



WHERE HISTORY & PROGRESS MEET

Approved 02.06.24

**PLAN COMMISSION/ZONING BOARD OF APPEALS  
January 3, 2024 7:00 P.M.**

**1. Call to Order, Roll Call and Establishment of a Quorum**

Chairperson Laimins called the meeting to order at 7:14 p.m. Roll call found Chairperson Laimins, and Commissioners Billingsley, Banasiak, and Kasprak present. Commissioners Henkin and Slattery were absent. With four members present, a quorum was established.

Staff in attendance included City Planner John Sterrett.

**2. Pledge of Allegiance**

Chairperson Laimins led the Commission in the Pledge of Allegiance.

**3. Chairperson's Comments**

None.

**4. Public Comment**

None.

**5. Approval of draft meeting minutes from November 7, 2023**

Commissioner Billingsley made a motion, seconded by Commissioner Kasprak, to approve the draft meeting minutes of the November 7, 2023 Plan Commission meeting. With a voice vote of 3 ayes and 1 abstention the motion carried.

**6. Public Hearing of Case PC 24-01 – Zoning Text Amendments**

Commissioner Banasiak made a motion, seconded by Commissioner Billingsley, to open the public hearing. With a voice vote of all ayes, the motion carried.

Mr. Sterrett was duly sworn in. Mr. Sterrett stated that staff drafted an amendment to the Zoning Code requiring public hearing signs to be in both English and Spanish. Public hearing signs are required to be posted on properties that are to be discussed at a public hearing for applications involving special uses, zoning variations, and zoning map amendments. The information contained in the hearing signs typically consists of the petition number, the date of the hearing, a brief summary, and contact information for questions. All of this information, however, is in English only. The City's 2022 Comprehensive Plan has several implementation strategies to boost civic engagement with the Spanish speaking community, including posting information to the public in both English and Spanish.

Staff also drafted an amendment to the Zoning Code that reclassifies the "storage and distribution of flammable liquids, fats or oils" from a Special Use in the M Manufacturing District to a permitted use in that district. A distributor of various food and household items that contain flammable liquids received special use permit approval in the M Manufacturing district late last year. During the

course of the special use review process, staff determined that the type of materials stored within an industrial building has little land use effect on surrounding properties. Potential impacts from the storage and distribution of these materials is mitigated through building code requirements rather than through zoning. The Development Committee concurred with this observation and instructed staff to amend the Code. One of the implementation strategies of the City's Comprehensive Plan is to expand the types of uses permitted within the Manufacturing District to foster economic growth, which would be accomplished with this text amendment.

Staff recommended that the Plan Commission pass a motion recommending approval of the proposed zoning text amendments.

With all members of the public having had the opportunity to speak, and with all Plan Commissioners having the opportunity to question staff, Commissioner Billingsley made a motion, seconded by Commissioner Kasprak, to close the public hearing. With a voice vote of all ayes, the motion carried and the public hearing was closed.

#### **7. Review and Recommendation of Case PC 24-01 – Zoning Text Amendments**

The Plan Commission deliberated the proposed Zoning Text Amendments. After a brief discussion, Commissioner Banasiak made a motion, seconded by Commissioner Billingsley, to recommend approval of the proposed Zoning Text Amendments.

A roll call vote found Commissioners Banasiak, Billingsley, Kasprak, and Chairperson Laimins voting "aye" and no one voting "no". With a roll call vote of four (4) "aye" and zero (0) "no", the motion carried.

#### **8. Petition Updates/Staff Report**

Mr. Sterrett provided a brief update on upcoming projects and previously approved projects.

#### **9. Adjournment**

With no further business to discuss, Commissioner Billingsley made a motion, seconded by Commissioner Kasprak to adjourn the meeting. With a voice vote of all ayes, the motion carried and the Plan Commission, at 7:29 p.m., adjourned.

Respectfully Submitted,  
John Sterrett, City Planner