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Minutes of the Regular Meeting
of the Planning Commission
Tuesday, February 23, 2016

1. Call to Order

Chairman Tom Germayne called the regular meeting to order at 7:00 p.m.

2. Pledge of Allegiance

Chairman Tom Germayne led the Pledge of Allegiance.

3. Roll Call

Present: Chairman Tom Germayne, Vice-Chairman Stu Davis, Mayor Walt Bargaen, John Lengemann, Mike Romine, Ted Sadler and Jason Schwab

Absent: None

Also Present: Zoning Administrator Jerry Edwards, Utility Biller/Deputy Clerk Anne McAvoy, ZRC Holdings Representative/Architect Orin Campbell, and two members of the community.

4. Approval of Agenda

Moved by Bargaen, seconded by Davis, to approve the agenda as presented. **Motion Carried 7 – yeas; 0 - nays**

5. Approval of Minutes

Moved by Davis, seconded by Lengemann, to approve the minutes of the Regular Meeting held Tuesday, January 26, 2016. **Motion Carried 7 – yeas; 0 – nays**

6. Citizens From the Floor - None

7. Old Business – None

8. New Business

A. Site Plan Review – ZRC Holdings, LLC Parcel ID# I19-83-207-100-30

Zoning Administrator Jerry Edwards introduced Orin Campbell of Campbell Associates, Inc. as architect for ZRC Holdings, LLC in regards to the Site Plan submitted for Parcel ID I19-83-207-100-30. Mr. Campbell spoke on behalf of his client Keith Goodreau in regards to the proposed 7,000 ft² commercial building. Mr. Campbell noted the shared easements in place and stated the site lends itself well to the proposed building and is a good fit for the community.

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Vice-Chairman Davis inquired as to whether the open issues identified in the preliminary review had been resolved.

Edwards referred to the preliminary site plan as being very thorough, with several aspects being proposed above and beyond those required, but it was lacking detail in regards to the utility plans. Edwards stated the detailed utility plan is forthcoming and everything else is in compliance.

Mr. Campbell discussed the known utilities and stated that drawings are forthcoming to document the existing utilities. Davis stated the utility plan details could be administratively handled.

Mr. Campbell noted the excitement of Mr. Goodreau and hoped the Commission shared in that excitement.

Chairman Germayne inquired as to the photometrics of the site. Edwards noted photometrics on page C-3 of the submitted drawings. Mr. Campbell noted that the photometrics will mimic those of the adjacent site.

Commissioner Lengemann stated that site plans submitted in the past had been routinely submitted to the Planning Consultant for review and analysis and inquired as to whether that would be done in this case. Edwards noted that he had discussed the matter with the City Manager and the site plan would not be forwarded to the Planning Consultant given its level of completeness, the level of expertise possessed by himself, and in the interest of saving taxpayer dollars. Commissioner Lengemann questioned whether that was a Planning Commission decision to make.

Edwards noted the site plan had been reviewed for compliance with the City Ordinance and that was done. Edwards added that the utility plan is forthcoming and will be reviewed thoroughly.

Moved by Bargaen, seconded by Davis, to approve the site plan application submitted by ZRC Holdings, LLC for Parcel ID I19-83-207-100-30, pending administrative review and approval.

ROLL CALL VOTE

Yeas: Lengemann, Romine, Davis, Schwab, Sadler, Bargaen, Germayne

Nays: None

Unanimously carried

9. Adjournment

Commissioner Sadler inquired as to whether the planners were on a retainer, noted he is comfortable with Zoning Administrator Edwards' review of site plans, given his 36 years of experience, and stated it should be identified whether it is a Planning Commission decision to submit a site plan to the planners.

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Edwards noted that engineering plans had been sent to Spicer, as he is not an expert in those areas.

Mayor Barga noted that items sent to the planners for review are on a per item fee basis.

Commissioner Lengemann stated he is not uncomfortable with Zoning Administrator Edwards' review of site plans, but if it is a decision of the Planning Commission to send it to the planners or not, then the Planning Commission should make an intelligent, conscious decision.

Moved by Barga, seconded by Lengemann, to adjourn the meeting at 7:15 p.m. **Motion Carried 7 – yeas; 0 - nays**

Respectfully Submitted by:

Nicole F. Frost, City Clerk/Treasurer

Approved: _____