

Discussion/Action-continued

Discussion/Action-Site Plan Review for a Building Addition for Imperial Design Technologies at 510 O'Malley Drive

Commissioner LaCross and Commissioner Weise suggested that the proposed location of the trash receptacle be relocated to be further away from the building. Options for the screening required for trash receptacles were also discussed.

The Architect for Imperial Design stated that if they moved the location of the trash receptacle/enclosure they would not be able to meet the required setbacks for it, and, asked if they would be able to obtain a variance, in order to, relocate the trash receptacle/enclosure as recommended by the Planning Commission.

Motion by Commissioner Heikoop with second by Commissioner LaCross to approve the proposed site plan from Imperial Design Technologies, 510 O'Malley Drive with the following conditions: Motion carried unanimously.

- *Obtain a Building Permit and Flat Work Permit before beginning construction.*
- *Obtain a Right-of-Way Permit before beginning any work within the right-of-way, if applicable.*
- *Obtain a Sign Permit from the Zoning Administrator prior to the placement of any sign, if applicable.*
- *Utilities shall be coordinated with the City Engineer, Department of Public Utilities, and Department of Public Works prior to beginning any utility work if there will be any.*
- *A Non-Domestic User Survey must be completed and submitted to the Department of Public Utilities Superintendent.*
- *Architectural Adjustments to be made as recommended by the Planning Commission and approved by the Planning Director Victor Vuong and/or City Staff.*
- *Relocate trash receptacle/enclosure if setbacks allow for it, otherwise screen it well with landscaping.*

Discussion/Action-Elect Chairperson and Vice Chairperson

Motion by Commissioner LaCross with second by Commissioner Henry to reappoint Commissioner Michael Heinz as the Chairperson. Motion carried unanimously.

Motion by Commissioner Heikoop with second by Commissioner LaCross to reappoint Commissioner Conran as Vice Chairperson. Motion carried unanimously.

Planning Commission Information

- *May 2025 – City Council Meeting Minutes*
- *May 2025 – Downtown Development Authority Meeting Minutes*
- *May 2025 – Fire Authority Meeting Minutes*
- *May 2025 – Permits*

Planning Director Comments

Planning Director Victor Vuong thanked everyone for their hard work and for showing up. Mr. Vuong also thanked Commissioner Heikoop for his service to the Planning Commission as this will be Commissioner Heikoop's last meeting.

Planning Director Victor Vuong informed the Commission that there were 263 surveys submitted for the Master Plan on the first round and 184 received on the second round, for a total of 447. McKenna will be at the July 2025 meeting to present the survey results and to discuss the next steps of the Master Plan process.

Planning Commissioner Comments

City Clerk/Zoning Administrator suggested that the Commission review the ordinances for the Architectural Design requirements and make changes that are clear as to what is required, in an attempt, to make the process go smoother for the applicant. Clerk Kimberly Borgman stated that the process always seems to get caught up on what the Commission wants versus what is required. Commissioners agreed.

Adjourn

Being no further discussion, Chairperson Heinz adjourned the meeting at 6:35 P.M.

Michael Heinz, Chairperson

Kimberly Borgman, City Clerk