



**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Tuesday, March 16th, 2021
6:00 pm

Minutes

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:03 pm.

B. ROLL CALL:

Members Present: Connie Lepin, Steve Vogler, Anne Peltier, Monte Ayers, Mark Raum, Caryl Thomas, and Ryan Penning

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 January 19, 2021 Meeting Minutes.

Action: Motion to accept the minutes as corrected during the meeting made by Commissioner Raum; a second 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

D. QUASI-JUDICIAL PUBLIC HEARINGS

1) Public hearing on Land Use File SP 20-03 opened by Commission Chair Peltier at 6:05 pm.

File No: SP 20-03, the Mitchell Building Site Plan Review

Proposal: The applicant is proposing to renovate an existing structure for a new use. The 0.23 acre property contains a 2,800 square foot structure that is now proposed to be used as offices and retail. The project would include: repairs to the 2,800 square foot building, new cladding, façade changes, creating two office/retail spaces inside the structure, a new parking area south of the structure, new signs, and 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. Presentation and questions from the applicant.

1. The applicant asked some clarifying questions about the landscaping requirements.

2. Commissioner Vogler has a question about the types of businesses that will be housed in the building.
- iv. Public Testimony.
 1. No public testimony given.
- v. Additional questions from the Planning Commissioners.
 1. Commissioner Lepin questioned the waiver of remonstrance listed on page 8 of the staff report.

Public hearing closed at 6:27 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:

I move that based on the findings of fact in the staff report, and the conditions of approval, the proposed project satisfies the applicable criteria and the Planning Commission approve Site Plan SP 20-03 with the conditions of approval.

A second was given by Commissioner Raum.

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 provided an update on the new fire station.

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

Respectfully submitted:



Jake Gabell
Deputy City Recorder

Reviewed by:



Matt Straite
City Planner