

Planning Commission – Minutes
November 19, 2025, 5:30 PM
Hillsdale City Hall – Council Chambers

Call to Order

a. Pledge of Allegiance

b. Roll Call

Winters- Present

Moore- Absent

Laycock- Present

Shelley- Present

Coykendall- Absent

Morrissey- Present

II. Public Comment (any agenda item, 3 minute limit)

Penny Swan

James Thomas

III. Consent Agenda

a. First- Winters

b. Second Morrissey

c. All in favor

b. Approval of Agenda

b. Approval of Minutes from October 15, 2025 meeting

IV. Public Hearing

a. None

V. Old Business

VI. New Business

a. Commercial Site Plan Review – 386 W Carleton Rd

a. Discussion amongst the commissioners regarding the site plan and uses in the district

b. Architect made himself available for questions and introduced himself

c. Winters asked about the kitchen and cooking area

d. Coykendall asks if there are people already living there.

- e. Kerry Stewart- not a commercial kitchen.
- f. Winters asks if the housing is provided for free
- g. Stewart says yes and details services provided.
- h. Morrissey asks a few questions regarding the uses in the B-3 District
- i. Coykendall asks about shipping containers on the property
- j. Laycock reviewed how the application fails to meet the definition of an allowable use. No dormitories are to be permitted.

Winters moves to deny based on the ordinance requirements of B3

Seconded- Kniffin

All in favor

- b. Commercial Site Plan Review – 305 Hillsdale St
 - a. Kniffin asks for clarification on the engineer recommendation not to approve. Smith clarified the engineer approved the plan after getting new information.
 - b. Matt Taylor made a few comments on the site plan.
 - c. Winters asked for clarification on the fire lanes.
Motion to approve: Winters
Second: Morrissey
All in favor
- c. Set Public Hearing – Rezoning
 - a. Motion to add all 3 of the below Public Hearing to the December 17, 2025 meeting.
 - i. 244 E Bacon St
 - ii. 350 Hillsdale St Parcel B
 - iii. Recreation Plan
- d. Ordinance Interpretation – Murals (Chapter 26 – Signs)
 - a. Winters asked for clarification on the contradiction in the ordinance.
 - b. Laycock requests the ordinance be brought back to planning commission for revision.
Winters motions to instruct staff to treat the ambiguity in the ordinance in favor of the applicant
Second Shelley
All in favor

VII. Zoning Administrator Report

None

VIII. Commissioners' Comment

None

IX. Public Comment (any commission related items, 3 minute limit)

Cindy Pratt thanked the commission for following the ordinances.

Howard Spence also thanked the commission.

James Edward Thomas discussed the condition of the trail and thanked commission.

X. Adjournment

Motion to adjourn: Morrissey

Second: Winters

All in favor