
MINUTES**I. Call to Order**

Chair Jason Lietz called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

II. Roll Call

PRESENT: Jason Lietz, Kevin Barker, Sean Denison, Ralph McDonald, Donna Monnell

ABSENT: None

STAFF: Rich Murphy, Community Development Director; Barbara Pitcher, City Clerk

GUESTS: Penny Slocum, Larry Money, Shane Turay, Kim Moyer

III. Approve Agenda

Motion made by Barker, Seconded by McDonald to approve the agenda. Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

IV. Approve Agenda

Motion made by Barker, Seconded by McDonald to accept the agenda. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

A. *Consider approval of April 13, 2021 Planning Commission Minutes.*

Motion made by Barker, Seconded by Denison to approve the minutes of April 13, 2021 as submitted. Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

V. Public Comments - Agenda Items

None

VI. Old Business

A. All the suggested changes discussed at the April 13 meeting have been finalized in the attached final draft of the Master Plan. Additionally, we have updated the Master Plan to include a reference to the Complete Streets policy that was recently adopted by the City Commission in Resolution NO. 2021.04/223, A Resolution to Develop Complete Streets as Part of the City of Buchanan's Master Plan, passed unanimously by the Buchanan City Commission on April 12, 2021.

Consider the approval to send the Draft Master Plan to the City Commission for distribution, review and comment in order to start the public adoption process.

Please see the update timeline for the adoption of the Master Plan:

1. May 11 – PC meeting – Submit draft plan to city council for distribution and review by motion
2. May 24 - City Commission meeting – approve by motion distribution of the plan and post on website (planning commission secretary distributes plan on May 25 – giving 63 days for review (July 27)).
3. Aug 10 - Planning Commission votes to hold a comment period and hearing at next meeting (Sept 14)

4. Sept 14 – Hold public hearing (notice published week of Aug 23), PC adopts plan by resolution
5. Sept 27 - City Council adopts plan by resolution

Motion made by Barker, Seconded by McDonald to end the Draft Master Plan to the City Commission for distribution, review and the public adoption process. Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

VII. New Business

- A. *Consider approval of proposed sign at Redbud Hardware, 266 E. Front St. as recommended by the Design Review Committee at their May 5, 2021 meeting.*

Motion made by McDonald, Seconded by Monnell approve proposed sign at Redbud Hardware, 266 E. Front St. Roll call vote carried by majority.

Voting Yea: Lietz, Barker, McDonald, Monnell

Voting Abstaining: Denison (due to conflict of interest)

- B. The Planning Commission is comprised of 7 members each serving staggered 3-year terms. Terms for two current members must be addressed as Kevin Barker's term expired June 30, 2020 and Donna Monnell's term will expire June 30, 2021.

Consider a recommendation to the City Commission to retroactively reappoint Kevin Barker to a 3-year term commencing July 1, 2020.

Consider a recommendation to the City Commission to reappoint Donna Monnell to a 3-year term commencing July 1, 2021.

There are currently three vacancies on the Planning Commission. Several interested parties have submitted applications:

- **Dan Vigansky**, who was previously considered and a recommendation made to the City Commission against his appointment. The City Commission postponed action on the item pending development of the updated Board Application and Appointment Process. Vigansky has since reapplied using the new application. He has also indicated interest in the Brownfield Redevelopment Authority, B.A.R.B, and the Zoning Board of Appeals.
- **Joe Paolucci** applied to serve on the Planning Commission and the Design Review Committee, in order of preference. The Design Review Committee is not recommending his appointment to that board in favor of another applicant.
- **Michael Rowland** applied to serve on the Common Committee, Planning Commission, and the Design Review Committee. He has already been appointed to the Common Committee. The Design Review Committee is not recommending his appointment in favor of another candidate.

Consider a recommendation to the City Commission to appoint one or more of the above candidates.

Considerable discussion regarding the board application and appointment process and criteria. Denison invited guest, Shane Turay, to introduce himself as he is considering applying for the Planning Commission. Barker stated the North Side is not well-represented on this committee. Group discussed having each member submit a brief bio of what they offer, how they represent the community including geographically and whether a business owner or resident. The information can then be reviewed to see where the Commission is and what is still needed. There was also a question if the Design Review Committee was actually a subcommittee of the Planning Commission or the now disbanded DDA.

Motion made by McDonald, Seconded by Denison to approve recommendations to the City Commission to retroactively reappoint Kevin Barker to a 3-year term commencing July 1, 2020, and to reappoint

Donna Monnell to a 3-year term commencing July 1, 2021. Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

Motion made by Monnell, Seconded by McDonald to postpone taking action on new board appointments until more structure and criteria is developed. Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

- C. The Design Review Committee (DRC) met on Wednesday, May 5, 2021 and discussed board appointments and reappointments. The DRC is comprised of 3 members serving 3-year terms. Chair, Chris Brayak's term expired June 30, 2020. Kevin Barker's term expires June 30, 2021. A vacancy currently exists on the committee following the death of Willard Gustafsen whose term expired on June 30, 2020. The DRC reviewed applications from Dan Carlson, Joseph Paolucci and Michael Rowland. The recommendation to the Planning Commission of board appointments to the Design Review Committee are as follows:

- Retroactive reappointment of Chris Brayak to a 3-year commencing July 1, 2020
- Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021
- Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2024.

Consider forwarding the recommendation of the board appointments above to the City Commission for their approval.

Motion made by Monnell, Seconded by McDonald to recommendation to the Planning Commission of board appointments to the Design Review Committee are as follows:

- ***Retroactive reappointment of Chris Brayak to a 3-year commencing July 1, 2020***
- ***Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021***
- ***Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2024.***

Roll call vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell

VIII. Public Comment - Non-Agenda Items Only

None

IX. Community Development Director Comments

Thanked the Commission for their formal action on the Master Plan and encouraged the public to follow the process. Is currently in talks with a medical marijuana processor. Working on a parallel track to create an online zoning map. Shared his appreciation for the action on the Design Review Committee and believes it will be an important committee going forward.

X. Commissioner Comments

Monell - None

McDonald - Thanked everyone for their work on the Master plan draft, is excited it is going to the next level and believes it will be well-received.

Barker - Gave kudos to Murphy for moving the Master Plan forward at a good pace, for Monell stepping in to help, and to Lietz for his thoroughness and accuracy.

Denison - Murphy is doing a great job of getting things back on track. For some of these things that are taking longer than usual, it's important to set examples of how to do things properly. Even though it's taking a little longer now, it's going to pay off in the end and glad to see all the work the City staff and Murphy have been doing.

Lietz - It's a great thing the City is dusting off the cobwebs on recordkeeping and transparency. These are all very good trends. We're bringing some organization and rigor that gives confidence in the process.

XI. Adjournment

Being no further business, Motion made by Barker, Seconded by Denison to adjourn the meeting at 8:30 p.m. Voice vote carried unanimously. Voting Yea: Lietz, Barker, Denison, McDonald, Monnell