



Approved 12/18/2018

**CITY OF MILLERSBURG
PLANNING COMMISSION WORK SESSION**

4222 NE Old Salem Road
Thursday, December 06, 2018
6:00 p.m.

Minutes

- A. CALL TO ORDER: Commission President Jimmie Kirkendall called the meeting to order at 6:12 pm.
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL:
Members Present: Jimmy Kirkendall, Anne Peltier, Ryan Penning, Steve Vogler, Connie Lepin, Dennis Gunner, and Scott Stimpson.

Members Absent: Ed Perlenfein and John Sullivan

Staff Present: Kevin Kreitman, City Manager; Forrest Reid, City Attorney; Kimberly Wollenburg, City Recorder; Jake Gabell, Deputy City Recorder; John Morgan, City Planning Manager; and Matt Straite, City Planner
- D. Presentation and discussion with John Morgan, the Planning Commission, and staff. The proposed code, chapter 3 is presented for discussion.
- 1) The presentation began with a review of chapter three, article 3 – development requirements.
 - 2) There was a discussion about full street improvements. Improvement agreements will be included in the public works design standards.
 - 3) Section 3.102, street standards, was discussed. Half streets were discussed in length. It was decided to remove the provision for “skinny” streets. The Planning Commission decided that sidewalks will always be required in residential areas.
 - 4) Private streets, and on street parking, was conversed, and decided that the requirement for on street parking would be removed. Other provisions were discussed and the private street code was modified.
 - 5) Five minute recess at 7:22 pm.
 - 6) Storm drainage and grading standards were discussed; further detail will be included in the design standards. It was discussed that the city

engineer would review and attempt to remove what isn't necessary to include in the code and better to include in the design standards. More discussion on when the storm water requirements began in other municipalities.

7) Sign code was discussed.

- i. Discussion on political signs. It was decided temporary signs, of no more than three square feet, will be allowed in residential lots six weeks prior to elections, with removal required within five days of election days. Clarification was added to the sign height limits. Offsite signs were discussed.
- ii. Prohibited signs, balloons and similar signs were discussed and decided to be prohibited.
- iii. John Morgan and Forrest Reid will review the current laws in regards to billboards and revise the proposed new code.
- iv. Freestanding signs adjacent to interstate 5 were discussed. The 50 foot was discussed at length and no decision was made. It was decided that the discussion would continue during the next work session.

8) Fencing and screening will be discussed during the next meeting

E. It was decided that an additional three work sessions will be needed to continue reviewing the draft code.

F. ADJOURNMENT: meeting adjourned at 8:54 p.m.

Respectfully submitted:



Jake Gabell
Deputy City Recorder

Reviewed by:



Matt Straite
City Planner

Upcoming Meetings:

Devember 11, 2018 @ 6:00 p.m. – City Council Meeting
December 18, 2018 @ 6:00 p.m. – Planning Commission Meeting

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