



Approved 2/19/19

**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road  
Tuesday, January 15, 2019  
6:00 p.m.

**Minutes**

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:00 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:  
Members Present: Jimmy Kirkendall, John Sullivan, Ryan Penning, Steve Vogler, Connie Lepin, Scott Stimpson, and Dennis Gunner  
Members Absent: Anne Peltier and Ed Perlenfein  
Staff Present: Jake Gabell, Deputy City Recorder; Matt Straite, City Planner; and Forrest Reid, City Attorney
- D. MEETING MINUTE APPROVAL  
1) Planning Commission Meeting & Public Hearing held on December 18, 2018.

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

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Penning: Aye**  
**Commissioner Gunner: Aye**  
**Commissioner Sullivan: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Stimpson: Aye**

E. QUASI-JUDICIAL PUBLIC HEARING

- 1) Public hearing on Land Use File PA 18-06 opened by President Kirkendall at 6:01 p.m. Deputy City Recorder, Jake Gabell, read disclosures. President Kirkendall finished opening the hearing; Commissioner Sullivan noted that he drove by the property. No conflicts of interest noted by Commissioners.

*File No: PA 18-06 Helms Land Partition: The applicant is requesting approval to partition 9.51 acres into three residential parcels, a 6.26 acre parcel featuring an existing home, a 0.76 acre vacant parcel and 2.49 acre vacant parcel.*

- i. Staff report was presented by Matt Straite, City Planner.  
1. An additional memo was given to the planning commission and added to the public record, which corrects a scribbler's error.
- ii. Discussion between the Planning Commission, staff, and audience members.

1. Kyle Latimer of Udell Engineering, the applicant's representative, had no additional questions for the commission, and stated that he and the applicant agreed with all the conditions of approval in the staff report.
  2. Commissioner Lepin had a clarifying question on the width of the proposed shared driveway. Mr. Latimer and Janelle Booth clarified the width of the driveway and the dedication in the tentative plat.
- iii. Public hearing closed at 6:20 pm by President Kirkendall.
- iv. Deliberation by the Planning Commission.
1. Commissioners Stimpson and Kirkendall asked additional questions about the access points in the two possible outcomes from the staff reports. Mr. Straite clarified and answered the questions.
  2. Commissioners asked additional questions about the cherry stem driveway and which lot owns the access. Mr. Straite clarified.

Action: **Motion to Approve PA 18-06 made by Commissioner Sullivan; seconded by Commissioner Gunner.**

**Commissioner Kirkendall: Aye**  
**Commissioner Lepin: Aye**  
**Commissioner Peltier: Aye**  
**Commissioner Penning: Aye**  
**Commissioner Sullivan: Aye**  
**Commissioner Vogler: Aye**  
**Commissioner Stimpson: Aye**

F. City Planner Update  
 No updates given by Mr. Straite.

G. ADJOURNMENT: meeting adjourned at 6:28 p.m.

Respectfully submitted:

Jake Gabell  
 Deputy City Recorder

Reviewed by:

Matt Straite  
 City Planner

Upcoming Meetings:

February 13, 2019 @ 6:00 p.m. – Planning Commission Workshop  
 February 19, 2019 @ 6:00 p.m. – Planning Commission Meeting  
 February 25, 2019 @ 6:00 p.m. – Planning Commission Workshop

*These notes are not final until approved by the Planning Commission.*