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Minutes of the Regular Meeting
of the Planning Commission
Tuesday, June 28, 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, Mayor Walt Barga, Mike Romine and Ted Sadler

Absent: Vice-Chairman Stu Davis, John Lengemann and Jason Schwab

Also Present: Zoning Administrator Jerry Edwards, City Manager Tom Youatt, Jeff Liebler of Liebler Agency, Richard Burmann of Burmann Associates and Greg Dennis of Midwest Commercial Construction.

4. Approval of Agenda

Moved by Barga, seconded by Sadler, to approve the agenda as presented. **Motion Carried 4 – yeas; 0 - nays**

5. Approval of Minutes

Moved by Barga, seconded by Romine, to approve the minutes of the Regular Meeting held Tuesday, February 23, 2016. **Motion Carried 4 – yeas; 0 – nays**

6. Citizens From the Floor - None

7. Old Business – None

8. New Business

A. Site Plan Review – Liebler Agency 162 & 172 N. Cedar St. Parcel ID# I19-81-701-000-00 & I19-80-801-000-00

Architect Richard Burmann of Burmann Associates detailed the new office buildings on Cedar Street as proposed by Liebler Agency. Mr. Burmann explained that the site is quite sloped and the two existing buildings will be removed and replaced as detailed in the Site Plan. Mr. Burmann noted that the proposed drainage system had been approved by appropriate officials and Liebler Agency is seeking Planning Commission approval of the Site Plan as presented.

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Zoning Administrator Jerry Edwards commented on the City Planner's recommendations, noting that prior issues with photometrics, landscaping, sewer easement, sidewalk placement, mechanical equipment screening and drainage had been addressed within the submitted Site plan. Mr. Edwards referred to the Site Plan as being very thorough, with only the Sanitary Sewer Profile still lacking detail.

City Manager Tom Youatt noted that MDOT permits would need to be secured by the owner as a manhole would be required in the trunkline right-of-way. Youatt added that the City would need to approve the design for the manhole and associated sewer line as it will ultimately be deeded to the City.

Mayor Barga noted the unique topography of the parcel and stated the proposed Site Plan serves to improve it. Mayor Barga inquired as to the green space requirement along the parcel boundaries, specifically noting the parking lot on the north. Mr. Edwards responded that the minimum setback from a non-residential property line is ten feet, indicating that approval of a variance would be needed in this instance.

Moved by Barga, seconded by Sadler, to approve the site plan application submitted by Liebler Agency for Parcel ID I19-81-701-000-00 and I19-80-801-000-00, with approval of a three (3) foot setback variance on the north and a five (5) foot setback variance on the south and pending administrative review and approval of the Sanitary Sewer Plan to include submittal of a complete easement document.

ROLL CALL VOTE

Yeas: Romine, Sadler, Barga, Germaine

Nays: None

Unanimously carried

9. Adjournment

Moved by Barga, seconded by Sadler to adjourn the meeting at 7:21 p.m. **Motion Carried 4 – yeas; 0 - nays**

Respectfully Submitted by:

Nicole F. Frost, City Clerk/Treasurer

Approved: _____