

**IMLAY CITY PLANNING COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, NOVEMBER 26, 2024  
6:00 PM**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

Bargen led the Pledge of Allegiance

**3. ROLL CALL**

**Present:** Chairman Walt Bargen, Vice-Chair James Blount, Frank Demske, Tom Germayne, Bob Tanis  
Tom Germayne arrived 6:12 PM

**Absent:** Mayor Joi Kempf, John Lengemann

**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. SWEARING IN OF CHAIR AND VICE-CHAIR**

Clerk Sawicki-Franz held official swearing in of Chair Walter J. Bargen and Vice-Chair of James Blount

**5. APPROVAL OF AGENDA**

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

**MOTION CARRIED UNANIMOUSLY**

**6. APPROVAL OF MINUTES**

**MOTION** by Tanis seconded by Blount to approve the regular Planning Commission meeting minutes of October 22, 2024

**MOTION CARRIED UNANIMOUSLY**

**7. FINANCIAL REPORT ENDING – OCTOBER 2024**

Bargen asked if there were any questions or comments regarding the Planning Commission's October 2024 financial report and then accepted them as presented. City Manager Horton explained that a budget amendment will need to be made when the grant for the Master Plan is received as we have been paying expenses prior to its receipt and is reflected in this report.

**8. CITIZENS FROM THE FLOOR**

None

**9. PUBLIC HEARING**

**A. SITE PLAN REVIEW - M-53 PROPERTIES LLC, PAUL LAFONTAINE I19-85-234-040-00**

**1872 S CEDAR STREET**

**1. Notices and Publications to Record**

**MOTION** by Demske seconded by Tanis to enter all notices and publications to record

**MOTION CARRIED UNANIMOUSLY**

**2. Public Hearing – OPEN**

Chair Bargen declared the Public Hearing OPEN at 6:03 PM

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**3. Public Comment**

Public Hearing began with Spicer Planner Daily-Martin introducing Spicer Planner Faith Vignola who worked closely on the Site Plan Review. Vignola reviewed the checklist of outstanding items with the Planning Commission and site plan applicant's representatives discussing options to resolve. It was asked by the Planning Commission to discuss with Fire Chief Klobucar regarding his noted concerns on his Department Head report included in the review process.

**4. Public Hearing – CLOSED**

Chair Bargen declared the Public Hearing CLOSED at 6:52 PM

**5. Action**

**MOTION** by Demske seconded by Germayne to postpone consideration of the Site Plan Review for I19-85-234-040-00 to the next Planning Commission meeting to be held on Tuesday, January 28, 2025

**MOTION CARRIED UNANIMOUSLY**

**B. SETBACKS B-3**

**1. Notices and Publications to Record**

**MOTION** by Demske seconded by Blount to enter notices and publications to record

**MOTION CARRIED UNANIMOUSLY**

**2. Public Hearing – OPEN**

Chair Bargen declared the Public Hearing OPEN at 6:54 PM

**3. Public Comment**

Planner Daily-Martin referenced the documents included in the board packet of Article 15 regarding Setbacks and pointed out the Section 2.24 Schedule of Regulations B-3 with revised setback suggestions and asked for Planning Commission discussion on the front, side and rear setbacks. Planning Commission members debated the options suggested and brought up other setback options.

**4. Public Hearing – CLOSED**

Chair Bargen declared the Public Hearing CLOSED at 7:12 PM

**5. Action**

**MOTION** by Demske seconded by Blount to amend Article 15 Section 2.24 Schedule of Regulations graph B-3 to Front Setbacks at Fifteen (15), Side Setbacks at zero (0) and Rear Setbacks at Ten (10).

**MOTION CARRIED UNANIMOUSLY**

**10. UNFINISHED BUSINESS**

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

Spicer Planner Daily-Martin shared examples of Sign regulations from a sampling of other municipalities that are similar in size to the City of Imlay City to compare for reference, as most of the other municipalities prohibit pole signs. Discussion regarding height of the signs and illumination was the main topic.

**MOTION** by Germayne seconded by Blount to postpone the Sign Ordinance review to the next regularly scheduled Planning Commission meeting to be held on Tuesday, January 28, 2025.

**MOTION CARRIED UNANIMOUSLY**

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**B. MASTER PLAN – ON HOLD**

City Manager Horton noted that the Master Plan is on hold at this time until Spring of 2025.  
**NO MOTION, DISCUSSION ONLY**

**11. NEW BUSINESS**

**A. NONE**

**12. CITIZENS FROM THE FLOOR**

NONE

**13. ADJOURNMENT**

**MOTION** by Demske seconded by Tanis to adjourn the meeting at 7:39 PM.

**MOTION CARRIED UNANIMOUSLY**

Respectfully Submitted by:

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Dawn Sawicki-Franz, Clerk/Treasurer

**Approved by Planning Commission: January 28, 2025**

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