

A Regular Meeting of the Otsego Planning Commission was held Monday, November 28, 2022.

Clerk Cronen called the meeting to order at 7:00 p.m. with the following members present: Jayson Bohl, Brent Milhiem, Wayne Rayburn, Ben Dotterer, Stacey Withee and City Manager Mitchell. Absent: Jason Ennis, Ric Saucedo.

At this time, Clerk Cronen opened up the floor for nominations for Vice Chairman of the Planning Commission. On a motion by Member Withee, and seconded by Member Mitchell, Member Milhiem was appointed to be Vice Chairman of the Planning Commission. CARRIED.

Member Withee made a motion to excuse Members Ric Saucedo, and Jason Ennis, seconded by Member Trobeck. CARRIED.

The September 26, 2022, minutes will stand as submitted.

I. PRESENTATIONS:

A. MASTER PLAN PRESENTATION

Member Mitchell introduced Lori Castello of Professional Code Inspectors (PCI), who will be assisting and guiding the Planning Commission through updating the City's Master Plan. She explained different ways to achieve updating the Master Plan. At this time, she gave each Planning Commission member a handout of a Discussion Guide for the Introduction Meeting.

This guide outlined the following:

- Who read the Master Plan?
- Tasks – who will do what.
- Philosophy – of previous goals.
- Community Engagement – types of sessions
- Timeline

Vice Chairman Milhiem stated that this process is new for everyone. He stated that Mrs. Castello will give us a starting point and we take small steps to break down the process. He also commented that community involvement is very important.

Mrs. Castello reviewed various ways to get input from the community members.

Member Mitchell stated that the City is currently in the process of having a housing study completed. This was discussed and will be a great asset to prepare the Master Plan.

At this time, sections of the Master Plan were reviewed and where and how the information will be obtained.

A lengthy conversation took place regarding how the Planning Commission would achieve the goal of updating the Master Plan.

For the next meeting, the members were asked to review the Executive Summary, Vision Statement, Existing Conditions and Tasks from Goals. They were also asked to look at the Land Use Maps and the current Land Uses. At the next meeting, the following will be discussed: sample survey, Planning Visioning Session, Public Hearings, Activities, and a list of items for the next meeting

Member Withee asked how long the process will take. Mrs. Castello stated that the process will take eight months to a year to complete. Member Mitchell asked how long the monthly meeting would be to prepare for the update. Mrs. Castello stated that the monthly meetings should only last approximately forty-five minutes. Vice Chairman Milhiem commented that it is up to the Planning Commission Members to do their homework so the process is not drug out or things are skipped. Member Dotterer asked if additional meetings could be scheduled. Member Mitchell stated that special meetings could be held, or dates of the Regular Planning Commission meetings re-scheduled to a different date. Member Mitchell commented that there is regular business on the agenda for a meeting, a Special Workshop Meeting could be scheduled before a regular meeting, if necessary.

II. PUBLIC HEARINGS:

III. CONSIDERATIONS:

IV. DISCUSSION ITEMS:

PUBLIC COMMENT:

Brittany Hill, 123 Fair Street – she suggested a combination of long-term and action goals. She suggested that the community be engaged. She encouraged that it be done tactically. Vice Chairman Milhiem stated that we want to hear from all of the people and we will take all community engagement into consideration.

Nick Breedveld, 1101 Barton – he stated that years ago the City did a survey – he asked Mrs. Castello what her goal was for the percentage of return. Mrs. Castello indicated that a fifteen to twenty percent return would be good, but it will most likely be about ten percent. She commented that obtaining input from children is very valuable. Vice Chairman Milhiem commented that obtaining input from the children is a great idea. Mrs. Castello explained the process.

MEMBER COMMENTS:

None.

The meeting was adjourned on motion by Member Trobeck, seconded by Member Withee. CARRIED – 8:16 p.m.

Angela M. Cronen,
MMC City Clerk