



**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Thursday, October 22nd, 2020
6:00 pm

Minutes

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:00 pm.

B. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, and Mark Raum
Members Absent: Monte Ayers, Caryl Thomas, and Ryan Penning
Staff Present: Matt Straite, City Planner; Jake Gabell, Deputy City Recorder;
Janelle Booth, Assistant City Manager/City Engineer; Kevin
Kreitman, City Manager; Forrest Reid, City Attorney; and
John Morgan, Planning Director

C. MEETING MINUTE APPROVAL

1) Review and Acceptance of August 27, 2020 Meeting Minutes

Action: Motion to accept the minutes as corrected during the meeting made by Commissioner Vogler; a second given by Commissioner Raum.

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Vogler: Yes

Commissioner Raum: Yes

Motion Passed: 4/0

2) Review and Acceptance of September 2, 2020 Meeting Minutes

Action: Motion to accept the minutes as presented made by Commissioner Raum; a second given by Commissioner Vogler.

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Vogler: Yes

Commissioner Raum: Yes

Motion Passed: 4/0

D. QUASI-JUDICIAL PUBLIC HEARINGS

1) Public hearing on Land Use File SP 20-02 opened by Commission Chair Peltier at 6:19 pm.

File No: SP 20-02 Pratum Expansion

Proposal: The applicant is requesting to expand the existing use on the site. The site currently features three buildings totaling 24,754 square feet. Two are attached (one 1,500 square foot, one 2,400 square foot) and one is a separate (20,854 square foot) structure. Additionally, there are some above ground tanks and parking. The application proposes to: convert the 2,400 square foot warehouse building into offices; add a 2,400 square feet second story over the proposed new office building for additional conference rooms and additional office space; construct a new 13,650 square foot steel building for additional storage and a service shop; add additional street landscaping; and add additional parking area with additional parking spaces and additional landscaping.

- i. Staff report was presented by Matt Straite, City Planner.
- ii. No conflicts of interest or ex parte contacts stated by any member of the Planning Commission.
- iii. Presentation by the applicant, Mr. Nolan.
 - 1. The applicant does not agree with the condition of approval that requires curbed landscape island and believes it would be a hazard.
 - 2. Discussion between the applicant, staff, and Commission on the landscape islands.
- iv. Public Testimony.
 - 1. No public testimony given.

Public hearing closed at 6:50 pm by Chair Peltier.

- i. Deliberation of Planning Commissioners with questions for staff.
 - 1. Discussion between the Planning Commissioners and staff about the interpretation of the landscape island requirement in the code.
 - 2. The memo that was distributed to the Planning Commission was briefly discussed.
 - 3. Matt Straite, City Planner, listed the changes to the landscape requirement as proposed by the Planning Commission: no new island on row 1-16, no new islands on row 17-24, and one new island on row 25-27.

ACTION

The following Motion was made by Commissioner Vogler:

Based on the findings of fact in the staff report, and the condition of approval, the proposed project satisfies the applicable criteria and the Planning Commission approves Site Plan SP 20-02 with the conditions of approval with the modifications to the landscape island requirements as discussed tonight.

A second was given by Commissioner Raum.

Chair Peltier: Yes
Commissioner Lepin: Yes
Commissioner Vogler: Yes
Commissioner Raum: Yes
Motion Passed: 4/0

E. City Planner Update:

- 1) City Planner Matt Straite gave an update on the new code adoption and the changes the City Council made at the last hearing. He also discussed the current applications being worked on.

F. Meeting adjourned by Commission Chair Peltier at 7:11 pm.

Respectfully submitted:

Reviewed by:



Jake Gabell
Deputy City Recorder



Matt Straite
City Planner