



**MINUTES**  
**PLANNING COMMISSION**  
Tuesday, September 21, 2021 @ 7:00 PM  
City Council Chambers

**I CALL TO ORDER (Reminder: turn off cell phones)**

Chair George Strander called the meeting to order at 7:00PM

**II ROLL CALL of the Commission**

**Present:** Albert Amos, Mayor Victoria Snyder, Scott Kipp, Mark Lelle, Tom Pitt, Sharon Ponds, Lenn Reid, George Strander. Joseph Verbeke arrived at 7:02PM

**Absent:** None

**Administration:** Ian Arnold-Director of Planning & Building, Pamela Beck-Deputy Clerk/Deputy Treasurer

Sufficient representation to establish a quorum; so declared.

**III APPROVAL OF Prior Meeting MINUTES**

JULY 20, 2021 REGULAR SESSION MINUTES

Moved by Mayor Snyder, seconded by Commissioner Pitt

*To approve minutes as presented*

Carried

Discussion of meeting notice and past minutes.

**IV CORRESPONDENCE - None**

**V Order of Business**

. UPDATE - LOT WIDTH REQUIREMENTS FOR ATTACHED SINGLE-FAMILY STRUCTURES

Research and Development continues. Reviewing other City Ordinances. Addition of clarification phrase requested.

. DISCUSSION OF MOBILE FOOD VENDING ORDINANCE

Overview of the additions to draft. Almost ready for approval

Member Questions:

- Insertion of "Special Event" license defined as short term, which would differ from established license of one year. Options to be brought to next meeting.
- Insertion of clarification phrase on ice cream trucks and similar vendor types-driving through town and parks; but stopped for various time periods which may be in residential areas. Check into examples from other city ordinances.
- In regard to taxes - Income Taxed but not property taxed. Income is self-reported.
- Address parking in front of existing businesses as a means to protect established businesses
- Which is better for Albion-perimeters set, limited areas, or Food Court established?

. UPDATE - MOBILE FOOD VENDING AS A ZONING ORDINANCE USE

No further research as the above ordinance should cover most issues. This was an option discussed in regard to a specific vendor/lot. Consensus to table indefinitely.

. UPDATE - COMPREHENSIVE PLAN

- Kick off meeting and City Tour with contracted consultant, Beckett & Raeder scheduled.
- Steering Committee will be created as previously approved. Meetings will be scheduled and members notified.
- MEDC grant of \$30k covers consultant with \$9k additional approved by Council

. APPROVAL OF 2022 PLANNING COMMISSION MEETING DATES

**VI EXCUSE ABSENT COMMISSION MEMBERS**

None-All Members Present

## **VII PUBLIC COMMENTS**

Comments were heard from Linda LaNoue and Jerome Harvey

## **VIII ADJOURNMENT**

MEETING ADJOURNED AT 8:03PM

### PLANNING COMMISSION PUBLIC HEARING PROCESS

- 1) THE PLANNING COMMISSION CHAIR OPENS THE HEARING
- 2) CHAIR SUMMARIZED THE PROCESS
- 3) STAFF PRESENTS REPORT ON APPLICANT'S REQUEST
- 4) CHAIR READS ANY CORRESPONDENCE INTO THE RECORD
- 5) PUBLIC SPEAKING PORTION OF HEARING
  - INDIVIDUALS IN SUPPORT
  - OPPOSITION SPEAKERS
  - QUESTIONS & REBUTTAL (DIRECTED THROUGH THE CHAIR)
  - PUBLIC SPEAKING PORTION OF HEARING CLOSED
- 6) FINDING OF FACTS
- 7) BOARD BEGINS DELIBERATIONS

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Jill A. Domingo, City Clerk