

**IMLAY CITY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, MAY 28, 2024  
6:00 PM**

**1. CALL TO ORDER**

Chairman Walt Bargaen called the Regular meeting to order at 6:00 PM.

**2. PLEDGE OF ALLEGIANCE**

Chairman Bargaen led the Pledge of Allegiance

**3. ROLL CALL**

**Present:** Chairman Walt Bargaen, Vice-Chairman Tom Germayne, Mayor Joi Kempf, James Blount, Frank Demske, John Lengemann

**Absent:** Bob Tanis

**Also Present:** Zoning Administrator Lonnie Hayes, Professional Planner Caitlyn Habben, DDA Director Christine Malzahn, Clerk/Treasurer Dawn Sawicki-Franz and public.

**4. APPROVAL OF AGENDA**

**MOTION** by Demske seconded by Germayne to approve the agenda as presented

**MOTION CARRIED UNANIMOUSLY**

**5. APPROVAL OF MINUTES**

**MOTION** by Germayne seconded by Demske to approve the regular meeting minutes of April 23, 2024 as presented

**MOTION CARRIED UNANIMOUSLY**

**6. FINANCIAL REPORT ENDING – APRIL 2024**

**MOTION** by Kempf seconded by Blount to approve the April 2024 financial report as presented.

**MOTION CARRIED UNANIMOUSLY**

**7. CITIZENS FROM THE FLOOR**

None

**8. UNFINISHED BUSINESS**

**A. MASTER PLAN UPDATE**

Professional Planner Caitlyn Habben presented the next phase of the Master Plan including: Chapter 10 - Public Engagement; Community Survey Results, Focus Group Results, Housing and Chapter 9 - Transportation and Circulation; Railroad and Roadways then answered the Planning Commission members' questions.

**PRESENTATION AND DISCUSSION ONLY, NO MOTION**

**B. PLANNING COMMISSION BYLAWS**

Discussion regarding attendance issues (member in bad standing) and conflict of interest issues. **MOTION** by Lengemann seconded by Kempf to amend the bylaws motion to include "missing two consecutive unexcused trainings" to place a member in bad standing.

Demske and Germayne agreed.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Demske seconded by Germayne to recommend to the City Commission adoption of the Planning Commission Bylaws as revised.

**MOTION CARRIED UNANIMOUSLY**

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**C. ARBY'S SITE PLAN APPROVAL EXTENSION**

Zoning Administrator Hayes explained the circumstances that caused Arby's delay and their request for site plan approval extension.

**MOTION** by Lengemann seconded by Kempf to approve an extension for the application for site plan approval per the written request received.

**MOTION CARRIED UNANIMOUSLY**

**9. PUBLIC HEARING-SPECIAL LAND USE APPLICATION 572 N CEDAR STREET**

**(old) #19-76-600-000-00, (new) #19-76-600-001-00**

**A. NOTICES AND PUBLICATIONS TO RECORD**

**MOTION** by Demske seconded by Kempf to place all notices and publications to be made part of the record.

**MOTION CARRIED UNANIMOUSLY**

**B. OPEN PUBLIC HEARING**

Chairman Bargaen opened the public hearing at 6:40 PM

- i. Special Land Use – Joe Shull on behalf of the Ammori Group  
Presentation and discussion by applicant and Planning Commission.  
Public comment was heard.

**C. CLOSE PUBLIC HEARING**

Chairman Bargaen closed the public hearing at 7:48 PM

**D. ACTION**

**MOTION** by Lengemann seconded by Germaine to postpone special land use for 572 N Cedar Street to provide additional information regarding the proposed building façade and additional or alternative for landscape screening along proposed fence and type of fence, to a special meeting in the future.

**MOTION CARRIED UNANIMOUSLY**

**10. PUBLIC HEARING-REZONING APPLICATION 593 S CEDAR STREET #19-83-201-001-00**

**A. NOTICES AND PUBLICATIONS TO RECORD**

**MOTION** by Lengemann seconded by Germaine to place all notices and publications to record.

**MOTION CARRIED UNANIMOUSLY**

**B. OPEN PUBLIC HEARING**

Chairman Bargaen opened the public hearing at 7:50 PM

Rezoning – Zoning Administrator Hayes and Professional Planner Habben explained the rezoning request.

No comments from the public.

**C. CLOSE PUBLIC HEARING**

Chairman Bargaen closed the public hearing at 7:52 PM

**D. ACTION**

**MOTION** by Lengemann seconded by Kempf to amend the zoning for this parcel, described as 593 S Cedar from B-3 to I-1 as presented because it meets all of the standards in the zoning ordinance.

**MOTION CARRIED UNANIMOUSLY**

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**11. NEW BUSINESS:**

**A. APPLICATION FOR BUSINESS OPENING OR CHANGE IN OCCUPANCY**

DDA Director Malzahn presented an Application for Business Opening or Change in Occupancy form for the Planning Commission to review. Malzahn shared that there is nothing like this currently in place and this would be helpful for all City Departments to have this information on file for the businesses in our City and this will be delivered to the City Commission for their assessment as well.

**PRESENTATION AND DISCUSSION ONLY, NO MOTION**

**12. CITIZENS FROM THE FLOOR**

One citizen spoke regarding an agenda item.

**13. ADJOURNMENT**

**MOTION** by Demske seconded by Germayne to adjourn the meeting at 8:17 PM.

**MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted by:

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Dawn Sawicki-Franz, City Clerk/Treasurer

**Approved by Planning Commission: June 25, 2024**

**Approved by City Commission: July 02, 2024**