Planning Commission Meeting Minutes

May 25, 2022

1. **Call to Order at 6:03pm**
2. **Roll Call –**  Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca,

and City Manager Stoddard

* Motion to excuse Bliesener by Lyon-Jenness, support by Dean – All ayes, motion carried

1. **Approval of Minutes – March 23, 2022**

* Motion by Lyon-Jenness to accept the minutes, support by Tecca - All ayes

1. **Citizen Comments**

* No comments

1. **Old Business** - none
2. **New Business**
3. Review of Zoning Ordinance for Consistency with Master Plan

* Zoning Administrator (ZA) Harvey stated that a Work Plan is good because the PC will have something to work on at each Planning Commission (PC) meeting. It’s good to have a list. She talked about amending the Zoning Ordinances and Planning Commission related work. These take different forms; there are distinctions.

1. Zoning Ordinance Updates – We look at a topic that we have found is not consistent with State law or a court decision that has come down which cause inconsistency with our ordinances. Sometimes it is not an easy fix to align with the State law.
2. The PC may discover, through using our Zoning Ordinances, that language is missing.
3. Working on ordinance update through an application that is received. It is an option of the applicant to request that a change be made to the Zoning Ordinances.
4. Once the PC is routinely engaged, they may find something while working on a Zoning Ordinance that needs to also be worked on. Remedies could take as long as 6 months.
5. Identify Needed Zoning Ordinance Amendments

* Per ZA Harvey - Amendments to Zoning Ordinances are made because our Master Plan (MP) says “Here is what we want to facilitate, or simply want,” but the Zoning Ordinances may prohibit it.
* Because our Master Plan is brand new, this is the perfect time to make the Zoning Ordinances responsive to the MP.
* ZA Harvey looked at the MP, compared it to the Zoning Ordinances and categorized it into 7 areas. She stated that the PC may finish quite a few before the MP needs to be updated.
* The PC should be able to choose 3-4 items to amend (prioritize). They may want to talk about how the PC wants to proceed with modifications. For example: Parking lots – Choose tentative schedule (approach) – PC will look at the parking standard to see if they are adequate. 2nd example: Housing – The PC would look at accessory dwelling as their 1st focus. Considering innovative options by using accessory housing to expand the housing stock. Maybe they would need to look at literature and sample ordinances (broader approach). This list would let the PC know what’s next to do.

1. Prioritize for Planning Commission Work Plan

* #5 – Site Plan Review, this may be low hanging fruit. According to ZA Harvey the following can be done together: Create a diagram of the development process, review the application/approval process for unnecessary impediments, and review development proposals for bike-to-work and walk-to-work from nearby residential areas.
* #7 – Subarea Plans/Studies – ZA Harvey stated that the City is never, ever going to be in a position when they are prepared for anticipated use. As a community, the PC has a clear impression of what is coming our way such as housing or the lack thereof for workers or kinds of housing. The PC would look at the housing ordinance and respond. Communities with built out areas need to think about accessory dwelling units (ADU) to help with housing stock.
* Per DeBoer land by the mill would be available for that.
* ZA Harvey said that a residential area would be placed on the mill site. The Master Plan may be modified as property develops. The Master Plan allows for multiple kinds of residences. There seems to be a need/interest in smaller homes and single family housing. She said that the PC should look at the housing related amendments first. The Planned Unit Development (PUD) helps fully with the mill property-envisioning mixed use and varied designs. Some communities prefer to start with access dwelling units (ADUs) which can be a source of income for some owners.
* DeBoer stated that there had been a discussion about ABUs during the Master Plan. There must have been some affirmative thoughts.
* Lyon-Jenness expressed a concern that the PC may not be prepared for development of the mill property yet.
* ZA Harvey said that the City of Parchment is ready for redevelopment. The PUD is very good which will help developers to have a vision for the property. The PC would sit down with a developer and the PUD to look at the standards that are in place. The PC can talk about developers that have unusual plans.
* Lyon-Jenness – Would Housing and Environmental Soundness be low hanging fruit for the PC?
* DeBoer said that the site plan requirements and environmental piece would be clear to developers.
* ZA Harvey regarding the site plan review – If we didn’t have a clear criteria the PC could amend it. Looking at the #4 Zoning Ordinance (ZO) Amendment Supplemental Standards – We need to make sure that all is predictably, clearly understood by using a diagram of the development process.
* Lyon-Jenness - #6 ZO Zoning Map Amendments – Feel that this is especially important for the riverfront areas and the Hercules property within the PUD zone.
* ZA Harvey reassured that the Master Plan speaks to the riverfront property. She also stated that Drug & Lab could join the PUD by applying to the PC. The PC has the authority to rezone private property. She went on to say that first they should clarify what the riverfront property is zoned. Looking at #3 ZO Amendments – Riverfront: Be prepared so the recreational property can be preserved. She asked if the PC was satisfied with the current zoning. Do we feel safe with current zoning or should we do a recreational riverfront development plan first.
* DeBoer asked if the PC should define the riverfront land.
* ZA Harvey said that the PC needs to talk about the riverfront property as a Recreational Plan layout, the zoning, and what the plan will say.
* DeBoer stated that they need to have the clarity in the riverfront area.
* ZA Harvey said that they need to identify the area and use an hour to look at what needs to be done. Priorities were set as follows:

1. #3 Z.O. Amendments – Riverfront (map)
2. #5 Z.O. Amendments – Site Plan Review
3. #4 Z.O. Amendments – Supplemental Standards

* ZA Harvey stated that all three of these could be accomplished at the same meeting. She said that the members would all need a map for the next meeting of the riverfront.
* DeBoer said that they could use the list to choose more projects.
* ZA Harvey said that the PC will know what their next tasks will be as they look to the list for their Work Plan.

**Commissioner Comments -** None

**Next Meeting** – The next meeting will be on Wednesday, June 22, 2022 at 6pm.

**Adjournment** – Motion by Lyon-Jenness, supported by Dean. All ayes. Meeting ended at 8:17 pm.