

Planning Commission Meeting Minutes  
June 25, 2025

**1. Call to Order at 6:00 pm**

**2. Roll Call – Chairperson DeBoer, Commissioners Bliesener, Dean, Lyon-Jenness, ZA Harvey, CM Joshi, Deputy Clerk Smith**

- Motion to excuse Brooks by DeBoer, supported by Bliesener. All: Ayes

**3. Approval of Minutes – May 28, 2025**

- Motion to table approval of the minutes to allow Planning Commission to review them more fully before approval 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**

- Chairperson DeBoer opened the discussion by asking ZA Harvey to provide a recap noting the group was “deep in the weeds” and needed to regroup.
- ZA Harvey reminded the PC that in March they decided to transition from using overlay districts to a form-based code approach. Over the last two months, they have reviewed the R-T and C-1 districts in detail. The May meeting included detailed review and discussion, and tonight’s goal was to see if the PC had final input or changes before finalizing draft language.
- The Planning Commission also needs to ensure the Master Plan supports the new approach, and they need to review changes to Article 17 which would be in conflict with the new form-based standards.
- DeBoer expressed support for the proposed approach and referenced Richland as a comparable example where existing buildings are being maintained with newer development fitting in well. ZA Harvey confirmed they use a village core overlay that functions similarly to the proposed form-based code.
- Lyon-Jenness asked for clarification on which documents they were reviewing tonight. ZA Harvey referred to Draft 2, dated May 25, which includes the R-T and C-1 sections and associated maps.
- Regarding the definition and treatment of multi-family housing in the R-T district, ZA Harvey asked whether the PC wanted it classified as a special or conditional use. There are three existing multi-family structures in the R-T district. The PC discussed options and settled on allowing multi-family housing of up to 3-4 units as a special use. They would be subject to approval through site plan review and special land use approval process. The PC felt this added oversight was appropriate to maintain the character of the neighborhood while allowing flexibility.
- ZA Harvey suggested looking at subsection C, form requirements. She pointed out in the current R-T zoning, a 2.5 story building with a 30-foot height is permitted, but the proposed new form-based standard limits buildings to 2 stories and 25 feet. She noted the changes were

suggested based on what already exists in the district since the goal of a form-based approach is to preserve existing scale and character in new development or redevelopment.

- ZA Harvey explained the current 35% lot coverage requirement would be replaced with a maximum building size metric. The PC had previously decided to differentiate the east and west sides of Riverview Drive by using build-to lines for front yards instead of setback to maintain visual alignment along the street.
- Bliesener asked about long-term viability of a 2-story height limit. She noted this may need to be reevaluated in the future if demand for higher density development increases in the future.
- DeBoer asked about architectural form standards, particularly section 8.6, which allows the PC limited discretion to modify form standards requirements without needing to go through the Zoning Board of Appeals. ZA Harvey explained this would allow the PC to consider minor adjustments when appropriate, such as renovations that deviate slightly but still align with the district's goals. DeBoer expressed support for adopting 8.6 in the R-T district as well as C-1.
- ZA Harvey noted changes in C-1 are relatively minor. The PC had previously liked the idea of incorporating 8.6 and were comfortable with most of the proposed standards. DeBoer brought up the strip mall behind City Hall as an example of an area he hopes will eventually be improved, asking whether the new standards would apply there. ZA Harvey clarified that the strip mall is not in C-1, so these changes would not affect it but said they could consider changes to C-2 and C-3 in the future if the PC wanted to address it.
- ZA Harvey discussed how these zoning changes tie into the Master Plan. The Planning Commission needs to ensure that the Master Plan's language supports what they're trying to achieve through zoning. She drafted revised language for R-T (now referred to as the "Downtown Neighborhood") and for the commercial classifications. She noted that future land use classifications currently mimic zoning districts, but that's not ideal. The proposal would clarify the relationship between land use goals and zoning implementation.
- Lyon-Jenness asked how the mill development fits into these classifications. ZA Harvey clarified that the mill PUD had already been separated out and planned independently. It's not included in the R-T or C-1 zoning revisions but remains a standalone component of the city's zoning and planning.
- The Planning Commission discussed whether these updates to the Master Plan should be formally adopted now or held until the 5-year Master Plan review next year. ZA Harvey said they could be incorporated now or "parked" for next year's update. City Manager Joshi asked if they could adopt them now and revisit them during the 5-year review. ZA Harvey said that while this was technically possible, the amendment process is cumbersome, and it may be cleaner to wait until the 5-year update. The Commission agreed this was something to consider.
- **Review Zoning Code article 17 to remove any conflicts (schedule of regulations) within the district form based standards (section 8.5, "Form Based Requirements")**
  - ZA Harvey spoke about Article 17 which contains conflicting dimensional requirements now being replaced by form-based metrics. Sections 17.2 and 17.3 will remain unchanged, but 17.1 (Schedule of Regulations) will be amended for the R-T and C-1 rows. ZA Harvey proposed striking the conflicting metrics and adding language referring to the new form-based standards instead. Where appropriate, some numerical requirements (e.g., lot width) will remain. Notes in section 17.2 (identified by letters o, q, r) will also stay, as they do not conflict with the proposed changes.
- **Zoning Administrator will review suggested updates to mill PUD in response to design plan**

- ZA Harvey briefly discussed the Mill PUD. She had been reviewing the design plan presented by Fishbeck and was unsure whether the existing PUD text would allow all of the proposed elements. She contacted former City Manager Stoddard but confirmed that no revised design plan had been received. She agreed to follow up with Fishbeck to get the updated version created after the brainstorming session, particularly to address ideas like outdoor markets, which may need zoning support. The Commission requested that this be discussed further at the July meeting, assuming Fishbeck provides the updates in time.

## **7. New Business**

- None

## **8. Comments from Planning Commissioners**

- Bliesener asked for City Manager Joshi's initial impressions of Parchment. CM Joshi shared that she loves the community and is especially encouraged by the mill redevelopment process which already has momentum. She praised former City Manager Stoddard for laying a strong foundation and said she is excited to build on that progress.
- DeBoer thanked Deputy Clerk Smith for supporting the Planning commission, thanked CM Joshi for attending, and thanked ZA Harvey for her continued work.

## **9. Next Meeting on July 23, 2025 at 6pm**

**10. Adjournment** – Motioned by Lyon-Jenness, supported by Bliesener. All: Ayes. Meeting ended at 7:04pm.