

## **Agenda**

### **Parchment Planning Commission**

**February 26, 2025 – 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 October 23, 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 3 minutes for your comments.  
Reminder: You will be making a statement, without discussion from the Planning Commission.
- 6. Old Business**
  - A. EPA Grant Progress Update
  - B. Prein & Newhof update
- 7. New Business**
  - A. 2025 Work Plan
  - B. Draft #1 Downtown Overlay – review
    1. Boundaries of the Overlay District
    2. Common Characteristics
    3. Specific Characteristics
  - C. Zoning Ordinance Technical Review
- 8. Next Meeting on March 27, 2025 at 6pm**
- 9. Adjournment**

Planning Commission Meeting Minutes  
October 23, 2024

1. **Call to Order at 6:00 pm**
2. **Roll Call – Chairperson DeBoer, Commissioners Dean, Bliesener, Lyon-Jenness, Brooks, ZA Harvey and CM Stoddard**
3. **Approval of Minutes – September 25, 2024**
  - Motion to accept the minutes with the correction by Bliesener and supported by Brooks. All: Ayes
4. **Additions/Changes to the Agenda – None**
5. **Citizen Comments**
  - No comments
6. **Public Hearing – action**
  - Chairperson DeBoer opened the Public Hearing and asked ZA Harvey if she had any comments. He also asked CM Stoddard if the public had sent in comments for the PC; there were none.
  - Dean moved to close the Public Hearing and Bliesener supported the motion. All: Ayes
  - Dean motioned to approve the amended language in each of the following amendments: Section 2.2, Zoning Ordinance Article 5, Zoning Ordinance Article 6, Zoning Ordinance Article 8, Zoning Ordinance Article 9, Zoning Ordinance Article 10, and Zoning Ordinance Article 12. Bliesener supported All: Ayes
7. **Old Business - none**
8. **New Business**
  1. **2025 Work Plan Draft – action**
    - Chairperson DeBoer asked ZA Harvey to go through the Work Plan draft with the PC members.
    - ZA Harvey said that it would be good to see how the PC wrapped up 2024, starting on what we will do next in November. The 2025 Work Plan is driven by technical review. It will outline areas that need to be changed. The PC wanted to see the bones of the Work Plan, the framework for the 2025 Work Plan. She also stated that by February, the PC will have their annual report prepared and the vote for the Chairperson decided.
    - Chairperson DeBoer asked if any kind of vote was needed at this time

- ZA Harvey said it was not necessary as they are looking at a framework only. The PC will act in February when items have been added to the 2025 Work Plan.
2. Overlay District Approach Outline – discussion
- ZA Harvey went over the ideas. She stated that this will look familiar to the PC, but may need edits. The Overlay District is a Master Plan strategy. The Master Plan is set up with land use findings, then lists of strategies with #1 being the Overlay District which comes from the Master Plan. If the PC is inclined, they may look at each of those Overlay District strategies. The reason (page 1 of the Overlay District) should be in front of PC members as they look at strategies at all times.
  - ZA Harvey looked at an excerpt from the previous Overlay District and the layout is the same. The PC will want that map because it recognizes Riverview (red - downtown corridor) as a commercial corridor. There is a little evidence on Commerce and Shoppers Lane; also, a small section on the downtown corridor.
  - ZA Harvey – Purple and Pink corridor is commercial. New growth will be outside of downtown, south of there and on vacant sites.
  - ZA Harvey – The Master Plan states the merit/reasons for connecting Riverview to the mill property (addressed in zoning and Planned Unit Development (PUD). The Master Plan states the importance of connecting the mill with the downtown area.
  - ZA Harvey – The PC will look at the strategies. They could reduce the front setbacks in the downtown area (#1). #3, #4, and # 5 have to do with the identified uses in a commercial district (use oriented).
  - ZA Harvey - If adopted, the Overlay District will be a stand-alone district. This does not replace anything, but goes over the top of the underlying district. Overlay Districts are used because usually there is a commonality to multiple properties in different zoning districts. Ex.: Will not zone like a water district but may have waterfront overlay along the river. Property in C-1 shows that all uses apply but have a layer for waterfront standards.
  - An Overlay District will be treated as a common feature across many zoning districts.
  - Bliesener asked if there could be any conflicts.
  - ZA Harvey stated that an Overlay District always supersedes anything else. This ensures that they are extremely accurate as there is always a time when there will be a question. Then we go back to the purpose (legal foundation tied to the Master Plan) which gives the foundation for the courts to be on the PC's side.
  - ZA Harvey – The PC will make statements that connect the Overlay District to the Master Plan and the PUD. Applicability – this is where the PC will apply the Overlay District to sections of the properties. This makes a clear use and

site provisions that will prevail. The Overlay District does not regulate use. It is a common feature that is created across districts and properties.

- ZA Harvey – Everything on the underlying zoning district (base) established what is necessary. Questions that trigger the use:
  - a. Does it apply to the existing building with a new use going into a building? Changes in use trigger conditions of use of property (zoning codes are not retroactive) Building is not changing, will the Overlay District apply? Where is it applied? When is it applied? How is it triggered?
- ZA Harvey – We will use the document as an outline (w/bullet points). Putting ordinances in a table or chart form as it is easier when relating to design standards. Consider 3 kinds of standards (not use) (no sign, park, landscaping). The purpose is to create standards that the PC wants applied because it is a long river view, there will be concerns about the look and operation.
  - Want common standards – Form Based Code – A different way of regulating land use. If you regulate form (downtown area) what we care about is how the public/private intersect – not what is in the building (ex. Talk about the building positioning). Form based is about what is wanted such as a door on the sidewalk, front façade transparent front. It’s a list of items for outside; that’s what it cares about. (The zoning ordinance speaks to the use and minimums met). You wouldn’t want a building 20 feet from the road amongst all the buildings that are close to the road. This would wreck the look of the whole block.
  - Customize areas with what is wanted. Look for a pattern, consistency is needed as you infill development. (ex. Make standards anywhere from 0-10 foot setbacks, minimum and maximum heights, façade standards that say there has to be a transparent front such as 50% of the front should be windows. Public use standards may not have a large role.
  - Suggest a maximum building size. The Master Plan advocates for small local businesses which may keep out a large building that is not part of the plan. Architectural standards (Riverview) could have some standards for the residences along them (ex. Peak roof, garage behind). The PC will customize standards to the property. Remember that all properties are on Riverview Drive. Most form based Overlay Districts recognize common features, not based on zoning,
  - Buildings close to the sidewalk, etc. Different characters may be addressed through a regulating plan. You may have a core (downtown) Overlay District. May have three different areas in the residential area – naming setback standards, etc. May have primary standards and then use a secondary standard and add public greens area (Regulating Plan within Overlay District). Do regulating plan first then work on corridor (beginning and end of it). The PC will decide if it should be all up and down Riverview or just certain sections.

- Regulating Plans flushes out character to decide on form based standards. The value of a form based code is the mantra....Fair? Predictable? When it is formed in the beginning the developer will be able to see the specifics with a clear set of standards. The value to the community is that customers like it. They can go through the process in a timely fashion.
- Bliesener reminded the PC about the suggestion of parking in the back.
- Chairperson DeBoer thought at first that this would be difficult, but it is not. We will want to be consistent in the downtown area. Lots could end up vacant.
- ZA Harvey said that the PC does not want something that is hard to use, just need to have what is important to the PC and what they firmly decide upon.
- Chairperson DeBoer stated that the PC can have what they want in the downtown area.
- ZA Harvey said that if it is a new building, the PC would require standards.
- Bliesener said that there is a lot of block/masonry on Riverview Drive.
- Chairperson DeBoer stated that he would not prefer to see a vinyl sided building in the downtown area.
- ZA Harvey said that there are 25 parcels in the core area so this would only apply to the 2 vacant lots or if someone wants to rebuild or renovate the outside (façade). She feels that the PC could start with the core downtown and see how the Overlay District goes.
- Chairperson DeBoer asked if there was value in doing it in pieces; should we start with the core and see how it goes.
- Bliesener said that between the downtown and Harding's, that corridor has some stand outs.
- Chairperson DeBoer asked what the PC would do if there was push back from the residents.
- Bliesener reiterated that it was not retroactive.
- Chairperson DeBoer asked what if people want to exchange their exterior.
- ZA Harvey – Façade standards apply to the side of the building that faces the street. It probably won't be a big deal to most.
- Lyon-Jenness said that she wonders about making this cohere with the commercial, PUD, and downtown area. Could it be reflective of the PUD area between the river and Riverview Drive – with very different buildings? In regulatory framework there can be revisions.
- Chairperson DeBoer – If something is torn down and rebuilt it will be subject to the Overlay District.
- ZA Harvey stated that the regulating plan allows for different standards.
- Bliesener said that even though we look at it in chunks for the regulatory plan, it will still be under the Overlay District.
- Brooks said that he would like to start with the downtown area.

- ZA Harvey said that she supports starting in the downtown area as it is small with specific conditions. The technical review can start in November. She will add the downtown Overlay District to the 2025 Work Plan.
- Chairperson DeBoer said that the first draft of the Overlay District could be prepared for the February meeting. The Joint Meeting will be held in January.
- ZA Harvey stated that a lot of communities use these overlays. The only pushback is when someone wants to use it. There are built-in exceptions that give the PC wiggle room. Pushbacks are not commonplace.
- Chairperson DeBoer noted that business owners do not always fix up the outsides of their buildings. He would like to encourage improvements to them.
- Brooks said that they will need to give the business owners time to adapt.
- ZA Harvey will look at the current zoning map, and will draft boundaries.

**9. Comments from Planning Commissioners**

- Chairperson DeBoer expressed his gratitude to ZA Harvey for all of her thorough explanations and to CM Stoddard for all the note taking.

**10. Next Meeting** – Monday, November 25 at 6pm.

**11. Adjournment** – Motion by Bliesener, supported by Dean. All: Ayes. Meeting ended at 7:15pm.



City of Parchment  
 Planning Commission

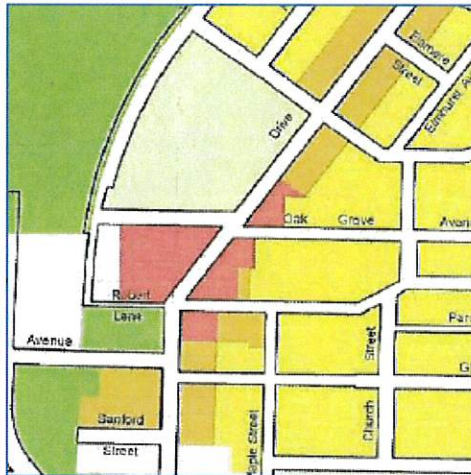
**2025 Work Plan**

Work Plan Item	Priority	Status	Schedule
<b>Master Plan</b>			
MP Adopted 2021  RRC			Required Review – 2026
<b>Zoning Ordinance Updates</b>			
<b>Zoning Amendments for Consistency w/ Master Plan</b>			
Select/Prioritize Work Items for 2025	1	Continual	March, 2025
Downtown Core Overlay District	1	In Progress	Draft Outline – 10.23.24 Boundary Map – 2.26.25 Draft #1 – March, 2025
Technical Review – Zoning Ordinance	1	In Progress	March, 2025
<b>Planning Commission Education/Training</b>			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1	Scheduled	1.22.25



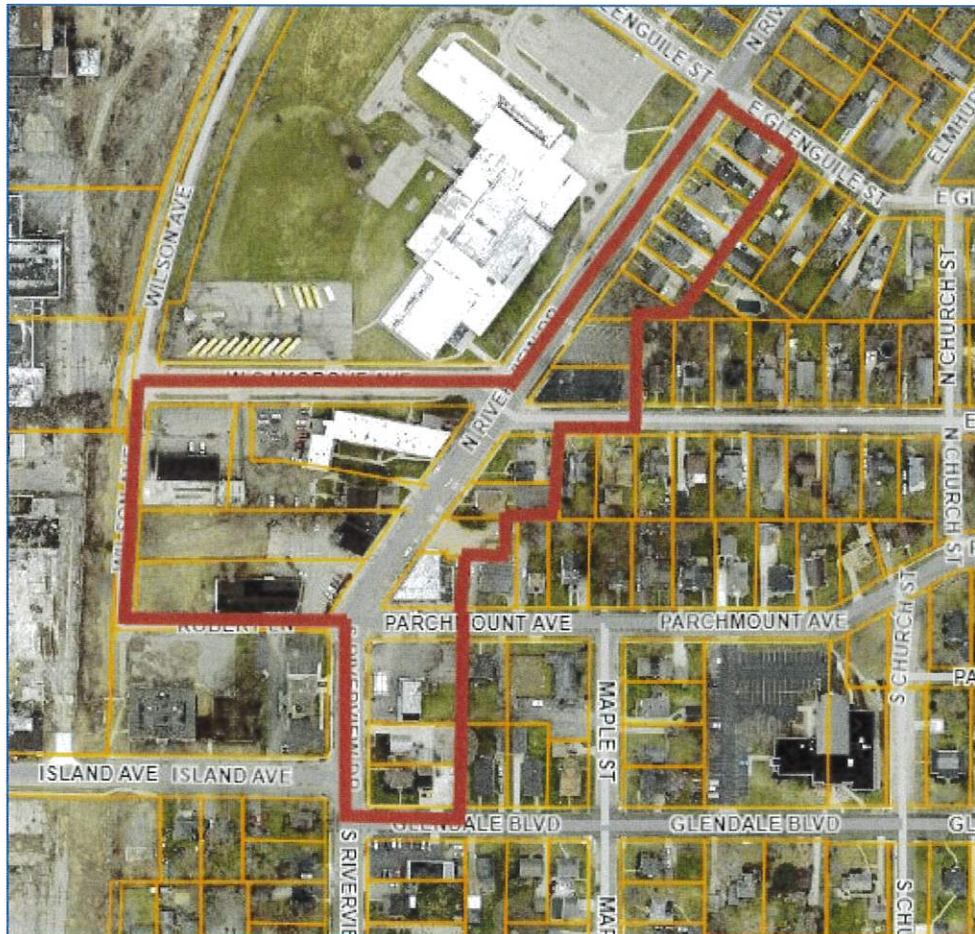
# City of Parchment Planning Commission

## DOWNTOWN OVERLAY DISTRICT: Boundaries



### Zoning

- R-C Recreation Conservation District
- R-A One Family Residential District
- R-T Residential Transition District
- R-M Multiple Family Residential District
- C-1 Central Business District
- C-2 Service/Business District
- C-3 General Business District
- I-M Industrial Manufacturing District
- Mill PUD
- Wellhead Protection Areas







# City of Parchment Planning Commission

Parcel Overview		
Address	Use	Zoning District
336 N Riverview	residence	R-T
330 N Riverview	residence	R-T
324 N Riverview	residence	R-T
316 N Riverview	residence	R-T
314 N Riverview	residence	R-T
312 N Riverview	residence	R-T
202 N Riverview	vacant lot	C-1
	parking lot	C-1
	commercial building (office)	C-1
148 N Riverview	residence	C-1
142 N Riverview	residence	C-1
122 N Riverview	vacant lot	C-1
102 N Riverview	commercial building	C-1
101 S Riverview	commercial building (gas station)	C-1
117 S Riverview	commercial building	R-T
105 Glendale	residence	R-T
142 N Riverview	multi-family	C-1
114 Wilson	vacant building	C-1
133 N Riverview	multi-family	C-1
109 N Riverview	commercial building (restaurant)	C-1
101 N Riverview	commercial building	C-1



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**DOWNTOWN OVERLAY DISTRICT: Existing Conditions**

BUILDING STANDARDS	
<ul style="list-style-type: none"> <li>• 9 Residential Buildings (+ 2 MF Buildings)</li> <li>• 7 Commercial Buildings</li> </ul>	
Front Yard Setback & Building Frontage	<ul style="list-style-type: none"> <li>• Residential buildings               <ul style="list-style-type: none"> <li>○ Avg front setback - 28 ft</li> <li>○ Low - 20 ft; High – 40 ft</li> </ul> </li> <li>• Commercial buildings               <ul style="list-style-type: none"> <li>○ 5 – 0 ft front setback</li> <li>○ 4 – 10 ft – 75 ft</li> </ul> </li> </ul>
Side Yard Setback	<ul style="list-style-type: none"> <li>• Residential buildings               <ul style="list-style-type: none"> <li>○ Avg side setback – 6 ft/15 ft</li> </ul> </li> <li>• Commercial buildings               <ul style="list-style-type: none"> <li>○ 5 – 0 ft side setback</li> </ul> </li> </ul>
Rear Yard Setback	<ul style="list-style-type: none"> <li>• Residential buildings               <ul style="list-style-type: none"> <li>○ Avg rear setback - 85 ft</li> <li>○ Low - 40 ft; High – 150 ft</li> </ul> </li> <li>• Commercial buildings               <ul style="list-style-type: none"> <li>○ Avg rear setback – 95 ft</li> <li>○ Low – 25 ft; High – 315 ft</li> </ul> </li> </ul>
Building Height	<ul style="list-style-type: none"> <li>• Residential buildings – 2-story</li> <li>• Commercial buildings – 1 story</li> </ul>
Building Size	<ul style="list-style-type: none"> <li>• Residential buildings               <ul style="list-style-type: none"> <li>○ Avg footprint – 1260 sq ft</li> <li>○ Low – 1050 sq ft; High – 1500 sq ft</li> </ul> </li> <li>• Commercial buildings               <ul style="list-style-type: none"> <li>○ Avg footprint – 4200 sq ft</li> <li>○ Low – 1750 sq ft; High – 7355 sq ft</li> </ul> </li> </ul>
Building Orientation	<ul style="list-style-type: none"> <li>• All face front property line</li> </ul>