



Approved by Planning
Commission on 10/15/2019

**CITY OF MILLERSBURG
PLANNING COMMISSION WORK SESSION**

4222 NE Old Salem Road
Tuesday, September 17th, 2019
6:00 p.m.

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, Steve Vogler, Connie Lepin, Ryan Penning, and John Sullivan
Members Absent: Dennis Gunner, Ed Perlenfein, Scott Stimpson, and Anne Peltier
Staff Present: Jake Gabell, Deputy City Recorder; Forrest Reid, City Attorney; John Morgan, Planning Director; Janelle Booth, Assistant City Manager/City Engineer; and Kevin Kreitman, City Manager.
- C. MEETING MINUTE APPROVAL
1) August 20th meeting minutes
Action: Motion to accept the minutes as presented made by Commissioner Vogler; seconded by Commissioner Lepin.
Commissioner Kirkendall: Aye
Commissioner Vogler: Aye
Commissioner Lepin: Aye
Commissioner Sullivan: Aye
Commissioner Penning: Aye
- D. Old Business
1) No discussion
- E. New Business - Presentation by John Morgan.
1) Review of 2.103 Residential Low Zone
i. 2.103.04, Conditional Uses, Home Occupations, was discussed and no changes made.
2) Review of 2.104 Rural Zone
i. 2.104.01, Purpose, was modified to clarify when the zone is changed to Residential Low Density.
ii. 2.104.04, Conditional Uses, Home Occupations, was modified to be the same as the Conditional Uses, Home Occupations in the Residential Low Zone.
iii. 2.104.06, Dimensional Standards, were discussed and no changes made.

- 3) Review of 2.105 Residential Mixed Density Zone
 - i. 2.105.07 Development Standards, (E) Multiple Family and Non-residential Development. Landscaping provisions that were in version 1 will be added back to the final version.
- 4) Review of 2.106 Mixed Use Zone
 - i. 2.106.02, Permitted Uses, single family dwelling and duplexes were removed
 - ii. 2.106.07, Mixed Uses, were revised to include a provision of 90% maximum of one use.
- 5) Review of 2.107 Commercial Office Zone
 - i. 2.102.02, Permitted Uses, (D) Retail, was discussed and no changes made.
 - ii. 2.107.05, Dimensional Standards, Maximum Lot Coverage, was changed to 90%.
- 6) Review of 2.108 General Commercial Zone
 - i. 2.108.05 Dimensional Standards, Maximum Lot Coverage, was changed to 90%.
- 7) Review of 2.109 Limited Industrial Zone
 - i. Discussion and no changes made.
- 8) Review of 2.110 General Industrial Zone
 - i. 2.110.04 Conditional Uses, Battery manufacture was moved to Permitted Uses.
- 9) Review of 2.111, Public Facility Zone
 - i. 2.111.05 Dimensional Standards Maximum Structure Height was changed to 60 feet.
- 10) Review of 2.202.01 Historical Property Overlay Zone
 - i. Eleven references throughout the section to "City Recorder" were changed to "City Manager"
- 11) Reviewed of 2.205 Limited Use Overlay Zone
 - i. This overlay zone was removed.

F. Recess at 6:59 pm and resumed at 7:06 pm.

G. New Business Continuation - Presentation by John Morgan.

- 1) Review of 3.101 General Provisions
 - i. Minor typo corrections made.
- 2) Review of 3.102 Street Standards
 - i. 3.102.04 Access Spacing will be updated to conform to the access spacing decision that was made by the City Council during the September 2019 meeting.
- 3) Review of 3.103 Off-Street Parking Standards
 - i. 3.103.08 Parking and Loading Area Development Requirements will be updated to conform to what was decided during the August 2019 Planning Commission Meeting.

- ii. 3.103.08 Parking and Loading Area Development, Landscaping requirements will be added, and be similar to what the current code contains.
- 4) Review of 3.106 Signs
 - i. 3.106.12 Conditional Use Permits – Signs, the reference to an interchange zone was changed to Mixed Use Zone.
 - ii. A criteria will be added to conditional use permitted signs to allow the Planning Commission to approve larger signs.
 - 5) Review of 3.107 Fencing and Screening
 - i. 3.107.07 (C) was changed from 300 to 100 feet.
 - 6) Review of 3.108 Land Divisions
 - i. This section will be modified to be a new article and not be within Article III.
 - ii. 3.108.03 Standards for Lots or Parcels (D) Flag Lots, (1) was discussed but not changed.
 - iii. 3.108.04 (D) Connectivity was changed to "the City shall require".
 - iv. 3.108.06 (A) (10) (B) Street Trees was modified.
 - v. 3.108.07 Improvement Procedures, was discussed and no changes made.
 - 7) Review of 3.202 Manufacture Dwelling Parks
 - i. 3.202.01 (J) Landscaping – the City of Albany code language will be added to this section.
 - ii. A provision will be added to specify where a Class A and Class B will be permitted.
 - 8) Review of 3.203 Design Standards for Homes on Individual Lots
 - i. 3.203.02 (I) Garage – was modified to require a two-car garage.
 - 9) Review of 3.206 Residential Accessory Structures
 - i. 3.203.01 (A) Footnote (2) was modified to require the same exterior siding as the primary dwelling.
 - ii. 3.206.01 (D) Prohibited Structures was updated to include tractor trailer used for storage.
 - 10) Review of 3.207 Special Residential Dwellings
 - i. 3.207.01 Accessory Dwelling Units was discussed and no changes made. City Attorney Forrest Reid is going to research the legality of these provisions and give to the City Council prior to adoption of the new code.
 - 11) Review of 3.211.04 Farm Uses and Livestock
 - i. 3.211.04 will be modified to remove the one provisions and tie the permitted provision for livestock to only the lot size.
 - ii. 3.211.04 (C) Chickens and Rabbits will be modified. There was discussion about whether these provisions should be in the new land use code or in the Municipal Code.
 - 12) Review of 3.211.10 (E) was changed from Mixed Density zone to Low Density zone.

H. Additional topics of discussion by the Planning Commission.

- 1) Food trucks. It was decided to add a general provision for food trucks.

- 2) Salem Road Design Standards. City Manager Kreitman stated that a provision to require specific landscape requirements along Old Salem Road is needed. It was decided to allow John Morgan to draft a design standard the specifically address landscape standards along Old Salem Road.
- 3) Discussion on Type 1 decisions and appeals.
- 4) The new DOCUMENT was discussed

I. Meeting adjourned by Commission President Kirkendall at 9:23 pm.

Respectfully submitted:



Jake Gabell
Deputy City Recorder

Reviewed by:



Matt Straite
City Planner