

A regular meeting of the Planning Commission was held at City Hall, 200 S. Main Street, on Monday, August 5, 2013, at 7:00 p.m.

Chair Malewski called the meeting to order. Present were Chair Malewski and Commissioners Wegner, Ostrom, Kapff, Skinner, Vanek and DeGrow. None were absent.

Also in attendance at the meeting was Councilwoman Claudia Brown, City Manager Jon Stoppels, Building Inspector Jon Hill, City Assessor Mike Baker and City Clerk Kristy Reinecke.

Commissioner Ostrom moved the Planning Commission approve the Agenda as printed; seconded by Commissioner Wegner, passed unanimously.

Commissioner Kapff moved that the March 14, 2012 Special Meeting Minutes be removed from the Table; seconded by Commissioner Skinner, passed unanimously.

Commissioner Kapff moved that the March 14, 2012, Special Meeting minutes be approved as printed; seconded by Commissioner Skinner, passed unanimously.

Commissioner Ostrom moved that the November 5, 2012, Regular Meeting minutes be approved as printed; seconded by Commissioner Skinner, passed unanimously.

There were no public comments.

Chair Malewski opened the meeting for a Public Hearing on the Site Plan for property located at 202 W. Broad Street, Property Tax Code 23-300-000-614-080-00. The Public Hearing opened at 7:04 p.m.

Building Inspector Hill reviewed his findings with the Commission. Building Inspector Hill stated that at this time the City's Engineer's, C2AE, had some concerns with certain aspects of the plan, but DC Engineering service had agreed to resolve all of the issues of concern and then revise and resubmit the Site Plan with those corrections before construction began, so at this point he had no issues with the Plan.

Kurt, Karhulik, of DC Engineering PC, appeared before the Commission, on behalf of his client, Shelly-Odell Funeral Home, and answered questions of the Commission. Mr. Karhulik stated that they would have all of the issues resolved that the City Engineers had prior to beginning construction.

Mike Mills, Director of Shelly-Odell Funeral Home, appeared before the Commission, and stated that this Plan would give their business approximately 20 additional spaces which were much needed.

Chair Malewski asked how they would address the leveling of this property so that it would not affect the surrounding neighbors. Mr. Karhulik stated that they would be doing a general grade and that it would have its natural slope, with minimal fill, and that the intent was to not raise the northwest corner of the property and keep it low to allow drainage and to make it not be a problem for the adjacent property owners.

Mr. Karhulik stated that they would also be planting trees along the roadway to smooth out the view.

Commissioner Ostrom stated that the plan called for a 6" under drain for drainage. Mr. Karhulik stated that this would maintain the infiltration system and would also help to pick-up extra water from the asphalt.

Chair Malewski asked if there was street parking on Hall Street. Mr. Mills stated that this has already been addressed by the Police Department and parking is allowed once again on Hall Street.

Commissioner Ostrom asked if this lot was currently being used for the excess parking needed for his business. Mr. Mills stated that it has not been used for this in the last year. Commissioner Ostrom asked if he needed to use this lot prior to it being built for excess parking. Mr. Mills stated that he was currently using it to park his own vehicles out of the way during a funeral. Commissioner Ostrom asked why this could not be used during the interim for parking. Building Inspector Hill stated that the Site Plan had to be approved before this could happen. Commissioner Ostrom asked if the business could use the site for parking prior to completion of the construction project. Building Inspector Hill stated that the engineers stated that this would require too much fill and that the property would become rutted. Commissioner Ostrom stated if the property was going to be leveled, then ruts should not be an issue so why could the owner not use this for overflow parking prior to the construction being completed. City Manager Stoppels stated that there were rules and laws pertaining to this issue and until certification of occupancy, and the construction being completed, that the site could not be used. City Manager Stoppels stated that there were further environmental issues regarding this, and that there were numerous legal issues, so the construction needs to be completed before it can be utilized as a parking lot.

Commissioner Vanek stated that his only concern was if there were going to be 20 parking spaces across the street from the funeral home, than had any thought been given to pedestrians crossing the street and proper signage. Building Inspector Hill stated that he did not know of any restrictions on this.

Mr. Mills stated that he would like to have the stop sign back at King Hall Street as this seemed to slow traffic down considerably in this area.

Building Inspector Hill stated that this was a Traffic Control issue and a Police Department issue and that he would talk with them to see if anything needed to be done.

Commissioner Ostrom stated that Hall Street does not have a stop sign until Plain Street, and if a temporary sign could be used during an event. City Manager Stoppels stated that this could not be done as it was a violation of State Law.

Commissioner Ostrom asked when the project would begin. Mr. Mills stated that it would not begin until next year.

Chair Malewski asked if in their motion they could ask that the traffic issue be reviewed. Commissioner Vanek stated that this was all that he wanted, was for the Police Department to review the area and Site Plan.

There were no further comments. Chair Malewski closed the Public Hearing at 7:22 p.m.

City Manager Stoppels reviewed with the Commission his memo on his finding for the Union Street Schools. The Commission thanked the City Manager for the report. After a lengthy discussion it was the consensus of the Commission to have the City Manager draft a letter to the Schools with their findings.

Commissioner Vanek moved that they approve the Site Plan for the property located at 202 W. Broad Street, Property Tax Code 23-300-000-614-080-00, with the issues resolved that had been noted by the City's Engineers, C2AE, and that a Traffic Study be done to see if there is a necessity for any type of signage for public safety; seconded by Commissioner Ostrom, passed unanimously.

Commissioner Ostrom moved that Commissioner Kapff be elected as the Secretary of the Planning Commission; seconded by Commissioner Skinner, passed unanimously.

Commissioner Ostrom moved that Commissioner Vanek be elected as the Vice-Chair of the Planning Commission; seconded by Commissioner Kapff, passed unanimously.

Commissioner Vanek moved that Commissioner Ostrom be elected as the Chair of the Planning Commission; seconded by Commissioner DeGrow, passed unanimously.

There were no reports by the Zoning Boards or Staff.

Commissioner Ostrom moved the meeting be adjourned; seconded by Commissioner Kapff, passed unanimously. The meeting was adjourned at 8:10 p.m.