

Agenda

Parchment Planning Commission

May 28, 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 April 23, 2025
- 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. Completed Draft Text - R-T/C-1 Districts
 - B. Proposed Master Plan Amendments to support the 'Downtown Core/Downtown Neighborhood' concept (to be implemented through the R-T/C-1 Districts)
- 7. New Business**
 - A. Suggested Updates to Mill PUD (in response to design plan)
- 8. Next Meeting on June 23, 2025 at 6pm**
- 9. Adjournment**

Planning Commission Meeting Minutes
April 23, 2025

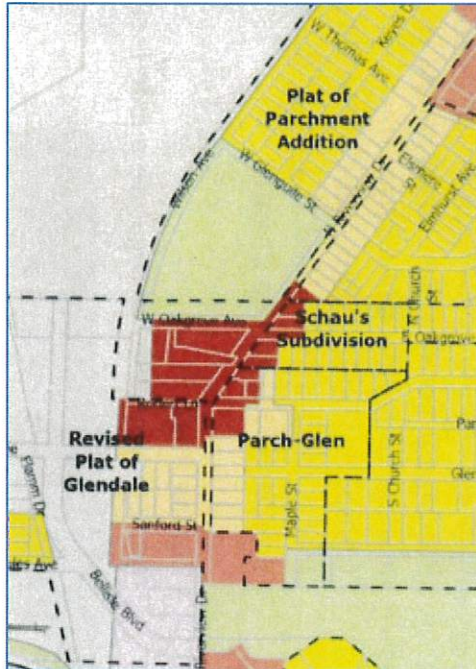
1. **Call to Order at 6:00 pm**
2. **Roll Call – Chairperson DeBoer, Commissioners Bliesener, Lyon-Jenness, Brooks, ZA Harvey and CM Stoddard**
 - Motion to excuse Dean by Chairperson DeBoer, supported by Bliesener. All: Ayes
3. **Approval of Minutes – March 26, 2025**
 - Motion to accept the minutes as written by Bliesener and supported by Lyon-Jenness. All: Ayes
4. **Additions/Changes to the Agenda – None**
 - None
5. **Citizen Comments**
 - No comments
6. **Old Business**
 - A. Draft Text - Creating a Downtown Form Based Code District (FBC) – review
 - ZA Harvey reviewed the previous meeting's discussion regarding the expansion of the overlay district, the need to overlay both R-T (residential transition) and C-1 (commercial business) with the Form Base Code (FBC). The PC liked Option 2 without rezoning and had asked the ZA how that could be done. ZA Harvey reminded the PC that this has nothing to do with the use of the property. The overlay has to do with the form standards and applied to the look of the area. The PC will look at the building form, not use, with a Form Based Code. The elements may be regulated simply or with difficulty depending on what the PC wants. (i.e., instead of using a front yard in the commercial area, the PC would want a business to build to the sidewalk.) There are a number of FBC's proposed, but the PC can choose what they want.
(i.e., Commercial properties - façade, facing the street, abutting a parking lot, certain treatments on the walls, transparency (40% for windows/doors), elimination of blank walls, no walls on street side that have the absence of windows/doors or blocked windows, awnings allowed, door facing the street. It's about how the buildings interact with pedestrians in the street front.
 - The FBC will not be retroactive. New structures will have to follow the FBC or if they change something, such as use. Façade remodel will have to follow FBC. FBC's are zoning based on form, not use. What triggers a rezoning? Changing a title of a zoning district.

- Building size – the PC will need to pick a maximum size by looking at the footprint.
- Building orientation – Front of house/business to face the street
- Facade could have architectural differences from residential properties.
- Non- residential items need to be looked at by the PC.
- Streetscape Standards for R-T and C-1 – ZA Harvey stated that it is good to be in a review process so it communicates to the residents.
 - No front yard parking in residential areas
 - Sidewalks are maintained with different requirements.
 - Street trees – the PC may want to add particular standards to this section.
 - Bicycles – Similar to C-1 standards
- Persons entering the community can tell that they are in the downtown by virtue of the standards.
- ZA Harvey said that the Master Plan can be changed without rezoning.
- Brooks stated that he liked it and asked how soon they would be able to create the context of the Master Plan with the R-T and C-1 standards.
- ZA Harvey stated that it could be as soon as the May meeting.
- Bliesener confirmed that a building in the downtown would have to maintain the existing structure if you have the same use.
- ZA Harvey understands that an owner will not be tearing down a house to build a diner instead. Yet there are options for people that may maintain their home but have a salon in it.
- Bliesener said if people want to put a business in their home, they may not want to spend a lot to change it to a business in R-T.
- ZA Harvey said that they can have some multi housing in the overlay and just a couple of businesses.
- DeBoer said that this overlay will give the option to use the existing building to put in a little family bookstore or other small business.
- Lyon-Jenness said that they don't have to tear down a building to meet FBC standards.
- Bliesener said that that the FBC standards apply if the building is new. Is this helping to not limit businesses?
- ZA Harvey stated that if removed, the PC would have to look at the standards. Can they meet the FBC standards by making it look like a home?
- Brooks said that a business does not have to look like a home.
- Bliesener asked if it would make the downtown look bigger.
- Lyon-Jenness wondered what the people would think of their neighborhood if a business if built next door to them.
- Bliesener asked what if a commercial building wants to go up by a multi-plex?
- ZA Harvey said that it may be safer to stay with R-T standards for businesses that move into the community. Keeping a look with flexibility.
- Lyon-Jenness asked if Parchment has any empty lots in this corridor.

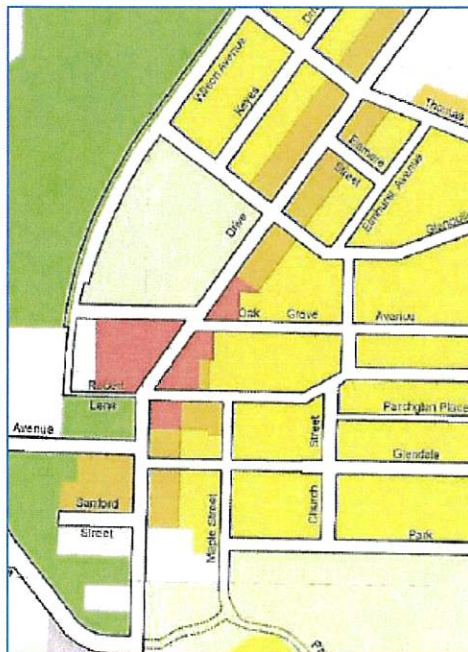


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--- DOWNTOWN CORE & DOWNTOWN NEIGHBORHOOD ---

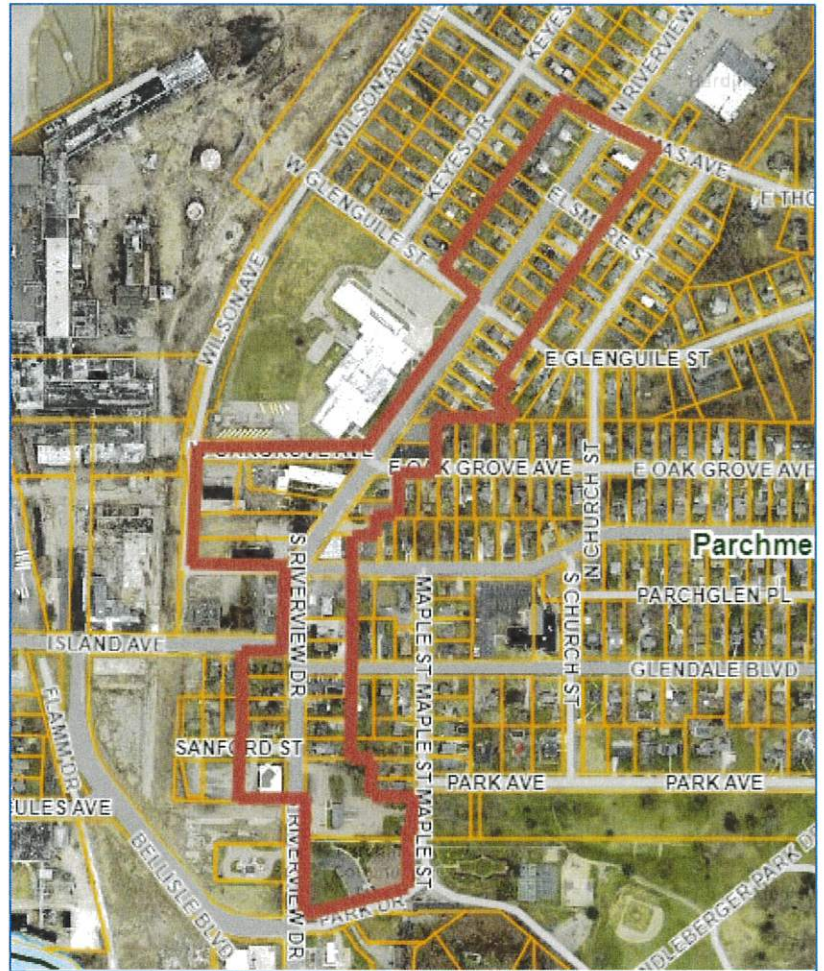


Future Land Use Map



Zoning Map

5.28.25 – Draft #2



Properties Referenced to Establish Baseline Form Standards

- ☐ Residential Transition FLU Classification becomes Downtown Neighborhood FLU Classification [R-T Zoning District]
- ☐ Commercial FLU Classification becomes Downtown Core FLU Classification [C-1 Zoning District]



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ARTICLE 6. - R-T RESIDENTIAL TRANSITIONAL DISTRICT

Section 6.1. - Intent.

The R-T, Residential Transitional District is largely directed to the Riverview Drive corridor as it extends out from downtown and is intended to afford a transition of use by allowing residential development together with nonresidential uses that do not generate large volumes of traffic or parking needs and are compatible in design with surrounding residential uses. The R-T District recognizes the need for convenient, small-scale offices and commercial establishments, as well as live-work opportunities, and is designed to be compatible with surrounding neighborhoods through the application of form-based standards and reduced signage. The R-T District is intended to further the *Downtown Neighborhood* goals and objectives of the City of Parchment Master Plan.

Section 6.2. - Principal uses permitted.

In a residential **transitional** district, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this Ordinance.

1. All principal uses in the **R-A, One-Family Residential District**, permitted and as regulated under section 5.2. The standards of the Schedule of Regulations applicable to the **R-A** One-Family Residential District, shall apply as minimum standards when one-family detached dwellings are erected.
2. Accessory buildings and uses customarily incident to any of the above permitted uses.

Section 6.3. - Principal uses permitted subject to special conditions.

The following special conditions uses shall be permitted, subject to the conditions hereinafter required for each use, subject to any and all reasonable conditions which may be imposed in accordance with section 4c.(2) of the City-Village Zoning Act, as may be amended, and further subject to the review and approval by the planning commission and city commission as specified in section 13.3, "Review and Approval of Conditional Uses," and section 13.1, "Review and Approval of Site Plan," of this Ordinance:



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1. All special condition uses **in** the **R-A** One-Family Residential District, permitted and as regulated under section 5.3.

(Is there a desire to allow multiple family dwellings as a conditional use? Several MF dwellings currently exist in the 'downtown area'.)

2. The following **non-residential** uses **if conducted entirely within an enclosed building**:

- a. **General and professional offices** related to executive, administrative, or professional occupations including, but not limited to, **legal, financial, medical and similar or allied professions.**
- b. ~~Clinics, except veterinary clinics having outdoor runs.~~
- c. ~~Medical, dental, and optical laboratories that provide testing services or medical or dental devices.~~
- d. ~~Local municipal administration buildings, museums, and libraries.~~
- e. ~~Banks, credit unions, savings and loan associations, and similar uses, not offering drive-through facilities.~~
- f. ~~Business service establishments such as typing services, photocopying services, quick printing establishments, office supply stores, and similar establishments.~~
- g. **Any retail** business whose principal activity is the sale **or rental** of merchandise **within** an enclosed building, such as, but not limited to, groceries, dairy products, baked goods or other foods, drugs, dry goods, clothing and notions or hardware.
- h. **Personal service** establishments, which perform services on the premises, such as, but not limited to, repair shops (watches, radio, television, shoe, ~~computer, bicycle,~~ etc.), tailor shops, beauty parlors or barber shops, **photocopy shops**, and photographic studios.
- i. ~~Standard or carry out restaurants, without drive-through facilities.~~
- j. ~~Mortuary establishments, with the following conditions:~~



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- ~~(1) Adequate assembly area shall be provided off-street for vehicles to be used in the funeral procession.~~
- ~~(2) Assembly area shall be in addition to required off-street parking areas.~~
- ~~(3) A caretakers residence may be provided within the main building of the mortuary establishment.~~
- k. Clubs and fraternal organizations, with the following conditions:
 - ~~(1) Such uses shall front upon and have direct access to a major thoroughfare.~~
 - ~~(2) Only commercial uses ancillary to the club function shall be permitted.~~
 - ~~(3) All parking shall be provided in the side or rear yard.~~
- l. ~~Other uses similar to the above uses.~~
- m. Accessory structures and uses customarily incident to the above permitted uses.

Section 6.4. – Required conditions.

All uses within the R-T District shall be subject to the following conditions:

1. No interior display shall be visible from the exterior of the building.
2. The outdoor storage of goods and materials shall be prohibited.
3. The warehousing or indoor storage of goods or materials, beyond that normally incidental to the above uses, shall be prohibited.
4. The residential character of the R-T District shall be maintained. Uses shall be within existing **residential** structures or within new structures designed to reflect the appearance, scale, and density of neighboring residential properties.
5. **Drive-thru facilities and/or any related outdoor sales shall be prohibited.**



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Section 6.5. – Area and size requirements.

See [article 17](#), Schedule of Regulations, limiting the height and size of buildings, the minimum size of lot permitted by land use, the maximum density permitted and providing minimum yard setback requirements. **for minimum lot size and lot width requirements.**

(Article 17 will need to be amended to remove any standard conflicting with the district form-based standards.)

Section 6.6. – Form-based requirements

BUILDING FORM STANDARDS	
Front Yard Build-To Line	<ul style="list-style-type: none">• East Side – 25 ft• West Side – 15 ft
Side Yard Setback	<ul style="list-style-type: none">• 6 ft minimum
Rear Yard Setback	<ul style="list-style-type: none">• 40 ft minimum
Building Height	<ul style="list-style-type: none">• 25 ft / 2-story maximum
Building Size	<ul style="list-style-type: none">• 1500 sq ft maximum
Building Orientation	<ul style="list-style-type: none">• Face front property line (street)
ARCHITECTURAL FORM STANDARDS	
Front Façade (wall that faces a street)	<ul style="list-style-type: none">• 25% transparency
Windows	<ul style="list-style-type: none">• Ground floor/upper story• Double-hung/vertical
Doors	<ul style="list-style-type: none">• Front door facing street
Entry	<ul style="list-style-type: none">• Shall include front steps/landing• May include a front porch – 4 ft depth minimum/24 sq ft minimum• Walkway to public sidewalk
Building Materials	<ul style="list-style-type: none">• In keeping with materials used on surrounding residences• Brick, stone, wood, fiber cement/vinyl siding, stucco
Garage (if present)	<ul style="list-style-type: none">• Attached – not forward of residence• Detached – rear yard



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STREETSCAPE STANDARDS	
Sidewalks	<ul style="list-style-type: none">• A public sidewalk shall extend the length of the property frontage• City Sidewalk Standards shall apply
Street Trees	<ul style="list-style-type: none">• One (1) canopy tree per 40 ft frontage required• City Tree Standards shall apply
Streetlights	<ul style="list-style-type: none">• Pedestrian-scale streetlighting shall be installed in gateway areas to promote the entrance into the downtown• Light fixtures shall meet City specifications

ARTICLE 8. - C-1 CENTRAL BUSINESS DISTRICT

Section 8.1. - Intent.

The C-1, Central Business District **defines the downtown area of Parchment and is designed to allow relatively dense commercial activity in a pedestrian-friendly setting. The downtown area is characterized by small-scale, locally-owned businesses with active outdoor gathering spaces. Design standards have been established to ensure redevelopment and infill development complement the current downtown form.** ~~cater to the needs of the local and regional consumer population. It is generally characterized by an integrated cluster of establishments serviced by a common parking area, and generating large volumes of pedestrian traffic and ancillary vehicular trips.~~

Section 8.2. - Principal uses permitted.

In the central business district, no building or land shall be used and no building shall be erected except for one or more of the following specified uses unless otherwise provided in this Ordinance:

1. **General and professional offices** related to executive, administrative, or professional occupations **such as**, but not limited to **legal, financial, medical and similar or allied professions.**
2. Clinics, except veterinary clinics having outdoor runs.



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3. Medical, dental, and optical laboratories that provide testing services or provide medical or dental devices. ~~such as artificial limbs, teeth, eye glasses, etc.~~
4. Banks, credit unions, savings and loan associations, and similar uses, not offering drive-through facilities.
5. ~~Business service establishments such as typing services, photocopying services; quick-printing establishments, office supply stores, and similar establishments.~~
6. ~~Other uses similar to the above uses.~~
7. ~~Accessory structures and uses customarily incident to the above permitted uses.~~
8. Any retail business whose principal activity is the sale **or rental** of merchandise **within** an enclosed building. such as, but not limited to: groceries, meats, dairy products, baked goods or other foods, drugs, dry goods, clothing and notions or hardware.
9. Personal service establishments which perform services on the premises, such as, but not limited to: repair shops (watches, radio, television, shoe, etc.), tailor shops, beauty parlors or barber shops, **photocopy shops**, photographic studios, and dry cleaning pick up stations.
10. ~~Dry cleaning establishments, or pickup stations, dealing directly with the consumer. Central dry cleaning plants serving more than one retail outlet shall be prohibited.~~
11. Standard or carry-out restaurants, **without drive-through facilities.**
12. Theaters, assembly halls, concert halls or similar places of assembly when conducted completely within enclosed buildings.
13. ~~Post office buildings.~~
14. New and used car salerooms, showrooms, or offices which do not provide outdoor sales space and/or service and repair activities.
15. Health and athletic clubs.



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16. ~~Discount, department, or variety stores.~~
17. ~~Any service establishment of an office, showroom or workshop nature of an electrician, decorator, dressmaker, tailor, baker, painter, upholsterer or an establishment doing radio or home appliance repair, photographic reproduction, and similar service establishments that require a retail adjunct.~~
18. **Museums, art galleries and similar cultural uses.**
19. ~~Local municipal administration buildings, museums,~~ **Government facilities, post office buildings and libraries.**
19. Other uses similar to the above uses.
20. Accessory structures and uses customarily incident to the above permitted uses.

Section 8.3. - Principal uses permitted subject to special conditions.

The following special condition uses shall be permitted subject to the conditions hereinafter required for each use, subject to any and all reasonable conditions which may be imposed in accordance with section 4c.(2) of the City-Village Zoning Act, as may be amended, and further subject to the review and approval by the planning commission and city commission as specified in section 13.3, "Review and Approval of Conditional Uses," and section 13.1, "Review and Approval of Site Plan," of this Ordinance.

1. Residential units when the following conditions are met:
 - a. The dwelling unit(s) shall be provided on any floor other than a floor where grade level access is provided.
 - b. The minimum floor area per unit shall equal 500 square feet for a one bedroom unit, 700 square feet for a two-bedroom unit, 900 square feet for a three-bedroom unit, and 1,100 square feet for units containing four bedrooms.
 - c. Off-street parking shall be provided in the ratio of two parking spaces for each residential unit provided.



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Section 8.4. - Required conditions.

The outdoor storage of **goods and materials** shall be expressly prohibited.

Section 8.5. - ~~Area and size requirements.~~

See [article 17](#), Schedule of Regulations, limiting the height and size of buildings, the minimum size of lot by permitted land use, and providing minimum yard setback requirements.

(Article 17 will need to be amended to remove any standard conflicting with the district form-based standards.)

Section 8.5. - Form-based requirements

BUILDING FORM STANDARDS	
Front Yard Build-To Line	<ul style="list-style-type: none">• 0 ft
Side Yard Setback	<ul style="list-style-type: none">• 0 ft – walls without windows• 10 ft minimum – walls with windows
Rear Yard Setback	<ul style="list-style-type: none">• 30 ft minimum
Building Height	<ul style="list-style-type: none">• 25 ft / 2-story maximum
Building Size	<ul style="list-style-type: none">• 8500 sq ft maximum
Building Orientation	<ul style="list-style-type: none">• Face front property line (street)
ARCHITECTURAL FORM STANDARDS	
Front Façade (walls that face a street, plaza, park, or parking lot)	<ul style="list-style-type: none">• Prominent/recognizable main entrance• No blank walls greater than 20 ft in length• Shall provide architectural variation; may include architectural features (e.g. awnings, decorative finish materials)• Garage doors prohibited on walls that face a street
Windows/Doors	<ul style="list-style-type: none">• Ground floor – 70% transparency (including doors); bottom of window no more than 3 ft above adjacent exterior grade



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	<ul style="list-style-type: none"> • Upper story – 50% transparency; vertical and symmetrical with ground floor windows • Clear or lightly tinted glass; mirrored glass prohibited • Windows/doors shall not be blocked with opaque materials or shelving.
Roof Design	<ul style="list-style-type: none"> • Flat roof enclosed by parapets • Gable roof allowed on converted residence • Rooftop-mounted equipment shall be screened on street-facing building sides
Building Materials	<ul style="list-style-type: none"> • Front facades – 60% brick, stone or glass (not including windows/doors) • Remaining wall area - wood or fiber cement siding
Awnings	<ul style="list-style-type: none"> • Fabric (canvas) required • Watershed design • Non-illuminated • Provided at least 8 ft clearance from sidewalk
Corner Buildings	<ul style="list-style-type: none"> • Shall include architectural features that accent the prominent corner location • Street-facing entrance at or within 25 ft of the building corner
STREETSCAPE STANDARDS	
Alleys	<ul style="list-style-type: none"> • Alleys are permitted and may be used to access rear yard parking lots, loading areas and garages
Sidewalks	<ul style="list-style-type: none"> • A public sidewalk shall extend the length of the property frontage • City Sidewalk Standards shall apply
Street Trees	<ul style="list-style-type: none"> • One (1) canopy tree per 40 ft frontage required • City Tree Standards shall apply
Streetlights	<ul style="list-style-type: none"> • Pedestrian-scale streetlighting shall be installed within the downtown to promote the traditional character of the area



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	<ul style="list-style-type: none">• Light fixtures shall meet City specifications
Street Furniture	<ul style="list-style-type: none">• Benches and trash receptacles should be provided in park and plaza areas and along public sidewalks where pedestrian activity will benefit
Bicycle Facilities	<ul style="list-style-type: none">• Bike racks shall be provided to serve 1 bike/10 parking spaces or 3000 sq ft building footprint, whichever is greater
Street Cafes/Outdoor Seating	<ul style="list-style-type: none">• On-site outdoor cafes/outdoor seating is allowed within the C-1 District subject to the site plan review• Street cafes are allowed within the downtown subject to City standards

Section 8.6. – Modification to architectural form standards

The Planning Commission may approve modifications to the architectural form standards above in order to allow for creativity and flexibility in design. A front elevation drawing of the proposed building showing its relation to other buildings along the block shall be required to allow for an evaluation of the proposed building design based upon the following criteria:

1. The proposal demonstrates innovation in architectural design that is in keeping with the desired character of the downtown.
2. The building is oriented towards the front sidewalk with a functioning entrance and enhances the continuity of the downtown pedestrian-oriented environment. The modification shall not result in an increased dominance of parking along the front of the building.
3. The roof design shall not be out of character with the buildings along the block and shall meet applicable height requirements.
4. The exterior building materials shall be of equal or better quality and durability as those allowed, with the intent to allow for new materials while maintaining the desired character of the downtown.
5. Ground floor windows shall still be provided along the front sidewalk to maintain the pedestrian orientation.



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MEMO: Amendments to Master Plan

In Support of Proposed Amendments to R-T/C-1 Districts

Chapter 5: Findings (page 32)

- Add as third bullet:

Riverview Drive, a major north-south route, runs through the downtown and extends the length of the City. It is a vital corridor that serves both the downtown core and adjacent downtown neighborhoods, as well as providing prominent gateways into the community.

Chapter 5: Residential Transition (page 33) . . change to Downtown Neighborhood

- Revise to read:

The Future Land Use Plan earmarks just over 11 acres as Downtown Neighborhood. The areas designated as Downtown Neighborhood bookend the downtown core and have easy access to the Riverview Drive corridor. This designation is designed to provide a 'stepping down' land use pattern that allows limited nonresidential use but buffers through decreased intensity and compatible aesthetics.

The designated area north of the downtown should have its residential character maintained as much as possible, allowing only a limited amount of office/commercial conversions. While the designated area to the south of the downtown can be more responsive in supporting small-scale commercial conversions and live-work opportunities.

Zoning Plan

The Residential element of the Future Land Use Plan is implemented through three residential zoning districts: R-A, R-M, and R-T. The R-A District is the primary single-family residential zoning district. The R-T District is designed to achieve the objectives of the Downtown Neighborhood designation, allowing residences to transition to non-residential uses in compliance with form-based standards that retain the character of the area. The R-M District allows for medium-density multifamily housing within targeted areas of the community.

[2nd paragraph – no change]