

PLANNING COMMISSION MEETING
SUMMARY MINUTES
NOVEMBER 9, 2021
6:00 P.M.

PLEASE TURN OFF CELL PHONES

I. CALL MEETING TO ORDER

Meeting was called to order at 6:00 p.m. by Mr. Okum, Chairman

II. ROLL CALL

Members Present: Dave Okum, Steve Galster, Don Darby, Tom Hall,
Joe Ramirez, Meghan Sullivan-Wisecup

Members Not Present: Bob Diehl

Staff Present: Carl Lamping, Building Official; Shawn Riggs, City Engineer;
Liz Fields sitting in for Anne McBride, City Planner

III. PLEDGE OF ALLEGIANCE

IV. MINUTES OF THE PREVIOUS MEETING ON OCTOBER 12, 2021

Motion to adopt minutes made by Mr. Galster. Mr. Hall seconded the motion.

Voice vote taken and the minutes were approved with a vote of 6 to 0.

V. REPORT ON COUNCIL

Ms. Sullivan-Wisecup presented her report on Council from November 3, 2021.

VI. CORRESPONDENCE - NONE

VII. OLD BUSINESS - NONE

VIII. NEW BUSINESS

A. Minor Development Plan
120 Progress Place
(Application #20211398)

Mr. Lamping provided an overview of the project.

Ms. Fields presented her staff report and comments.

Mr. Riggs presented his staff report and comments.

Representatives present for the project were Jake Rudemiller, 4820 Glenway Ave, Civil Engineer; Dylan Kiley, Midwest Properties, 11129 Kenwood Rd; Drew Wall, Midwest Properties, Director of Leasing.

A representative of the project stated that the proposed new door would be a pull in door, there would be no backing up. He stated there are already docks on site. All loading and unloading of trucks will take place inside the building.

Mr. Lamping showed a floor plan of the building and showed the location of the new door on the south side of the building.

Mr. Okum asked Mr. Lamping if a garage door was interpreted in the code the same as a dock.

Ms. Fields responded stating that it isn't addressed as an overhead door and loading area.

Mr. Okum asked the applicants if they had a resolution in regards to the screening of the door.

Mr. Kiley stated there was not a screening plan because they did not consider it to be a dock door. He stated they wanted to wait and see what would be required at the meeting. He stated they are not opposed to doing what is required. Mr. Kiley stated they have had some interest from tenants for this property, but the concern is that there is not a door there.

Mr. Wall stated the building is a 36,000 square foot, freestanding building. The issue is tenants want a door to pull trucks of vans into. The west side of the building is not very accessible and they have lost three possible tenants for this reason. They have proposed adding the new door as a better solution. He stated they currently have someone that is looking at signing a long-term lease, but the new door is a requirement.

Mr. Okum asked what the size of the door would be and if a tractor trailer would be able to enter.

The representative stated it is designed to get a tractor trailer in.

Ms. Sullivan-Wisecup asked Ms. Fields to clarify what her comment meant in regards to not caring either way if it was a dock door or garage door.

Ms. Fields stated that either usage would be accessible based on the location and building use.

Mr. Hall asked if they would still inhibit traffic if the door was in with trucks trying to get in and out.

Mr. Kiley stated the trucks should be pulling in and backing out. He stated they could possibly block traffic for a few seconds. He stated it is not a facility that will have 10 trucks a day. They will probably have one truck a week. Mr. Kiley stated it was not going to be a high usage door.

Mr. Wall stated the tenant they are working with will only have approximately one truck per quarter. They will pull in, unload materials, and backing out.

Mr. Galster wanted to clarify that the truck operator would drive into the building via the garage door. He asked if they would have to back out, because they cannot drive thru the building. Mr. Galster asked if there would be trucks backing out onto Progress Place.

Mr. Wall stated there is enough room on the site for them to back out and not go on to Progress Place. Then they can drive around the west side of the building to exit on the east.

Mr. Darby asked the applicant to recap the delivery process. He asked if it would be one semi per week or quarter.

Mr. Wall stated it depends on the prospect. He said the particular prospect they are working with now has very infrequent deliveries. They would be no more than one a quarter. He stated if someone else came into the building later on it could change. Mr. Wall said the majority of the tenants they work with use dock doors, but a drive in is a future asset to a property.

Mr. Okum stated the roof line is only 16 feet high, and makes it limited on the use. He directed his comment/question to Ms. Fields, stating he does not see how they could provide screening of the overhead door. He asked if there was a potential that they could if the requirement was placed on them.

Ms. Fields responded with no. She stated they could add some evergreens around the outside of the new asphalt and give it a partial screening. She stated it will not be able to be screened fully.

The Chair will entertain a motion to approve the following project 120 Progress Place, case #20211398; per specifications and designs provided in our meeting packet as exhibits which were submitted by the applicant prior to the meeting and reviewed by staff. This motion includes the following conditions: Staffs, City Engineer, and City Planner's recommendations and considerations contained in their reports.

Mr. Hall made a motion to approve. Ms. Sullivan-Wisecup seconded the motion.

Roll was called and the motion was approved with a vote of 6-0.

IX. DISCUSSION

Mayor Webster addressed the Planning Commission in regards to the change in starting time from 7 p.m. to 6 p.m.

The motion was made by Mr. Hall to move the Planning Commission meeting back to a start time of 7:00 p.m. Ms. Sullivan-Wisecup seconded the motion.

A voice vote was taken and the time change to 7:00 p.m. was approved 6-0.

X. CHAIRMAN'S REPORT

XI. ADJOURNMENT

Mr. Galster moved to adjourn. Ms. Sullivan-Wisecup seconded.

Meeting was adjourned with a voice vote of 6-0.

Respectfully submitted,

_____, 2021 _____
Dave Okum, Chairman

_____, 2021 _____
Robert Diehl, Secretary