VILLAGE OF SHELBY
PLANNING COMMISSION
JUNE 16, 2026 at 6:00 P.M.
MEETING PROCEEDINGS

1. CALL TO ORDER:

The Village of Shelby Planning Commission Meeting was called to order at 6:00 P.M. by Chairperson Ross Field.

2. ROLL CALL:

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

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

4. MINUTES:

a.) April 27, 2026

Paul Inglis moved to approve the minutes of the Planning Commission Meeting of April 27, 2026 as presented.
Seconded by: Samantha Gottschalk.

Voice Vote: All in favor.
Motion Carried.

5. ADDITIONS TO THE AGENDA:

a.) Shelby Acres PUD Amendment

6. PUBLIC HEARINGS: None.

7. COMMISSION ADMINISTRATIVE BUSINESS:

a.) Shelby Acres PUD Amendment

Mr. Raffaelli has submitted a proposal to construct six additional homes along the eastern end of Shelby Acres, as illustrated in the provided site design. The proposed building area was identified for excavation in the original development plan; therefore, no additional land disturbance is anticipated. Approval of this request would increase the total number of homes within Shelby Acres to 88.

Paul Inglis moved to recommend to the Shelby Village Council to amend the Shelby Acres Planned Unit Development (PUD) to add six (6) additional homes in the easternmost portion of the development, increasing the total number of units to eighty-eight (88) according to the updated design dated June 16, 2026.
Seconded by: John Sutton.

Voice Vote: All in favor.
Motion Carried.

b.) Zoning Ordinance Draft Two Review

The Planning Commission reviewed the second draft to the Zoning Ordinance rewrite and addressed several key items presented by VA Morse. The Commission considered whether self-storage facilities should be classified as permitted use in the Industrial District, as they are currently permitted under existing language. After discussion, the consensus was to classify self-storage facilities as a special land use within the Industrial District.

Additional discussion included time limits and regulations for sidewalk sales under Section 3.18, as well as agreement to limit food truck operations to a maximum of three vendors within the Village. Under Section 4.04, the Commission supported increasing the minimum vertical clearance standard from eight feet to eleven feet. The Commission also discussed having both multiple-family dwellings of 3-10 units and more than 10 units classified as a special land use within the Commercial District.

Planning Commissioner Horton left the meeting early at 7:18 P.M.

The representative from McKenna stated that the definition for Small Livestock was added due to the new language regarding vegetation management by small livestock. Additional definitions related to residential care facilities were included to ensure that the regulations are consistent with state law. It was also stated that a definition of Greenhouse was added. It was requested that the zoning map be updated to include Shelby Acres, which was annexed to the Village in 2022.

The Planning Commission discussed the standards and recommended regulations for Cottage Housing/Bungalow Courts, including setback requirements, permitted zoning districts, and open-space requirement designations.

8. REPORTS: None.

9. PUBLIC COMMENT: None.

10. MEMBER DISCUSSION: None.

11. ADJOURNMENT: There being no further business to come before the Planning Commission, Ross Field adjourned the meeting at 8:07 P.M.

Planning Commission Meeting minutes are not official until approved at the next Regularly Scheduled Planning Commission Meeting of July 21, 2026.

Approved ☑

Minutes Respectfully Submitted by Miraya Gissell Diaz Clerk/Treasurer

07/21/2026
Date