



**CITY OF MILLERSBURG**

**PLANNING COMMISSION MEETING AND WORK SESSION**

4222 NE Old Salem Road  
Tuesday, November 19<sup>th</sup>, 2019  
6:00 pm

**Minutes**

A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:01 pm.

B. ROLL CALL:

Members Present: Jimmy Kirkendall, Connie Lepin, Dennis Gunner, and John Sullivan, Steve Vogler, and Anne Peltier

Members Absent: Ryan Penning and Ed Perlenfein

Staff Present: Matt Straite, City Planner; Jake Gabell, Deputy City Recorder; Forrest Reid, City Attorney; Janelle Booth, Assistant City Manager/City Engineer; and Kevin Kreitman, City Manager

C. MEETING MINUTE APPROVAL

1) October 15<sup>th</sup> meeting minutes

**Action: Motion to accept the minutes as presented made by Commissioner Gunner; seconded by Commissioner Sullivan.**

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Abstained**  
**Commissioner Peltier: Abstained**

D. QUASI-JUDICIAL PUBLIC HEARING

1) Public hearing on Land Use File SP 19-04 opened by President Kirkendall at 6:03 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing.

File No: SP 19-04 Ti Squared Chemical Mill Expansion

*The applicant is proposing to add about 3 acres of improvements to an existing manufacturing facility. The improvements include a 7,500 sf building (constructed in two phases), additional access paving, fence expansions, drainage, and additional external mechanical equipment. The new structure will perform chemical milling and etching for titanium products. No additional restrooms are proposed in the new structure.*

- i. Staff report was presented by Matt Straite, City Planner.
  - 1. No public comments or testimony.
  - 2. Questions for staff by the Planning Commission.
    - a. Commissioner Lepin asked clarifying questions about the original stormwater plan.
      - i. Janelle Booth, Assistant City Manager/City Engineer, answered the Planning Commission's stormwater

questions.

Public hearing closed at 6:16 pm by President Kirkendall.

- i. Deliberation of Planning Commission with questions for staff.
  1. No further deliberation.

#### **ACTION**

##### **The following Motion was made by Commissioner Sullivan:**

Based upon the findings of fact, any testimony, the conditions of approval, and staff recommendations listed in the staff report, and because the proposed project satisfies the applicable criteria, I motion for the adoption of the findings from the staff report dated November 12, 2019, and further motion that the Planning Commission approve Site Plan 19-04, Ti Squared Chemical Mill Expansion, pursuant to the conditions of approval listed in the staff report.

##### **A seconded was given by Commissioner Vogler.**

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Peltier: Aye**

- 2) Public hearing on Land Use File SP 19-05 opened by President Kirkendall at 6:20 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing.
  - i. Commissioner Sullivan declared potential conflict of interest; he personally knows the applicant.
  - ii. Commissioners Gunner and Vogler declared site contact.

##### **File No: SP 19-05 Headrick Food Truck Court Additional Vendor and Canopy**

*The applicant is proposing three changes to the approved food truck court - 1) to add one additional food/beverage vendor location to the site for a total of seven; 2) to add a covered seating area to one vendor location; and 3) to add two additional pole lights to the site.*

- ii. Staff report was presented by Matt Straite, City Planner.
  1. The applicants, Lorri and Don Headrick, answered questions by the Planning Commission about parking, the seating canopy, and foot traffic. They also gave an update on the development of the property and how they have been meeting the original Conditions of Approval.
  2. No public comments or testimony.
  3. Additional discussion between Planning Commission and staff regarding land use fees, building permit fees, and seating.

Public hearing closed at 6:51 pm by President Kirkendall.

- ii. Deliberation of Planning Commission with questions for staff.
  1. No further deliberation.

#### **ACTION**

##### **The following Motion was made by Commissioner Peltier:**

Based upon the findings of fact, any testimony, the conditions of approval, and staff recommendations listed in the staff report, and because the proposed

project satisfies the applicable criteria, I motion for the adoption of the findings from the staff report dated November 12, 2019, and further motion that the Planning Commission approve Site Plan 19-05, Headrick Food Truck Court Additional Vendor and Canopy, pursuant to the conditions of approval listed in the staff report.

**A seconded was given by Commissioner Vogler.**

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Sullivan: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Peltier: Aye**

Hearing adjourned at 6:52 PM.

E. City Planner and Staff Updates

- 1) Matt Straite, City Planner, gave an update on the draft Land Use Development Code and Comprehensive Plan; he also gave an update on the work session schedule for the new codes.
- 2) The resignation of Commissioner Stimpson was discussed.
- 3) Site clearance and vegetation notices were discussed and clarification was given by Janelle Booth, Assistant City Manager/City Engineer.

F. Meeting adjourned by Commission President Kirkendall at 7:17 pm.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Matt Straite  
City Planner