



Approved by Planning  
Commission on 3/03/2020

**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING AND WORK SESSION**

4222 NE Old Salem Road  
Monday, February 10<sup>th</sup>, 2019  
6:00 pm

**Minutes**

A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.

B. ROLL CALL:

Members Present: Jimmy Kirkendall, Dennis Gunner, Connie Lepin, Anne Peltier, Mark Raum, Steve Vogler  
Members Absent: Ryan Penning  
Staff Present: Kevin Kreitman, City Manager; Janelle Booth, Assistant City Manager/City Engineer; Kimberly Wollenburg, City Recorder; Forrest Reid, City Attorney; John Morgan, Planning Director; Matt Straite, City Planner

C. MEETING MINUTE APPROVAL

1) January 23, 2020 Meeting Minutes

**Action: Motion to Approve the Minutes as Presented by Commissioner Peltier; seconded by Commissioner Raum.**

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Peltier: Aye**  
**Commissioner Penning: Absent**  
**Commissioner Raum: Aye**

D. Quasi-Judicial Hearing  
None

E. City Planner and Staff Updates

1) Land Use Development Code Update with John Morgan

City Planning Director John Morgan reviewed the approval process and next steps.

- i. He noted that due to the size and contents, Article IV was split into two and is now Articles IV and V.
- ii. Planning Director Morgan then started going over the draft Code.
  - a. Commissioner Lepin asked about the fee waiving and City Manager Kreitman noted it would go to the City Council for resolution.
  - b. Commissioners Lepin and Gunner noted that there was no definition for serial partitioning. Planning Director Morgan will add.

- c. Commissioner Lepin asked about the definition of flags given she identified flags as the state and US flag. Discussion followed regarding whether or not flags on flag poles should be defined and what constituted advertising "flags." The Commission determined that a definition for flags/flag poles was needed.
  - d. Commissioner Gunner asked if the Commission would be provided an updated map of the zones. This will be provided.
  - e. Commissioner Gunner asked about mixing use (H(I)) specifically where commercial is on the bottom and residential on top. Discussion followed regarding how to revise to provide clarity. City staff will rework and provide a suggestion for revision.
  - f. Commissioners discussed Section 2.109.04 (C) and decided to remove this item.
  - g. The addition of recycling centers less than 5,000 sq. feet as a permitted use under Section 2.110.02.
  - h. Significant discussion regarding temporary signs and whether the Commission wants to insert stronger conditions. The Commission decided to revisit this section at a later date if temporary signs become an issue.
  - i. After discussion regarding swimming pools (Section 3.107.09), the Commission elected to remove the provision as it is already addressed under building codes.
  - j. During discussion of landscaping section, Commissioner Lepin asked about addressing the cutting of trees with partitions. Assistant City Manager/City Engineer Booth and City Manager Kreitman shared with the Commission about the tree ordinance passed by the City Council several months ago.
  - k. The Commission discussed revising Section 3.206.02 for exterior finish language to address concerns regarding the appearance of accessory structures. Planning Director Morgan will make the change.
  - l. The Commission revised Section 3.207.01 (D) for ADUs to be no greater than 650 square feet but no less than 250 square feet.
- 2) Planning Director Morgan passed out two versions of a use matrix for the Commissioners to review and determine which version is preferred.

F. Meeting adjourned by Commission President Kirkendall at 9:52 pm.

Respectfully submitted:



Kimberly Wollenburg  
City Recorder

Reviewed by:



Matt Straite  
City Planner

Upcoming Meetings

- February 11<sup>th</sup>, 2020 @ 6:30 p.m. – City Council Meeting
- February 17, 2020 – City Hall Closed – Presidents' Day
- February 25, 2020 @ 4:00 p.m. – City Council Work Session
- March 3, 2020 @ 6:00 p.m. – Planning Commission Meeting
- March 10, 2020 @ 6:30 p.m. – City Council Meeting
- March 12, 2020 @ 6:00 p.m. – Events Planning Committee Meeting