

Agenda

Parchment Planning Commission

March 27, 2024 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener
Caleb Brooks
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 February 28, 2024
- 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**
- 7. Public Hearing**
 1. Article 15 - Signs
 2. C-3 District – Add artisan trade and/or custom manufacturing/assembly with conditions as an allowed use.
- 8. New Business**
 - A. Site Plan Review for 751 Commerce Lane - A request by Josh Allen of EJ Allen Properties for Site Plan Review of the proposed occupancy of an existing commercial building by Independent Drum Lab, LLC. The subject property is located at 751 Commerce Lane and is within the C-3 District.
- 9. Next Meeting on April 24, 2024 at 6pm**
- 10. Adjournment**

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 the 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. 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

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.

**CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN**

NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PARCHMENT,
KALAMAZOO COUNTY, MICHIGAN AND ALL OTHER INTERESTED PARTIES.**

PLEASE TAKE NOTICE that a Public Hearing/Regular Meeting will be held by the City of Parchment Planning Commission on Wednesday, March 27, 2024 at 6:00 p.m. at the Parchment City Hall, Riverview, 650 S. Riverview Drive, in the City.

PLEASE TAKE NOTICE that the item(s) to be considered at this Public Hearing include, in brief, the following:

1. Zoning Ordinance text amendments to Article 15, Signs, including the following:
 - a. Amend Section 15.1 – Intent, so as to clarify the purposes of the sign regulations.
 - b. Amend Section 15.2 – Definitions, so as to delete, amend, and add definitions specific to ‘signs’.
 - c. Amend Section 15.3 – Exempt Signs, so as to delete subsections e.-i. and k.; amend subsections a.-c., and j. for consistency with the ‘sign definitions’ established by Section 15.2; and add subsection l.
 - d. Amend Section 15.4 – Prohibited Signs, so as to delete subsections a.-d. and h.-l.; amend subsections f. and n.; and add subsections o.-t. for consistency within Article 15.
 - e. Delete Section 15.5 – Sign Surface Area.
 - f. Amend Section 15.6 – General Requirements for Signs in Commercial and Industrial Districts so as to become Section 15.5 – General Sign Regulations; amend subsections a., b., d., f., h., and l.; delete subsections e., i., and k.; and add subsection c. for consistency within Article 15.
 - g. Add Section 15.6 – District Sign Regulations so as to combine and reformat existing Sections 15.7, 15.9, and 15.10 into a table and include standards for development signs, temporary signs, changeable copy signs, and murals.

- h. Delete Sections 15.8 – Billboards, 15.9 – Special Requirements for Signs, 15.10 – Signs in Residential Districts, 15.11 – Decorative Displays, 15.12 – Political Signs, 15.13 – Signs in Public ROWs, and 15.14 – Design Review Guidelines.
 - i. Amend Section 15.15 – Maintenance of Signs so as to become Section 15.8 and amend subsections a.-c. for clarity.
 - j. Amend Section 15.16 – Removal of Nonconforming Signs so as to become Section 15.9 – Nonconforming Signs and amend subsections a. and b. regarding the continuance of lawful nonconforming signs.
 - k. Combine Sections 15.17 – Erection of Signs, Permit Required Exceptions; 15.18 – Permit Applications; 15.19 – Permit Issuance, Appeals; and 15.20 – Fees so as to become Section 15.10 – Sign Permits and amend to remove redundancy.
 - l. Amend Section 15.21 – Permit Revocation and Expiration so as to become Section 15.11 – Violations and amend subsections a. and b.
 - m. Add new Section 15.12 – Severability.
- 2. Zoning Ordinance text amendment to Article 10 – C-3 General Business District so as to add artisan trade and/or custom manufacturing/assembly with conditions as an allowed type of use.
 - 3. Such other and further business as may properly come before the Planning Commission at said hearing.

PLEASE TAKE FURTHER NOTICE that the proposed zoning ordinance amendments can be reviewed at the office of the City Clerk during regular business hours of regular business days and will also be available at the meeting.

PLEASE TAKE FURTHER NOTICE that written comments will be taken from any interested person concerning the proposed text amendments at the office of the City Clerk at the address set forth below, at any time during regular business hours up to 4:00 p.m. on the date of the hearing and will further be received by the Planning Commission at the hearing.

PLEASE TAKE FURTHER NOTICE that the City of Parchment Planning Commission and City Commission reserve the right to make changes in the proposed zoning amendments at or following the public hearing. All interested persons are invited to be present at the aforesaid time and place.

The City of Parchment will provide necessary reasonable services to individuals with disabilities at the hearing upon four (4) days' notice to the City Clerk. Individuals requiring services should contact the City Clerk at the address or telephone number listed below.

CITY OF PARCHMENT PLANNING COMMISSION

By: Shannon Stutz, City Clerk
650 S. Riverview Drive
Parchment, MI 49004
269.349.3785



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.



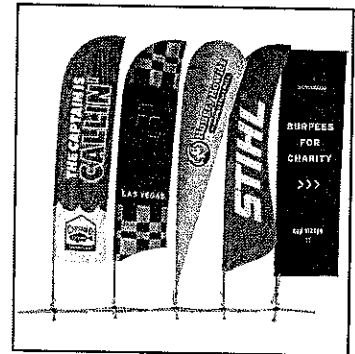
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Balloon sign means a temporary sign consisting of an envelope inflated with pressurized or heated air, or a lighter-than-air gas, and displayed for the purpose of advertising or attracting attention. Unlike inflatables, balloon signs can be suspended 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.

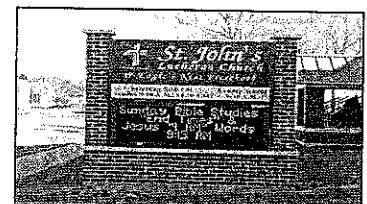
Billboard means a sign which advertises an establishment, service, merchandise, use, entertainment, activity, product or message which is not conducted, sold, produced, manufactured, or furnished upon the site on which the sign is located.

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:

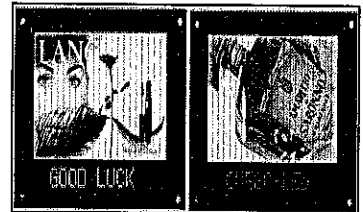
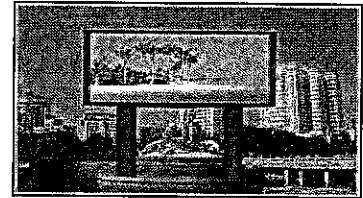
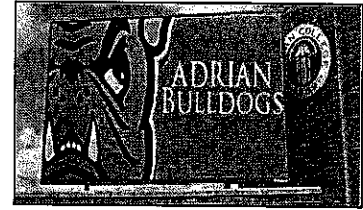
- 1) **Electronic changeable copy sign** means a sign on which the message is changed automatically through the use of electronic display technology.





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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

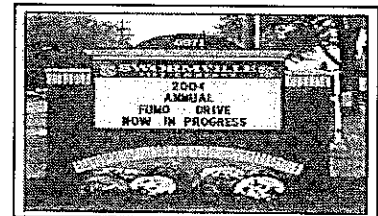
Flashing sign means an illuminated sign on which artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use. **Electronic display signs shall not constitute a flashing sign for purposes of this Article.**

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.

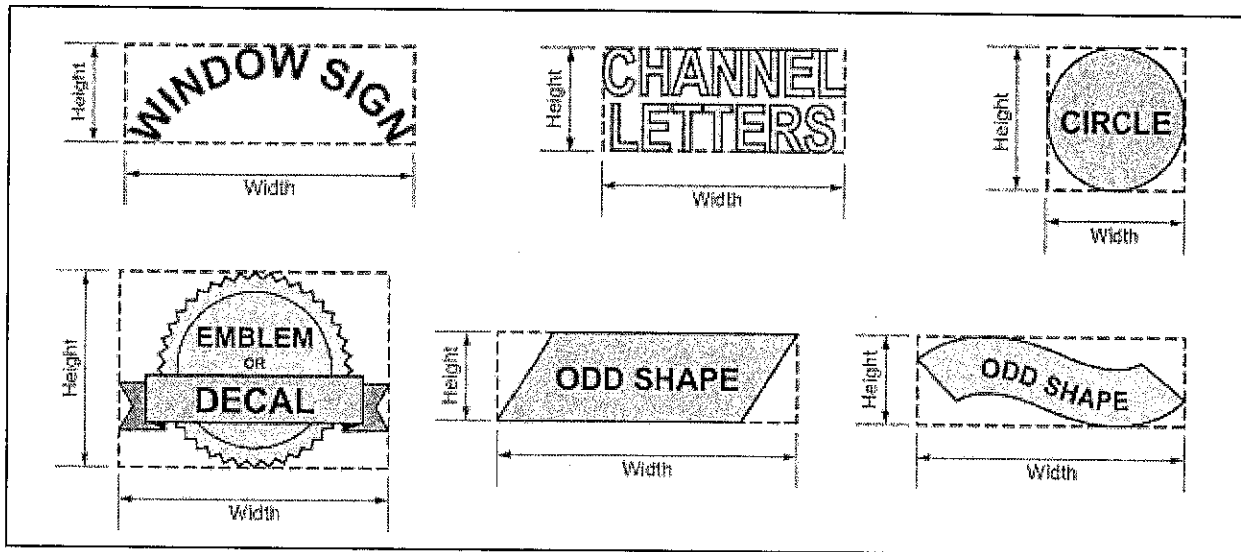
Sign means any name, announcement, identification, insignia, description, display or illustration which is affixed to, painted or represented, directly or indirectly, upon a building, structure, parcel or lot and which directs attention to, **advertises or promotes** an object, product, place, activity, 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.

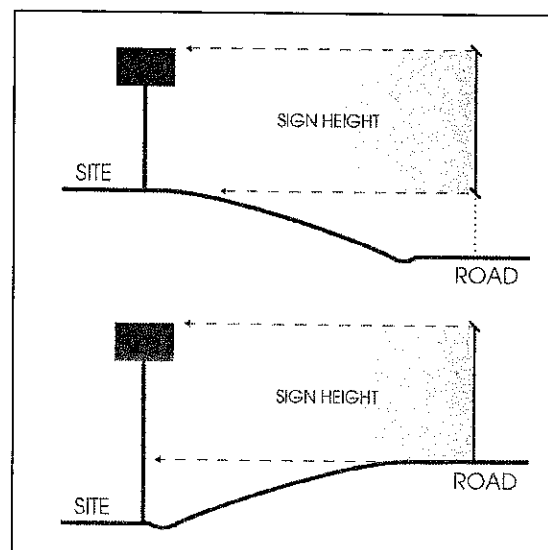


Sign height shall be measured as the vertical distance from the highest point of the sign to the finished grade of the abutting street.

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.

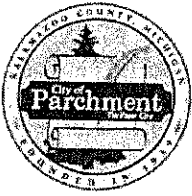
The following signs are exempt from the provisions of this Article:

- 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.

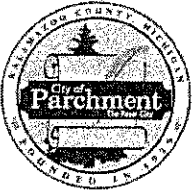


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- f. Portable signs, except as allowed by Section 15.6 e.
- g. Balloon and/or inflatable signs, except as allowed by Section 15.6 e.
- h. Banner/pennant signs, except as allowed by Section 15.6 e.
- i. Temporary signs, except as allowed by Section 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.



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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



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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.**



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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.

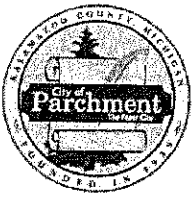


City of Parchment Planning Commission

- 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.

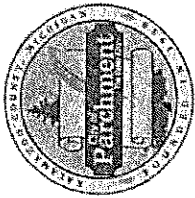
- a. It is a violation of this Ordinance to install, create, erect or maintain any sign that does not fully comply with the requirements of this Ordinance.
- b. Each sign installed, created, erected or maintained in violation of this Article is considered a separate violation when applying the penalty 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.

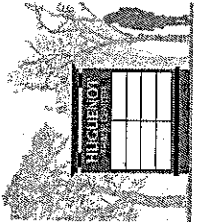
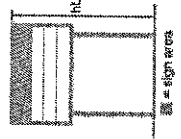
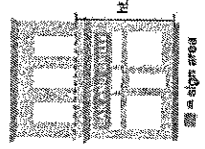
Sections of this Ordinance shall be deemed to be severable and should any section, paragraph, or provision hereof be declared by the courts to be unconstitutional or invalid, such holdings shall not affect the validity of this Ordinance as a whole or any part so declared to be unconstitutional or invalid.



City of Parchment Planning Commission

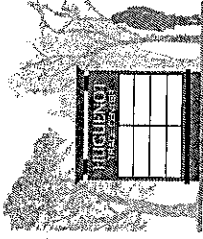
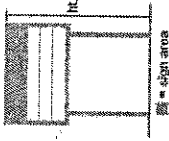
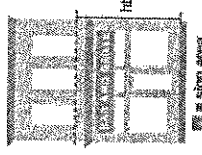
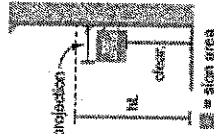
Section 15.6 – District Sign Regulations

- 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 i.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	8 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 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.				

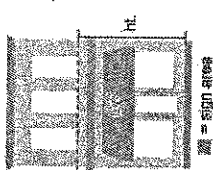



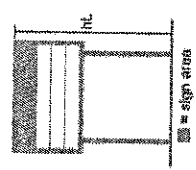
City of Parchment Planning Commission

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 l.	
Freestanding Signs (for non-residential uses)	1 per parcel	32 sq ft	12 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 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 l.	



City of Parchment Planning Commission

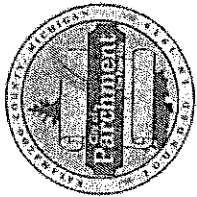
Sign Type	Maximum Number	Maximum Size	Maximum Height	Placement	Diagram
Awning/Canopy/Marquee Signs	1 per face of the awning/canopy/marquee	1 sq ft per lineal foot of building frontage	Shall not project more than 48 in from the wall nor extend above the roof line and shall maintain 8 ft clearance from 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.	



City of Parchment Planning Commission

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 i.	
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 $\frac{3}{4}$ 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 $\frac{3}{4}$ 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 <u>section 15.14</u> .
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.



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.]



Planning & Zoning Application

Return form with fee to:

Parchment City Hall
650 S Riverview Drive
Parchment MI 49004
Call 269-492-3260 or FAX 269-345-5441

APPLICANT:

Name: EJAllen Properties, LLC

Address: 6675 Sunburst Dr.

Telephone: 269-384-9721 Fax: _____

Interest in Property: Potential Buyer

OWNER:

Name: Truerife, LLC

Address: 71 Golden Scroll Cir.
Spring, TX 77382

Telephone: _____ Fax: _____

NATURE OF REQUEST: *(Please check all that apply)*

Site Plan Review _____
Special Land Use _____
Rezoning _____
Text Amendment _____
Site Condominium _____

Subdivision Plat Review _____
Zoning Variance _____
Interpretation _____
Appeal _____
Other: Amend zoning C-3 District

PROPERTY INFORMATION

Legal Description: (Use attachment, if necessary) _____

Parcel Number: _____

Property Address: _____

Present Use of Property: _____

Zoning: _____

Size of Property: _____

+ text amendment -

1. Nature of the ~~Variance~~ Requested

- a. Section number(s) of Zoning Ordinance for which variance is being requested:

C-3 General Business District Sect 10.2

- b. Description of variance being requested.

Amend C3 permitted uses to accommodate Independent Drum Lab, LLC, light manufacturing and retail of musical instruments

- c. Attach a detailed lot diagram which shows size, location, and present and/or proposed improvements. Include dimensions for lot and all buildings, setbacks, etc. Minimum 8 1/2" x 11"

2. Describe why you feel you cannot comply with the Ordinance as currently written. Be as specific as possible.

N/A

3. Applicant must demonstrate practical difficulties or undue hardship that you feel justify the granting of the variance. Please review the instruction sheet for an explanation of practical difficulties or undue hardship. An inconvenience is not considered a practical difficulty. (Use an attachment, if necessary)

N/A

Name(s) and Address(es) of all other persons, corporations, or firms having a legal or equitable interest in the property:

Name(s)

Address(es)

SIGNATURES:

I (we) the undersigned certify that the information contained on this application form and the required documents attached hereto are to the best of my (our) knowledge true and accurate.

Applicant's Signature

Joshua Allen

Date

2/23/24

Owner's Signature (if different from Applicant)

Date

Fee Amount: \$1000

Fee Paid: _____

(Unused portion will be returned to applicant)



Independent Drum Lab, LLC is a retailer and manufacturer of musical instruments and components. We are primarily a consumer-direct internet-based seller of proprietary drums and parts. On-site manufacturing consists of preparation of wood drum shells, painting, drilling and assembly, as well as light machining, bending, and finishing of metal parts. We currently have 1 full-time, and 2 part time employees. We are currently located at 500 N. Grand St. in Schoolcraft, MI in a B1 "Local Business" district, and classified as a "Custom Craft Shop". More info about our business and products is available at www.indedrum.com. Feel free to contact me if you have any questions!

Josh Allen
Member/President
josh@indedrum.com
269-384-9721

Site Plan, 751 Commerce Ln., Parchment, MI 49004 3/4/2024

EJAllen Properties, to be occupied by Independent Drum Lab, LLC

Supplemental explanation of activities proposed

1. Estimated number of employees, Resident shoppers, etc:

- a. Carl's Barber Shop, 2 chair shop, through December 2024
- b. Independent Drum Lab, 2 current employees, likely to expand up to 4-5 employees in the next few years. Customer visits by appointment, less than 1 per week

2. Hours of Operation

- a. Carl's Barber Shop 8:30-5, M-F
- b. Independent Drum Lab, 7-5 M-F

- 3. **Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.:** Sanding dust, and odors from sanding/finishing/cutting operations, to be contained within the building. Appropriate dust collection and fume mitigation will be installed. Noise from sanding/cutting operations from tools similar to those used in residential construction, operated inside building
- 4. **Modifications to vegetative cover, drainage patterns, earth work, problem areas:** None
- 5. **Any ancillary improvements that the applicant proposes to remedy or prevent problems created by the development:** None
- 6. **Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the building permit cost estimates shall be provided.** No proposed changes

Parking Requirements: (CURRENT PARKING LOT HAS 15 SPACES)

1100 sq ft barbershop - 2 chairs = 3 parking spaces

(1100 sq ft media studio - 1 parking space / 800 sq ft = 2 parking spaces)

1400 sq ft office - 1 parking space / 200 sq ft usable space = 7 parking spaces

2500 sq ft manufacturing - 1 parking space per 2 employees = 1 parking space

Total Required (2024) - 11 parking spaces

Total Required (2025) - 10 parking spaces

SITE PLAN 751 COMMERCE IN. EJALLEN PROPERTIES, 3/3/2024

LEGAL DESCRIPTION:

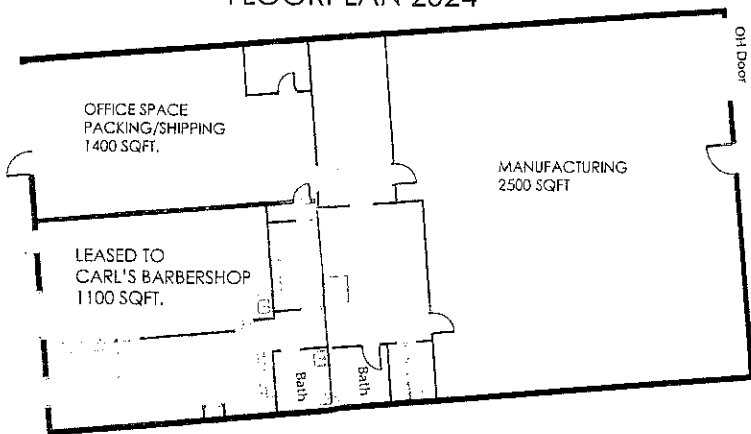
PARCHMENT SHOPPER CENTER LOT 17 & N1/2 LOT 16 ALSO LOT 33 & N1/2 LOT 34

NOTE: DIMENSIONS ARE APPROXIMATE, BASED ON SATELLITE IMAGERY

AND PLAT MAP SECTION 3, T. 2 S., R. 11 W, AUG 22 1955

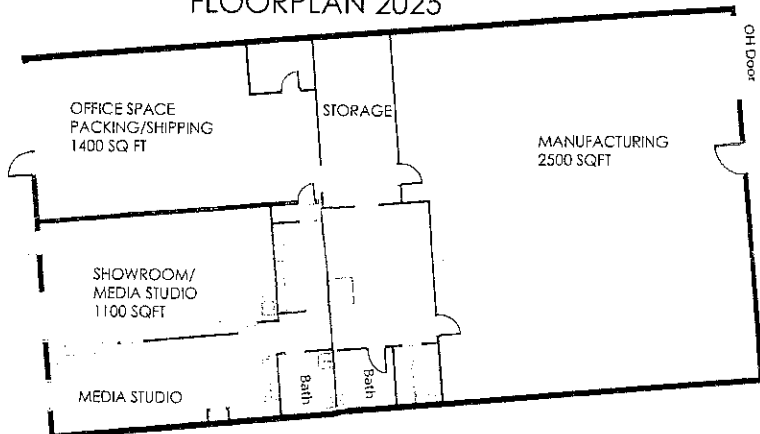
PREPARED BY JOSHUA ALLEN OF EJALLEN PROPERTIES,
6675 SUNBURST DR., PORTAGE, MI 49024, 269-384-9721

FLOORPLAN 2024



KALAMAZOO RIVER

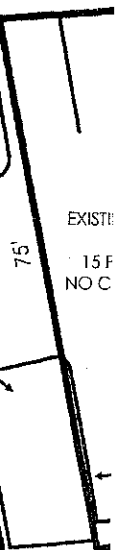
FLOORPLAN 2025



COMMERCIAL LN

SIDEWALK 7.5 FT. WIDE

2X PLANTING AREA
VARIOUS PERENNIALS
NO CHANGES PLANNED



VANWERDEN DAVID

27'

181'

20'

100'

1 STORY BUILDING
+/- 5000 SQUARE FEET

DRIVE ACCESS TO
FROM SERVICE LANE FOR
SHIPPING/RECEIVING
(EXISTING, NO
CHANGES PLANNED)

75'

50'

35'

DUMPSTER
LOCATED
HERE AS
NEEDED

SERVICE LN

RDM DEVELOPMENT CO LLC

51'

50'

1080 SQUARE FEET
LEASED TO CARL'S BARBER SHOP
THRU DECEMBER 2024.
CONVERT TO OFFICE SPACE
FOR INDEPENDENT DRUM LAB
2025

100'

175'

23'

KNIBBE WORKS S.D.G, LLC

NEXGEN HTP LLC

PARKING LOT,
SQFT,
NG SPACES
3ES PLANNED

32'

1 MARKED
ACCESSIBLE
PARKING SPACE