Agenda

Parchment Planning Commission

June 26, 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 April 24, 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
 - 1. Master Plan Matrix Priorities action
- 7. Public Hearing
 - 1. Zoning Ordinance Text Amendments to Article 2
- 8. New Business
 - 1. Zoning Ordinance Amendments for Consistency with Master Plan action
 - 2. Branding of the Mill Site, Planning for Event discussion
- 9. Next Meeting on July 24, 2024 at 6pm
- 10. Adjournment

Planning Commission Meeting Minutes May 22, 2024

1. Call to Order at 6:00 pm

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

3. Approval of Minutes - April 24, 2024

- Lyon-Jenness asked about the \$1000 deposit
- Motion to accept the minutes by Bliesener and supported by Lyon-Jenness. All: Ayes
- 4. Additions/Changes to the Agenda None

5. Citizen Comments

No comments

6. Old Business

- 1. Sign Ordinance Questions from City Commission
 - Chairperson DeBoer asked that the Zoning Administrator lead the conversation.
 - ZA Harvey stated that there is value in the Sign Ordinance coming back to the Planning Commission (PC) after the public hearing and review by the City Commission. This allows the PC to make changes to the ordinance.
 - Section 15.6 District Sign Regulations, f. Changeable signs. #2 Discussion concerning the 12 second display.
 - ZA Harvey stated that the following items will be accomplished
 - 1) Section D1 would be removed
 - 2) Add the Oscillating definition
 - 3) Page 10 Abandoned Sign Maintenance: A sign, not in ill repair on site of vacant property is not advertising. Discussion about how long should the abandoned sign be left, and if broken, how long before it will be removed. It was decided that 3 months would be the length of time allowed. ZA Harvey will change the section to speak to an abandoned sign in ill repair.
 - 4) There is a consensus for 2 out of 4 signs (electronic copy and electronic graphic) ZA Harvey said that we ask if it complies with the standard. Number of seconds displayed needs to be decided by the PC.
 - ZA Harvey stated that the PC needs to design wording for this section of the
 ordinance. This will not pertain to the current City Hall sign, because it is
 existing. She said that as a planner, the PC needs to look at the purpose
 statement for the standard. Half of the sign area can be electronic. If the PC
 thinks that the City Hall sign is ok according to the objectives, then it can use

- those. The City's sign was based on the manufacturer's specifications (display timing based on certain speeds of the roadway).
- ZA Harvey stated that a community bases their decisions on safety. Does 6 seconds achieve what is necessary to the City? (Safety, distraction, cause of visual pollution, enhancing community character)
- Lyon-Jenness asked what can be done about pre-existing signs.
- ZA Harvey explained that changes cannot be made retroactively. Existing signs would be lawful, non-conforming signs.
- Bliesener asked about 12 second vs 6 second displays. Manufacturers base their specs on science for the establishment of reading at certain speeds.
 She asked if 12 seconds is a standard.
- ZA Harvey said that 12 second displays are common to sign ordinances. There may be some extremes.
- Bliesener asked if they should remove #2 on page 10 (changeable copy sign or electronic graphic display sign...once every 12 seconds)
- ZA Harvey said that the electric change copy sign (#2) has a static message
 and it sets parameters for seconds held. #3 will not pulse, scroll, rotate —
 This is what we are trying to prevent. This doesn't mean the City will time
 signs, but has written language to address a sign that is a hazard or
 distraction.
- DeBoer stated that he likes having some parameters.
- Bliesener said that she is in favor of 6 seconds for display and would like to leave #3 – the message of a changeable copy sign.....method of appearance, as is.
- Bliesener made a motion to modify subsection #2, reducing it to 6 seconds and to forward the Sign Ordinance on to the City Commission. Supported by Dean, All Ayes. Motion carried.

7. New Business

- 1. Kalamazoo Curling Club (KCC), Letter of Intent
 - Chairperson DeBoer welcomed Jerry Brownell from the Kalamazoo Curling Club
 - Brownell shared that the club had been at Wings Stadium for the past 16 years.
 They rented the ice since 2015. Wings Stadium is slated to be demolished. The club is looking to build a new curling facility, big enough for two paths with 4-5 sheets.
 - Tyler While from the club invited the PC to come and see curling. Because of the
 new arena downtown, the club is working with the county government for
 options, suggestions. The Kalamazoo Curling Club Board will choose the best
 path for the organization (501c3). He stated that good can come from this club –
 expansion into schools, providing more economic activity to the community. The
 club wanted to see what the City of Parchment has to offer.
 - DeBoer asked about the 4-5 sheets. While explained that they represent courts.

- Bliesener asked about the length of time to build the facility.
- Brownell said that the club is in fear of losing ice, so fairly quickly if approved by their Board.
- DeBoer asked if it would be bigger than their existing facility.
- Brownell stated that the club can afford 5-6 sheets which will be in use
 September through April. They have found that summer leagues are not well attended. They would consider renting it out in the summer.
- Murray from the KCC stated that when ice is made it is painted white. KCC paints over the ice with markings for curling. Materials may be used to mark the ice instead of paint.
- Lyon-Jenness asked if it could be used for ice skating.
- Brownell stated that ice skating destroys the curling surface as it is specialized ice. A small Zamboni is used (w/out water) to groom the surface, adding new pebbles.
- Dean asked if there are competition events.
- Brownell said that currently there is one event in November. Wings Stadium takes all the money for beverages and food at this event. Teams come from KY, TN, OH, etc. The KCC hosts 1-2 regional play downs for 18 year old and under competition. There is a USA Curling National where Olympians compete for positions. Also, there are Mixed Double Nationals in Kalamazoo.
- DeBoer asked if when the ice is not in use, could the school have a league.
- Brownell said that the KCC has been looking into this. The KCC currently works with the MI Tech University to host colleges and WMU and KVCC.
- While stated that in an ideal world, WMU, KVCC, and K-College could bring in students to learn. All of this is in discussion.
- DeBoer asked if bleachers would be used
- Brownell said that a social area behind glass with tables, chairs, monitors, and beverages (would be seeking a liquor license) are planned for the facility. They could have an extra 12 foot for portable bleachers.
- Lyon-Jenness inquired about paid staffing.
- Brownell said that currently the staff is 100% volunteer.
- Lyon-Jenness asked how that was overseen, managed.
- Brownell said that it would be a challenge. Having a summer income would be great.
- DeBoer asked about possible summer activities.
- While stated that without summer activities, the facility would be an empty warehouse w expensive ice equipment in it. They are looking for events that are safe for the clubhouse and partners to share spaces. One of the Traverse City clubs purchased an old K-mart and they rent other spaces out. The club and its needs would be priority one.
- Brooks asked how many other clubs are in the state of Michigan.
- Brownell said that Grand Rapids was an upstart, Detroit, Lewiston, Midland and Traverse City have clubs.

- DeBoer stated that the Planned Unit Development (PUD) had a microbrewery as well as an athletic facility in it.
- Lyon-Jenness asked how the City of Parchment PC could help the KCC.
- Brownell stated that if they have approval from the PC, they could take that back to the KCC Board.
- Murray said that knowing the costs of expenses, anything that helps the club to plan would be helpful.
- Brownell said that building within the Brownfield Plan would be helpful.
- While said that they have been talking with the State Land Bank, MEDC and the State Brownfield Authority. Buy in from elected folks would help the KCC happen in the community. Grants – It is hard to say which ones would apply. The City of Parchment space helps their cause because it is a Brownfield property. The cost of property helps make their case to the KCC Board. They plan to do a rendering to include in the packet.
- Lyon-Jenness asked if there was an estimated cost for the building.
- Brownell stated that the estimate was \$2.5 million to build, including equipment.
 The KCC looked at the Master Plan/PUD
- Dean stated that the City is focused on river development. Would the KCC partner with the community to help with river promotion/cross pollination projects, etc.
- Dean motioned to approve moving forward with the Letter of Intent from KCC to the City Commission, supported by Bliesener. Roll call vote with all members voting aye. Motion carried.
- ZA Harvey explained that when a party is interested in purchasing property, the PC process requires developers to give a Letter of Intent for approval to the PC. The PC looks to see if the proposal of the developer is feasible/desirable. The PC does the vetting for the City Commission to make sure that it aligns with the Master Plan and PUD. When the proposal reaches the City Commission, they are the ones to talk about the purchase. So the KCC development plan approval process is first before the purchase. The site plan would be an allowed use in the area, making it in line with the City of Parchment's vision. A very detailed site plan with sizes, engineering, and details may be submitted before or after the purchase. Her conclusion is that the KCC can investigate for funding with presite approval which may help with funding.
- While recapped the steps:
- 1) PC approval of Letter of Intent
- 2) City Commission Approval to offer purchase Agreement
- 3) Site plan approval
- DeBoer told KCC to let the PC or City staff know if there is anything that we can
 do
- While stated that the KCC may have to get help with looking for funding to build. They are checking on costs for utilities, land, etc.

- 2. Policy Document, Implementation Matrix for Master Plan
 - DeBoer turned the conversation over to ZA Harvey
 - ZA Harvey stated that the Master Plan entirely informs those that read it. The
 Redevelopment Ready Community requirements want more specific item added
 to the document. The following items have been added: Active Plan/Exclusive
 Zoning (PC, CC and staff), prioritization of the Matrix. The PC is tasked to see if
 they like the action items and to prioritize the items. The items shaded have
 been completed or are being worked on. If the PC likes it, they may give it to the
 City Commission for approval.
 - ZA Harvey continues The second level of priorities will be for the PC to decide.
 The Work Plan generated from the PC's various categories of tasks become the Matrix with details.
 - ZA Harvey explained that the Matrix is the master to the Master Plan. This is an
 Action Plan for the Master Plan. Because the wording was so specific it is
 recognized as an Action Plan. RRC needs this to complete their requirements.
 Our Master Plan meets the Action Plan requirements. We will create a Matrix
 (policy document) to satisfy the RRC requirements. This document will be on
 hand every year for the PC to amend if necessary. PC will review for
 prioritization.
 - Bliesener asked if items may be struck from the Matrix
 - ZA Harvey said that would be an action item. We want to align all items with the zoning.
 - Lyon-Jenness asked about Parks and Recreation activities as it is partly responsible for the work items.
 - ZA Harvey said that the document should state that it is a Parks and Recreation item and remove PC from the item. The Parks and Recreation Committee is responsible for the items and should give feedback to the PC, including any changes.
 - Bliesener said that it is a top priority that the Parks & Recreation items are up to date.
 - ZA Harvey said that the PC needs to decide with the numbers what is next to be worked on (not urgent; update the MP)
 - Brooks asked if the priorities may be changed on the Matrix as time goes by.
 - ZA Harvey stated that the Matrix is used in the Annual Report to see accomplishments. Items may be removed and reprioritized.
 - DeBoer stated that the PC has their assignment to review the Matrix and consider priorities.
- 3. Amendment to the Zoning Ordinance to provide for 'alternative, innovative housing types.
 - ZA Harvey stated that 1) Allows for single-family attached dwelling in the R-M.
 2) Allow 3-4 family dwellings with a Special Land Use. It adds housing variety to the housing portion of the Master Plan. It meets the RRC requirements of 2 or

- more housing varieties as permitted use. It adds 2 more permitted uses to the MP.
- Motion by Bliesener, support by Lyon-Jenness to schedule the amendments for a Public Hearing at the June meeting. All ayes. Motion carried.
- 4. Branding of the Mill Site, per EPA Requirements
 - PC members agreed to host the Branding Session event.
 - The EPA Branding Session will be scheduled for August 12, 2024 at 6pm in the Parchment Community Library.

5. Comments from Planning Commissioners

- Chairperson DeBoer thanked the ZA for leading the PC through all the processes. He also thanked the City Manager for the copious note taking.
- 6. Next Meeting June 24, 2024 at 6pm
- 7. **Adjournment** Motion by Lyon-Jenness, supported by Dean. All: Ayes. Meeting ended at 7:32 pm.

IMPLEMENTATION MATRIX

Priority Ranking	ENERY C. L.	sible for moving the action forward is also identified. 1: Should be given immediate and
		concentrated effort. Should be started
		immediately following the adoption of the
		Master Plan.
		2: Necessary to implement the Master Plan,
		but either depends on the completion of
		Priority 1 projects or requires more complex
		or coordinated effort.
		or coordinated errort.
		3: Implements elements of the Master Plan
		but is not urgent and can be delayed for a
		longer period of time. May also be limited by
		budgetary constraints.
Timeframe		Within 1 year
		• 1-3 years
		3+ years
Responsibility		CC – City Commission
		LA – Local Agencies
		LJ – Local Jurisdictions
		LO – Local Organizations
		PC – Planning Commission
		S – Staff

Active Planning

Action	Priority	Timeframe	Responsibility
Develop a PC Annual Report/Work Plan every year and identify work items rooted in the implementation elements of the Master Plan.	1	w/in 1 year (and annually)	PC
Coordinate the City's Capital Improvement Program with Master Plan priorities.	3	3+ years	PC CC S
Review and update the Master Plan every 5 years, at a minimum.	3	3+ years	PC CC
Prepare a Natural Resources Inventory of the Kalamazoo River floodplain	2	1-3 years	PC CC LA
Develop a Riverfront Redevelopment Plan.	2	1-3 years	PC CC LA
Maintain the Parks & Recreation Plan (update every 5 years).	3	3+ years	PC CC
Develop a Trail Plan to increase the reach of trails in the City.	2	1-3 years	PC CC LJ LA
Conduct an Historic Architecture Survey of the City.	3	3+ years	PC CC LO
Inventory housing in the City based on 'livable condition'.	2	1-3 years	PC CC LA S
Develop a corridor improvement plan for Riverview Drive with Kalamazoo Township and the City of Kalamazoo.	2	1-3 years	PC CC LJ
Develop a corridor improvement plan for G Avenue with Cooper, Kalamazoo, Comstock, and Richland Townships.	3	3+ years	PC CC LJ
Participate in the Michigan's RRC program.	1	w/in 1 year	PC CC S

Strategic Zoning

Action	Priority	Timeframe	Responsibility
Conduct a Technical Review of the Zoning Ordinance to identify amendments needed to allow/improve implementation of the Master Plan.	1	w/in 1 year	PC S
Amend the Zoning Ordinance consistent with the findings of the Technical Review.	1	1-3 years	PC CC
Routinely review and initiate amendments to the Zoning Map that will improve consistency with Zoning Ordinance amendments and implement the Master Plan.	1	1-3 years	PC CC
Amend the commercial zoning districts to encourage local/small-scale business development as an alternative to the Gull Road corridor.	2	w/in 1 year	PC CC
Allow medical related facilities along primary commercial corridors.	2	w/in 1 year	PC CC
Allow businesses that link to Kalamazoo's character as an arts and entertainment center.	2	1-3 years	PC CC
Provide for business incubator developments for local start-ups.	2	1-3 years	CC S
Reduce street front setbacks and parking requirements in the downtown area.	2	1-3 years	PC CC
Allow recreational-type commercial development within the Kalamazoo River floodplain, particularly those that enhance existing natural features.	2	1-3 years	PC CC
Provide for alternative, innovative housing types.	valtarii.	w/in 1 year	PC CC
Allow for a mix of housing types and costs.	1	w/in 1 year	PC CC
Provide density bonuses for alternative housing types; reduce	3	3+ years	PC CC

CITY OF PARCHMENT MASTER PLAN

public utility costs for smaller dwelling units.			* 6
Allow accessory use alternative	1	w/in 1 year	PC
energy systems.			CC
Use the site plan review process to	2	w/in 1 year	PC
require non-motorized and			CC
pedestrian-friendly infrastructure.		to solitorom a pr	
Include environmental protection,	2	w/in 1 year	PC
pollution prevention and			CC
stormwater management criteria		_subtle regions of	
in the site plan review process.			
Consider coordinated zoning	3	3+ years	PC
districts with Cooper/Kalamazoo			CC
Townships			LJ

Infrastructure

Action	Priority	Timeframe	Responsibility
Support increased Metro-Transit			
service to the Gull Road corridor.			
Install pedestrian-friendly features			A STREET TO UNITED AT THE PROPERTY OF THE THE STREET AND THE STREET AT T
like cross-walks, curb bump outs,			
and sidewalks.			
Install cycling-friendly			
infrastructure like bike racks,			
striped bike lanes and off-road			
paved paths.			
Partner with local businesses to			
use existing parking lots as access			
points to the trail network.			
Install alternative energy			
demonstration projects on City-			
owned facilities.			

Economic Development

Action	Priority	Timeframe	Responsibility
Acquire vacant/tax reverted			CC
commercial/industrial properties			S
for redevelopment and lease for			
small business development.			

CITY OF PARCHMENT MASTER PLAN

Prepare a market analysis to			CC
identify needed businesses and			S
business types likely to succeed.			
Using industry projections, attract employers engaged in stable industries.			S
Adopt rental housing registration			CC
and inspection programs.			S
Adopt a phased and targeted	1	w/in 1 year	CC
redevelopment approach to the			S
Mill property.			
Target properties in the mapped			CC
floodplain and other			S
undevelopable properties for			
acquisition.			
Create a start-up guide for small			S
businesses.			LO

Environmental Protection

Action	Priority	Timeframe	Responsibility
Appoint an environmental review			CC
sub-committee of the PC.			S

Communication/Education/Advocacy

Action	Priority	Timeframe	Responsibility
Develop and implement a	1	w/in 1 year	CC
board/commission recruitment			S
and appointment process.			
Establish an orientation and	1	w/in 1 year	CC
training plan for each			S
board/commission.			
Require and fund continuing	1	w/in 1 year	CC
educational development			
regarding land use planning			
techniques, practices and policies.			
Build site plan review skills to take	1	1-3 years	PC
advantage of the opportunity to			

CITY OF PARCHMENT MASTER PLAN

impact site design and fully realize			
Master Plan use/design objectives.			
Involve the public in	1	1-3 years	PC
planning/zoning activities and			CC
decisions.			S
Continuously inform and educate	2	3+ years	PC
the public on the planning goals of			CC
the City and the regulatory			S
measures developed to achieve			
those goals.			

Marketing

Action	Priority	Timeframe	Responsibility
Advertise Parchment events in			S
downtown Kalamazoo.			LO
Market Parchment in downtown			S
Kalamazoo events (e.g. Lunchtime,			LO
Art Hop)			
Demonstrate Parchment's			S
strengths to local realtors,			LO
company recruiters, and human			
resource departments hold a			
community 'open house'.			
Highlight community aspects to			S
develop a community identity.			LO
Include the river in City branding.			
Partner with businesses and			S
organizations to encourage more			LO
recreational use of the river.			

Community-Building

Action	Priority	Timeframe	Responsibility
Encourage community interaction			CC
through scheduled community-			S
focused events. (e.g. parade of			
homes, block parties, park events).			
Hold events around the river.			
Hold neighborhood charrettes			S
targeted to topics of interest.			



 WORK PLAN: Zoning Amendments for Consistency w/ Master Plan

Master Plan Strategy: Provide for alternate, innovative housing types, such as micro-housing, guest houses, ADUs, attached single-family dwellings, live-work units.

 RRC Requirement – Allow for 2 or more of the following housing types as a 'permitted use': ADUs, attached single-family dwellings, 3-, 4- or 6-unit dwellings, stacked flats, micro units, cottage housing.

ARTICLE 2. – CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.2 - Definitions.

ADD:

Dwelling, one-family attached: A dwelling unit that shares a common party wall, usually on both sides of the property; that is separated by a ground-to-roof wall; that has no units located above or below; and, that does not share heating/air conditioning systems or utilities. Includes townhouses and rowhouses.

Dwelling, three- or four-family: A building containing not more than three or four separate dwelling units designed for residential use and conforming in all other respects to the standards set forth for one-family dwellings.



ARTICLE 6. - R-T RESIDENTIAL TRANSITIONAL DISTRICT

Section 6.3 – Principal uses permitted subject to special conditions.

ADD:

3. Three- or four-family dwellings.

ARTICLE 7. - R-M MULTIPLE-FAMILY RESIDENTIAL DISTRICT

Section 7.2 – Principal uses permitted.

AMEND:

2. Multiple-family dwellings, including one-family attached dwellings.



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Branding Session

Hosted by the Parchment City Planning Commission

For: Parchment Mill site

Date: Monday, August 12

Time: 6:00 pm - 7:30 pm

Location: Library – lower level

NO CHARGE – Please RSVP (RSVP not required but helps us plan for seating/refreshments)

Draft Agenda

Welcome

History of Site

Purpose of Branding Session

Branding Exercise

(short break)

Branding Selection

Next Steps

Wrap Up

NOTES:

Modify the agenda as you like and then finalize on your planning commission letterhead (if you have one). Update the footer.

Welcome 4-5 minutes: (Kent – introduce other planning commission members, City officials/staff, and Fishbeck consultant plus anyone else you feel needs to be recognized at this time. Give a brief explanation of the purpose for tonight's meeting. All planning commission members and presenters wear name tags)

History of site 10 minutes: (_____, brief review of the history of the site and its impact on the community when it was in full operation and its impact after closure.)

Purpose/Branding Exercise 10 minutes: (David Stegink-review of the U.S. EPA grant and what it can/can not be used for. Explain steps that have been taken so far or are in process. Branding is one of the steps to further the redevelopment of the site. Quick review of 'why brand'?)

Branding is to:

- Make this site more competitive to attract economic development
- Recruit businesses and talent to the area
- Attract visitors, customers, and residents
- Encourage development which can support the long-term vision of the city
- Enhance the city's reputation and promote this area as a great place to live, work and play

Branding exercise 30 minutes: (David/Kent - this step should take the most time. Keep attendees focused on the task at hand and keep the discussion going. You can start with a question or two to break the ice — "what do you remember most about the site? What was special about the Parchment Mill?" Use information below about a brand, and a tagline. If discussion stalls out, be ready with some additional questions to get people thinking or perhaps have someone ready to give a short story about the site to keep things active and discussion flowing.

You can use the following for the Branding Introduction (if they go off track, bring them back and remind them of these bullet points):

Tell attendees the session tonight should:

- > Focus on key facts that differentiate us from others
- > Focus on what is special about this site/the city
- Identify key landmarks and natural assets and how those could be used in the branding idea
- > Develop a branding idea or couple ideas to showcase what is unique and special about this area

Some tips as you think about branding ideas:

- There are no bad ideas be creative
- ➤ Be authentic with the message don't try to create something you're not
- > Be positive. The brand should be something that makes you proud
- > Keep it simple and memorable
- ➤ Will it work now and 5 years, 10 years, 20 years from now?

As you go through the exercise – mark down any emerging patterns that you see or ideas that continue to be brought up. Point these out to attendees and ask them how they feel about that – is there a strong consensus for the emerging pattern?

Ask for ideas for a tagline. Example: Nike has a checkmark and tagline is "Just Do It".

Short Break - 5 minutes

Branding Selection 10 minutes:

Use color coded dots for attendees to select their <u>favorite branding ideas</u>. Pick a color to use for their #1 choice, and a second color for #2 choice. (3rd color if you have lots of ideas to choose from and want them to pick a #3 choice. Give attendees one last chance to suggest any other ideas to add to the list. Then, they select their 2 dots (or 3) and go up to the list and post the dots. If using a whiteboard, you could have them use markers and put checks by their choices or have them write down #1 and #2 on a sheet of paper and drop it off to one of the planning commission members to collect and count.

If attendees have identified <u>taglines</u> – do the same step as noted above with dots, markers, or writing down top choices for a tagline.

Next Steps: (______ - Give a brief summary on what will happen next. As a suggestion, the top ideas could be given to local illustrators/artists with a request to design these into a brand with a tagline. (Cost?) A final vote would then be needed to select the brand/tagline. Or it could be done as a contest.)

Wrap Up – 3-4 minutes. Final thoughts/questions from attendees? Remind them of the ParchmentSpeaks.org site to follow along for more information and to provide input. Ask them to leave their email if they wish to be notified of future events. Thank you for attending!

FINAL STEPS FOR PLANNING COMMISSION: Make sure you capture the workshop output in an organized, legible way. Take photos of completed lists. Type up notes, insights, and conclusions right after the session while it's still fresh. Circulate a summary of the session to participants. Save all materials to inform next stages of the branding process.

Things to have on hand:

- 1. Pens, Post-Its, dot stickers for individual ideation
- 2. Whiteboard or easel pad
- 3. Timekeeper (may not need it but identify someone who will keep things on schedule)
- 4. Someone to take notes throughout the event and take care of gathering all the worksheets
- 5. Someone to take photos of the session! These will be used on the ParchmentSpeaks.org site
- 6. Snacks/beverages