1. The meeting was called to order by Chairman Reifel at 7:00 p.m.

2. Members present: Reifel, Tuggle, Carlson, Sjoberg
   Members absent: Jonas, Weber, Hawley

3. Moved by Sjoberg, seconded by Tuggle, to excuse Commissioners Jonas, Weber, and Hawley. The motion passed unanimously

4. Moved by Tuggle, seconded by Carlson, to approve the January 5, 2023, agenda as printed. The motion passed unanimously.

5. Moved by Sjoberg, seconded by Tuggle, to approve the November 3, 2022, minutes as printed. The motion passed unanimously.

6. Public Comments: None.

7. Steve Parker, Hughes Builders, Inc., explained the request for EPS Properties, LLC, to construct a 10,000 square foot addition to their building located at 585 Second Street. Mr. Parker answered questions from Commissioners. Mr. Parker requested a waiver from Section 5.60 f) to allow the new façade to match the existing building.

8. Chairman Reifel reviewed the Site Plan Review Standards and Zoning Review prepared by Dave Jirousek, Horizon Community Planning, dated December 29, 2022. Chairman Reifel commented Mr. Jirousek had listed a number of conditions to be completed if approved, and the applicant had revised the site plan based on Mr. Jirousek’s comments.

   Chairman Reifel stated Mr. Jirousek had reviewed the revised site plan and listed five items required before approval, as listed in his January 5, 2023 memo.

9. Moved by Sjoberg, seconded by Carlson, to waive the building appearance requirements of Section 5.60 f) in accordance with Section 5.60 g). The motion passed unanimously.
10. Moved by Tuggle, seconded by Sjoberg, to approve a site plan for an addition at EPS Properties, LLC, 585 Second Street, based on the building appearance requirements being waived, contingent on:

a. Combine the parcels to ensure side setback compliance.
b. Revise site plan to state “Wall pack lighting shall be cut-off style with zero uplight.
c. Confirm no easements will prevent the building expansion.
d. Provide a landscaping plan in accordance with Section 5.70 and provide six (6) canopy or shade trees and 25 shrubs per Section 5.70 b)2)a, and demonstrate that minimum installation sizes shall comply with Section 5.70 e), and the overall landscape plan shall not contain more than 25% of any one plant species.
e. Approval by the City Engineer of the storm water design.
f. The installation of a Knox Box.
g. Provide a single site plan.

Roll call vote: 4 yeas, 0 nays, motion passed.

11. Public Comments: None.


13. Chairman’s Report:

Chairman Reifel commented the Economic Development Task Force has prepared a Visionary Plan for economic development in the City and a number of the recommendations may come back to the Planning Commission for review.

14. Members’ Reports/Comments:

Commissioner Sjoberg commented the industrial area on Second Street is well kept up and attractive and she supports local businesses expanding which may create additional jobs. Commissioner Sjoberg thanked Mr. Parker for working to comply with the City’s Zoning Ordinance.

15. The meeting was adjourned at 7:55 p.m.

Craig Bessinger, Recording Secretary