

MINUTES
City Planning Commission
June 17, 2026, 5:30 PM
Council Chambers – Hillsdale City Hall

- I. Call to Order at 5:28 PM**
 - a. Members Present: Cathy Kelemen, Jack Shelley, Chair Kerry Laycock, Vice Chair Matt Kniffin, and Councilperson William Morrissey
 - b. Others Present: Jack McLain, Corey Murray (Hillsdale Daily News), Bret Hart (Chief Operating Officer, Priority Engineering LLC), Mike Howard (Rocket Investment Group), Ken Joswiak, Sam Fry (Assistant City Manager, Economic Development Coordinator), Jason Blake (Director of Public Services), Rob Stiverson (City Engineer), Scott Sessions (Mayor), and Olivia Smith (Zoning Administrator)
 - c. Members Absent: Secretary Christian Winter (excused), Eric Coykendall (excused)
- II. Public Comment – Agenda Items Only**
 - a. None
- III. Consent Agenda**
 - a. Approval of Agenda
 - b. Review and Approval of Draft Minutes
 - i. May 20, 2026
 - c. Motion by Shelley to approve the consent agenda. Second Kelemen. 5-0. Motion passed.
- IV. Communications**
 - a. Notice of Intent to Amend the City Master Plan
- V. Public Hearing**
 - a. None
- VI. Consideration of Applications**
 - a. Commercial Site Plan Review – 96 W Carleton Rd
 - i. Zoning Administrator Smith introduced the project and let the Commission know that representatives of the project were present as well as City Staff to answer any questions.
 - ii. Bret Hart introduced the project
 - iii. Lengthy discussion between City Staff and the Commission regarding the parking variance requested in the final site plan
 - iv. Commissioner Laycock and Morrissey noted the incompleteness of the application with late submittals. Wanted to implement something going forward to require completed site plans prior to submittal.

1. Staff commented that they requested a late revision to the utilities to address some concerns.
- v. Motion by Kniffin to approve the site plan with the requested parking variance. Motion amended by Chair Laycock to approve the site plan with the contingencies that the Applicant is to complete the traffic analysis required by MDOT and receive an approved MDOT right-of-way permit. Kelemen seconded the amended motion. 5-0. Motion passed.

VII. Old Business

- a. Bylaws Review – XII through XVI (pg. 14-17)
 - i. Chair Laycock – Based on how the Site Plan discussions and decisions went, requested that “D. Appeals” be made a part of the ordinance review.
 - ii. No other comments were made regarding these sections of the existing Bylaws

VIII. New Business

- a. Set Public Hearing – Rezoning of 8 E Bacon St et al
 - i. Discussion took place regarding how the rezoning request came about.
 - ii. Motion by Morrissey to set the public hearing for Wednesday, July 15, 2026. Second by Kniffin. 5-0. Motion passed.

IX. Staff Report

- a. None

X. Public Comment – Commission Items

- a. Mayor Sessions thanked the Commission for serving and provided members with a City seal pin.
- b. Jack McLain – Voiced concerns regarding the site plan parking variance and the non-conforming use of the property requesting the rezoning. Requested that a pre-purchase zoning inspection be created to verify the intended use is compliant.

XI. Commissioner Comment

- a. Kniffin had questions and comments on the Code Enforcement and Zoning Quarterly Report that was presented at the previous meeting. Asked that focus on vacant commercial buildings vs. new construction be addressed during master plan amendment.

XII. Adjourned at 6:30 PM

- a. Motion by Kniffin to adjourn. Second by Shelley. 5-0. Motion passed.
- b. Next Meeting: July 15, 2026 at 5:30 PM