



**CITY OF MILLERSBURG  
PLANNING COMMISSION MEETING**

4222 NE Old Salem Road

Tuesday, June 22, 2021

6:00 pm

**Minutes**

A. CALL TO ORDER: Commission Chair Anne Peltier called the meeting to order at 6:05 pm.

B. ROLL CALL:

Members Present: Commissioners Connie Lepin, Anne Peltier, Monte Ayers, Ryan Penning, and Caryl Thomas

Members Absent: Mark Raum

Staff Present: Matt Straite, Community Development Director; Kimberly Wollenburg, City Recorder; Janelle Booth, Assistant City Manager/City Engineer; and Kevin Kreitman, City Manager

C. MEETING MINUTE APPROVAL

1) Review and Acceptance of April 20, 2021 Meeting Minutes.

**Action: Motion to accept the minutes as modified showing Commissioner Penning as Present During the Meeting made by Commissioner Ayers; a second by Commissioner Lepin.**

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Raum: Absent

Commissioner Ayers: Yes

Commissioner Thomas: Yes

Commissioner Penning: Yes

**Motion Passed: 5/0**

D. QUASI-JUDICIAL PUBLIC HEARINGS

Chair Peltier noted that the applicant requested a continuance for their item in order to address some items brought up in the conditions of approval in the staff report. She discussed that the Commission could choose to continue the item without opening the hearing or could open the hearing to hear from any members of the public. After discussion, and with there being no public present, the Commission decided to continue the hearing on July 20, 2021.

**ACTION: Motion to Continue Hearing on Site Plan 21-03, Industrial Project to July 20, 2021 made by Commissioner Ayers; seconded by Commissioner Penning.**

Chair Peltier: Yes

Commissioner Lepin: Yes

Commissioner Raum: Absent

Commissioner Ayers: Yes

Commissioner Thomas: Yes

Commissioner Penning: Yes

**Motion Passed: 5/0**

E. City Planner Update:

- 1) City Planner Matt Straite provided updates on proposed land use application and recent staff approvals. He also noted that a Code update is being worked on to add some refinements.
- 2) Asked about a Code interpretation and discussed with the Commission as to whether the Commission wanted to hear the interpretation or allow staff to provide interpretation and bring any subsequent land use action (if any) to the Commission. After discussion, staff will provide the interpretation and any subsequent applications arising out of the request for a Code interpretation will be brought to the Commission for a decision.
- 3) Commissioner Penning asked when in-person meetings would be allowed. City Manager Kreitman explained the current restrictions and what would be required to allow in-person. He noted that, to his understanding, once the State hits 70% and restrictions are removed, in-person meetings can start again.

F. Meeting adjourned by Commission Chair Peltier at 6:25 pm.

Respectfully submitted:

Reviewed by:



Kimberly Wollenburg  
City Recorder



Matt Straite  
Community Development Director