

Planning Commission Meeting Minutes
March 22, 2023

1. Call to Order at 6:00pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, and Bliesener, ZA Harvey, and Deputy Clerk Smith. Absent Tecca.

- Motion to excuse John Tecca by DeBoer, support by Bliesener – All ayes, motion carried.

3. Approval of Minutes – November 30, 2022

- Lyon-Jenness noted on page 2 of the minutes, “evolvment” should be changed to “evolving design” to better illustrate the conversation.
- Motion by Bliesener to accept the minutes with the correction, support by Dean. – All ayes, motion carried.

4. Citizen Comments

- No comments

5. Public Hearing – Open

1. Zoning Ordinance text amendments to Article 13, Review and Approval Procedures, including Section 13.1 – Review and Approval of Site Plans subsections 1.-3 and 5.-8
 2. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.7 – Off-Street parking Requirements, subsection 12, and so as to add subsections 14. And 15.
 3. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.8 – Off-Street Parking Space Layout, Standard, Construction, and maintenance so as to add subsection 13.
 4. Zoning Ordinance text amendments to Article 12, General Provisions, so as to add Section 12.31 – Sidewalks
 5. Zoning Ordinance text amendments to Article 12 – General Provisions, so as to add Section 12.32 – Solar Panels and Section 12.33 – Solar Farms.
 6. Zoning Ordinance text amendments to Article 2, Construction of Language and Definitions, including Section 2.2 – Definitions, so as to add definitions for ‘solar panel’ and ‘solar farm’.
- Public hearing for all sections listed above opened at 6:09pm with the reading of all section titles. Due to no citizens or interested parties in attendance, public hearing was closed at 6:10pm.
 - Motion by Bliesener to approve items 1, 2, 3, and 4 of the public hearing. Supported by Lyon-Jenness. Roll Call vote as follows:

Ayes: Bliesener, Dean, DeBoer, Lyon-Jenness
Nays: None
Absent: Tecca
Abstain: None

- Motioned by Dean, supported by DeBoer, to postpone discussion of Items 5 and 6 until the April 26, 2023, meeting. – All ayes, motion carried.
- Solar panel discussion, items 5 and 6:
 - Lyon-Jenness stated the updated zoning ordinance didn't reflect the discussions that had taken place in meetings.
 - ZA Harvey mentioned she had notes that Lyon-Jenness and Bliesener did not want freestanding solar panels and they felt panels should be only on a building.
 - DeBoer stated he does not want freestanding solar panels in front yards in residential areas, only backyards or in solar farms. Bliesener agreed.
 - Dean suggested the PC keep the guidelines as open as possible since solar technology is still developing. DeBoer, Bliesener, and Lyon-Jenness agreed.
 - ZA Harvey noted the PC could remove items from the zoning ordinance without having a second public hearing, but that adding items would require another hearing.
 - DeBoer stated the PC would like to see the original paperwork regarding solar panels from the November meeting so they could review the issue again for the April meeting.

6. Old Business

A. Status of Fishbeck (formerly Envirollogic) grant application. Due to Manager Stoddard's sudden absence, there is no one at the meeting who can provide updates about this grant.

B. Status of Zoning Ordinance amendments. DeBoer believes this is in reference to Item G in New Business and will hold the discussion on this item until that time.

7. New Business

A. Election of Officers — Chairperson, Vice-Chairperson, Secretary

- DeBoer offered to be chairperson for another term if there was no disagreement from the committee. Dean stated she would continue in the vice-chairperson position if the committee would approve her. Lyon-Jenness stated she would also return as secretary. DeBoer noted he spoke to Tecca via text earlier in the week, and Tecca would not like to be an officer on the PC. Motioned by Bliesener, supported by DeBoer, to renew all officers of the Planning Commission for another session. All ayes, motion carried.

B. 2022 Annual Report Review

- Lyon-Jenness noted the future meeting dates in the annual report are not accurate due to meeting postponement due to weather. This should be changed to 3/22. Also, the year on the last page is incorrect.
- ZA Harvey stated the solar energy portion of the annual report could be listed as being "in progress" rather than having a specific date associated with it.
- Motioned by Lyon-Jenness, supported by Bliesener, to approve the annual report with the noted changes. All ayes, motion carried.
- DeBoer thanked ZA Harvey for keeping track of all the dates for the annual report.

C. 2023 Planning Commission Meeting Schedule

- Bliesener mentioned she would not be able to attend the proposed November 2023 meeting. She suggested moving the November meeting to November 29 and not having a meeting in December at all.
- Motioned by Bliesener, supported by Dean, to move the November meeting to November 29 and cancel the December 2023 meeting. All ayes, motion carried.

D. 2023 Work Plan for Planning Commission

- ZA Harvey stated she reviewed the 2022 work plan and removed the items the PC had accomplished that year. She also added items the PC had discussed as priorities over the past year but that hadn't begun work. There is still a lot left on the chart for the PC to do, but it doesn't all have to be completed in 2023. She suggested starting with residential component since that's what they have been working on recently, but the work could begin anywhere.
- Bliesener asked if zoning ordinances needed to be updated for the mill property or if the PUD was enough to allow for development to begin. ZA Harvey stated the PUD sets the groundwork for the mill property and further zoning changes are not needed.
- Bliesener suggested beginning work on something other than residential to allow for some variety, perhaps on the riverfront. Lyon-Jenness was unsure if there is still work to be done on the riverfront category and would like to investigate this further.
- DeBoer suggested commercial/industrial would be a good priority for the year.
- ZA Harvey noted the point of the work plan is to have a to-do list so nothing gets missed, but it doesn't have to be completed in order. Dean suggested bouncing around on a list and working on issues in order of importance rather than by category.
- PC agreed the first priority should be commercial/industrial district due to commercial properties currently for sale outside the PUD. ZA Harvey will add

some specific points to the work plan so the PC can decide how it wants to handle the scope of work.

E. Driveways within Mill Site – Discussion

- Bliesener provided the PC with a diagram of possible layout for a driveway and buildings within the mill site. She was unsure if this was something the PC should be doing or if this was already part of the PUD.
- DeBoer stated a rough framework would keep the area from looking like a patchwork quilt while still being flexible to change depending on specific intended uses.
- ZA Harvey stated the PUD allows for one large project or several smaller projects. Because the City owns the property, they can lay out the idea for the area. If someone is interested in purchasing, the City can provide an idea of what it wants, and buyers can show how they intend to operate within the guidelines. Theoretically, the City would not entertain any plans unless buyers follow a conceptual plan.
- Lyon-Jenness expressed the need for a conceptual plan that includes green space in the mill site.
- DeBoer agreed there is a need for a conceptual plan for the mill site but is unsure how the PC should take on this task. Bliesener offered to bring markers and maps so the PC could draw out a plan together at the next meeting that could be presented to the City Commission. Dean suggested involving a high school or college class to help re-envision the space or perhaps offering a prize.
- ZA Harvey is unsure if the PC could lay everything out on their own because it takes expertise and could cause conflicts. The PC could spend time creating something very specific that ends up not being able to stand due to differing buyer needs.
- Dean requested more specific information from the city before the driveway on mill property conversation continues since it's unclear how much detail the city wants.
- PC tabled this conversation until they could get more clarification from Manager Stoddard or possibly from Mayor Britigan. They will discuss this issue again at following meetings.

F. Parks and Recreation Committee Update – Lyon-Jenness

- Lyon-Jenness noted she had presented the commission with a recommendation for a tree enhancement program in Parchment. The program would seek grants for tree planting in public areas, educate residents on the benefits of trees, and perhaps start a fund to accept donations toward the purchase of trees. The

commission received the information well, and the library is on board to host an educational series.

- Lyon-Jenness continued saying the Parks and Rec committee is interested in updating the overlooks on Commerce Lane. There may be grants to pay for this work as well.
- Lyon Jenness told the PC about the Consumers Energy Put Your Town on the Map grant that could be used to begin work on the Paper Trail, possibly including an art piece dedicated to paper employees. Georgia Pacific is doing work in the area and asked if the city wanted them to clear the proposed Paper Trail area. This is the beginning step to the trail and would allow promotion of the project and an opportunity to see its potential. GP also surveyed the area.

G. Zoning Amendments – Residential Districts

- DeBoer stated the PC has already talked about residential districts in the meeting, and there is nothing more to discuss at this time. He thanked ZA Harvey for her continued advice and for attending the meeting.

8. Next Meeting – April 26, 2023

9. Adjournment – Motion by Lyon-Jenness, supported by Bliesener. All ayes. Meeting ended at 7:43pm.