



Approved 10/16/18

**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Tuesday, September 18, 2018
6:00 p.m.

Minutes

A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 5:58 pm.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Members Present: Jimmy Kirkendall, Anne Peltier, John Sullivan, Ryan Penning, Steve Vogler, Connie Lepin, Scott Stimpson, and Ed Perlenfein

Members Absent: Dennis Gunner

Staff Present: Kimberly Wollenburg, City Recorder and Matt Straite, City Planner

D. MEETING MINUTE APPROVAL

1) Planning Commission Meeting & Public Hearing – 8/21/2018

Action: **Motion to Accept Minutes as Presented made by Commissioner Perlenfein; seconded by Commissioner Peltier.**

Commissioner Kirkendall: Aye

Commissioner Lepin: Aye

Commissioner Peltier: Aye

Commissioner Penning: Aye

Commissioner Perlenfein: Aye

Commissioner Stimpson: Aye

Commissioner Sullivan: Aye

Commissioner Vogler: Aye

2) Planning Commission Work Session – 8/23/2018

Action: **Motion to Accept Work Session Minutes as Presented made by Commissioner Perlenfein; seconded by Commissioner Penning.**

Commissioner Kirkendall: Aye

Commissioner Lepin: Aye

Commissioner Peltier: Aye

Commissioner Penning: Aye

Commissioner Perlenfein: Aye

Commissioner Stimpson: Aye

Commissioner Sullivan: Aye

Commissioner Vogler: Aye

E. PUBLIC LAND USE REVIEW

Public hearing on Land Use File SP 18-04 opened by President Kirkendall at 6:00 p.m. City Recorder, Kimberly Wollenburg, read disclosures. President Kirkendall finished opening the hearing; no conflicts of interest noted by Commissioners.

Land Use File SP 18-04 Additional Storage Building. The applicant proposes to add a 70 x 168-pole barn-style building, about 30 feet high, for the storing of plywood. No habitable space is proposed within the structure. City Planner, Matt Straite, presented the staff report. He spoke specifically about the letter from the City of Albany Fire Department regarding their conditions of approval. The applicant was not present for the report, or for questions by the planning commission.

Public hearing on SP 18-04 closed by President Kirkendall at 6:11 p.m.

- i. Deliberation by the planning commission with questions on the project, including discussion regarding the type of material of the new structure and questions on the Albany Fire Department conditions.
- ii. Commissioner Perlenfein noted this case is an example of something that could be addressed at the staff level in the new code revision.

Action: **Motion to Approve SP 18-04 made by Commissioner Perlenfein; seconded by Commissioner Sullivan.**

Commissioner Kirkendall: Aye
Commissioner Lepin: Aye
Commissioner Peltier: Aye
Commissioner Penning: Aye
Commissioner Perlenfein: Aye
Commissioner Stimpson: Aye
Commissioner Sullivan: Aye
Commissioner Vogler: Aye

F. City Planner Update

Mr. Straite went over the three fact sheets created for staff and citizens to address the most common topics of interest to the public: Accessory Buildings, Land Partitions, and Variances. Commissioner Lepin asked about the rear setbacks on the Accessory Building fact sheet. Mr. Straite will make an adjustment to note differences in the setbacks on side property versus those that back up to streets. President Kirkendall indicated that carports could be included in the accessory structure handout.

G. ADJOURNMENT: meeting adjourned at 6:20 pm.

Respectfully submitted:



Kimberly Wollenburg
City Recorder

Reviewed by:



Matt Straite
City Planner

Upcoming Meetings:

October 9, 2018 @ 6:30 p.m. – City Council Meeting

October 16, 2018 @ 6:00 p.m. - Planning Commission Meeting

These notes are not final until approved by the Planning Commission.