

**IMLAY CITY PLANNING COMMISSION
REGULAR MEETING MINUTES
TUESDAY, AUGUST 27, 2024
6:00 PM**

1. CALL TO ORDER

Vice-Chairman Tom Germayne called the Regular meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

Vice-Chairman Germayne led the Pledge of Allegiance

3. ROLL CALL

Present: Vice-Chairman Tom Germayne, Mayor Joi Kempf, Bob Tanis, Frank Demske

Absent: Chairman Walt Bargaen, James Blount, John Lengemann

Also Present: City Manager Craig Horton, Zoning Administrator Lonnie Hayes, Professional Planner Caitlyn Habben, Professional Planner Jason Smith with Wade Trim, and Administrative Assistant Leah Mills.

4. APPROVAL OF AGENDA

MOTION by Tanis seconded by Demske to postpone item number 8. ELECTIONS OF OFFICERS until the next meeting and to approve the agenda as presented with the postponement.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES

MOTION by Demske seconded by Tanis to approve the regular meeting minutes of July 23, 2024.

MOTION CARRIED UNANIMOUSLY

6. FINANCIAL REPORT ENDING – July 2024

Vice-Chairman Germayne asked if there were any questions or comments regarding the Planning Commission's July 2024 financial report and then accepted them as presented.

7. CITIZENS FROM THE FLOOR

None

8. ELECTION OF OFFICERS – Postponed until the September meeting

9. PUBLIC HEARING- Public Participation Plan

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

Vice-Chairman Germayn opened the public hearing at 6:05 PM

i. No public at the public hearing

C. CLOSE PUBLIC HEARING

Vice-Chairman Germayn closed the pub at 6:06 PM

D. ACTION

MOTION by Tanis seconded by Demske to send the Public Participation Plan to the City Commission for final approval

MOTION CARRIED UNANIMOUSLY

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10. UNFINISHED BUSINESS

A. MASTER PLAN UPDATE

Professional Planner Caitlyn Habben presented the next phase of the Master Plan including Chapter 4 – Downtown Vision: How TIF Works, Surrounding the DDA, SWOT Analysis, FIT/Tourism Report, Community Desire, Recommendations
Chapter 5 – Development & Redevelopment: Organizational Partnerships, Built Out Forecast, Target Industry, Underdeveloped Property, Expansion of City Boundary
Chapter 10 – Public Engagement: Visioning & Brainstorming Meeting
Chapter 11 – Goals & Actions: Overall, Good Governance, Residential, Downtown Vitality, Commercial Development, Industrial, Parks and Recreation, Transportation
Habben then answered questions by the Planning Commission and introduced Professional Planner Jason Smith who will be replacing Habben while she is on maternity leave.

PRESENTATION AND DISCUSSION ONLY, NO MOTION

B. ARTICLE 4: DEVELOPMENT STANDARDS, DIVISION 4: SIGNS – AMENDMENT

Zoning Administrator Lonnie Hayes explained the presented written draft sign amendment to the Planning Commission. Spicer recommends amending the ordinance with the changes that were previously discussed at the July 23rd Planning Commission meeting. More discussion followed. Vice-Chairman Germain requested Spicer to look into measurements for free-standing signs and bring that to the next meeting for review.

MOTION by Tanis seconded by Demske to hold a public hearing to Amend Article 4: Development Standards, Division 4: Signs.

ROLL CALL VOTE

Ayes: Tanis, Demske, Kempf, Germaine

Nays: None

Absent: Lengemann, Blount, Barga

MOTION CARRIED UNANIMOUSLY

11. NEW BUSINESS:

A. SETBACK DISCUSSION

- i. Zoning Administrator Lonnie Hayes discussed setbacks for the B-3 district. Discussion followed. Hayes requested permission to write an administrative letter regarding setbacks for the parcel (old) I19-76-600-000-00 (new) I19-76-600-001-00. Consensus to approve.

12. ADJOURNMENT

MOTION by Demske seconded by Tanis to adjourn the meeting at 7:39 PM.

MOTION CARRIED UNANIMOUSLY

Respectfully Submitted by: _____
Leah Mills, Administrative Assistant

Approved by Planning Commission: September 24, 2024

Approved by City Commission: October 01, 2024