

MINUTES OF PLANNING COMMISSION MEETING
December 12, 2022

Pursuant to due call and notice thereof, a regular Planning Commission meeting was held at City Hall on the 12th day of December, 2022 at 6:30 PM

THE FOLLOWING WERE PRESENT: Chairman Ferris, Commissioner Burton, Commissioner Thompson(Arrived at 6:40pm), Commissioner Egglar, Commissioner Tinsley and Commissioner Fitch and Commissioner Johnson

THE FOLLOWING WERE ABSENT: None

THE FOLLOWING WERE ALSO PRESENT: City Clerk Linda Rappe, Ian Albers, Planning/EDA Assistant, Brad Scheib – HKGi, Tim Ibisch, City Administrator, Brandon Buckingham

CALL TO ORDER AT 6:30PM

MINUTES OF THE PREVIOUS MEETING – September 12, 2022 Motion to Approve made by Commissioner Burton, second by Commissioner Egglar with All Voting Aye

PUBLIC HEARINGS – MOVIE THEATER ELECTRONIC SIGN – EDA Assistant Ian Albers gave background for an electronic message in a commercial district requires a conditional use permit. Mr. Albers went through findings of fact. Staff is recommending five conditions: shall not exceed more than 100 sf of area; Sign height not exceed 20 feet above mean centerline street grade; shall not be less than ten feet above the sidewalk; not project into the row more than 5 feet as measured from the point of the sign, or its supports at the distance farthest from the property line and the sign shall not be lit after 11PM.

Commissioner Burton is concerned that the EDA and/or Chamber had a plan for a theme for downtown and wanted to know if they thought this fit in. City Administrator Ibisch stated that Mr. Steffel is a participating member of the Chamber. Burton stated that he is ok with adjusting hours but if they intend on using sound they would have to come back to the planning commission.

Commissioner Johnson was concerned with having the sign turned off at 11PM in case there would be a late showing. Administrator Ibisch stated that this could be adjusted to say “one hour after the end of the last showing”.

Chairman Ferris asked if there would be sound along with this sign. Mr. Albers stated that he will check with Mr. Steffel but sound is not listed on the work orders.

Commissioner Tinsley is wondering what Mr. Steffel is doing with the letters that will be removed and the original glass lights so that they don't end up in a dumpster. Mr. Albers will check with Mr. Steffel.

Public Hearing opened

Matt Nelson commented with an email in support of the sign that was read by Ian

Public hearing Closed

Motion to Approve with Conditions as stated and the wording to Condition 5 to read “one hour after last showing is completed” made by Commissioner Burton, second by Commissioner Fitch with All Voting Aye.

COMPREHENSIVE PLAN/ORDINANCE UPDATE DISCUSSION – Brad Schieb (HKGI) stated that 5 years is a good target to re-evaluate the comp plan. Population updates and demographic data should be updated. Land use plan and park and open space system could all be updated. We could go through implementation list in the comp plan and we should start with that. Mr. Schieb had the following list:

1. Evaluate Implementation steps – what have we done, what is still relevant, what new things need to be added -I think this can be a simple exercise of going through the action steps table and indicating what has been: COMPLETED, IN PROGRESS, PLANNED TO BE STARTED, NOT STARTED. Then at a future PC workshop talk through them and agree on which ones need to be moved to the front of the to do list, which ones maybe can just stay there for a later day, and which ones don't make sense and can come off the list. Give them an opportunity to add new ones to the list.
2. Update demographics and Mapping: this was the proposal HKGI provided a few weeks ago. Those steps would provide that update. Are we growing in the right directions? I think this is a good discussion to engage in based on the pressures we are familiar with, the property owners who are itching to do something, and where we need policy or regulatory fixes (annexation or proactive rezoning from holding to specific districts).
 - a. Are we growing the right land uses?
 - b. How does transportation beyond our borders work – county - township - start the conversation again with the county about some of these regional road corridors
3. What support services do our existing businesses need (more of an economic development strategic effort): this is a boots on the ground strategic discussion with business owners. Not only what is needed to support existing business but tap into their skills to figure out how to get it.
4. Plans for Redevelopment or Revitalization – housing inventory and need. Not sure what was meant by this ... was there a regional housing study done that could be brought forward for additional info or gap identifying?
5. Provide updated mapping – existing and proposed land uses – highlight what developments have happened and what we know is proposed.

Tim stated that we could look at the annexations coming in as development holding zone. We have hit our orderly annexation edge on the north, what is the long term guidance? Do we want to look more at the south border.

Commissioner Burton agrees with all of these suggestions and added; Plans for redevelopment of older homes.. Commissioner Fitch stated that it would be nice to know what businesses are looking for to move or stay in town.

Commissioner Johnson asked about linking maps to the City's website, old comp plan maps,

MANUFACTURED HOME ORDINANCE – not discussed

OTHER – Nothing

ADJOURN – 7:07pm

Respectfully Submitted,

Linda Rappe, City Clerk