

Agenda

Parchment Planning Commission

August 28, 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 July 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. Second Draft - Amendments to Zoning Ordinance related to Child Care Facilities - review
- 7. New Business**
 1. Branding Session Results – review
- 8. Next Meeting on September 25, 2024 at 6pm**
- 9. Adjournment**

Planning Commission Meeting Minutes
July 24, 2024

1. Call to Order at 6:02pm

2. Roll Call—Chairperson DeBoer, Commissioners Bliesener, Dean, and Lyon-Jenness, Zoning Administrator (ZA) Harvey, Deputy Clerk Smith. Motion by DeBoer, second by Bliesener to excuse Brooks from the meeting due to illness. All ayes.

3. Approval of Minutes—June 26, 2024

- Lyon-Jenness stated the notes regarding Section 9-Branding of the Mill Site were not accurate. She suggested removing the third bullet entirely. DeBoer noted the fifth bullet should state the suggestions will be turned over to the Planning Commission.
- Motion by Lyon-Jenness to accept the minutes as written with the change of removing the third bullet in Section 9 and changing “City Commission” to “Planning Commission” as noted. Supported by Bliesener. All ayes.

4. Additions/Changes to the Agenda

- No changes

5. Citizen Comments

- Todd Kowalski, assistant fire chief and fire marshal of Kalamazoo Township addressed the Planning Commission. He has been talking to Manager Stoddard and wanted to introduce himself to the PC. He noted site plans come to him before they are presented to the PC so they can look for code compliance as well as other items that can help service a building in the event of fire. ZA Harvey added a fire review is an invaluable part of site plan review that some communities don't appreciate. Kowalski will provide the PC with his contact information, and he welcomes any comments or questions they may have for him.

6. Old Business

1. 2024 Work Plan—Informational

- ZA Harvey stated she updates the work plan every couple of months as the PC completes items. She said they only have two items left on the list for the year, one of which should be completed tonight and the other August through November. She suggested adding more to the work plan for 2025 as they are moving quicker than planned. The PC will start the year with commercial and industrial design standards.

2. Implementation Matrix—Informational

- ZA Harvey went through the comments on the implementation matrix from the last meeting and added them to the plan. The plan was approved at the last meeting, but she wanted to provide the revised version for accuracy. Lyon-Jenness appreciated the addition of the parks and recreation committee to the trail plan section.

7. New Business

1. First Draft—Amendments to Zoning Ordinance related to Child Care Facilities—initial review/discussion

- ZA Harvey stated the goal of working on this ordinance is to bring it into compliance with state law. The ordinance will use definitions and standards from the state in the Zoning Enabling Act.
- There are 3 types of child care facilities—family childcare home, group childcare home, and day care center. Zoning Enabling Act states cities must allow family childcare home as a permitted accessory use in residential areas. There is more flexibility in group childcare homes or day care centers.
- The City can decide if group childcare home and daycare centers are allowed in all residential, under special use, or not at all. If they are added to RA single family zoning, it would also be added to RT and RM by default.
- Current City zoning allows “care centers” which are essentially day care centers as defined above in RA.
- ZA Harvey presumed the PC would want to specifically allow family childcare homes in RA one family. She presumed since group childcare is also home based like family childcare, just with a higher number of children allowed, she added it as a special land use in RA. Some municipalities choose to allow group childcare in medium and high density only and not in low.
- Regardless of the zoning or type of childcare, all childcare is required to be licensed and follow state guidelines for size, parking, adult ratios, etc. The City is allowed to regulate some design standards outside of state licensing.
- In C3, there is currently an accessory use for day care facilities, but it is redundant saying offices can have in house childcare. This should be changed.
- ZA Harvey noted some changes that should be made. Under child daycare center, it says “one or more preschool aged children”. In other sections, the term minor is used. Dean agreed it should say minor instead. ZA Harvey will make the change. Item 4 in section 12.31 is intended only to apply to group childcare homes. It should be moved under section 5 in a subsection. In section 5, she would like to change “shall” to “may”. “Day care center” has been changed to be “adult day care center” so the city can still consider zoning of these facilities. Adult day care is currently allowed in RA, RM, and RT.

- Lyon-Jenness stated in 5e the parking requirement seems too high. ZA Harvey stated the number of employees should be relatively low and would not require an excessive amount of parking.
- Bliesener asked why the PC would want to regulate about where childcare facilities are located. ZA Harvey noted some communities feel sensitive about having childcare in residential areas and may want more control. Currently the City does not keep track of family childcare locations.
- Lyon-Jenness asked for clarification on what is currently allowed in low density districts. ZA Harvey stated all types of childcare are currently allowed in low density in our ordinances including free standing day care centers for adults or children.
- DeBoer suggested non-home based childcare should not be located in RA. ZA Harvey said if someone is going to build a building for the purpose of a large day care, some communities feel that's better suited for commercial or office district. The PC could also allow it as a special land use in RT.
- ZA Harvey asked if the PC would like to allow free standing day care centers in RT, RM, and commercial as a special use. All agreed this is what they prefer and that family childcare and group childcare can remain in RA.
- DeBoer would like ZA Harvey to update the document with the changes discussed and review it again at the next meeting before potentially having a public hearing in September. ZA Harvey will make the changes listed.

2. Agenda/Outline for Branding Session—review

- DeBoer stated he worked with Manager Stoddard to create an agenda for attendees to pick up at the door. The outline contains a list of who will do what task during the meeting.
- Lyon-Jenness asked if the library had been contacted about hosting the branding session. DeBoer will follow up with Manager Stoddard to ensure it had been booked and will clarify who will be responsible for the marketing of the event.
- Dean suggested the PC write down comments made by residents rather than having residents write it for themselves to facilitate better discussion. DeBoer would like the option for residents to write comments if they are too shy to verbalize them or if the meeting becomes too chaotic to do so.
- Dean suggested bringing in a list of suggested names for the mill area as a starting spot and letting meeting attendees express preferences for which they liked while noting there will not be an official vote taken at the meeting.
- Lyon-Jenness suggested not calling the meeting a "branding session" but rather "name the mill" or something similar to make the topic seem more simple for attendees.

8. **Next Meeting**—August 28, 2024 at 6pm

9. **Adjournment**—Motion by Lyon-Jenness, supported by Dean. All ayes. Meeting ended at 7:25pm.



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WORK PLAN ITEM: Zoning Ordinance Updates – *Child Care Facilities*

ARTICLE 2. – CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.2 – Definitions.

AMEND:

Adult Day Care Center: ~~A school, kindergarten, or adult care facility wherein day care, or day care and education is provided.~~ **A facility designed to provide a structured, comprehensive, non-residential program of health, social and related support services for adults (age 18 years of age and over) who are functionally impaired for periods of less than 24 hours a day.**

ADD:

Child Care Facility: A facility for the care of children under 18 years of age, as licensed and/or registered and regulated by the State under Act No. 116 of the Public Acts of 1973 and the associated standards and rules promulgated by the State Department of Social Services. Such organizations shall be further defined as follows:

- A. ***Child Care Center or Day Care Center:*** A facility, other than a private residence, receiving one or more pre-school age children for group care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child. It includes a facility which provides care for not less than two consecutive weeks, regardless of the number of hours of care per day.

The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care and supervision provided as an accessory use while parents are engaged or involved in the principal use of the property, such as a nursery operated during church services or public meetings, or by a fitness center or similar operation, shall be considered accessory to such principal use and shall not be considered to be a child care center



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- B. ***Family Child Care Home:*** A private home which is the bona fide private residence of the operator of the family day care home and in which one (1) or more, but less than eight (8), minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.
- C. ***Group Child Care Home:*** A private home which is the bona fide private residence of the operator of the group day care home and in which more than seven (7) but less than 15 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. It includes a home that gives care to an unrelated child for more than four (4) weeks during a calendar year.

ARTICLE 5. – R-A ONE-FAMILY RESIDENTIAL DISTRICT

Section 5.2 – Principal uses permitted.

ADD:

8. Family child care homes licensed or registered under Michigan Public Act 116 of 1973.

Section 5.3 – Principal uses permitted subject to special conditions.

AMEND:

- ~~4. Day care centers including adult day care centers (not including dormitories) provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.~~

ADD:

6. Group child care homes licensed or registered under Michigan Public Act 116 of 1973 in accordance with Section 12.31.



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ARTICLE 6. – R-T RESIDENTIAL TRANSITIONAL DISTRICT

Section 6.3 – Principal uses permitted subject to special conditions.

ADD:

- 2.m. **Child care centers or day care centers in accordance with Section 12.31.**

- 2.n. **Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district**

ARTICLE 8. – C-1 CENTRAL BUSINESS DISTRICT

Section 8.3 – Principal uses permitted subject to special conditions.

ADD:

2. **Child care centers or day care centers in accordance with Section 12.31.**

3. **Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.**

ARTICLE 9. – C-2 SERVICE COMMERCIAL DISTRICT

Section 9.3 – Principal uses permitted subject to special conditions.

ADD:

6. **Child care centers or day care centers in accordance with Section 12.31.**



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7. **Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.**

ARTICLE 10. – C-3 GENERAL BUSINESS DISTRICT

Section 10.3 – Accessory Uses.

AMEND:

3. **Child care centers or day care facilities centers in accordance with Section 12.31.**

ADD:

4. **Adult day care centers, provided that for each person so cared for, there shall be provided and maintained a minimum of 150 square feet of open space. Such space shall have a total minimum area of not less than 5,000 square feet and shall be fenced and screened from any adjoining lot in any residential district.**

ARTICLE 12. – GENERAL PROVISIONS

ADD:

Section 12.31 – Child care facilities.

1. **Each child care facility shall be duly licensed or registered by the State of Michigan Department of Social Services (DSS) continuously and for all times it is operating as a child care facility. Any child care facility whose license or certificate of registration by the State of Michigan is no longer valid and/or which has been revoked or denied or refused by the DSS shall immediately lose its status and authorization to continue to operate.**
2. **Buildings and lots used for child care facilities shall conform to all state, DSS, and local requirements, rules, and standards.**



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3. Each child care facility shall provide, equip, and maintain on the premises the minimum square feet of indoor floor space and outdoor play area as required by the DSS. An applicant for a group child care home or child care center or day care center shall submit to the Planning Commission sufficient information and documentation regarding the maximum number of children allowed and the amount of indoor floor space and outdoor play area required by the DSS for the proposed child care facility prior to obtaining a special land use permit or site plan approval to operate within the City.
4. The lot occupied by any child care facility shall have a fence which shall be not less than four (4) feet but not more than six (6) feet in height and which shall completely enclose the outdoor area where the minor children play or congregate. However, the provisions of this subsection shall not apply to family child care homes.
5. A group child care home licensed or registered under Michigan Public Act 116 of 1973 may be issued a special land use permit if the group child care home meets the following standards:
 - a. A group child care home shall comply with all the requirements set forth in subsections "1.", "2.", "3." and "4." above.
 - b. A group child care home shall be located not closer than 1,500 feet to any of the following:
 - (1) Another licensed group child care home, or
 - (2) Another adult foster care small group home or large group home licensed under the adult foster care facility licensing act, Michigan Public Act 218 of 1979, being Section 400.701 to 400.737 of the Michigan Compiled Laws, or
 - (3) A facility offering substance abuse treatment and rehabilitation service to 7 or more people licensed under Article 6 of the Public Health Code, Michigan Public Act 698 of 1978, being Sections 333.6101 to 333.6523 of the Michigan Compiled Laws, or
 - (4) A community correction center, resident home, halfway house, or other similar facility which houses an inmate population under the jurisdiction of the Department of Corrections.
 - c. The property containing a group child care home shall be maintained in a manner which is consistent with the visible characteristics of the neighborhood.



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- d. The operation of a group child care home shall not exceed 16 hours of operation during a 24-hour period.
- e. A group child care home operator shall provide one (1) off-street parking space for each employee. These parking spaces shall be in addition to the off-street parking facilities serving the residents of the home. These off-street parking spaces shall be located on the lot in such a manner as to provide unblocked automobile access from the street to the required residential off-street parking facilities.
- f. The subsequent establishment of any of the facilities listed in subsection 5.b. 1) to 4) of this Section, within 1,500 feet of the licensed or registered group child care home will not affect any subsequent special land use permit renewal, pertaining to the group child care home.
- g. The distances specified in subsections b. and f. above shall be measured along a road, street, or place maintained by this state or a political subdivision of this state and generally open to use by the public as a matter of right for the purpose of vehicular traffic, not including an alley.
- h. An applicant for a group child care home shall submit to the Planning Commission a to-scale rendering which shows the dimensions of the zoning lot, setbacks of all structures on the lot, the proposed location of the fencing, the proposed parking arrangement, and any other features relevant to the application for special land use approval.



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Uses Allowed by District

	R-A	R-T	R-M	C-1	C-2	C-3
Family Child Care Home (up to 7)	•	•	•			
Group Child Care Home (8-15)	○	○	○			
Child Care Center		○	○	○	○	○
Adult Day Care Center		○	○	○	○	○
Adult Foster Care Family Home (up to 6)						
Adult Foster Care Small Group Home (7-12)			○			
Adult Foster Care Large Group Home (13-20)			○			

- Existing Permitted Use
- Existing Special Land Use
- Proposed Permitted Use
- Proposed Special Land Use

PARCHMENT

- Walkable
- Beautiful Summers
- The River runs thru it
- Urban/Rural
- Pass thru to Downtown Kalamazoo
- Beautiful park
- Family Friendly park, schools
- Safe
- Festivals and Parades
- Volunteer Opportunities
- Can Start a Business
- Small
- Sporting Activities
- Tree-Lined Streets
- Quiet
- Friendly Neighbors
- Diversity
- Willing to Address Issues: PFAS, Safety, Community Spirit
- Preserved History
- Stain of Mill Closing- Move past
- Schools are the Community Glue
- Interesting and Varied Housing Stock
- High Rental percentage
- Potential for Absentee Landlords

THE MILL SITE

- Abandoned Mill
- Blight
- Future Tax Base
- Future/Potential
- Reusable Buildings
- We Own It
- Gorgeous Architecture and Historical Buildings
- Upcycle materials
- Centralized Property
- Preserved/Undisturbed River
- Huge Beautiful Park
- Possible Grant Funding

FUTURE

- Lower Residential Tax
- Senior Living
- Walkable & Trail Loop Connections
- Frisbee Golf & Other Recreational Activities
- New City Center
- Mom & Pop Restaurants, Shops, Brewery
- Pop Up Restaurants
- Frequent, Informal Events
- Dog Park
- Encourage Artisan Industries
- City Walk
- Day Care
- Good Restaurants to Attract Visitors

BRANDING

- Paper Chase Commons & Parchment
- Jake's Mill @ the River
- Jacob's Grove
- Jake's Riverfront
- The Mill in Parchment
- Model: Oxbow, Trailhead, Gathering, Gateway
- The Paper City
- Paper City USA
- Hidden Gem-Parchment MI-Community Built
- River Scene
- Liquid Trust
- Thriftscape
- Central Park Peninsula
- Jake's Mill
- Kayak Trail
- Linen Flats
- Paper Trail
- Trail Loop, Commerce
- Rainbow Boardwalk
- Paper Place
- Paper Chase Commons at Parchment