



CITY OF PARCHMENT

Agenda

Parchment Planning Commission

August 27, 2025 | 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener
Caleb Brooks

Sara Dean
Cheryl Lyon-Jenness

Sarah Joshi, City Manager
Rebecca Harvey, Zoning Administrator

1. Call to order
2. Roll call
3. Approval of minutes from July 23, 2025
4. Citizen comments
When called upon by the chairperson, state your name and address. You will be allowed up to three minutes for your comments. You will be making a statement without discussion from the Planning Commission.
5. New business
Presentation by Jill Bland of Southwest Michigan First on anticipated economic impact of changes to 131 traffic patterns
6. Old business
 - A. Public hearing: R-T and C-1 district amendments
 - B. Public hearing: mill PUD related amendments (pages 1-5)
7. Statements of commissioners
8. Adjourn

CITY OF PARCHMENT PLANNING COMMISSION

Minutes of July 23, 2025 Regular Meeting

1. Call to Order – 6:00 p.m.

2. Roll Call –

Members Present: Sandy Bliesener, Caleb Brooks, Sara Dean, Kent DeBoer, Cheryl Lyon-Jenness

Members Absent: None

Others Present: Sarah Joshi, City Manager, Rebecca Harvey, Planning Consultant (Zoning Administrator)

3. Approval of Minutes – *May 28, 2025 & June 25, 2025 Regular Meetings*

Motion by Bliesener, support by Brooks, to approve the minutes of the May 28, 2025 and June 25, 2025 regular meetings, as presented. Motion carried unanimously.

4. Citizen Comments –

No citizen comment was offered.

5. Master Plan Amendments (Chapter 5)

- Harvey provided an overview of the proposed amendments to the Master Plan intended to support the proposed amendments to the R-T and C-1 Districts.
- She noted the proposed amendments are contained within Chapter 5 (pages 32-35) and modify the Plan's discussion on 'Residential Transition', 'Commercial Development, and the Zoning Plan to incorporate *Downtown Neighborhood* and *Downtown Core* strategies.
- Lengthy Planning Commission discussion ensued. A consensus of support for the proposed amendments was noted, with direction to Harvey to complete the last sentence of the second paragraph under *Downtown Neighborhood*.
- The Planning Commission agreed that the proposed amendments would be held and formally incorporated into the Master Plan during the 2026 update process.

6. Amendments to Mill PUD District (in response to Fishbeck Design Plan)

- Joshi distributed the most recent design plans for Parchment Mill Site #2 – Conceptual Master Plan A and B. The concept plans were revised by Fishbeck in

response to feedback received at the joint board meeting where the plans were presented.

- Harvey stated that she conducted a review of the Mill PUD District in consideration of the Concept Plans . . to confirm use/designs reflected in the Concept Plans were allowed by the PUD District . . and that the PUD District didn't allow use/designs not envisioned by the Concept Plans.
- Harvey provided an overview of the findings, referencing the *Conceptual Plan Element vs. Mill PUD District Assessment* comparison table provided. She highlighted the amendments needed to address the noted inconsistencies.
- Planning Commission discussion of the identified amendments ensued wherein the following points of consensus were noted:
 - Keep 'one-family detached dwelling' as an allowed use within the District; modify the Concept Plans to reflect the use option.
 - Do not amend the District to distinguish between 'low density' and 'medium density'; modify the Concept Plans to refer only to 'Housing'.
 - Keep 'indoor and outdoor recreational facilities' as an allowed use within the District; modify the Concept Plans to reflect the use option.
 - Establish a 5000 sq ft maximum building footprint standard in the District for 'commercial/retail storefronts'.
 - Support for the noted modifications to the Intent and Applicability/Scope Sections to reference the Mill Site No. 2 Concept Plan.
 - Support for the addition of 'conservation areas', 'open spaces', and 'plazas' to the use 'publicly owned parks' referenced in the District.
- It was agreed that the proposed amendments could be scheduled for public hearing at the regular August Planning Commission meeting.
- Harvey was directed to provide Fishbeck with the requested modifications to the Conceptual Plans so that the plans could be revised prior to being used in marketing efforts.

7. R-T District and C-1 District Amendments

- The Planning Commission noted its receipt of the final draft text in June, 2025 and reported that no additional modifications were requested.
- It was agreed that the proposed amendments could be scheduled for public hearing at the regular August Planning Commission meeting.

8. Master Plan Amendments – C-2/C-3 Districts as 'Gateway Districts'

- Due to the lateness of the hour, it was determined to postpone this discussion item to the August meeting.

9. Commission Comments

- In response to a question posed, general discussion ensued regarding Business US-131 design/route changes and the resulting impacts on the City of Parchment. The Commission requested that MDOT be invited to a future Planning Commission meeting to present the details of the changes and engage in discussion on potential transportation- and use-related impacts.
- No further comments were offered.

10. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 7:12 p.m.

Respectfully Submitted,

Rebecca Harvey, AICP, PCP
Planning Consultant (Zoning Administrator)

CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN

NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PARCHMENT,
KALAMAZOO COUNTY, MICHIGAN AND ALL OTHER INTERESTED PARTIES.**

PLEASE TAKE NOTICE that a Public Hearing/Regular Meeting will be held by the City of Parchment Planning Commission on Wednesday, August 27, 2025 at 6:00 p.m. at the Parchment City Hall, Riverview, 650 S. Riverview Drive, in the City.

PLEASE TAKE NOTICE that the item(s) to be considered at this Public Hearing include, in brief, the following:

1. Zoning Ordinance text amendment to Article 2, Construction of Language and Definitions so as to amend Section 2.2 – Definitions to add a definition of *'dwelling, three- and four family'* and amend the definition of *'dwelling, multiple-family'*.
2. Zoning Ordinance text amendment to Article 6 – R-T Residential Transitional District, to include the following:
 - a. Amend Section 6.1 – Intent and Section 6.2 – Principal Uses Permitted for consistency.
 - b. Amend Section 6.3 – Principal Uses Permitted Subject to Special Conditions to add *'three- and four-family dwellings'* and amend the *'non-residential uses if conducted entirely within an enclosed building'*.
 - c. Amend Section 6.4 – Required Conditions to add the prohibition of *'drive-thru facilities and/or any related outdoor sales'*.
 - d. Amend Section 6.5 – Area and Size Requirements for consistency.
 - e. Add Section 6.6 – Form Based Requirements.
3. Zoning Ordinance text amendment to Article 8 – C-1 Central Business District, to include the following:
 - a. Amend Section 8.1 – Intent for consistency.
 - b. Amend Section 8.2 – Principal Uses Permitted for consistency and to add *'museums, art galleries and similar cultural uses'*.
 - c. Amend Section 8.4 – Required Conditions and Section 8.5 – Area and Size Requirements for consistency.
 - d. Add Section 8.6 – Form Based Requirements and Section 8.7 – Modification to Architectural Form Standards.

4. Zoning Ordinance text amendment to Article 11A. – Mill Planned Unit Development (PUD) District, to include the following:
 - a. Amend Section 11A.1. – Intent, Section 11A.2. – Applicability/Scope and Section 11A.5 – PUD Design Standards to reference the Mill Site No. 2 Conceptual Master Plan.
 - b. Amend Section 11A.3. – PUD Use Provisions to amend 1.i. to read '*publicly owned and operated parks, parkways, plazas, recreation facilities, conservation areas and/or open spaces.*'
 - c. Amend Section 11A.5. – PUD Design Standards to add a maximum building footprint standard.
5. Zoning Ordinance text amendment to Article 17 – Schedule of Regulations so as to amend Section 17.1 – Schedule Limiting Height, Size, Density, and Area by Zoning District to reflect the amendments to Article 6 and Article 8.
6. Such other and further business as may properly come before the Planning Commission at said hearing.

PLEASE TAKE FURTHER NOTICE that the proposed zoning ordinance amendments can be reviewed at the office of the City Clerk during regular business hours of regular business days and will also be available at the meeting.

PLEASE TAKE FURTHER NOTICE that written comments will be taken from any interested person concerning the proposed text amendments at the office of the City Clerk at the address set forth below, at any time during regular business hours up to 4:00 p.m. on the date of the hearing and will further be received by the Planning Commission at the hearing.

PLEASE TAKE FURTHER NOTICE that the City of Parchment Planning Commission and City Commission reserve the right to make changes in the proposed zoning amendments at or following the public hearing. All interested persons are invited to be present at the aforesaid time and place.

The City of Parchment will provide necessary reasonable services to individuals with disabilities at the hearing upon four (4) days' notice to the City Clerk. Individuals requiring services should contact the City Clerk at the address or telephone number listed below.

CITY OF PARCHMENT PLANNING COMMISSION

By: Shannon Stutz, City Clerk
650 S. Riverview Drive
Parchment, MI 49004
269.349.3785



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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:

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



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3. 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:~~
 - (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:~~



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- ~~(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.**

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.**

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



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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 (footprint)	<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

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



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| | <ul style="list-style-type: none">• 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.
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



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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.
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.



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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.

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.~~ **for minimum lot size and lot width requirements.**

Section 8.6. – 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



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	<p>(e.g. awnings, decorative finish materials)</p> <ul style="list-style-type: none"> 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 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



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	<ul style="list-style-type: none">• 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• 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 8.7. – 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.



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5. Ground floor windows shall still be provided along the front sidewalk to maintain the pedestrian orientation.

ARTICLE 2. – CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.2. – Definitions.

(ADD)

Dwelling, three- and four-family: A building containing three or four dwelling units designed for residential use and conforming in all other respects to the standards set for one-family dwellings.

(AMEND)

Dwelling, multiple-family: A building containing ~~three or more~~ **more than four** dwelling units designed for residential use and conforming in all other respects to the standards set forth for one-family dwellings.



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Article 11A. – Mill Planned Unit Development (PUD) District

Section 11A.1 Intent

The Mill Planned Unit Development District is designed to:

1. Permit greater flexibility in the regulation of land and encourage creative and imaginative design in development through the use of planned unit development legislation, as authorized by the Michigan Zoning Act (Public Act 110 of 2006, as amended).
2. Allow for a phased and targeted approach that will catalyze redevelopment of the Mill property.
3. Provide for a transformation of the Mill property into a hub of economic and social activities in the City of Parchment by integrating a harmonious mixture of varied housing choices with recreational, commercial and low-impact industrial uses at the site.
4. Provide for commercial and non-commercial recreational opportunities that are responsive to the area's recreational amenities and natural assets.
5. Exercise targeted preservation and stabilization of existing buildings on the Mill property.
6. Provide for building form standards; common parking arrangements; active streetscapes; and, functional connectivity to the surrounding area through pedestrian routes and recreational assets.

Further the vision and redevelopment strategies outlined in the Economic Redevelopment Plan set forth in the City of Parchment Master Plan **and the Mill Site No. 2 Conceptual Master Plan.**

Section 11A.2 Applicability/Scope

The Mill Planned Unit Development District is intended to apply to the approximately 30-acres of former KVP/Crown Vantage Paper Mill property owned by the City of Parchment



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and referenced in the Economic Redevelopment Plan set forth in the City of Parchment Master Plan **and the Mill Site No. 2 Conceptual Master Plan.**

The Mill Planned Unit Development District is designed to accomplish the overall land use pattern, building form, street system, and arrangement of green space networks envisioned by the **Plans.**

Section 11A.3 Planned Unit Development Use Provisions

1. Principal uses permitted.
 - a. One-family detached, two-family, and multiple-family dwellings, including one-family attached dwellings.
 - b. Housing for the elderly in accordance with section 7.3.
 - c. Retail and business or personal service establishments.
 - d. Office-type business related to executive, administrative, or professional occupations including, but not limited to, offices of a lawyer, accountant, insurance/real estate agent, architect, engineer, and similar occupation.
 - e. Standard or carry-out restaurants.
 - f. Bars or taverns.
 - g. Indoor and outdoor commercial recreational facilities.
 - h. Nonresidential uses of an educational or cultural character.
 - i. Publicly owned and operated parks, parkways, **plazas**, recreation facilities, **conservation areas and/or open spaces.**
 - j. Indoor and urban farming.
 - k. Home occupations in accordance with section 12.15.
 - l. Accessory buildings and uses customarily incident to the principal use.
2. Principal uses permitted subject to special conditions.



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- a. Outdoor sales or outdoor activity accessory to a principal use. Outdoor storage shall be prohibited.
- b. Breweries, wineries, and distilleries.
- c. Artisan, specialty, or craft manufacturing.
- d. Assembly of finished or semi-finished products; packaging of previously prepared material; and, processing or compounding of commodities such as drugs, cosmetics, and food products.
- e. Any use charged with the principal function of basic research, design and pilot or experimental product development.
- f. Wholesaling, storage and/or warehousing of commodities

Section 11A.4 Designated Green Space Standards

Within the Mill Planned Unit Development District, there shall be designated an amount of green space not less than 15% of the total planned unit development district area, subject to the following standards:

1. *Designated* green space shall be of functional value as it relates to opportunities for natural feature preservation, recreation, visual impact, and accessibility.
2. *Designated* green space shall be located along the interior street system of the planned unit development, where possible, so as to be visible and accessible to the public. *Designated* green space shall be designed to effectively connect open spaces throughout the planned unit development.
3. Any significant and/or sensitive environmental resources shall be included within the *designated* green space.
4. The following land areas shall not be included as *designated* green space for purposes of meeting minimum green space requirements:
 - a. the area of any road right-of-way or private road easement;
 - b. parking and loading areas;



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- c. storm water detention/retention basins, unless designed as a natural wetland.
- 5. Structures or buildings which are accessory to the *designated* green space may be allowed and shall be erected only in accordance with the approved site plan.
- 6. *Designated* green space shall be set aside through an irrevocable conveyance approved by the Planning Commission, such as recorded deed restrictions; covenants that run perpetually with the land; a conservation easement; or land trust.

Such conveyance shall assure that the green space is protected from development, except as approved by the Planning Commission. Such conveyance shall also:

- a. indicate the proposed allowable uses(s) of the *designated* green space;
- b. require that the *designated* green space be maintained by parties who have an ownership interest in the open space;
- c. provide standards for scheduled maintenance of the green space;
- d. provide for maintenance to be undertaken by the City in the event that the designated green space is inadequately maintained, or is determined by the City to be a nuisance, with the assessment of the costs for maintenance upon the green space ownership.

Section 11A.5 Planned Unit Development Design Standards

1. Site Design Requirements:

a. Access:

- 1) The planned unit development shall have direct access onto a public road designed in compliance with the City of Parchment access standards.
- 2) Shared access between properties within the planned unit development through service drives, shared drives, or driveway placement shall be encouraged where feasible and appropriate.

b. Interior Street System: The planned unit development shall be served by an interior street system designed to facilitate the general development objectives for the Mill property set forth in the City of Parchment Master Plan and **the Mill Site No. 2 Conceptual Master Plan.**

- 1) Interior streets may be public and/or private subject to Planning Commission approval. All private interior streets within the planned unit development shall be subject to the City of Parchment public street standards.



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- 2) Interior streets shall be provided bike lanes or shared-use lanes (sharrows) to facilitate the development of an interconnected non-motorized transportation network within the planned unit development and adjacent areas. The design and construction of these non-motorized accommodations shall be based on standards established by the American Association of State Highway and Transportation Officials (AASHTO).

- c. **Dimensional Standards:** The following tables set forth the dimensional standards applicable within the Mill Planned Unit Development District.

Nonresidential Buildings:

Lot Size	<ul style="list-style-type: none">• N/A
Lot Width	<ul style="list-style-type: none">• N/A
Maximum Front Yard Setback	<ul style="list-style-type: none">• 10 feet
Minimum Side Yard Setback	<ul style="list-style-type: none">• 0 feet for walls without windows• 10 feet for walls that contain windows
Minimum Rear Yard Setback	<ul style="list-style-type: none">• 30 feet
Maximum Building Height	<ul style="list-style-type: none">• 40 feet / 3 stories
Maximum Building Footprint <ul style="list-style-type: none">• Commercial/Retail Storefronts	<ul style="list-style-type: none">• 5000 sq ft per store

Exceptions. The Planning Commission may grant exceptions to the dimensional standards where the deviation meets the purpose of the planned unit development set forth in Section 11A.1.

Existing Buildings. Buildings existing within the planned unit development prior to **(date of adoption of pud district)** shall not be subject to the dimensional standards set forth above. Any expansion or modification of an existing building shall be subject to established dimensional standards, unless specifically waived