**VILLAGE OF SHELBY**
**PLANNING COMMISSION**
**Tuesday, August 18, 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.) July 21, 2026

Tim Horton moved to approve the minutes of the Planning Commission Meeting of July 21, 2026 as presented with a minor grammatical correction.
Seconded by: Paul Inglis

Voice Vote: All in favor.
Motion Carried.

**5. PUBLIC HEARINGS:** None.

**6. COMMISSION ADMINISTRATIVE BUSINESS:**

a.) Zoning Ordinance – Final Review

The Planning Commission reviewed McKenna's revisions to the final draft of the Zoning Ordinance. Key updates include new definitions, expanded residential and mixed-use allowances, clarified building material standards, revised setback and transparency requirements, updated regulations for Cottage Courts, Data Centers, Solar Energy Systems and Battery Energy Storage Systems, and adjustments to food truck and sidewalk sale provisions. Several administrative corrections were made, including terminology updates, revised submission timelines, and consistency improvements across sections.

Use Table changes include:

- Addition of single-family, two-family, and multi-family dwellings as allowed uses in the MU district
    - A request was made to revise this so that single-family and two-family dwellings would be permitted only by special land use in the MU district.
- Addition of Cottage Courts as an allowed use in the R-2, R-3, R-4, and MU Districts, and as SLU in R-1

- Minor Vehicle Repair allowed by SLU in the C and I Districts
- Major Vehicle Repair allowed by SLU in the I District.

Revisions were requested to align the Zoning Ordinance Section 3.19.D., Mobile Food Vendor Trucks, with General Ordinance §325-12 through §325-18. The requested revisions fell outside the project scope, and McKenna welcomed the opportunity to work with the Village of Shelby on those revisions.

The Planning Commission also reviewed additional items requiring Village consideration should the Village decide to continue working with McKenna on the following:

- Updating the General Ordinance requirements for Vendor Trucks
- Create a sidewalk sale registration policy
- Creating a fee schedule for planning and review services, including:
  - Land Use applications
  - Vendor Trucks registration and licensing
  - Temporary sidewalk sales

The Planning Commission reviewed additional revisions suggested by VA Morse following his review of the final draft of the Zoning Ordinance, although most were already addressed in the revisions completed by McKenna.

A question was asked regarding §8.03.I.1. and the requirement for sidewalks associated with new construction in all zoning districts. It was discussed that, at a previous Planning Commission meeting, the consensus was that sidewalks should be extended or constructed when new construction occurs only if a sidewalk already exists on the adjacent property. It was requested that the language be adjusted to reflect this. The Commission also discussed the minimum height of a single-story building, and the consensus was to decrease the requirement from 20 feet to 15 feet in the Commercial District only. Additionally, the Commission requested that the upper floor clear-glass requirement in the Commercial District be revised to require at least 20 percent clear glass, where applicable.

The Planning Commission reviewed the updated Zoning Map and compared it with the current version to identify and discuss the changes, and to verify that the updates met the density requirements.

**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 7:22 P.M.

Approved

Minutes Respectfully Submitted by Miraya Gissell Diaz Clerk/Treasurer

09/15/2026
Date