

CITY OF INKSTER
Planning Commission
Meeting Minutes
Monday, March 28, 2022

The meeting was called to order at 6: 37 p.m. by Chairman Chisholm.

I. ROLL CALL

Present: Chairman Steve Chisholm, Vice-Chair Kimberly Faison, Commissioner Rebecca Daniels, Commissioner Lynette O. Cain, Commissioner Willis, and Commissioner Daryl Davis.

Absent: Mayor Patrick Wimberly, Commissioner Williams (excused)

Others in attendance: James Gorenflo (McKenna), Mara Braciszewski (McKenna), Members of the Public

II. ADOPTION OF AGENDA

MOVED by Daniels, seconded by Willis to Adopt the Agenda as presented.

ROLL CALL VOTE:

Chairman Chisholm	Yea
Vice Chair Faison	Yea
Secretary Daniels	Yea
Commissioner Davis	Yea
Commissioner Cain	Yea
Commissioner Willis	Yea

Vote: 6-0, Motion carried.

III. ADOPTION OF MINUTES

A. Adoption of March 14, 2022 Regular Meeting Minutes.

MOVED by Cain, seconded by Daniels to adopt the meeting minutes.

ROLL CALL VOTE:

Chairman Chisholm	Yea
Vice Chair Faison	Yea
Secretary Daniels	Yea
Commissioner Davis	Yea
Commissioner Cain	Yea

Commissioner Willis Yea

Vote: 6-0, Motion carried.

IV. PUBLIC HEARINGS

V. OLD BUSINESS

A. **Review Redevelopment Ready Community (RRC) Certification Program.** Consider creating a 2022 RRC Work Plan. See 2022 Work Sheet.

Moved by Davis, seconded by Daniels to table discussion of the 2021 McKenna Annual Report and 2022 Work Sheet Work Plan items for 60 days until joint RRC training with City Council, Planning Commission, ZBA and DDA Board of Commissioners.

Discussion Braciszewski re-introduced the 2022 Work Sheet, based off the 2022 McKenna Annual Planning Report and RRC outstanding items. Faison wants to be clear that when they offer a recommendation to Council, they reassure that Council controls the budget, not Planning Commission. Received guidance to host the joint training on a second, fourth or fifth Monday of the month, but sooner than later so they can offer budget recommendations. Communicated desires to have a future joint meeting with Planning Commission and City Council.

Next step: Provide City Council and other board and commission members with 2022 Work Sheet and information re: joint training.

ROLL CALL VOTE:

Chairman Chisholm	Yea
Vice Chair Faison	Yea
Secretary Daniels	Yea
Commissioner Davis	Yea
Commissioner Cain	Yea
Commissioner Willis	Yea

Vote: 6-0, Motion carried.

Moved by Davis, seconded by Daniels to authorize Planning Staff to present Planning Commission recommendations of Redevelopment Ready Communities Certification Work Plan Items to City Council, ZBA and DDA in preparation for joint community training.

Discussion Planning Commission voted to move forward with the following RRC work plan items in two levels of priority: 1 meaning highest priority; and 2 meaning less of a priority. Planning Department staff will review files to see if they have access to Planning Commission Orientation Manual and bylaws. Items "Recruitment Process" and "Expectations and Skills sets" will be performed as one task, if possible. See table below.

REDEVELOPMENT READY COMMUNITIES CERTIFICATION ITEMS

Work plan items are codified as either 1: highest priority; or 2: less of a priority. The Planning Commission has yet to ~~make a decision~~ on the Master Plan update. Items with a ~~strike through~~ indicate that they have been completed.

WORK PLAN ITEM	DESCRIPTION	TIME	PLANNING STAFF	PLANNING COMMISSION
Plans and engagement	Master Plan	Extensive	Recommended	
	Public Participation Plan	Extensive		2
	Capital Improvement Plan	Extensive		1
Zoning ordinance	Align with Master Plan	Extensive	Recommended	2
	Accessibility and user friendliness	Extensive	Recommended	-
	Concentrate development	Moderate	Recommended	2
	Housing diversity	Moderate	Recommended	2
Development review	Internal review process	Moderate	Recommended	1
	Fee schedule	Easy	Recommended	-
	Access to information	Easy	Recommended	-
	Conceptual review meeting	Easy	Recommended	-
	Payment methods	Easy	Recommended	1
Boards and commissions	Recruitment process	Easy	Recommended	1/2
	Expectations and skill sets	Easy	Recommended	1
	Orientation	Easy	Recommended	1
	Bylaws	Easy	Recommended	2
	Training strategy	Easy	Recommended	1

ROLL CALL VOTE:

Chairman Chisholm Yea
 Vice Chair Faison Yea
 Secretary Daniels Yea
 Commissioner Davis Yea
 Commissioner Cain Yea
 Commissioner Willis Yea

Vote: 6-0, Motion carried.

VI. NEW BUSINESS

A. Smoking Lounges Ordinance Draft. Discussion of March 25, 2022 Draft Smoking Lounges Ordinance as requested by Planning Commission.

Discussion

Off-street parking: Consider removing or including statement for off-street parking requirements

Storage lockers: Consider prohibiting storage lockers so people do not have opportunity to store other items than cigars. Storage lockers would need to have a Master Key.

Outdoor activities: Consider prohibiting or allowing outdoor activities such as fenced in patio. Allow for these activities with conditions.

General discussion of what the city's police powers are regarding creating smoking lounge business requirements. Review with City Attorney what police powers are within city's jurisdiction.

Next steps:

Staff will address comments from Chairman Chisholm and Councilwomen Watley and update the Smoking Lounge ordinance accordingly. Staff will provide Planning Commissioners with revised draft to discuss at next meeting along with outline of next steps. Once complete, Planning Commission will set a public hearing date for the text amendment. Planning Commission will host a public hearing. At that meeting, Planning Commission will move recommendation to City Council. City Council will host two readings of the ordinance and will also host its own public hearing.

VII. MISCELLANEOUS

Discussion: Send pertinent planning documents to commissioners (e.g. bylaws, welcome packet).

VIII. ADJOURNMENT

MOVED by Daniels, seconded by Willis to adjourn at 8:59 p.m.

MOTION CARRIED UNANIMOUSLY.

Rebecca Daniels
Recording Secretary