

**IMLAY CITY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, JANUARY 28, 2025  
6:00 PM**

**1. CALL TO ORDER**

Walt Bargaen called the Regular meeting to order at 6:00 PM.

**2. PLEDGE OF ALLEGIANCE**

Bargaen led the Pledge of Allegiance

**3. ROLL CALL**

**Present:** Chairman Walt Bargaen, Vice-Chair James Blount, Mayor Barbara Yockey, Frank Demske, Tom Germaeyne, John Lengemann, Bob Tanis

Demske arrived 6:01 PM

Lengemann arrived at 6:02 PM

**Absent:** None

**Also Present:** City Manager Craig Horton, Zoning Administrator Lonnie Hayes, Spicer Community Planner Michael Daly-Martin, Spicer Community Planner Faith Vignola, Clerk/Treasurer Dawn Sawicki-Franz and public

**4. APPROVAL OF AGENDA**

**MOTION** by Tanis seconded by Yockey to approve the agenda as presented

**MOTION CARRIED UNANIMOUSLY**

**5. APPROVAL OF MINUTES**

**MOTION** by Tanis seconded by Blount to approve the regular Planning Commission meeting minutes of November 26, 2024

**MOTION CARRIED UNANIMOUSLY**

**6. FINANCIAL REPORT ENDING – NOVEMBER 2024**

Bargaen asked if there were any questions or comments regarding the Planning Commission's November 2024 financial report and then accepted them as presented.

**7. CITIZENS FROM THE FLOOR**

One resident spoke regarding backyard chickens for personal use in the City.

**8. UNFINISHED BUSINESS**

**A. ARTICLE: 4 DEVELOPMENT STANDARDS DIVISION 4: SIGNS**

Spicer Planner Daily-Martin pointed out the updates and changes included in the board packet that needed to be addressed in order to complete the update. Discussion regarding pole signs, monument signs and wall signs as well as animated and illuminated signs were discussed. In addition, the height of the signs, size of signs, pole signs having one pole or two poles and illumination were debated.

**MOTION** by Yockey seconded by Tanis to adopt the Zoning Ordinance Article: 4 Division: 4 Signs with previous updates and the amended changes as discussed and for Spicer to prepare the Ordinance with amendments

**ROLL CALL VOTE**

Ayes: Yockey, Tanis, Germaeyne, Lengemann, Demske, Blount, Bargaen

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

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**B. SETBACKS B-3**

**ARTICLE: 2 DISTRICTS; DIVISION: 3 COMMERCIAL; SECTION 2.24 SCHEDULE OF REGULATIONS**

Spicer Planner Daily-Martin referenced the Schedule of Regulations for Section 2.24 including the front setback for B-3 of 15 feet, side setback of 0 feet and rear setback of 10 feet.

**MOTION** by Tanis seconded by Blount to approve the zoning ordinance Setbacks B-3 with amendments of Section 2.24 as presented

**MOTION CARRIED UNANIMOUSLY**

**C. MASTER PLAN – ON HOLD**

City Manager Horton noted that the Master Plan is on hold at this time and will be revisited at the February meeting

**NO MOTION, DISCUSSION ONLY**

**D. SITE PLAN REVIEW M-53 PROPERTIES LLC, PAUL LAFONTAINE I19-85-234-040-00 SOUTH CEDAR STREET – DEFERRED**

**MOTION** by Yockey seconded by Demske to postpone to the February 25, 2025 meeting.

**MOTION CARRIED UNANIMOUSLY**

**9. NEW BUSINESS**

**A. NONE**

**10. CITIZENS FROM THE FLOOR**

NONE

**11. ADJOURNMENT**

**MOTION** by Demske seconded by Tanis to adjourn the meeting at 6:56 PM

**MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted by:

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Dawn Sawicki-Franz, Clerk/Treasurer

**Approved by Planning Commission: February 25, 2025**

**Approved by City Commission: March 04, 2025**