



**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road  
Tuesday, January 19th, 2021  
6:00 pm

**Approved by Planning  
Commission on 3/16/2021**

**Minutes**

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:00 pm.

B. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, Monte Ayers, Mark Raum, and Caryl Thomas. Ryan Penning joined at 6:04 pm.  
Members Absent: None  
Staff Present: Matt Straite, City Planner; Jake Gabell, Deputy City Recorder; Janelle Booth, Assistant City Manager/City Engineer; Kevin Kreitman, City Manager; and Forrest Reid, City Attorney

C. MEETING MINUTE APPROVAL

1) Review and Acceptance of October 22, 2020 Meeting Minutes.

**Action:** Motion to accept the minutes as corrected during the meeting made by Commissioner Vogler; a second given by Commissioner Lepin.

**Chair Peltier: Yes**

**Commissioner Lepin: Yes**

**Commissioner Vogler: Yes**

**Commissioner Raum: Yes**

**Commissioner Ayers: Yes**

**Commissioner Thomas: Yes**

**Motion Passed: 6/0**

D. QUASI-JUDICIAL PUBLIC HEARINGS

1) Public hearing on Land Use File SP 20-04 opened by Commission Chair Peltier at 6:04 pm.

File No: SP 20-04 New Fire Station

Proposal: The applicant is requesting to build a new fire station on a 3.61-acre portion of a City-owned vacant property located south of City Hall on a new proposed street. The building will feature 6 employees per shift, 12 at shift change. More specifically the application proposes:

- A 9,935 square foot new building, including a kitchen, exercise room, 5 vehicle bays, 6 dormitory style living quarters, restrooms, a dayroom (living room-style area), 2 offices, a laundry room, equipment rooms, and a conference room space
- 29 parking spaces
- 760 feet of new road construction (two new streets located off Old Salem Road)
- 2 stormwater basins
- Landscaping, both internal to the parking area and streetscape landscaping

- i. No conflicts of interest or ex parte contacts stated by any member of the Planning Commission.
- ii. Staff report was presented by Matt Straite, City Planner.
- iii. The applicant is the City of Millersburg. No further testimony or comments by the applicant.
  1. Questions by the planning commissioners about the fire signal, landscape mediums in the road, and the current temporary fire station.

- iv. Public Testimony.
  - 1. No public testimony given.

Public hearing closed at 6:30 pm by Chair Peltier.

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

**ACTION**

**The following Motion was made by Commissioner Vogler:**

Based upon the findings of fact in the staff report, and the conditions of approval, the proposed project satisfied the applicable criteria and standards, the Planning Commission approves Site Plan SP 20-04 with the conditions of approval.

**A second was given by Commissioner Thomas.**

**Chair Peltier: Yes**  
**Commissioner Lepin: Yes**  
**Commissioner Vogler: Yes**  
**Commissioner Raum: Yes**  
**Commissioner Ayers: Yes**  
**Commissioner Thomas: Yes**  
**Commissioner Penning: Yes**  
**Motion Passed: 7/0**

E. City Planner Update:

- 1) City Planner Matt Straite gave an update the current land use application status.
- 2) City Manager Kevin Kreitman gave an update on the codification of the new Development Code and when the final draft will be printed for the Planning Commission use.

F. Meeting adjourned by Commission Chair Peltier at 6:37 pm.

Respectfully submitted:



Jake Gabell  
Deputy City Recorder

Reviewed by:



Matt Straite  
City Planner