

**MEETING MINUTES**

**City of Jackson Planning Commission**  
City Hall, 161 W. Michigan Avenue, 2<sup>nd</sup> Floor  
Wednesday, March 1, 2017

MEMBERS PRESENT: Clyde Mauldin, Jeanne Kubish, Sheila Troxel, John Polaczyk, Stephen Rajzer, Bill Jors, Derek Dobies

MEMBERS ABSENT: Patrick Burtch, James Stark

STAFF PRESENT: Jennifer Morris, Adam East

**1. Call to Order**

Chairperson Troxel called the meeting to order at 6:00 pm.

**2. Pledge of Allegiance**

Those in attendance rose for the Pledge of Allegiance

**3. Adoption of Agenda**

*Commissioner Dobies moved, with support from Commissioner Mauldin, to adopt the agenda as presented.*

**The motion passed unanimously on a voice vote.**

**4. Public Comment and Correspondence**

None.

**5. Consideration of the January 11, 2017 Planning Commission Meeting Minutes**

*Commissioner Kubish moved, with support from Commissioner Mauldin, to approve the City Planning Commission meeting minutes as presented.*

**The motion passed unanimously on a voice vote.**

**6. Consideration of Applications**

**A. Alley and Road Vacation Request- 1313 Chittock, 1320 Francis, and 1332 Francis St.**

Staff presented the request from Donald Tassie to vacate a southern portion of the alley between High St. and Randolph St. and to vacate Randolph St. from Chittock St. to Francis. St. Mr. Tassie plans to develop a primary school and would use the vacated

road for a ten (10) car drop-off lane and the remaining land for a new school building, play area, and parking lot.

Staff stated that a vacation of a portion of the alley and road would not conflict with the Zoning Ordinance as all neighbors in the immediate area will continue to have access to their properties from Chittock and High St. Staff also noted that the proposed use is consistent with the future land use for the area as a "neighborhood commercial node." Staff also noted that there is a pipe running underneath Randolph St. and that the City would need to maintain an access easement.

*Vice Chair Polaczyk moved, with support from Commissioner Dobies, to enter the report and recommendation into the record as if read in whole.*

**The motion passed unanimously on a voice vote.**

Applicant Donald Tassie attended and explained the project as well as additional plans for the school. Mr. Tassie stated the other owners along Randolph St. have agreed to deed their portion of the vacated right of way to him for the drop-off lane.

*Vice Chair Polaczyk moved, with support from Commissioner Mauldin, to recommend conditional **approval** of the alley and road vacation request to Council pending approval of a Conditional Use Permit from the Planning Commission.*

**The motion passed unanimously on a roll call vote. Yeas-7;  
Nays-0**

## **7. Business**

### **A. Planning Commission 2016 Annual Report**

Staff presented the annual report to the Commission. The report was a summary of activity for the year 2016, recapping actions taken, ordinances amended, membership, and training sessions. Staff will continue to create an annual report to serve as a benchmark and visioning document for the Commission. The report will be given to City Council to be accepted and placed on file.

## **8. Commissioner Comments- None.**

## **9. Next Meeting Reminder**

Chairperson Troxel reminded the Planning Commission of the Special Meeting to be held on March 15, 2017 at 6:00 pm.

**10. Adjournment**

*Commissioner Rajzer moved to adjourn with support by Commissioner Dobies at 6:30 pm.*

**The motion passed unanimously on a voice vote.**

Jennifer L. Morris, AICP  
Director of Neighborhood and Economic Operations