



**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road  
Wednesday, September 2<sup>nd</sup>, 2020  
6:00 pm

**Minutes**

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:07 pm.

B. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, Mark Raum, Ryan Penning, Monte Ayers, and Caryl Thomas  
Ryan Penning joined at 6:23 pm

Members Absent: None

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 Manager joined at 6:10 pm

C. LEGISLATIVE PUBLIC HEARINGS

1) Public hearing on Land Use File DC 18-01 opened by Commission Chair Peltier at 6:09 pm.

File No: DC 18-01 Replacement of the Development Code, Zoning Map, revisions to the Comprehensive Plan, and adoption of a Comprehensive Plan Land Use Map.

Proposal: The City of Millersburg is proposing to replace the existing Development Code with an all new Development Code. The new Code will include new zoning designations that did not exist before as well as new names for zones that exist today. The proposed change includes a new Zoning Map for the City. All zoning designations will change for every property in the City, though many will be simply new names for zones that exist today. All standards for zones are proposed for revision as well.

Amendments are also proposed to the City's existing Comprehensive Plan. These text amendments are targeted to only revise text that would impact constancy between the new Development Code and the Comprehensive Plan. Additionally, the City currently uses a one-map system for the Comprehensive Plan and Zoning Map. This effort proposes to change from a one-map system to a two-map system, meaning a stand-alone Zoning Map and stand-alone Comprehensive Plan Land Use Map are proposed. Therefore, in all, the project proposes 4 actions:

- Adoption of an all new Development Code (Code text change amendment)
- Adoption of an all new Zoning Map (Zone Map amendment)
- Adoption of Comprehensive Plan Text amendments
- Adoption of an all new Comprehensive Plan Map (Comprehensive Plan Map amendment)

i. Staff report was presented by Matt Straite, City Planner.

1. Public comments.

a. Kimberly Samard of Aztek Loop, asked for a clearer map.

Public hearing closed at 6:33 pm by Chair Peltier.

- i. Deliberation of Planning Commissioners with questions for staff.
  1. Commissioner Lepin asked a clarification on why Construction businesses in the General Commercial zone was moved from permitted use to a conditional use.
  2. Commissioner Ayers asked if the zone change would affect many business owners in town.
  3. Commissioner Lepin asked why the provision requiring wireless communication towers to be at least 250 feet away from residential homes was removed.
- ii. Proposed amendments to the draft code
  1. The Fire station property should be changed to PF zoning
  2. Ms. Woods' property and her neighbor to the East should be changed to RL zoning.
  3. The County revisions to the Comprehensive Plan shall be incorporated.
  4. Move construction businesses in the General Commercial zone from the conditional use to permitted use.
  5. Add a provision to limit height of wireless communication towers.

**ACTION**

**The following Motion was made by Commissioner Vogler:**

Based upon the findings of fact and testimony, the proposed amendments satisfy the applicable criteria, therefore I motion that the Planning Commission recommend approval to the City Council of Application No. DC 18-01, which includes the proposed amendments tonight.

**A second was given by Commissioner Ayers.**

<b>Chari Peltier:</b>	<b>Yes</b>
<b>Commissioner Vogler:</b>	<b>Yes</b>
<b>Commissioner Lepin:</b>	<b>Yes</b>
<b>Commissioner Ayers:</b>	<b>Yes</b>
<b>Commissioner Thomas:</b>	<b>Yes</b>
<b>Commission Raum:</b>	<b>Yes</b>
<b>Commissioner Penning:</b>	<b>Yes</b>
<b>Motion Passed:</b>	<b>7/0</b>

D. City Planner Update:

- 1) No new cases
- 2) Update on the Buildable lands inventory by Planning Manager John Morgan.

E. Meeting adjourned by Commission Chair Kirkendall at 7:05 pm.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Matt Straite  
City Planner