



1 **PLANNING COMMISSION REGULAR MEETING MINUTES, OCTOBER 10, 2023**
2

3 **CALL TO ORDER/ROLL CALL**

4 The Meeting was called to order at 5:00 pm and roll was called. The following Commissioners were
5 present: Commissioners Matson, Buckham, Loeks, Davis, Roberts, and Eavey. Chairperson Corfman was
6 absent. Also present were planning consultant Kelly McIntyre and approximately three audience members.
7

8 **PUBLIC COMMENTS**

9 No public comments.

10
11 **ADOPTION OF MEETING AGENDA**

12 The agenda was reviewed. Motion by Buckham, seconded by Matson; motion carried to adopt the
13 agenda as presented.
14

15 **APPROVAL OF MEETING MINUTES**

16 Minutes were reviewed and one modification was requested to correct the spelling of Commissioner
17 Eavey's name on line 20. Motion by Buckham, seconded by Eavey; motion carried to adopt the meeting
18 minutes from September 26, 2023.
19

20 **NEW BUSINESS**

21
22 **PC#23-13 6938 Elm Valley Drive Special Exception Use Public Hearing**

23 Motion by Eavey, seconded by Matson to open the public hearing at 5:20 pm. Motion carried. No
24 public comments. Motion by Davis, seconded by Loeks to close the public hearing at 5:21 pm.
25 Motion carried. Public hearing closed.
26

27 Location: 6938 Elm Valley Drive, Units 112 and 109

28 Applicant: Keystone Solutions Group.

29 Request: Special Exception Use request for the compounding and processing of medical and cosmetic
30 products at 6938 Elm Valley Drive, Units 112 and 109. The property is zoned EBT, Education, Business
31 and Technology District, where processing or compounding commodities such as drugs, cosmetic, pottery,
32 plastics, and food products are a special exception use in that District. Parcel #09-305-002.
33

34 Kelly McIntyre, CIB planning consultant gave an overview of her October 2, 2023, Special Exception Use
35 review letter. That application and provided materials demonstrated that the four (4) Special Exception
36 Use standards are met, and McIntyre recommends that the Commission approve the Special Exception
37 Use, subject to approvals from all other applicable departments, local and state agencies to be obtained
38 as required.
39

40 Jim Metzger and Phil Sheridan of K2F Fabricating gave a brief presentation of the proposed use, the product
41 being made – a “foam” like product used in cosmetics and medical dressings. The tenant space, parking,
42 and logistics of the site meet our standards. The site is especially desirable due to the location, access,
43 and availability of electricity.
44

45 Commissioner Davis inquired about toxic chemicals or emissions. Metzger explained that a “pre-polymer”
46 is used while non-reactive after mixing, has a material label of “62” to indicate caution when handling the
47 material. Soap and water neutralizes the material. He further explained that the one tote with 4 to 5 drums
48 (weighing 2500 pounds) will be brought weekly and stored on site. Transport in the building is with a forklift
49 and an on-site contamination / spill kit is present. The material is not flammable or explosive.
50

51 Metzer further explained that water is evaporated out of the drying product with no emissions.
52
53 Motion by Buckham, seconded by Matson to approve the Special Exception Use for Project Everest at
54 6938 Elm Valley Drive, Units 112 and 109, subject to all other applicable approvals needed from
55 departments and local, state agencies. Vote approved unanimously.
56
57 B. Discuss Proposed Amendments to ClearZoning Ordinance Sections 36-2.2, 36-3.4. 36-4.1, and
58 36-5.1
59
60 Commissioner Roberts reminded the Commission of the text amendments that were sent to the Board.
61 Committee of the Whole met to discuss the amendments and had questions and wanted clarification on
62 several items. Roberts had notes from the meeting to guide discussion.
63
64 McIntyre assisted the Commissioners in fine tuning a definition of “sport court” to include that a sport court
65 is a playing surface, less than 18” in height. A sports court may not be elevated.
66
67 Section 3.4.2.D.ii was revised to allow decks, attached to principal structures in all residential districts in
68 R-1, R-2, and R-3 districts, to encroach into rear yard setback by 30 percent of the required setback
69 distance.
70
71 Finally, clarification was made to Sections 5.1.5 and 5.1.6 to eliminate R-4 and R-5 districts from the lot
72 frontage reduction standard.
73
74 **OLD BUSINESS**
75 None
76
77 **COMMISSIONER COMMENTS**
78 Commissioner Roberts provided an update on the status of the Township Hall construction project and the
79 belief is the move will happen in December. Commissioner Roberts also commented on the Makers Market
80 event happening on November 11.
81
82
83 **PUBLIC COMMENT**
84 No public comments
85
86 **ADJOURNMENT**
87 Motion by Matson, seconded by Loeks, motion carried to adjourn the meeting. The meeting was adjourned
88 at 6:09 p.m.
89
90 Submitted: October 19, 2023 Approved:
91
92 Superintendent Erik Wilson