VILLAGE OF SHELBY
PLANNING COMMISSION
March 17, 2026 at 6:00 P.M.
MEETING PROCEEDINGS

1. CALL TO ORDER:

The Village of Shelby Planning Commission Meeting was called to order at 6:01 P.M. by Chairperson Ross Field.

2. ROLL CALL:

Answering Roll Call: Samantha Gottschalk, Paul Inglis, Ross Field, and Tim Horton.
Absent: John Sutton
Staff Present: Village Administrator, Phil Morse and Clerk/Treasurer Miraya Gissell Diaz.

3. PLEDGE OF ALLEGIANCE: All stood for the pledge.

4. MINUTES:

a.) January 20, 2026

Paul Inglis moved to approve the minutes of the Planning Commission meeting of January 20, 2026 as corrected.
Seconded by: Samantha Gottschalk.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

5. PUBLIC HEARINGS: None.

6. COMMISSION ADMINISTRATIVE BUSINESS:

a.) Ferry St Lot Division Application

Ms. Janet Dodge requested a lot division for a parcel on Ferry St. on behalf of Shelby Wesleyan Church. The Shelby Wesleyan Church would like to split Parcel B off of 64-046-250-004-00. They would like to adjoin Parcel A with the adjacent property (Lot 3). They currently have a purchase agreement in place to sell for the home to be renovated and occupied.

Paul Inglis moved to approve the request from the Shelby Wesleyan Church of the Ferry St. Lot Division Application to split Parcel B from 64-046-250-004-00 and to adjoin Parcel A with the adjacent property, Lot 3, pending the complete submission of the required fees.
Seconded by: Samantha Gottschalk

Voice Vote: All in favor.
Motion Carried
Absent: John Sutton.

b.) Master Plan 2025 Adoption

Paul Inglis moved to submit the 2025 Master Plan to the Shelby Village Council for final approval with minor corrections.
Seconded by: Tim Horton.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

c.) 2025 Planning Commission Report

VA Morse presented the 2025 Planning Commission Annual Report to the Planning Commission members.

Tim Horton moved to recommend the 2025 Planning Commission Report to the Village Council to be approved as presented.
Seconded by: Paul Inglis.

Voice Vote: All in favor.
Motion Carried.
Absent: John Sutton.

d.) Initial Zoning Ordinance Review

VA Morse introduced the representatives from McKenna to the Planning Commission. The Planning Commission reviewed the following items with the McKenna representatives and discussed the removals and additions related to the ongoing Zoning Ordinance rewrite.

a. Use Chart

The removals were indicated in red, and the additions in blue within the current Table of Land Uses. Following review, the Planning Commission was asked to provide feedback on Solar Energy Systems and where it would be appropriate to permit. It was requested that Solar Energy Systems – Personal be added as a permitted use in the R-4, Mixed Use, Commercial, and Industrial districts. It was also discussed that multiple-family dwellings were separated into two categories: 3-10 units and 10+ units. The Commission also discussed which district would be appropriate for Public or Utility Service Buildings or Yards, as well as Vegetation Management by Small Livestock.

b. Schedule of Regulations

Similar to the previous document, removals were indicated in red, and additions in blue within the current Schedule of Regulations. The Planning Commission discussed the suggestion to reduce the minimum lot area in the R-3 Downtown Residential district from 10,000 sq. ft. to 5,000 sq. ft., as well as reductions to the maximum lot coverage

and minimum front yard setback standards in the Industrial district. The Commission also reviewed minimum and maximum front yard setbacks in the Mixed-Use and Commercial districts, with suggestions to establish a 5-ft. maximum setback in the Mixed-Use district and to reduce the maximum setback in the Commercial district.

The Planning Commission was asked to provide feedback on the suggestion to remove the Minimum Ground Floor Area standards, or whether the Commission would prefer to reduce the current standards rather than remove them. Following discussion, the Commission felt it was best to gather additional information regarding the Minimum Ground Floor Area standards.

c. Building and Site Designs

The Planning Commission was asked to provide feedback on incorporating elements such as build-to lines, open storefronts, outdoor dining, and walk-up windows, and to indicate whether they wished to include these elements in the Mixed-Use District Design standards.

d. Dimensional Regulations in the Commercial District

This item was discussed and addressed in conjunction with the Schedule of Regulations.

e. Residential Districts Densities

This item was discussed and addressed in conjunction with the Schedule of Regulations.

f. Ground Floor Residential in the Commercial District

This item was discussed and addressed in conjunction with the Schedule of Regulations.

g. ADA Accessible Ramps

The Planning Commission reviewed the recommendations regarding ADA-accessible ramps, including creating an additional subsection exempting ramps from all setback and projection requirements; adding ramps to the list of structures excluded from lot coverage calculations to prevent denial of ramp construction due to lot coverage limits; increasing the threshold for site plan review requirements to five units or more; and clarifying the reference to 'circulation' as 'vehicular circulation' to reduce the amount of review required for residential ramp installations and to avoid denial based on non-vehicular circulation considerations.

h. Food Trucks

The Planning Commission reviewed the recommendations regarding Temporary Food Truck Permits. Details included the number of permits, hours of operation, parking and traffic-safety standards, setbacks, waste-disposal requirements, and the need for an application and insurance. It was requested that a cap be incorporated on the number

of permits allowed. The Commission also discussed which districts would be appropriate for permitting food trucks.

i. Special Land Use
    i. Vegetation Management by Small Livestock

The Planning Commission was asked to provide feedback on the lot size requirement and the number of goats that would be permitted within that required lot size.

j. Redlined Version with Changes – Any General Concerns

A request was made to define Manufactured Homes and to identify the districts in which they are permitted within the Table of Land Uses. It was also requested that, when referring to Yard Sales, they be identified as Casual Sales to maintain language consistency with the General Code of Ordinances.

A concern was raised regarding inconsistencies in the name of districts within Chapter 4, Zoning Districts and Map, Section 4.01, Establishment of Districts. The representatives from McKenna stated that they will correct these inconsistencies to reflect the accurate and updated district names.

7. REPORTS: None.

8. PUBLIC COMMENT: None.

9. MEMBER DISCUSSION: None.

10. ADJOURNMENT: There being no further business to come before the Planning Commission, Ross Field adjourned the meeting at 8:03 P.M.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of April 27, 2026.

Approved ☑

Minutes Respectfully Submitted by Miraya Gissell Diaz Clerk/Treasurer

04/27/2026
Date