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**MINUTES****I. Call to Order**

Chair Lietz called the meeting to order at 7:05 p.m and led the Pledge of Allegiance.

**II. Roll Call**

PRESENT Jason Lietz, Kevin Barker, Ralph McDonald, Donna Monell

ABSENT Sean Denison

STAFF Community Development Director/Zoning Administrator, Richard Murphy; City Clerk, Barbara Pitcher

GUESTS Norma Ferris, Jerry Flenar, Lloyd Miller

**III. Approve Agenda**

Discussion regarding amendments to the agenda. Move Public Comments - Agenda Items to follow Approve Agenda. Move current New Business Item A to New Business Item B. Add Design Review Committee Recommendation on Zen Lead Facade as New Business Item A.

***Motion made by Barker, Seconded by Monell to approve the agenda as amended Roll call vote carried unanimously.***

**IV. Public Comments - Agenda Items**

*Jerry Flenar* - Spoke regarding transitioning the Friends of the Trail from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

**V. Approve Minutes****A. June 8, 2021 Regular Meeting Minutes**

***Motion made by Monell, Seconded by Barker to approve June 8, 2021, Regular Meeting Minutes as amended. Roll call vote carried unanimously.***

**B. July 13, 2021 Regular Meeting Minutes**

***Motion made by Barker, Seconded by McDonald to approve the July 13, 2021, Regular Meeting Minutes as amended. Roll call vote carried unanimously.***

**VI. Old Business****A. Master Plan Adoption Timeline Update and Recommended Next Steps to Plan Commission**

The Community Development Director recommends next action steps by the Plan Commission to set the City of Buchanan Master Plan adoption public comment period from August 11 – September 14 and schedule the Master Plan adoption public hearing for September 14.

***Motion made by Barker, Seconded by Monell to schedule a public hearing for the Master Plan on September 14, 2021, at 7:00 p.m. Roll call vote carried unanimously.***

**VII. New Business**

A. Design Review Committee Recommendation on Zen Lead Facade

Barker presented the rendering and the Design Review Committee approval with recommendations. Lietz asked if the Murphy looked at the sign ordinance with regard to blade signs. Murphy replied they are allowed.

***Motion made by Barker, Seconded by McDonald to approve the Zen Leaf Facade as recommended by the Design Review Committee. Roll call vote carried unanimously.***

B. Consideration of Additional Subcommittees

City Manager Grace and Clerk Pitcher have been working to improve the effectiveness of all City commissions, boards, committees, and councils. Currently, the Friends of McCoy's Creek Trail Committee and the Buchanan Tree Friends Committee are both subcommittees of the Buchanan Area Recreation Board (B.A.R.B.) The B.A.R.B. does not possess the knowledge or expertise to provide proper oversight or guidance to those subcommittees which have, therefore, proceeded their activities independent from the B.A.R.B. However, there do seem to be significant opportunities for strategic alignment with the Planning Commission's purpose. To that end, it is proposed the Friends of McCoy's Creek Trail and the Buchanan Tree Friends be transferred from the auspices of the B.A.R.B. to become subcommittees of the Planning Commission.

If the Planning Commission is amenable to this transition, the following should be considered. According to Resolution 204.04/11, "the commission, board or council will appoint a member of its own to serve on the subcommittee to provide ongoing updates to the supervising commission, board or council". Options for the Planning Commission to comply are:

1. Appoint a current Planning Commissioner to each of the subcommittees; or
2. Appoint a member of each subcommittee to the Planning Commission; or
3. A combination of 1 and 2.

Given the Planning Commission currently has two vacancies for City residents, the Planning Commission may wish to consider appointing Richard Martin, Chair of Buchanan Tree Friends. He has indicated his willingness to serve in that capacity, has previously served as a Planning Commissioner, and is a City of Buchanan resident. There may be a similarly suited individual from the Friends of McCoy's Creek Trail as well.

Should the Planning Commission wish to proceed, a recommendation must be made to the City Commission, also in accordance with Resolution 204.04/11.

Following a discussion on the merits of the proposed change and regarding Planning Commission representation on both subcommittees, it was determined those board appointments could be made at a later date.

***Motion made by McDonald, Seconded by Monell to make a recommendation to the City Commission transition Friends of the Trail and Buchanan Tree Friends from subcommittees of the Buchanan Area Recreation Board to subcommittees of the Planning Commission. Motion carried unanimously.***

VIII. **Public Comment - Non-Agenda Items Only**

IX. **Community Development Director Comments**

Murphy will be attending the Redevelopment Ready Communities Virtual Academy. The City has received an initial report card from the RRC. Training is available to other City officials as well - Murphy

will forward the information to the Planning Commissioners. Spoke about the Developers Toolkit which he is sending to developers, small business owners, etc. with an invitation to meet and take a tour.

**X. Commissioner Comments**

*Monell* - No comment.

*McDonald* - Looking forward to working with the Tree and Trail folks. Excited.

*Barker* - Welcomed Tree and Trail subcommittees.

*Lietz* - The Planning Commission tries to move the City forward and give good governance. He looks forward to working with the Tree and Trail subcommittees. Expressed appreciation for Murphy.

**XI. Adjournment**

***Motion made by Barker, Seconded by McDonald to adjourn the meeting at 8:24 p.m. Roll call vote carried unanimously.***

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Jason Lietz, Planning Commission Chair

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Barbara Pitcher, City Clerk