

REGULAR MEETING OF THE WEST BRANCH PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET, ON TUESDAY, MAY 9, 2017.

Chairman Mike Jackson called the meeting to order at 6:00 p.m.

Present: Bob David, Jan Hasty, Mike Jackson, June Longstreet, Lisa Saurer, and Dan Weiler.

Absent: Kara Fachting and Heather Grace.

Others officers in attendance: City Clerk/Treasurer John Dantzer and GPSCR Coordinator Kelli Collins.

All stood for the Pledge of Allegiance.

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**MOTION BY HASTY, SECOND BY SAURER, TO APPROVE THE MINUTES FROM THE REGULAR MEETING HELD TUESDAY, APRIL 11, 2017.**

**Motion carried**

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Richard Hamilton, on behalf of the Community of Christ Church, presented a site permit application to replace an old shed with a new one. Mr. Hamilton noted that it would be 12'x12' and it is replacing a 10'X10' and it would be put in the exact same location.

It was noted that since it is being put on commercial property, it has to come to the Commission for approval.

Chairman Jackson noted that there has been a shed there for a long time and that based on the location, which is in the back of the building, is not very visible from the road and doesn't see any reason to not allow them to replace it.

**MOTION BY WEILER, SECOND BY HASTY, TO APPROVE THE SITE PERMIT APPLICATION AS SUBMITTED AND ALLOW THE 12'X12' REPLACEMENT SHED.**

**Motion carried**

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Patricia Ritter, on behalf of Ritter's Pizza, presented a site permit application to replace a fence. Ms. Ritter noted that the old one is falling down and they would like to replace it because it is not safe and will make it look much nicer.

It was noted that since it is being put on commercial property, it has to come to the Commission for approval.

GPSCR Administrator Kelli Collins noted that her opinion was as long as it was not taller than 6' and kept the decorative side out, then she didn't see any issues.

Member David noted that they would need to verify that it is on the lot line.

**MOTION BY DAVID, SECOND BY JACKSON, TO APPROVE THE SITE PERMIT APPLICATION AS SUBMITTED AND ALLOW THE FENCE REPLACEMENT CONTINGENT TO IT BEING ON THE PROPERTY LINE, IS NOT TALLER THAN 6', AND HAS THE DECORATIVE SIDE FACING OUT FROM THEIR PROPERTY.**

**Motion carried**

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Ethan Resteiner submitted a site permit application to build an addition onto his building at 209 W. Houghton Ave.

Chairman Jackson had questions on the site plan that mentioned encroaches over property line. Mr. Resteiner noted that he was in the process of purchasing the neighboring building owned by Bob Perlberg. He would then tear that building down so he would have the appropriate room for the addition. Mr. Resteiner submitted a new survey that showed what the property lines would be once the purchase agreement was completed.

Chairman Jackson also noted that there is an easement that is noted in the survey. Mr. Resteiner noted that once he purchases the neighboring building he would no longer need the easement because his land would now butt up to City property.

**MOTION BY JACKSON, SECOND BY SAURER, TO APPROVE THE SITE PERMIT APPLICATION AS SUBMITTED AND ALLOW THE ADDITION CONTINGENT UPON THE COMPLETION OF THE PURCHASE AGREEMENT BETWEEN MR. RESTEINER AND MR. PERLBERG**

**Motion carried**

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The Commission discussed the rescheduling of the June meeting and possibly having a joint meeting with City Council. It was the consensus of the Commission to hold a rescheduled meeting on June 5<sup>th</sup> or have a joint meeting with City Council on June 27<sup>th</sup>.

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GPSCR Coordinator Kelli Collins presented an update on the Safe Routes to School program and the requirements that are needed to receive grant money.

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The Commission discussed a Planning Commission job description in order to use it as part of the notice when there is a vacancy on the Commission. It was noted that this was one of the requirements of the Redevelopment Ready Communities Program.

**MOTION BY WEILER, SECOND BY JACKSON, TO APPROVE THE FOLLOWING PLANNING COMMISSION JOB DESCRIPTION.**

**PLANNING COMMISSION JOB DESCRIPTION**

The Planning Commission is an advisory body to the City Council, which is responsible for directing the short and long-range growth and development of the City through the maintenance and implementation of the City's Zoning Code, Master Plan, and other associated specific plans. It is composed of nine members with one member being from the City Council, one member the City Manager, and seven qualified electors of the City. Members are appointed by City Council, based on nominations from current members of the Planning Commission. Each Commissioner will be appointed to a three-year term with no maximum term limit.

Duties:

- In order to implement the Master Plan, the Planning Commission is empowered to administer the City's zoning laws, ordinances, rules and regulations which:
- Regulate the use and appearance of buildings, structures and land.
- Regulate signs and billboards.
- Regulate location, height, bulk, number of stories, and size of buildings and structures; the size and use of lots, yards, courts, and other open spaces; the percentage of a lot which may be occupied by a building or structure; the intensity of land use.
- Establish requirements for off-street parking and loading.
- Establish and maintain building setbacklines.

The Planning Commission also reviews environmental documents and capital improvement programs.

Desirable Qualifications:

A Planning Commissioner's primary job is to make land use decisions that are consistent with the policies and plans formally adopted by the City Council. Therefore, the first priority of a Planning Commissioner must be to develop decision-making skills and knowledge of City policies. It is not critical to have training in fields such as planning, architecture, law, civil engineering, geology, economics, or demography.

These are skills that are available to the Commissioner from staff, consultants, and the applicant. The

commissioner’s job is to weight the professional input given in staff reports, environmental impact reports, and consultant reports. A commissioner is much like a judge who is trained to render a legal decision based on the testimony of experts and others who appear as witnesses in a trial.

Suggested qualifications for a Planning Commissioner include:

- A willingness and ability to research and report on issues, programs and policies related to development issues.
- A willingness to attend night meetings on a regular basis.
- A willingness to assist in implementing projects as decided upon by the City Council.
- The ability to sustain harmonious working relationships with Commission members, the City Council, residents, and the public.
- A willingness to attend extracurricular meeting and training seminars related to regional planning uses.
- The Planning Commission will strive to encourage as many participants from various stakeholders of the City such as the Downtown Development Authority, Downtown Retail Merchants, industrial park business owners, residential members, multi-family housing institutions, medical/health fields, financial institutions, and developers.

**Motion carried**

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Member Weiler noted the new Fireman’s Memorial was completed and noted how nice it looked.

Member David apologized for missing the last meeting and commended the DPW for the spring cleanup.

Chairman Jackson commended the DPW for how well Irons Park looked.

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Chairman Jackson adjourned the meeting at 7:00 p.m.