

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING**  
**MINUTES January 3, 2023**

The meeting was called to order at 7:02 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm, Lois Bowers, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, John Resseguie, and Dave Tossava. Absent: None.

**Call to Order**

Also present: Community Development Director Dan King

It was MOVED by Foster and SECONDED by Maurer to approve the agenda as presented. All members present voting yes, motion carried.

**Approval of the Agenda**

It was MOVED by Tossava and SECONDED by Foster that the proposed minutes of the meeting of December 5, 2022 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

The public hearing regarding text amendment changes to various articles related to childcare was postponed to allow staff additional time to clarify the text in response to questions from commissioners. MOTION by Resseguie and SECONDED by Brehm to postpone the public hearing to the February Planning Commission meeting. All members present voting yes; motion carried.

**Public Hearing:**  
Child/daycare home text amendment

King provided an overview of the written comments provided by planning consultant Harvey regarding the car wash. The applicant's representative spoke regarding the application. It was noted that there was information that could not be reviewed because it had not yet been prepared, specifically engineering and landscape details.

**New Business:**  
Preliminary site plan review – Whitewater car wash 1105 W. State Street

It was MOVED by Resseguie and SECONDED by Maurer to hold a public hearing on the Special Land Use application for Whitewater Car Wash at the February Planning Commission meeting. All members present voting yes; motion carried.

It was MOVED by Bowers and SECONDED by Brehm to elect David Hatfield as Chairperson, Tom Maurer as Vice-Chair, and Sarah Moyer-Cale as Secretary. All members present voting yes; motion carried.

Election of Officers

Moyer-Cale reported that the JPA meeting had been cancelled. The JPC met and elected officers, set their meeting schedule for the year, and discussed the childcare center text amendment.

**Old Business**  
JPA/JPC Update

King noted no new additions or deletions.

Work Task List

King noted no significant changes on the tracking sheet.

Tracking Terms and Conditions

Discussion was held regarding regulations for food trucks in the City. It was noted

Mobile Food

that the new example provided was closer to what the Commission wanted the ordinance to resemble. It was decided to discuss this more with text to review at the February meeting.

Truck Ordinance  
Text

No public comment was received.

**Public Comment**

King noted that staff is continuing to work on semi-truck parking ordinances.

**Staff Comments**

Commissioners welcomed Nichole Lyke to the Planning Commission.

**Commission  
Comments**

It was MOVED by Bowers and SUPPORTED by Resseguie to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 7:40 p.m.

**Adjournment**

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**February 6, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm, Lois Bowers, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Jacquie McLean, Sarah Moyer-Cale, and Dave Tossava. Absent: None.

**Call to Order**

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

It was MOVED by McLean and SECONDED by Bowers to approve the agenda as presented. All members present voting yes, motion carried.

**Approval of the Agenda**

It was MOVED by Foster and SECONDED by Maurer that the proposed minutes of the meeting of January 3, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

King provided an overview of the application process for the special land use/site plan application provided by the applicant. Harvey summarized the content of the SLU/site plan review report and noted the additional landscaping requirements needed for the site. Erin McMachen was present from Stonefield Engineering to represent the application. McMachen described the project and the changes that had been made since the preliminary review.

**Public Hearing:**  
WhiteWater car wash 1105 W. State Street

Commissioners inquired about the potential for noise generated by the site from the vacuum area and blowers. McMachen confirmed that noise studies conducted at similar WhiteWater projects demonstrated that the noise level was no greater than that created by traffic on the street.

The public comment portion of the hearing was opened by Chairperson Hatfield at 7:12pm. Two members of the public spoke regarding the application. One member asked about the noise that could be created by the project and reported he had heard about a drainage issue near the site in the past. His concerns were addressed. Another member asked a question about length of employment for those working at the current diner on site; it was noted by the Chair that such questions should be directed to the restaurant owner. Chairperson Hatfield closed the public portion of the meeting at 7:17pm.

Discussion was held amongst the commissioners. It was MOVED by Maurer and SECONDED by Brehm to approve the site plan for 1105 W. State Street by WhiteWater Car Wash contingent upon the addition of landscaping compliant with both the requirements of the zoning ordinance and additional evergreen landscape buffering on the west side of the site with final plans are to be approved by city staff. It was also noted that the vacuums are considered by the Commission to be an appropriate accessory use. All members present voting yes; motion carried.

The Public Hearing regarding text amendments for Chapter 90, Article 90, Section 90-1 Definitions pertaining to Child Care Homes (a) and (b) and corresponding text amendments relating to child care homes was reopened by Chairperson Hatfield after being postponed at previous meetings. Harvey provided an overview of the proposed amendments. It was MOVED by Foster and SECONDED by Lyke to forward the text to the City Council for approval. All members present voting yes; motion carried.

Child/daycare home text amendment

It was MOVED by Foster and SECONDED by Maurer to approve and forward the 2022 Planning Commission Annual Report to the City Council. All members present voting yes; motion carried.

**New Business:**  
PC Annual Report

King provided information regarding the accessory structure that was approved at Johnny's at 135 E. Green. No parking or other substantial impacts would be made by the addition. The application was approved administratively in compliance with the Zoning Ordinance.

Administrative Review Report for 135 E. Green St

Moyer-Cale reported that neither the JPA nor the JPC had recently met.

**Old Business**  
JPA/JPC Update

King noted no new additions or deletions.

Work Task List

King noted no changes on the tracking sheet.

Tracking Terms and Conditions

Discussion was held regarding the draft text for food trucks on private property in the City. It was determined that more work needed to be done regarding the term of approval and to specify that the food trucks are intended to be temporary. Other potential issues were discussed. Harvey will make adjustments to the text and revise for the March PC meeting.

Mobile Food Truck Ordinance Text

No public comment was received.

**Public Comment**

King expressed appreciation for the investment that WhiteWater is making in the City of Hastings and for the years of support that the State Street Diner owners have given to the community.

**Staff Comments**

Commissioners welcomed Jacquie McLean back to the Planning Commission.

**Commission Comments**

It was MOVED by McLean and SUPPORTED by Bowers to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:28 p.m.

**Adjournment**

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**March 6, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm, Lois Bowers, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Jacquie McLean, Sarah Moyer-Cale, and Dave Tossava. Absent: None.

Call to Order

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

It was MOVED by Bowers and SECONDED by Maurer to approve the agenda as presented. All members present voting yes, motion carried.

Approval of the Agenda

It was MOVED by Bowers and SECONDED by Brehm that the proposed minutes of the meeting of February 6, 2023 be approved. All members present voting yes; motion carried.

Approval of the Minutes

King provided information about training for the Planning Commission and notified the commission about an upcoming economic development visioning session and streetscape open house for merchants.

Informative Items

None.

Public Hearing:

New Business:

None.

Old Business  
JPA/JPC Update

Moyer-Cale reported that the JPA has not recently met. The JPC met to hold a hearing and recommend approval of modifications to ordinance text regarding childcare facilities.

Work Task List

King noted that #16 (adult day care homes, family homes, etc) had been added to the list.

Tracking Terms and Conditions

King noted the approvals related to the car wash plan had been added.

Harvey presented the updated draft text for a food truck zoning ordinance that included changes discussed at the previous meeting. Discussion was held regarding who should hold the license and if a secondary, regulatory ordinance was needed to require food truck registration. Text clarifications were suggested that Harvey said she would use to modify the draft ordinance text. It was decided that the commission would plan to submit food truck registration suggestions to the City Council for their consideration along with the recommended draft text when it was ready. It was MOVED by Brehm and SECONDED by Foster to hold a public hearing on the revised draft text for a food truck ordinance on April 3rd. All members present voting yes; motion carried.

Mobile Food Truck Ordinance Text

Harvey provided an overview of the memo regarding a strategy for updating the various zoning ordinances related to parking of trailers and recreational vehicles. It was the consensus of the commission to move forward with the approach to text

Trailer, Tractor, RV Parking Text

modifications as presented.

No public comment was received.

Public Comment

Moyer-Cale noted the upcoming economic development visioning session and encouraged members to attend.

Staff Comments

It was noted that Foster, Bowers, and McLean would not be present at the April commission meeting.

Commission  
Comments

It was MOVED by Tossava and SUPPORTED by Brehm to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:20 p.m.

Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**April 3, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, and Dave Tossava. Absent: Lois Bowers, Chelsey Foster, Jacquie McLean.

**Call to Order**

Also present: Community Development Director Dan King, Planning Consultant Rebecca Harvey, and DPS Director Tate.

It was MOVED by Maurer and SECONDED by Lyke to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was MOVED by Maurer and SECONDED by Tossava that the proposed minutes of the meeting of March 6, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

Chairperson Hatfield noted the council workshop on April 10<sup>th</sup> regarding the proposed emergency communications tower and that the Barry County Master Plan Draft is now available and has been distributed electronically to members.

**Informative Items**

The public hearing on proposed amendments to the zoning ordinance to add Food Trucks and Food Truck Parks was held. Members reviewed the updated documents and it was the consensus of the commission members to remove section #7 pertaining to license transfers since zoning only pertains to property. Chairperson Hatfield opened the hearing for public comment at 7:27pm. No members of the public spoke. Chairperson Hatfield closed the public comment portion of the hearing at 7:27pm.

**Public Hearing:**  
Food Trucks

It was MOVED by Brehm and SECONDED by Lyke to recommend approval of the amendments to the City Council with the removal of item #7. All members present voting yes; motion carried.

Discussion was held regarding the required width of driveways at the property line for single- and two-family residences. The Commission determined more thought and information was needed before determining if it would be desirable to modify the text. It was MOVED by Brehm and SECONDED by Tossava to table the matter until the next regular meeting. All members present voting yes; motion carried.

**New Business:**  
Set hearing for drives

It was MOVED by Tossava and SECONDED by Brehm to set a public hearing for May 1, 2023 to accept comment on the site plan and special land use request regarding a communications tower at 1037 E. State St by Barry County Central Dispatch. All members present voting yes; motion carried.

Set hearing for 911 tower

DPS Director Tate provided an overview of the revised storm water standards for the City of Hastings. Discussion was held.

Storm Water Standards

King and Moyer-Cale provided information on the revised Capital Improvement Plan. It was noted by the Commission.	2023 CIP
Moyer-Cale reported that neither the JPA nor JPC had met since the last Planning Commission meeting.	<b>Old Business:</b> JPA/JPC Update
King noted that tree species recommendations had been added to the work task list.	Work Task List
No changes.	Tracking Terms and Conditions
The Commission reviewed the contents of a memo from Harvey regarding trailers and RVs. The Commission provided direction on a draft ordinance. It was noted that draft text would be available at the next meeting.	Trailer, Tractor, RV Parking Text
No public comment was received.	Public Comment
King stated that he reviewed and approved two administrative site plan applications.	Staff Comments
Moyer-Cale commented that King had recently completed his zoning administration certification.	Commission Comments
It was MOVED by Tossava and SUPPORTED by Maurer to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:25 p.m.	Adjournment
Respectfully submitted,	
Sarah Moyer-Cale, Secretary	

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**May 1, 2023**

The meeting was called to order at 7:01 p.m. by Chairperson Hatfield with the following Commissioners present: Lois Bowers, Jordan Brehm, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Jacquie McLean, Sarah Moyer-Cale, and Dave Tossava.

**Call to Order**

Also present: Community Development Director Dan King, Planning Consultant Rebecca Harvey, DPS Director Tate, and Police Chief Dale Boulter.

It was **MOVED** by Foster and **SECONDED** by Maurer to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was **MOVED** by Tossava and **SECONDED** by Maurer that the proposed minutes of the meeting of April 3, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

Chairperson Hatfield noted the ZBA meeting minutes from April 18, 2023 were included in the meeting packet.

**Informative Items**

The public hearing regarding the special land use application and site plan from the City of Hastings/Barry County Central Dispatch for construction of a 300 ft communications tower at 1037 E. State St. was discussed by the commission. King presented an overview of the application. Stephanie Lehman, Barry County Central Dispatch, spoke on behalf of the application. Lehman noted the need for the tower and why the site was selected. She also answered questions from the Commissioners. Chief Boulter spoke to the Commission regarding the practical need for a tower within the City of Hastings and the challenge faced by law enforcement due to failed radio transmissions.

**Public Hearing:**  
911  
Communications  
Tower

Harvey provided an overview of the special land use and site plan review. It was noted that the side set back did not meet the requirement in the ordinance but that it could be waived by the Commission. It was also noted that other items for compliance were not provided in writing, but that the Commission could approve the SLU with those items to be approved administratively. Moyer-Cale stated that many of the items noted as performance conditions in the review would be finalized as a part of a future lease agreement between the City and Central Dispatch.

Chairperson Hatfield opened the hearing for public comment at 7:36 p.m. No public provided comments. Chairperson Hatfield closed the public comment period at 7:36 p.m.

It was **MOVED** by Tossava and **SECONDED** by Foster to approve the special land use and site plan application contingent upon administrative approval of the yet unsubmitted items noted as performance standards and with a waiver of the side setback requirement. All members present voting yes; motion carried.

**New Business:**  
Set hearing for

It was **MOVED** by Brehm and **SECONDED** by Lyke to set a public hearing on June

5, 2023 to accept comment and consider a rezoning request for 1117 S. Michigan from R-s Suburban to R-2 One Family Residential District. All members present voting yes; motion carried. rezoning of 1117 S. Michigan

Harvey provided an overview of general information regarding conditional rezonings in Michigan. It was MOVED by Brehm and SECONDED by Lyke to set a public hearing on June 5, 2023 to accept comment and consider a conditional rezoning request from Green Development Ventures at 1107 N. Ferris St from R-1 One Family Residential to R-2 One Family Residential. All members present voting yes; motion carried. Set hearing for rezoning of 1107 N. Ferris St

King and Harvey presented the proposed ZBA variance criteria noting that the current criteria was out of date and did not represent the effects of several court cases on the subject. Discussion was held. It was MOVED by Maurer and SECONDED by Brehm to set a public hearing on the proposed text amendment on June 5, 2023. All members present voting yes; motion carried. Variance Criteria for ZBA

Moyer-Cale reported that the JPA had met in April and provided the draft meeting minutes to the Planning Commission. The JPC had not met in April. **Old Business:** JPA/JPC Update

King noted that the work task list had been adjusted for completed items. Work Task List

No changes. Tracking Terms and Conditions

Discussion was held regarding the revised draft text for tractor, trailer, and RV parking. It was MOVED by Foster and SECONDED by Tossava to hold a public hearing on the text amendment on June 5, 2023. All members present voting yes; motion carried. Trailer, Tractor, RV Parking Text

Harvey discussed a memo to the Planning Commission regarding 20 and 24 foot driveway widths and the impacts of the sizing on functionality. Tate answered questions regarding the impact of the width on the curb cut and approach size. Discussion was held. It was MOVED by Moyer-Cale and SECONDED by Brehm to defer action and add this issue to the Work Plan as a low priority item. All members present voting yes; motion carried. Driveway Widths

No public comment was received. Public Comment

None. Staff Comments

Maurer commented that the ZBA had a very robust discussion and good exchange of ideas regarding the proposed changes to the variance review criteria. Commission Comments

It was MOVED by McLean and SUPPORTED by Foster to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:34 p.m. Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary



**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**June 5, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, and Dave Tossava. Members absent: Lois Bowers, Jordan Brehm, and Jacquie McLean.

**Call to Order**

Also present: Community Development Director Dan King, Planning Consultant Rebecca Harvey, DPS Director Tate, and Interim Fire Chief Krouse.

It was **MOVED** by Tossava and **SECONDED** by Maurer to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was **MOVED** by Foster and **SECONDED** by Lyke that the proposed minutes of the meeting of May 1, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

Public hearing to review and consider a rezoning request from Jennifer and Randall Sykes at 1117 South Michigan Avenue from R-S Suburban Residential to R-2 One Family Residential. Staff presented the application and it was noted that this was the only parcel on the street with R-S zoning. The property borders both R-S and R-2 zoned parcels. The rezoning would be consistent with the city's Master Plan.

**Public Hearing:**  
Rezoning request at 1117 S. Michigan Ave from RS to R2.

Chairperson Hatfield opened the floor to public comment at 7:09 pm. No comment was received. The public comment portion was closed at 7:09 pm.

It was **MOVED** by Foster and **SECONDED** by Lyke to recommend approval of the rezoning request of 1117 South Michigan Ave from R-S to R-2 to the City Council. All members present voting yes; motion carried.

A public hearing was held to review and consider a conditional rezoning request from Green Development Ventures at 1107 North Ferris Street from R-1 One Family Residential to R-2 One Family Residential. Staff presented the contents of the staff memorandum and noted the applicants offered conditions. Mike West, Land Planning Project Manager for Green Development Ventures, spoke on behalf of the application.

**Conditional rezoning request at 1107 N. Ferris from R1 to R2.**

Chairperson Hatfield opened the public comment portion of the hearing at 7:22pm. Marva Shumway spoke to the commission regarding the application. She noted concerns about water being shed onto her property as a result of the future development and noted her desire to keep the area a quiet neighborhood. King read two comments received via email in advance of the meeting noting opposition to the project due to potential traffic impacts and perceived financial impacts on housing value and taxes. The applicant noted that they would follow all storm

water management requirements from the city. Chairperson Hatfield closed the public comment portion of the hearing at 7:32 pm.

Discussion was held by the Commission. Commissioners weighed the potential impacts of the development on the character of the neighborhood and building massing. A preference for interspersing the single and two-family housing structures was expressed. The applicant stated that topographical issues and lot dimension standards made it a significant challenge to place duplexes on the end of the cul-de-sac. It was noted that the Master Plan identifies this lot as Core Neighborhood in which R2 zoning would be consistent.

It was MOVED by Moyer-Cale and SECONDED by Lyke to recommend the conditional rezoning of 1107 N. Ferris Street from R1 to R2 with the following conditions:

1. The land shall be developed as a site condominium subdivision with extensions of N. Ferris Avenue and Williams Street.
2. The site condominium subdivision will include a total of 18 units with 5 units dedicated to single family detached homes and 13 units dedicated to two family dwellings (duplexes).
3. All units will meet the minimum lot area and width standards for the R-1, One Family Residential zoning district which are 9,990 square feet and 75 feet of lot width (single family dwellings) and 13,000 square feet and 99 feet of lot width (two family dwellings/duplexes).
4. All units will meet the minimum building setback standards for the R-1, One Family Residential zoning district.
5. All dwellings constructed shall be connected to the public sanitary sewer and public water supply system.
6. Sidewalks shall be installed along both sides of the streets.

Voting yes: Foster, Tossava, Lyke, Moyer-Cale

Voting no: Hatfield, Maurer

Motion carried.

The public hearing for text amendment to Chapter 90, Article 90-III, Section 90-87 concerning variances was held. The amendment would modernize the ZBA's variance criteria and represent the effects of several court cases on the subject.

Text amendment re: ZBA variance criteria

Chairperson Hatfield opened the public comment portion of the hearing at 8:09 pm. No public comment was received. The comment portion was closed at 8:09 pm.

It was MOVED by Tossava and SECONDED by Foster to recommend approval of the text amendment to the Hastings City Council. All members present voting yes; motion carried.

A public hearing was held to consider amending Chapter 90, Article 90-I, Section 90-1 Definitions to add the definition of a large single rear axle truck, and amending Chapter 90, Article 90-VI, Division 90 VI – 14 D1 Industrial District,

Trailer, Tractor, RV Parking Text

Section 90-553 to add subsection (g), and amend Chapter 90, Article 90-X Off Street Parking, Section 90-929.

Chairperson Hatfield opened the public comment portion of the hearing at 8:15 pm. No public comment was received. The comment portion was closed at 8:15 pm.

It was MOVED by Tossava and SECONDED by Lyke to recommend the city council approve the text amendment with the addition of “or their designee” after “Police Chief” on section f(2). All members present voting yes; motion carried.

Staff provided background on the highlights of the project as noted in the staff report. Greg Taylor spoke on behalf of the application and introduced members of the development team. It was noted that a lot of information had not yet been provided on the plan so feedback from staff was limited.

**New Business:**  
Preliminary Plan Review for 328 and 420 E. Mill Street – Hastings Mill Project

It was MOVED by Maurer and SECONDED by Lyke to set a public hearing for the PUD amendment and site plan on July 3, 2023 at 7:00 pm. All members present voting yes; motion carried.

**Old Business:**  
JPA/JPC Update

Moyer-Cale reported that neither the JPA nor the JPC had recently met.

King noted that the driveway widths matter had been added to the work task list as requested.

Work Task List

The 911 communications tower project has been added to the tracker.

Tracking Terms and Conditions

No public comment was received.

Public Comment

Moyer-Cale stated that the city has a new website, [www.hastingsmi.gov](http://www.hastingsmi.gov).

Staff Comments

Foster noted that the hot dog vendor cart concern was not related to the food truck ordinance because it was on public property and the ordinance passed by the commission was for private property only.

Commission Comments

It was MOVED by Maurer and SUPPORTED by Foster to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:56 p.m.

Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**July 3, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm (7:01pm), Lois Bowers, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, Jacquie McLean and Dave Tossava. Members absent: none.

**Call to Order**

Also present: Community Development Director Dan King, DPS Director Tate, and Interim Fire Chief Krouse.

It was **MOVED** by Maurer and **SECONDED** by McLean to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was **MOVED** by Bowers and **SECONDED** by Foster that the proposed minutes of the meeting of June 5, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

Public hearing to review and consider the final site plan/PUD for 420 E. Mill St. King provided an overview of the request. Greg Taylor spoke on behalf of the application.

**Public Hearing:**  
Final Site  
Plan/PUD for 420  
E Mill St.

Chairperson Hatfield opened the floor to public comment at 7:16 p.m. Bonnie Gettys and John Resseguie spoke in favor of the application. The public comment portion was closed at 7:18 p.m.

Discussion was held. It was **MOVED** by Tossava and **SECONDED** by McLean to recommend approval of the PUD amendment and Final Site Plan to the City Council with the following contingencies:

- Acceptance of 24.5 units/acre, five foot setback, and 40 ft building height.
- Confirmation that there is a 30 ft building separation
- Delineation of the phased development showing the commercial building and parking lot to the northeast as “phase two”.
- Lighting, landscaping, and building exterior to be reviewed and approved by administrative staff
- Acceptance of the parking lot encroachment into the 100 yr floodplain
- DPS and Fire review approval.

All members present voting yes; motion carried.

The Planning Commission reviewed the preliminary site plan for the apartments proposed at 710 Barfield Dr. King provided an overview of the application and a representative from the applicant answered questions.

**New Business:**  
Preliminary Plan  
Review for 710  
Barfield Dr –  
Meadowstone

It was MOVED by Tossava and SECONDED by Lyke to set a public hearing for the PUD amendment and site plan on August 7, 2023 at 7:00 pm. All members present voting yes; motion carried.

Apts

Moyer-Cale reported that neither the JPA nor the JPC had recently met.

**Old Business:**  
JPA/JPC Update

None.

Work Task List

None.

Tracking Terms and Conditions

Public comment was received in support of the PUD project.

Public Comment

None.

Staff Comments

None.

Commission Comments

It was MOVED by McLean and SUPPORTED by Bowers to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 7:49 p.m.

Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**August 7, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Jordan Brehm, Lois Bowers, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, Jacquie McLean and Dave Tossava. Members absent: Chelsey Foster.

**Call to Order**

Also present: Community Development Director Dan King, DPS Director Travis Tate, Fire Chief Mark Jordan, and Planning Consultant Rebecca Harvey.

It was **MOVED** by Bowers and **SECONDED** by McLean to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was **MOVED** by Tossava and **SECONDED** by Maurer that the proposed minutes of the meeting of July 3, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

Public hearing to review and consider the final site plan/PUD for Meadowstone Apartments, 710 Barfield Drive. King and Harvey spoke regarding the application process and elements of the site review. Joel Kamstra spoke on behalf of the applicant and answered questions from the Commission.

**Public Hearing:**  
Final Site  
Plan/PUD for  
Meadowstone  
Apts

Chairperson Hatfield opened the floor to public comment at 7:26 p.m. Lynette Ferguson (601 Terry Ln), Susan Jackson (699 Terry Ln), Sandy Chewning (529 Terry Ln), Craig Hamilton (601 Terry Ln), and Chuck Smith (696 Terry Ln) spoke during the public comment period, sharing concerns regarding lighting, buffer area, parking, noise, trespassing, and general development on the site. The public comment portion was closed at 7:41 p.m.

Kamstra provided additional information related to the comments made. Discussion was held regarding screening, landscaping, dumpster location, and other elements. It was **MOVED** by McLean and **SECONDED** by Tossava to recommend approval of the PUD amendment and Final Site Plan to the City Council with the following contingencies:

- Acceptance of a building density of 14 units/acre and 24-unit structures
- Acceptance of a building height that exceeds the standard maximum by one foot
- Notation that the housing unit size will have less than 600sq feet for some units
- Exterior building finish subject to administrative approval
- Utility and storm management subject to approval by the DPS Director
- Fire Department approval.

All members present voting yes; motion carried.

Moyer-Cale reported that neither the JPA nor the JPC had recently met, but both are scheduled this month.

None.

Mill St PUD added.

None.

It was noted that there was currently no business pending for the September meeting and that it is likely to be cancelled.

Lyke stated that the county-wide housing plan draft was in and that the final plan would be available for distribution soon. Bowers stated that it was good to see the Tyden Lofts project break ground.

It was MOVED by Bowers and SUPPORTED by McLean to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:21 p.m.

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**New Business:**  
None.

**Old Business:**  
JPA/JPC Update

Work Task List

Tracking Terms  
and Conditions

Public Comment

Staff Comments

Commission  
Comments

Adjournment

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**November 6, 2023**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Lois Bowers, Chelsey Foster, David Hatfield, Nichole Lyke, Tom Maurer, Sarah Moyer-Cale, Jacquie McLean and Dave Tossava. Members absent: Jordan Brehm.

**Call to Order**

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

It was MOVED by Tossava and SECONDED by Foster to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was MOVED by Bowers and SECONDED by Lyke that the proposed minutes of the meeting of August 7, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

None.

**Public Hearing:**

King provided an overview of three administrative site plans that had recently been approved.

**New Business:**  
Admin Approvals

It was MOVED by Tossava and SECONDED by Maurer to set a workshop meeting of the Planning Commission at 6:00 pm on Monday, December 4 2023 to hear a presentation regarding Complete Streets. All members present voting yes; motion carried.

Workshop

It was MOVED by Foster and SECONDED by Lyke to extend site plan approval for Serenity Village until November 6, 2024. All members present voting yes; motion carried.

Serenity Village

It was noted that both the JPA and JPC had met. The JPC approved a building addition for FlexFab.

**Old Business:**  
JPA/JPC Update

King presented proposed modifications to the work task list. The objective is to make all items actionable, specific, and consistent with the adopted Master Plan. It was the consensus of the members to act on this item at the next meeting.

Work Task List

The Meadowstone project was added to the list.

Tracking Terms and Conditions

None.

Public Comment

None.

Staff Comments

None.

Commission  
Comments

It was MOVED by Tossava and SUPPORTED by Bowers to adjourn the meeting.  
All members present voting yes, motion carried. Meeting adjourned at 7:18 p.m.

Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**CITY OF HASTINGS**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**December 4, 2023**

The meeting was called to order at 7:01 p.m. by Chairperson Hatfield with the following Commissioners present: Lois Bowers, Chelsey Foster, David Hatfield, Tom Maurer, Sarah Moyer-Cale, Jacquie McLean and Dave Tossava. Members absent: Nichole Lyke

**Call to Order**

Also present: Community Development Director Dan King and Planning Consultant Rebecca Harvey.

It was **MOVED** by Tossava and **SECONDED** by Foster to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was **MOVED** by Foster and **SECONDED** by Bowers that the proposed minutes of the meeting of November 6, 2023 be approved. All members present voting yes; motion carried.

**Approval of the Minutes**

None.

**Informative Items**

None.

**Public Hearing:**

It was **MOVED** by Bowers and **SECONDED** by McLean to approve the 2024 meeting schedule as presented. All members present voting yes; motion carried.

**New Business:**  
Meeting Schedule 2024

It was **MOVED** by Tossava and **SECONDED** by McLean to schedule a public hearing for site plan and special land use review for auto/open air business at 1633 and 1745 South Hanover for January 2, 2024 at 7:00pm. All members present voting yes; motion carried.

Set public hearing

Neither JPA nor JPC met in the past month. No report.

**Old Business:**  
JPA/JPC Update

King provided an overview of the significant changes to the PC's work task list. Items have been adjusted to be more specific and actionable and to include items from the gap analysis in the Master Plan. Harvey also provided feedback on several of the task items. Discussion was held.

Work Task List

No changes.

Tracking Terms and Conditions

None.

Public Comment

None.

Staff Comments

McLean noted that there was a great Christmas parade on Saturday evening. Tossava stated that 333 people were at the pancake breakfast on Sunday. Foster read a positive Jingle & Mingle comment received via social media.

Commission Comments

It was MOVED by Bowers and SUPPORTED by McLean to adjourn the meeting.  
All members present voting yes, motion carried. Meeting adjourned at 7:20 p.m.

Adjournment

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary