

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, March 13, 2018

7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Dale Sherman, Jerry Timmons, Richard Teal, Alison Jerome and Mayor Alice Schafer

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Absent: Commissioners John Wilson and Doug Wright

Audience Present: Philip Schafer

The Oath of Office was administered by Deputy Clerk Cameron to new commissioners Alison Jerome and Richard Teal.

Motion by Timmons, second by Schafer to approve the minutes of the regular meeting held December 12, 2017; motion carried.

Public Comments

Mr. Yonker asked to receive public comments; none were given. Motion by Sherman, second by Mayor Schafer to excuse Commissioner Wilson due to illness and Commissioner Wright for being out of town; motion carried.

New Business

Manager Yonker presented the variance request submitted by All Season Builders, Inc. on behalf of Corey Hyde, for the proposed construction of two new residential duplexes on his property located at 930 E. North Street. The plan includes demolishing the existing house along with a detached garage and constructing two new duplex structures.

The current zoning district of R-2 – Suburban Residential allows for a single dwelling unit or one duplex per parcel, with minimum lot size and maximum lot coverage requirements. The parcel size for the combined lots equals 21,780 sq. ft.² (minimum required is 20,000 sq. ft.² per single or two-family unit; with two, 2-unit buildings, the minimum lot size should be 40,000 sq.ft.²). The two proposed structures on this lot would create a lot coverage ratio of 27% (maximum permitted is 15%.) Therefore, three variances would be required to authorize the proposed plan as submitted. Manager Yonker stated that a public hearing could be set for the next meeting.

Motion by Timmons, second by Sherman to set a public hearing for April 10, 2018 at 7:00 p.m. or soon thereafter as the agenda allows, for consideration of these variances to construct two new duplex structures at 930 E North Street; motion carried.

Old Business

The Chair presented the final draft of the Gratiot Countywide Master Plan for review. Discussion was held. He stated that a public hearing could be set for the next Planning

Commission meeting, followed by a motion by the Commission to recommend to the City Council its adoption at the May 1, 2018 Council meeting.

Motion by Sherman, second by Timmons to set a public hearing at the April 10, 2018 Planning Commission meeting at 7:00 p.m., or soon thereafter as the agenda allows, for general comments on the final draft of the master plan; motion carried.

Manager Yonker presented the proposed City 5-Year Capital Improvement Plan for review and recommendation to the City Council for incorporating into the fiscal year 2018/19 City Operating & Capital Budget. Mr. Yonker reviewed the status of capital projects from FY 2016/17 and FY 2017/18. He also reviewed in detail the capital projects proposed for the upcoming FY 2018/19.

Motion by Timmons, second by Sherman to recommend to the City Council adoption of the Capital Improvement Plan as submitted to the Planning Commission; motion carried.

Transmittals

Manager Yonker updated the commissioners on the current membership and terms of service; we now have all positions on the Commission filled. In addition, he provided a status update on Zeeland Farm Services development.

Manager Yonker summarized the City Manager Activity Reports for February 16 and March 2, 2018.

Public Comments

Mr. Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Sherman to adjourn the meeting at 8:58 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, April 10, 2018
7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Wilson at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair John Wilson, Commissioners Alison Jerome, Dale Sherman, Richard Teal, Jerry Timmons, Doug Wright and Mayor Alice Schafer

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Philip Schafer

Motion by Timmons, second by Sherman to approve the minutes of the regular meeting held March 13, 2018 with correction of removing Jim Gruesbeck from being present at the meeting; motion carried.

Public Comments

Chair Wilson asked for any public comments; none were given.

Public Hearing

Monition by Timmons, second by Wright to open the public hearing for variance requests on the proposed construction of two new residential duplexes at 930 East North Street; motion carried. Chair Wilson opened the public hearing at 7:02 p.m.

Manager Yonker stated that the proposed new construction would require three different variances and includes the demolition of the existing farmhouse and detached small garage. The first variance is for not meeting the minimum lot size requirements for two duplex units on one parcel, which is at 21,780 sq. ft.² (minimum required is 20,000 sq. ft.² per single or two-family unit; with two, 2-unit buildings, the minimum lot size should be 40,000 sq.ft.²). The second variance is for exceeding the maximum lot coverage limit of 15%; the two proposed structures would create a lot coverage ratio of 27%. The third variance is for exceeding the number of units allowed per parcel in the R-2 zone, which allows only one two-unit structure.

Commissioner Sherman stated that because the property is across the street from the Senior Activity Center and Atkinson Park, it was a great location for the development of senior housing. He also commented that even though there are variances, the proposed construction meets all setback requirements. Commissioner Wright asked the contractor Mr. Schafer if the units would be handicap accessible. Mr. Schafer replied that none of the four units are being built that way.

Motion by Wright, second by Timmons to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:08 p.m.

Motion by Sherman, second by Wright to approve all three variances; one for lot size, one for lot coverage and one to allow two units per parcel; motion carried.

Public Hearing

Motion by Schafer, second by Jerome to open the public hearing for approval of the Gratiot Countywide Master Plan; motion carried. Chair Wilson opened the public hearing at 7:09 p.m.

Manager Yonker presented the final draft of the Gratiot Countywide Master Plan. He stated that under State statute, the Planning Commission provides a recommendation to the City Council for its final approval as drafted. He further informed the Commissioners that State statute also requires that this plan be reviewed and updated every five years.

Motion by Timmons, second by Sherman to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:18 p.m.

Motion by Sherman, second by Wright to adopt Resolution PC-2018-01: “Approval of the Gratiot Countywide Master Plan & Recommendation to the City Council for Adoption.” Motion carried by the following roll call vote:

Ayes: (7) Timmons, Wright, Wilson, Sherman, Jerome, Schafer & Teal
Nays: (0) None
Abstain: (0) None
Absent: (0) None

New Business

The City Manager inquired of the Commission its desire to discourage residential living units on the ground floor of buildings in the downtown area. Zoning Code for the C-1 Central Business District reads “dwellings, including apartments, townhouses and terrace or row houses” are permitted by right. There is no mention of which floor, or if they could be detached units. Currently there are apartments on the second level of several downtown buildings. Discussion was held whether we should allow residential units on the ground level of commercial buildings or only on upper floors.

Commissioner Sherman stated that there is one apartment unit on the ground level (behind the store front) located at 145 East Center, which also has two upper-floor apartments. This building had a complete restoration in June of 2011 with façade & rental rehab grant funds. Commissioner Wright inquired how that was permitted, if there were variances granted and requested the information be shared at a future meeting. Further discussion was held. It was the consensus of the Commissioners to maintain the ground floors of downtown businesses for only retail, commercial, service and/or office uses, while allowing living units and/or office spaces on upper floors.

Manager Yonker informed the Commissioners that he had received a request from the property owner at 450 South Elm Street to again change the zoning of this parcel to accommodate a commercial hair salon. The Assessor records show that the parcel was originally zoned Industrial but was changed to R-1 Rural Residential at the property owner’s request back in 2007. The zoning designation for the parcel immediately north of this one was also changed from Industrial I-1 to R-1. Therefore, the proposed commercial use would be a non-conforming use and not in keeping with the surrounding R-1 zone. To rezone the subject parcel would result in an undesirable spot zone. Discussion was held and it was the consensus of the Commissioners that the parcel remain zoned as R-1 in accordance with the zoning code and the Gratiot Countywide Master Plan.

Old Business

None

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for March 16 & 29, 2018.

Public Comments

Chair Wilson asked for any additional public comments; none were given.

Motion by Timmons, second by Sherman to adjourn the meeting at 7:50 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, May 8, 2018

7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Wilson at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair John Wilson, Commissioners Dale Sherman, Richard Teal, Jerry Timmons and Mayor Alice Schafer

Absent: Commissioners Doug Wright and Alison Jerome

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Kevin Kindel and Joel McVeigh

Motion by Sherman, second by Timmons to approve the minutes of the regular meeting held April 10, 2018; motion carried.

Public Comments

Chair Wilson asked for any public comments; none were given.

New Business

Manager Yonker presented the zoning application and site plan for DRB Transport located at 180 Industrial Parkway as submitted by JBS Contracting. This is for a 150' x 75' building addition along with a driveway apron on the south side, concrete apron on the north side, expanding the gravel parking lot to the north and west side and adding a second access drive off Industrial Parkway. The site plan meets all front and side yard setbacks. The Drain Commissioner has already seen the site plan to have drainage flow on the north side of the lot to the City's regional stormwater basin. Mr. Kindel stated that crushed concrete would be used for the new access onto Industrial Parkway. Without having a paved driveway, a discussion was held if there was a need or requirement for some type of screen that would cover from the north side entrance to the northwest corner of the building. It was the consensus of the Commissioners that it is not necessary to have any type of screen.

Motion by Teal, second by Sherman to approve the site plan as submitted by JBS Contracting; motion carried.

Manager Yonker informed the Commissioners that he has received an inquiry by Joel McVeigh of 1015 South Saint Johns Street to allow his small group home to be repurposed as short-term rentals for ZFS construction workers. The home is currently listed for sale and being advertised as a potential bed and breakfast opportunity. Mr. McVeigh stated that under state law he cannot have AFC patients in his care at this location and also have renters. He plans to have the remaining six patients relocated by the end of May. He is currently working with ZFS on an agreement to host his large 9-bedroom group home as a rental opportunity. Manager Yonker stated that the best option would be to allow a temporary (minor) non-conforming use permit to accommodate the request under the City Zoning Code. Discussion was held on the positive potential of this option for providing temporary housing to individuals.

Motion by Sherman, second by Timmons to authorize a temporary special non-conforming use permit at 1015 South Saint Johns Street under the ownership of Joel McVeigh for a six-month period; with the option to extend the time frame pending further approval by the Planning Commission; motion carried.

Old Business

Manager Yonker noted that staff was still working on the amendment to text of C-1 Central Business District regarding residential units within Downtown. Discussion was held with the consensus to postpone this agenda item to the next meeting.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for April 13 & 27, 2018.

Public Comments

Chair Wilson asked for any additional public comments; none were given.

Motion by Timmons, second by Sherman to adjourn the meeting at 7:32 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, July 10, 2018

7:00 PM

The regular meeting of the Ithaca Planning Commission was called to order by Chair Wilson at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Chair John Wilson, Commissioners Dale Sherman, Richard Teal, Jerry Timmons, Doug Wright, Alison Jerome and Mayor Alice Schafer

Absent: None

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Charlie & Marlene Teegardin, Mandy & Denny Symonds, Roger Cook, Michael Sherwood, Mary Humm and Jeff Benesh

Motion by Timmons, second by Sherman to approve the minutes of the regular meeting held May 8, 2018; motion carried.

Public Comments

Chair Wilson asked for any public comments; none were given.

Public Hearing

Motion by Timmons, second by Wright to open the public hearing for variance requests for a commercial business sign; motion carried. Chair Wilson opened the public hearing at 7:03 p.m.

Manager Yonker presented a variance request submitted by Jeff Benesh, owner of Interiors by Neville located at 712 East Center Street for replacement of three commercial signs with one new sign. As proposed, the 40 ft.² sign would be larger than permitted (code limit is 25 ft.²). The applicant intends to mount a used sign frame with new sign panels on the existing pole. The current pole is 33" from the back of the sidewalk (MDOT ROW) (code requires 10'.) In addition, the sign cannot extend over the sidewalk. There are plans to remove the two older signs.

Commissioner Wright inquired if the lights would be LED, if they will be flashing, or will the function be constantly on or off. Mr. Benesh replied that the lights are LED and will function as a backlight for the panels of the sign, operating either on or off. Commissioner Sherman inquired what the height of the sign would be from pavement to the bottom of the sign. Mr. Benesh replied that the sign would be the same with a 7' clearance from the pavement to the bottom of the sign.

Motion by Sherman, second by Timmons to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:10 p.m.

Motion by Wright, second by Teal to approve two variances; one for exceeding the permitted sign size, and one for the existing nonconforming pole location; motion carried.

Public Hearing

Motion by Timmons, second by Teal to open the public hearing for a variance request to construct a pole barn; motion carried. Chair Wilson opened the public hearing at 7:11 p.m.

Manager Yonker presented a variance request submitted by Mary Humm to construct a new pole barn on her property located at 1020 South St. Johns Street. The new pole barn is 1,200 ft.² (maximum size is 864 ft.² by code) and would be constructed on the northwest corner of the property. The ordinance also states that in no instance shall an accessory building exceed the size of the existing primary structure, which is 1,168 ft.². All setbacks would be met for this request.

Commissioner Sherman inquired on the height of the sidewalls of the barn. Ms. Humm stated that the sidewalls would be no taller than 12'. Manager Yonker stated that the maximum height is 20', which is measured from the ground level to the top of the side wall and then half the distance to the peak. He asked Ms. Humm to verify the exact height with her contractor and let him know.

Motion by Timmons, second by Teal to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:16 p.m.

Motion by Schafer, second by Jerome to approve a variance for exceeding the maximum accessory building size with two conditions: 1) that the total size of the building is no more than the 1,168 ft.² of the primary structure; and 2) that the total height is under 20'; motion carried.

Public Hearing

Motion by Timmons, second by Wright to open the public hearing for variance requests to construct a new garage; motion carried. Chair Wilson opened the public hearing at 7:17 p.m.

Manager Yonker presented a request for several variances submitted by Dennis & Mandy Symonds to construct a new garage on their property located at 115 South Jeffery Avenue. The new garage would be 2,048 ft.² (32'x44') (maximum size is 864 ft.² by code) and would be constructed in the same location as the current garage, which is being demolished for the new construction. The ordinance also states that in no instance shall an accessory building exceed the size of the ground floor of the existing primary structure, which is 1,413 ft.². Both the side and rear yard setbacks must be at least 5' for any accessory building. The proposed setbacks are a 2' side yard to the north and a 9' rear yard to the east. Manager Yonker informed the Commissioners that the grandfather status for setbacks does not apply when demolishing an existing structure. At 13', the proposed location meets the 10' setback from the main structure. Manager Yonker stated that the fire code for structures is 10' apart from a neighboring structure. There are no setback issues for a new porch that was also included in the zoning permit.

Commissioner Sherman stated that if the 5' side yard setback was enforced, then the garage would be too close to the house. Manager Yonker stated that the maximum lot coverage, which is the density of buildings on the lot is limited in this zone at 20%; with the construction of the new garage and porch, the lot coverage would be at 22.5%.

Motion by Wright, second by Timmons to close the public hearing; motion carried. Chair Wilson closed the public hearing at 7:38 p.m.

Commissioner Teal requested clarification of the code for allowing variances that exceed the maximum size limit. Manager Yonker read from the Zoning Code section 4.05.d; Accessory Buildings, which states *"In the R-1, R-2, R-3, R-4 and R-O districts, the maximum allowable size for the total of all accessory buildings on a developed lot shall be 864 square feet. A variance shall be required if the total area of all accessory buildings is larger than 864 square feet. In no instance shall the total area of all detached accessory buildings be larger than the area of the ground floor of the main building or occupy more than ten percent of a required rear yard (and 25 percent of a nonrequired rear yard), whichever is less."* (Emphasis added.)

Discussion was held regarding the Commission granting a variance to exceed the size of the primary structure when the code specifically states that in no instance should it be allowed.

Motion by Sherman, second by Wright to approve three variances: 1) exceeding the maximum size of an accessory building over the size of the primary building; 2) exceeding the maximum lot coverage; and 3) allowing a side yard setback of 2' on the north lot line; motion carried.

New Business

Manager Yonker informed the Commissioners that he had received an inquiry by Michael Sherwood to allow new construction of a small house on the vacant lot located at 303 East North Street. Mr. Sherwood informed the Commissioners of his ideas for the house. Discussion ensued and it was suggested that Mr. Sherwood proceed with a zoning application and submit a solid house plan with setbacks. Manager Yonker stated that a public hearing would be required.

Motion by Teal, second by Sherman to set a public hearing for Mr. Sherwood on August 14, 2018 at 7:00 p.m. or as soon thereafter as the agenda allow to consider several variances for a new house proposed for the vacant lot at 303 E. North Street; motion carried.

Manager Yonker presented a zoning application submitted by Rachel Purvis to operate a group child care facility in her home located at 210 South Main Street. The zoning code requires a Special Use Permit for such a use in a residential zone.

Motion by Timmons, second by Wright to set a public hearing for Ms. Purvis on August 14, 2018 at 7:00 p.m. or as soon thereafter as the agenda allows to consider a Special Use Permit for a group child care facility at 210 S. Main Street; motion carried.

Old Business

Manager Yonker presented a draft of the text amendment to the C-1 Central Business District zoning code that would clarify permitted uses in the core downtown of the 1st floors for retail and commercial, and the 2nd & 3rd floors for offices or residential units. The Commissioners reviewed and discussed the proposed amendments and agreed to defer action to the next regular meeting.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for June 15 and July 2, 2018.

Public Comments

Chair Wilson asked for any additional public comments; none were given.

Motion by Wright, second by Timmons to adjourn the meeting at 8:54 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, August 14, 2018

7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Dale Sherman, Richard Teal, Jerry Timmons and Mayor Alice Schafer

Absent: Chair John Wilson, Commissioners Alison Jerome and Doug Wright

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Rob Endter, Bea Purvis, Rachael Purvis and Bob Garland

Motion by Timmons, second by Sherman to approve the minutes of the regular meeting held July 10, 2018; motion carried.

Public Comments

Manager Yonker asked for any public comments; none were given.

Public Hearing

Motion by Timmons, second by Sherman to open the public hearing for a variance and a special use permit to operate an in-home child care; motion carried. Manager Yonker opened the public hearing at 7:03 p.m.

Manager Yonker presented a variance and special use permit request submitted by Rachael Purvis to operate an in-home group child care facility at her house located at 210 South Main Street. These facilities are allowed to operate with a special use permit. The zoning code states that a group child care home shall not be located closer than 1,500 feet to another licensed group child care home, adult foster care, large group home, substance abuse facility, correction center or similar facility that houses an inmate population. Discussion was held on the need for more licensed child care homes with consideration on the location.

Motion by Schafer, second by Timmons to close the public hearing; motion carried. Manager Yonker closed the public hearing at 7:15 p.m.

Motion by Sherman, second by Teal to approve a Special Use Permit to operate an in-home group child care facility at 210 South Main Street and grant a variance for the location; motion carried.

Public Hearing

Motion by Timmons, second by Schafer to open the public hearing for a variance request to construct a new single-family residence; motion carried. Manager Yonker opened the public hearing at 7:18 p.m.

Manager Yonker presented a variance request submitted by Michael Sherwood to construct a new single-family residence on vacant property located at 303 East North Street. The proposed house plan is for an 880 ft.² house including loft space. The zoning code states a minimum of 1,200 ft.² is required. The lot size is below the minimum, but is grandfathered by ordinance. Setbacks for the front, rear and west side do not meet the minimum requirements, however the east side setback is acceptable. The proposed house plan with attached garage will exceed the maximum lot coverage by 0.5%.

Discussion was held on the need for more affordable, smaller houses for the aging population. The Commissioners were receptive of the idea of allowing tiny houses to be built on smaller vacant lots.

Motion by Schafer, second by Teal to close the public hearing; motion carried. Manager Yonker closed the public hearing at 7:30 p.m.

Motion by Teal, second by Timmons to approve three variances: 1) square footage of the living unit under the minimum required; 2) exceeding the maximum lot coverage; and 3) variances of 15' front, 7' rear and 7' side yard setbacks; motion carried.

Site Plan Review

Manager Yonker presented a site plan review for Burford Plumbing and Heating at 205 South Pine River, by owner Matt Vusich. The request is for an addition to the existing commercial building. The proposed addition is for a 770 ft.² attached room to be constructed on the rear (east side) of the building. This location would create a rear yard setback of only 10" from the east property line, which is permitted in a C-1 zone. Discussion of items for consideration was to have rain gutter and downspouts installed, have a fence on the south side for vehicle storage area, have the gravel parking area to the south be paved, and have the dumpster enclosed.

Motion by Sherman, second by Schafer; to approve the site plan as submitted with consideration for requiring rain gutters and downspouts to be installed on the addition; motion carried.

New Business

Manager Yonker summarized the MEDC Redevelopment Ready Communities Program. Discussion was held by the Commissioners. Manager Yonker stated that the Council has committed to this program by adoption of a resolution at its August 7, 2018 regular meeting.

Old Business

Manager Yonker presented a revised draft of the text amendments to the C-1 Central Business District zone that would clarify the conditions for residential units within the district, as well as setbacks and build-to lines and the acceptability of mixed used buildings in the core downtown. The Commissioners reviewed the revised draft.

Motion by Schafer, second by Teal to authorize the revised draft text amendments in the proposed ordinance be forwarded to the Council for approval; motion carried.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for July 13 and August 3, 2018.

Public Comments

Manager Yonker asked for any additional public comments; none were given.

Motion by Schafer, second by Timmons to adjourn the meeting at 8:24 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, December 11, 2018
7:00 PM

In the absence of the Chair, City Manager Yonker was asked to chair the meeting. The regular meeting of the Ithaca Planning Commission was called to order by Manager Yonker at 7:00 p.m., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Doug Wright, Richard Teal, Jerry Timmons and Mayor Alice Schafer

Absent: Chair John Wilson, Commissioners Alison Jerome and Dale Sherman

Staff Present: City Manager Chris Yonker and Deputy Clerk Cathy Cameron

Audience Present: Rob Endter

Motion by Timmons, second by Wright to approve the minutes of the regular meeting held August 14, 2018; motion carried.

Public Comments

Manager Yonker asked for any public comments; none were given.

New Business

Acting Chair Yonker presented the regular monthly meeting schedule for calendar year 2019:

(January 15, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12 and December 10).

Motion by Teal, second by Schafer to accept the meeting schedule as submitted; motion carried.

Acting Chair Yonker highlighted the State Statute on Zoning Board of Appeals appointments. After review of the current membership, changes may need to be made. The Planning Commission representative also serves as a City Councilperson, and there is already a member serving as representative from the City Council. The Board discussed the representation and determined that the Planning Commission representative should be another member of the Planning Commission. Acting Chair Yonker asked the members present if they had interest in serving on the Zoning Board of Appeals; none were available to serve at this time. With no interest, the alternate option would be to fill the position with a member-at-large from the community. Acting Chair Yonker encouraged the Planning Commission members help in this recruitment and then highlighted the roles of the Planning Commission and the Zoning Board of Appeals going forward.

Mr. Yonker informed the Board of the first variance request that was presented at the Zoning Board of Appeals meeting on December 6, 2018. He briefly reviewed the information and new format that will be used to determine all requests brought before the Board.

Acting Chair Yonker stated that a public hearing needed to be set to review and take comments on amendments to zoning code for Recreational Marihuana Establishments. He informed the board that an emergency Ordinance was adopted by the City Council on December 4, 2018 to prohibit recreational marihuana establishments within the City.

Motion by Teal, second by Wright to set a public hearing to review and take comments for Zoning Ordinance Amendments addressing Recreational Marihuana Establishments for January 15, 2019 at 7:00 p.m. or as soon thereafter as the agenda allows; motion carried.

Old Business

City Manager Yonker reported that he had received a welcome letter from the MEDC Redevelopment Ready Communities Program planner. He highlighted the program and provided an update on the process necessary for the City to achieve certification. The Planning Commission would be playing a key role in the year-long process.

Transmittals

Manager Yonker highlighted the City Manager Activity Reports for November 16 and 30, 2018.

Public Comments

Acting Chair Yonker asked for any additional public comments; none were given.

Motion by Timmons, second by Wright to adjourn the meeting at 8:28 p.m.; motion carried.

Dale Sherman, Commission Secretary

Cathy Cameron, Recording Secretary