
- i. Temporary signs, except as allowed by Section 15.6 e.
- j. Billboards
- k. Video display signs
- l. Multi-vision or tri-vision signs

Section 15.5 - General Sign Regulations

- a. Signs shall be allowed only in accordance with the provisions of this Article and any other applicable provisions of this Ordinance.
- b. **Sign construction.** Signs shall be placed, constructed and erected in accordance with good construction practices and shall be maintained in good condition and repair.
 - 1. **Wind pressure, dead load, and construction requirements.** Wind pressure and dead load and construction requirements shall be as specified in the State Construction Code being M.C.L.A. § 125.1501 et seq. All signs shall otherwise be constructed in conformance with the requirements and specifications of the BOCA Code as adopted by the City of Parchment, where not in conflict with this Ordinance.
 - 2. **Electrical service.** Signs requiring electrical service shall be constructed and operated in compliance with the electrical code in effect within the City.
 - 3. **Number, date, and voltage to be on sign.** Every sign hereafter erected shall have placed in a conspicuous place thereon, in letters not less than one-half inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith.
- c. **Sign materials.** Except as otherwise allowed by this Article, all signs shall be constructed of permanent materials and shall be permanently attached to the ground or a building/structure by direct attachment to a right wall, frame or structure.



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- d. **Sign Illumination.** Except as otherwise allowed by this Article, signs may be illuminated as follows:
1. **Signs within 150 feet of a residential use shall not be internally-illuminated.**
 2. **External illumination for signs shall be shielded in such a manner as to focus the light directly on the sign surface with not greater than one footcandle of illumination measurable at the property line.**
 3. In no case shall any sign illumination exceed a level of 0.08 foot-candles, and a luminary brightness of 2,400 foot-lamberts (glare measurement), when measured from the nearest or adjacent residentially-used property.
 4. **The illumination of any sign, or any part of such illumination, shall not be anything other than a steady, continuously burning bulb or light. The flashing or turning on and off of sign illumination of any bulb or component part thereof is prohibited.**
 5. The use of string electric light bulbs which illuminate products which are stored outdoors for sale is prohibited, **except as allowed by Section 15.3 f.**
- e. **The use of beacons, strobe light(s), or similar blinking or flashing lights, except for displays used temporarily for/during holidays, is prohibited.**
- f. *Obstruction to doors, windows and fire escapes.* No sign shall be erected, relocated or maintained so as to prevent free ingress to or egress from any door, window or fire escape. No sign of any kind shall be attached to a standpipe or fire escape.
- g. *Signs not to constitute a traffic hazard.* **No sign or sign structure shall be illuminated, placed, constructed or erected in any location or manner where it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device.** No sign, signal, marking, device or blinking, oscillating or rotating light shall be erected adjacent to any public right-of-way so as to create a traffic hazard.
- h. *Obscene matter prohibited.* No person shall display upon any sign or other advertising structure any obscene, indecent or immoral matter.
- i. *Signs in public right-of-way.* No sign shall be erected or placed in, upon, or over a public right-of-way or alley. The owner of a 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.



City of Parchment Planning Commission

Section 15.6 – District Sign Regulations

- 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.
- 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 electronic graphic display sign shall be included in the maximum sign area limitation. The area of a changeable copy sign



City of Parchment Planning Commission

or electronic graphic display sign shall not exceed 50% of the maximum allowed sign area. Only one changeable copy sign or electronic graphic display sign shall be allowed per parcel.

2. A changeable copy sign or electronic graphic display sign shall not change its message more frequently than once every 12 seconds.
 3. The message of a changeable copy sign or electronic graphic display 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 or electronic graphic display 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 or electronic graphic display 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.
 2. If the proposed design is determined to be a sign, it shall be subject to compliance 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, it shall be subject to review by the Planning Commission for a determination of compliance with the requirements set forth in this subsection.
 - 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.



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- 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 15.8 - Maintenance of signs.

- a. All signs, and all components thereof, including without limitation supports, braces, guys and anchors, shall be maintained in conformance with this Article and in such a state as to not cause a hazard to the public.
- b. All signs shall be maintained free of any conditions which impair the legibility of such sign.
- c. If the message portion of a sign is removed, leaving only the supporting "shell" of a sign, the owner of the property where the sign is located, or other person having control over such sign shall, within six months of the removal of the message portion of the sign either replace the entire message portion of the sign or remove the remaining components of the sign. This subsection shall not be construed to alter the effect of which prohibits the replacement of a nonconforming sign. Nor shall this subsection be construed to prevent the changing of the message of a sign.

Section 15.9 - Nonconforming signs.

- a. **Lawful Existing Signs.** A permanent sign existing on the date of enactment of this chapter and not conforming to its provisions, but which was erected and constructed in compliance with previous ordinance provisions, shall be deemed a lawful nonconforming sign and may be allowed to remain if the sign is properly maintained and if it has no serious adverse effects on the public health, safety and general welfare. Temporary signs regulated by subsection 15.6 e. and in existence on the date of enactment of this chapter shall be removed within three months from the date of enactment of this Article.
- b. **Continuance of Lawful Nonconforming Signs.**



City of Parchment Planning Commission

1. A nonconforming sign shall not be enlarged or expanded in area, increased in height, or altered in such manner as to **increase** the nonconforming condition, nor may illumination be added to any nonconforming sign.
2. A nonconforming sign shall not be structurally rebuilt or reconstructed so as to change the shape, size, type, placement or design of the structural elements of the sign.
3. A nonconforming sign shall not be moved or replaced except to bring the sign into complete conformity with this Article.
4. If a nonconforming sign is destroyed, it may not thereafter be repaired, reconstructed, or replaced except in conformity with all the provisions of this chapter, and the remnants of the former sign structure shall be cleared from the land. For purposes of this section, a nonconforming sign is "destroyed" if damaged to an extent that the cost of repairing the sign to its former stature or replacing it with an equivalent sign equals or exceeds the value of the sign so damaged.
5. A nonconforming sign may be altered as follows: normal and usual maintenance; the replacement of landscaping below the base of the sign; the changing of the sign's background, letters, figures, graphics or other characters; or, the repair or replacement of electrical wiring or electrical devices. A nonconforming sign may be repaired and renovated so long as the cost of such work does not exceed within any 12-month period 50 percent of the value of such sign.

Section 15.10 - Sign Permits.

- a. Sign permit required. No sign shall be erected, constructed, repaired, altered, or relocated unless specifically exempted by this Ordinance, without first obtaining a sign permit from the City.
- b. Application. Application for a sign permit to the City and shall be reviewed in accordance with the following procedures:
 1. Required information. A sign permit application shall be completed and accompanied by the following information:
 - a) Detailed drawings that demonstrate the design, construction, dimensions, materials and location of each sign.



City of Parchment Planning Commission

- b) The location of the building, structure or lot to which or upon which the sign or other advertising structure is to be attached or erected;
 - c) The position of the sign or other advertising structure in relation to nearby buildings or structures;
 - d) The method of construction and attachment to the building or in the ground.
 - e) Such other information **required by the City** to show full compliance with this chapter and all other provisions of this Ordinance.
 - f) **A single sign permit application and permit may include multiple signs on the same lot.**
2. **Issuance or rejection.** A completed sign permit application shall be reviewed by the City for compliance with the requirements of this Ordinance. a sign permit application that complies with this Ordinance will be issued a sign permit. A sign permit application that fails to comply with this Ordinance will be rejected and the applicant so notified.
3. **Fees.** A sign permit shall require payment of fee as established by the City Commission. If any sign is erected prior to receiving a permit for the same, the fee for such sign shall be double that indicated in the schedule.

Section 15.11 - Violations.

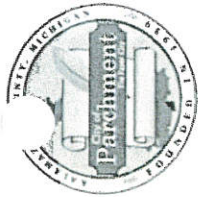
- a. It is a violation of this Ordinance to install, create, erect or maintain any sign that does not fully comply with the requirements of this Ordinance.
- b. Each sign installed, created, erected or maintained in violation of this Article is considered a separate violation when applying the penalty portions of this Ordinance.
- c. **Unsafe Signs.** If the City determines any sign is unsafe or constitutes a hazard to the public, such as obstructing vision of vehicle drivers or pedestrians, they may have the sign removed or require its immediate removal.
- d. **Unauthorized Signs on Public Property.** Any sign placed or erected in a public right-of-way or other public land, without being specifically approved, shall be deemed an unlawful sign. The City shall remove such sign or require its immediate removal, and shall not be required to notify any party of the removal of the sign in advance.



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Section 15.12 - Severability.

Sections of this Ordinance shall be deemed to be severable and should any section, paragraph, or provision hereof be declared by the courts to be unconstitutional or invalid, such holdings shall not affect the validity of this Ordinance as a whole or any part so declared to be unconstitutional or invalid.

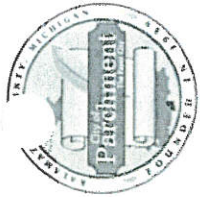


City of Parchment Planning Commission

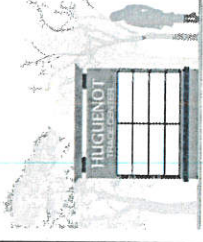
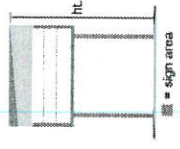
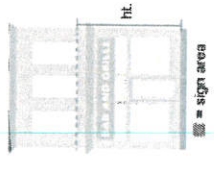
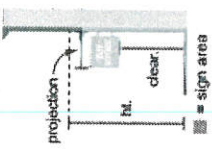
Section 15.6 – District Sign Regulations

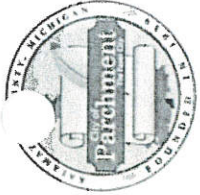
- a. Signs shall be allowed only in accordance with this Section and other applicable provisions of this Ordinance.

R-C District; R-A District; R-M District					
Sign Type	Maximum Number	Sign Area	Sign Height	Sign Placement	Diagram
Ground/Monument Signs (for non-residential uses)	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5 l.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	8 ft	See Section 15.5 l.	
Wall Signs (for non-residential uses)		Front Wall: 1 sq ft per lineal ft of building frontage Other Walls: 50 sq ft Thickness: 18 in from wall to outer sign surface	Shall not project above the wall to which it is attached . or interfere w/ pedestrian or vehicular traffic	See Section 15.5 g.	
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				

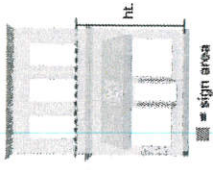


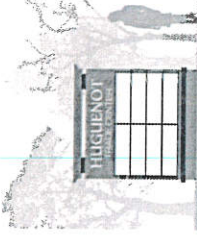
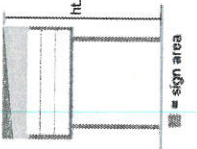
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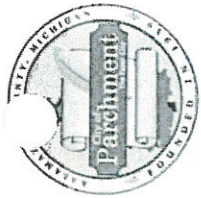
R-T District; C-1 District; C-2 District					
Sign Type	Maximum Number	Maximum Area	Maximum Height	Placement	Diagram
Ground/Monument Signs (for non-residential uses)	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5 I.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	12 ft	See Section 15.5 I.	
Wall Signs (for non-residential uses)		Front Wall: 1 sq ft per lineal ft of building frontage Other Walls: 50 sq ft Thickness: 18 in from wall to outer sign surface	Shall not extend beyond the wall nor above the roof line and shall not interfere w/ pedestrian or vehicular traffic	See Section 15.5 g.	
Projecting Signs (for non-residential uses)	1 per storefront	15 sq ft	Shall not project more than 18 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk	See Section 15.5 I.	



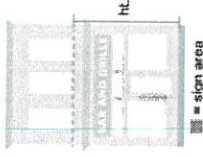
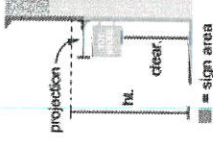
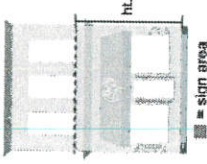
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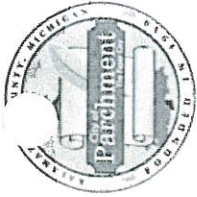
Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Awning/Canopy/Marquee Signs	1 per face of the awning/canopy/marquee	1 sq ft per lineal foot of building frontage	Shall not project more than 48 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk		
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				

C-3 District; I-M District					
Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Ground/Monument Signs	May be substituted for equal number of Freestanding Signs	20% greater than allowed for Freestanding Sign	6 ft	See Section 15.5 l.	
Freestanding Signs	1 per parcel per street frontage	50 sq ft	20 ft	See Section 15.5 l.	



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Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Wall Signs		Front Wall: 3 sq ft per lineal ft of building frontage Other Walls: 100 sq ft Thickness: 18 in from wall to outer sign surface	Shall not extend beyond the wall nor above the roof line and shall not interfere w/ pedestrian or vehicular traffic	See Section 15.5 g.	
Projecting Signs	1 per storefront	15 sq ft	Shall not project more than 18 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk	See Section 15.5 l.	
Awning/Canopy/Marquee Signs	1 per face of the awning/canopy/marquee	1 sq ft per lineal foot of building frontage	Shall not project more than 48 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from public sidewalk		
Changeable Copy Signs	See Section 15.6 f.				
Temporary Signs	See Section 15.6 e.				
Murals	See Section 15.6 g.				



City of Parchment Planning Commission

All Zoning Districts		
Sign Type	Material Requirements	Construction Requirements
Ground/ Monument/ Freestanding Signs	Signs shall be constructed of durable materials designed to withstand normal weather conditions for the area. Wooden signs shall be constructed of cedar, marine grade plywood, pressure-treated wood, or other wood that is treated and otherwise designed to resist rot and water damage. Wooden signs shall be painted with an exterior grade of paint. Plywood signs shall further have a minimum thickness of ¾ inch and shall include ornamental trim to enhance the appearance and weather resistant properties of the sign.	Signs shall be securely built, constructed and erected upon posts and standards sunk at least three feet below the material surface of the ground and embedded in concrete.
Wall Signs	Signs which have an area exceeding 40 sq ft shall be constructed of metal or other approved noncombustible material except for nailing rails. Signs which have an area less than 40 sq ft may be constructed of other durable materials designed to withstand normal weather conditions for the area. Wooden signs shall be constructed of cedar, marine grade plywood, pressure-treated wood, or other wood that is treated and otherwise designed to resist rot and water damage. All wooden signs shall be painted with an exterior grade of paint. Plywood signs shall further have a minimum thickness of ¾ inch and shall include ornamental trim to enhance the appearance and weather resistant properties of the sign.	Signs shall be safely and securely attached to the building by means of metal anchors, bolts or expansion screws. In no case shall any wall sign be secured with wire, strips of wood or nails. Painted wall signs shall further be subject to the design review guidelines of section 15.14.
Roof/Projecting/ Marquee Signs	Signs, including the upright supports and braces thereof, shall be constructed entirely of noncombustible materials. However, combustible structural trim may be used thereon.	Signs shall be thoroughly secured to the building by iron, steel, aluminum, or other metal anchors, bolts, supports, rods, or braces.