

## City of Potterville Planning Commission Meeting

March 16, 2021 - 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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**Call to Order:** Brandy Hatt, Zoning Administrator, called the meeting to order at 7:00 p.m.

**Pledge:** Pledge of Allegiance was recited by all.

**Roll Call:** Present: Mark Swanson, Tim Maynard, Bob Nichols, Jon McNett and George Kepler.

Staff: Brandy Hatt

**Agenda:** A motion was made by **Commissioner Swanson** to approve the agenda as written. **Commissioner Maynard** supported. All in favor. Motion carried.

Ms. Hatt opened elections for officers of the Planning Commission.

Ms. Hatt called for nominations for Chair of the Planning Commission. **Commissioner Kepler** nominated Commissioner Swanson as Chair. **Commissioner Maynard** supported. Hearing no other nominations, **Commissioner Kepler** moved to approve Commissioner Swanson as Chair of the Planning Commission. **Commissioner Maynard** supported. All in favor. Motion carried.

**Commissioner Swanson** took over the responsibilities of chairing the Planning Commission Meeting at 7:03 p.m.

**Commissioner Swanson** called for nominations for Vice-Chair of the Planning Commission. **Commissioner Swanson** nominated Commissioner Maynard as Vice-Chair. Hearing no other nominations, **Commissioner Swanson** moved to approve Commissioner Maynard as Vice-Chair of the Planning Commission. **Member Kepler** supported. All in favor. Motion carried.

**Commissioner Swanson** called for nominations for Secretary of the Planning Commission. **Commissioner Maynard** nominated Commissioner McNett. **Commissioner Swanson** supported. Hearing no other nominations, **Commissioner Maynard** moved to approved Commissioner McNett as Secretary of the Planning Commissioner. **Member Swanson** supported. All in favor. Motion carried.

**Member Maynard** moved to close elections. **Member Swanson** supported. All in favor. Motion carried.

**Minutes:** A motion was made by **Commissioner Nichols** to approve the September 15, 2020 meeting minutes as printed. **Commissioner Maynard** supported. All in favor. Motion carried.

**Public Comments:** None

**Public Hearing of Special Use Permit:**

**SPR-3-21-1:** Request by O'Harrow Construction (on behalf of Alro Steel) for a Site Plan Review to construct a 33' 4" x 31' 4" building to be used as a restroom facility at 5859 Alro Park Drive, Potterville.

Ms. Hatt read the staff report into record.

**Applicant statement:** Mr. Travis Cortwright, of O'Harrow Construction joined the Planning Commission Meeting via telephone conference. Mr. Cortwright stated the intent of the building is to keep the visitors and truck driver out of the building as much as possible due to the pandemic. **Commissioner Swanson** asked if the building is a stand-alone structure. Mr. Cortwright said yes, the proposed building is a stand-alone structure that will be located on the east side of the building. **Commissioner Nichols** asked if the roof will be flat or pitched. Mr. Cortwright stated the roof will be pitched. **Member Maynard** stated that proposed building makes sense.

**Commissioner Swanson** invited any speaker in favor or opposition to the request to make public comment.

**Speakers in favor:** None

**Speakers in opposition:** None

**Public hearing closed:** 7:15 p.m.

**Commissioner Maynard moved to approve SPR-3-21-1 (O'Harrow Construction)** for a Site Plan Review to construct a 33' 4" x 31' 4" building to be used as a restroom facility at 5859 Alro Park Drive, Potterville.

**Commissioner Kepler** supported. A roll call was taken with five (5) voting aye and none (0) voting nay. Motion carried.

**Old Business:** None

**New Business:** Ms. Hatt stated she sent copies of the existing and proposed updated Capital Improvement Plans to the Planning Commission for review prior to the meeting. She stated printed copies are at their seats. Ms. Hatt stated at this time the Planning Commission should review the plan only and make any recommended changes back to the consultant. Ms. Hatt informed the Planning Commission. Mr. Don Stanley, DPW Director for the City of Potterville has joined the meeting via telephone conference to answer any questions the Planning Commission may have.

**Commissioner Nichols** asked Ms. Hatt what approval process the Capital Improvement Plan would go through. Ms. Hatt stated the Planning Commission is in the review process, after the Planning Commission is comfortable with the plan, they would have a public hearing to hear public comment and then make recommendation to City Council for final approval of the plan. **Commissioner Nichols** asked Ms. Hatt her opinion of the Plan. Ms. Hatt stated she has reviewed the plan, but would like to lean on Mr. Stanley to answer the question. Mr. Stanley stated he too has read the plan; he would like to have potential expansion of the storm leads added to the plan.

**Commissioner Maynard** stated there is a road maintenance schedule on page 15, he asked if there is no asphalt planned for any of the city roads. **Member Swanson** stated that is based on the rating of the road. **Member Swanson** stated he would like the chip and fog seal to be reconsidered where there is curb and gutter. Mr. Stanley stated chip and seal is the easiest and best way to keep up the maintenance of our roads. Mr. Stanley stated he is aware there were issues in Lockview, but it has been taken care of. He stated the chip and seal creates a needed rough surface and gives an additional half inch of wear surface over the road. **Commissioner Maynard** stated he believes most of the complaints were because no one knew about the treatment or its purpose; he stated he lives on Tims View, he saw the work done, and believes it looks great. **Commissioner Maynard** stated if it is done in the future, the city should send notices or have a meeting to discuss with the property owners.

**Commissioner Maynard** stated he did not see the potential for a second water tower included in the Capital Improvement Plan. Ms. Hatt informed the Planning Commission what page of the plan the potential second water tower information was on. Mr. Stanley stated he does not foresee a second water tower installation occurring for at least six years. **Commissioner Swanson** stated he does not see where the plan addressed our capacity of the water system. **Commissioner Maynard** stated he found it and read it. **Commissioner Swanson** stated if it were included in the plan, it may help the city obtain a second water tower.

**Commissioner Nichols** asked Mr. Stanley to explain the well project currently in progress. Mr. Stanley gave a brief explanation.

Ms. Hatt asked if there was any further discussion on the proposed Capital Improvement Plan. She stated based on her notes, she will have Mr. Aaron Sheridan, City Manager get with our consultant to have the potential future storm leads added to the plan.

**Reports:** Ms. Hatt gave an update on the recodification of the Code of Ordinances and reports to City Council since September of 2020. Ms. Hatt stated the Planning Commission is at a perfect spot to begin the update of the Zoning Ordinance. She stated the first step is to complete an audit of the Zoning Ordinance. Ms. Hatt recommended scheduling a second Planning Commission Meeting for April. After discussion, **Commissioner Maynard** moved to hold a special meeting on Wednesday, April 28<sup>th</sup> at 6:00 p.m. and to move the April 20<sup>th</sup> meeting from 7:00 p.m. to 6:00 p.m. **Commissioner McNett** supported. All in favor. Motion carried.

**Public Comment:** None

**Upcoming Cases:** Ms. Hatt informed the Planning Commission they do not have any cases to hear at their April 20, 2021 meeting.

**Motion to Adjourn:** **Commissioner McNett** moved to adjourn the March 16, 2021 Planning Commission Meeting. **Commissioner Maynard** supported. All in favor. Motion carried. Meeting adjourned at 8:10 p.m.