

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, February 14, 2023 @ Noon

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at Noon., followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Kristyn Roethlisberger, and Jared Macha

Absent: Commissioner Jerry Timmons and Mayor Brett Baublitz

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: None

Clerk Cameron offered a correction of the minutes to reflect the time of adjournment from 7:28pm to 12:28pm.

Moved by Roethlisberger, second by Macha to approve the corrected minutes of the regular meeting held December 20, 2022. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a site plan review for Zeeland Farm Services located at 1266 E Washington Rd. The proposed plan is to construct four additional grain storage bins. The new storage bins will be placed side by side with the four storage bins that already exist on the property. Discussion was held.

Moved by Macha, second by Roethlisberger to approve the addition of four grain storage bins at ZFS. Motion carried.

Clerk Cameron presented the 2022 Annual PC & ZBA Report (*in compliance with the MI Planning Enabling Act*) for review.

Moved by Roethlisberger, second by Macha to approve the 2022 Annual PC & ZBA Report as submitted, authorizing Clerk Cameron to present it to the City Council for their approval. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Moved by Macha, second by Roethlisberger to adjourn the meeting at 12:14pm. Motion carried.

Approved 2-14-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, March 14, 2023 @ 7:00pm

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

Present: Commissioners Richard Teal, Kristyn Roethlisberger, and Jerry Timmons

Absent: Commissioner Jared Macha and Mayor Brett Baublitz

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: Doug Dice and Ron Lupa

Moved by Roethlisberger, second by Timmons to approve minutes of the regular meeting held February 14, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented a site plan review for Trinity Truck & Trailer located at 180 Industrial Parkway. The proposed plan is for an employee parking lot, measuring 226'x65'-6" to be constructed on the west side of the existing building. Ordinance requires parking lots to be hard-surfaced with concrete or plant-mixed bituminous material and shall be graded and drained to dispose of surface water. Doug Dice confirmed that the plan is to have a paved surface parking lot with 29 spaces. Discussion was held.

Moved by Timmons, second by Roethlisberger to approve the construction of a paved parking lot as submitted, at Trinity Truck & Trailer. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Manager Conn opened for discussion the option of changing the Planning Commission scheduled meeting time to earlier in the day. Commissioners were in favor with suggestions for Noon or 5:00pm. Manager Conn stated that he will present the request to Council for their consideration and authorization.

Moved by Timmons, second by Roethlisberger to authorize Manager Conn to present a permanent change of their meeting time for Councils authorization. Motion carried.

Moved by Roethlisberger, second by Timmons to adjourn the meeting at 7:13pm. Motion carried.

Approved 5-9-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES
Tuesday, May 9, 2023 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Kristyn Roethlisberger, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: None

Staff Present: City Clerk Cathy Cameron and City Treasurer Barbara Fandell

Audience Present: None

Moved by Timmons, second by Baublitz to approve minutes of the regular meeting held March 14, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Clerk Cameron reported that Mary Beth Mates was unable to attend, as she was out of state. The oath of office will be held at the next meeting.

Treasurer Fandell presented the 2023-2029 Capital Improvement Plan for review. Discussion was held.

Moved by Roethlisberger, second by Macha to approve the 2023-2029 Capital Improvement Plan, authorizing it to be presented to the City Council for their approval. Motion Carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Moved by Baublitz, second by Timmons to adjourn the meeting at 5:12pm. Motion carried.

Approved 6-13-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, June 13, 2023 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Kristyn Roethlisberger, Jerry Timmons, Jared Macha and Mayor Brett Baublitz

Absent: None

Staff Present: City Manager Jamey Conn and City Clerk Cathy Cameron

Audience Present: None

Moved by Timmons, second by Baublitz to approve minutes of the regular meeting held May 9, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Clerk Cameron administered the oath of office to Mary Beth Mates, filling a term ending June 30, 2023.

Manager Conn presented a site plan review for Zeeland Farm Services located at 1266 E Washington Rd. The proposed plan is to construct another truck scale to the east of the three existing scales. Discussion was held.

Moved by Timmons, second by Mates to approve the addition of a truck scale at ZFS. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Moved by Baublitz, second by Timmons to adjourn the meeting at 5:10pm. Motion carried.

Approved 9-12-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, September 12, 2023 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Kristyn Roethlisberger, Jerry Timmons, Jared Macha

Absent: Brett Baublitz, Mary Beth Mates

Staff Present: City Manager Jamey Conn

Audience Present: Doug Dice, Brian LaLonde

Moved by Roethlisberger, second by Macha to approve minutes of the regular meeting held June 13, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Oath of Office for Mary Beth Mates & Jerry Timmons was tabled.

Manager Conn presented a special use permit review for Tim and Jackie McDonald located at 601 Norton Gibbs Drive. The proposed plan is for a 24x32 accessory building. A special use permit is needed for an additional 268 square feet. Discussion was held.

Moved by Timmons, second by Roethlisberger to approve the special use permit. Motion carried.

Manager Conn presented a site plan review for Dukay LLC dba Trinity Truck and Trailer for an assembly building. Discussion was held.

Manager Conn addressed the clean up of this property and the one at 180 Industrial Pkwy. Specifically, the city needs to see cleaner up and organization at the 180 Industrial Pkwy parcel, and addressed the parking of trailers at 331 Industrial Pkwy that was a stipulation to not have happen upon the approval of their previous site plan review of same property. Mr. LaLonde expressed they were continuing to work on the clean up and this project would help with efficiencies and moving trailers through to completion quicker. He also stated they had recently purchased a new parcel that would also help.

Moved by Timmons, second by Roethlisberger to approve the site plan. Motion carried.

Public Comments

There was none.

Moved by Macha, second by Roethlisberger to adjourn the meeting at 7:23pm. Motion carried.

Approved 11-14-2023

Kristyn Roethlisberger

Kristyn Roethlisberger, Commission Secretary

Cathy Cameron

Cathy Cameron, Recording Secretary

CITY OF ITHACA
PLANNING COMMISSION MEETING MINUTES

Tuesday, November 14, 2023 @ 5:00pm

The regular meeting of the Ithaca Planning Commission was called to order by Chair Teal at 5:00pm, followed by the Pledge of Allegiance to the American Flag.

Present: Commissioners Richard Teal, Jared Macha, Jerry Timmons, Kristyn Roethlisberger and Mayor Brett Baublitz

Absent: Mary Beth Mates

Staff Present: City Manager Jamey Conn, City Clerk Cathy Cameron

Audience Present: Jim Hirschman, Jamie Litwiller

Moved by Baublitz, second by Timmons to approve minutes of the regular meeting held September 12, 2023. Motion carried.

Public Comments

Chair Teal asked for any public comments. There was none.

Unfinished Business

There was none.

New Business

Oath of Office for Mary Beth Mates & Jerry Timmons was tabled.

Manager Conn presented a special use permit review for Jamie Litwiller located at 711 E Center Street. The proposed plan is for a 10' x 16' accessory building. The property currently has a 768sqft. detached garage, adding 160sqft. shed will surpass the maximum allowed of 864. A special use permit is needed for an additional 64 square feet. Discussion was held.

Moved by Roethlisberger, second by Macha to approve the special use permit. Motion carried.

Manager Conn presented a site plan review for Trident Manufacturing. This project is for a steel building to be located at 1102 Industrial Parkway. The 4,000 square foot building is replacing the structure that recently burned down. The new structure is being placed on the existing foundation. The existing structure is about 20 ft. off the boundary line to the West. The proposed addition should not intrude any further to that side boundary line. Discussion was held.

Moved by Baublitz, second by Timmons to approve the site plan for a 4,000 square foot accessory building at 1102 Industrial Parkway. Motion carried.

Public Comments

There was none.

Moved by Macha, second by Roethlisberger to adjourn the meeting at 5:10pm. Motion carried.

Approved 1-9-2024

Cathy Cameron

Cathy Cameron, Recording Secretary