



**CITY OF MILLERSBURG
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road
Tuesday, April 20, 2021
6:00 pm

Minutes

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:07 pm.

B. ROLL CALL:

Members Present: Commissioners Connie Lepin, Steve Vogler, Anne Peltier, Monte Ayers, Mark Raum, and Caryl Thomas
Members Absent: Ryan Penning
Staff Present: Matt Straite, City Planner; Kimberly Wollenburg, 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 March 16, 2021 Meeting Minutes.

Action: Motion to accept the minutes as presented made by Commissioner Raum; a second by Commissioner Thomas.

Chair Peltier: Yes
Commissioner Lepin: Yes
Commissioner Vogler: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes
Commissioner Penning: Absent

Motion Passed: 6/0

D. QUASI-JUDICIAL PUBLIC HEARINGS

1) Public hearing on Land Use File SP 21-02 opened by Commission Chair Peltier at 6:05 pm.

File No: SP 21-02 Electrical Substation

Proposal: The applicant is requesting to build electrical substation to connect to an existing 115kV line. This will include a concrete pad, transformer placement, and chain link fencing seven-foot-high with one-foot barbed wire strand on top surrounding the site, shielded lighting fixtures, placement of several informational signs (64) and a gravel parking lot. No landscaping is proposed. The Project Site access includes a new rocked driveway which extends south on tax lot 101, adjacent to the Project Site.

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. There was lengthy discussion regarding the styling of the fence and the size of the trees, including spacing, that would be installed for restricting view of site.
- iv. Commissioner Vogler asked how many new power poles will be placed along Conser. Applicant noted she didn't have the exact amount but that the poles would remain and noted that there might be one or two at the site along Conser Road. He asked if they would be taller than the current ones and applicant said no.

Commissioner Vogler further spoke about his concerns regarding the view of the site from the residences along Woods Road nearest the site. There was lengthy discussion that followed the zoning and the aesthetics of the substation.

- v. Commissioner Thomas asked about an extension of Woods Road and how that would affect the property. Assistant City Manager/City Engineer Booth noted that if/when the City wants to build the planned access road to the substation out as a public road in the future, the intent is that the access road would be lined up with the current Woods Road and widened. She also said that there could be additional control at the intersection in the future. There was additional discussion regarding the potential future of extending Woods Road.
- vi. Public Testimony – No public in attendance.

Public hearing closed at 6:42 pm by Chair Peltier.

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

ACTIONS

Motion to Approve Site Plan 21-02 with the Conditions of Approval made by Commissioner Raum; seconded by Commissioner Lepin.

Chair Peltier:	Yes
Commissioner Lepin:	Yes
Commissioner Vogler:	Yes
Commissioner Raum:	Yes
Commissioner Ayers:	Yes
Commissioner Thomas:	Yes
Commissioner Penning:	Absent

Motion Passed: 6/0

Motion for Amendment 1 to Have Slats Added to North and East Sides of Chain Link Fence made by Commissioner Vogler; seconded by Commissioner Thomas.

Chair Peltier:	Yes
Commissioner Lepin:	Yes

Commissioner Vogler: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes
Commissioner Penning: Absent

Motion Passed: 6/0

Motion for Amendment 2 to 10-Foot Trees When Planted Instead of 6-Foot Trees made by Commissioner Vogler; seconded by Commissioner Ayers.

Discussion followed regarding the eventual size of the trees and blocking ability.

Chair Peltier: Yes
Commissioner Lepin: Yes
Commissioner Vogler: Yes
Commissioner Raum: Yes
Commissioner Ayers: Yes
Commissioner Thomas: Yes
Commissioner Penning: Absent

Motion Passed: 6/0

E. City Planner Update:

- 1) City Planner Matt Straite provided updates on proposed land use application and past approvals.
- 2) Commissioner Vogler asked about status of intermodal facility. City Manager Kevin Kreitman provided an update noting the current construction with their intent to start with the rail sections for the design. He also discussed in the current plan they aren't envisioning any truck parking (which was previously presented and approved).

F. Meeting adjourned by Commission Chair Peltier at 7:10 pm.

Respectfully submitted:

Reviewed by:



Kimberly Wollenburg
City Recorder



Matt Straite
City Planner

