

**MINUTES OF
RENSSELAER ADVISORY PLANNING COMMISSION
Thursday December 20th at 5:30 PM CT**

I. Call to Order:

The Rensselaer Advisory Planning Commission (PC) met on Thursday, December 20th, 2024 in City Hall Council Chambers. PC President, Stan Haines, called the meeting to order at 5:31 PM CT. Building Commissioner Davis, was asked to proceed with roll call.

II. Roll Call

Present: President Stan Haines, Vice President Kevin Arnold, Councilman Jeff Rayburn, Deana Rule, Bryce Black, Cliff Wood, Sean Cawby, Mike Davis, Building Commissioner (BC) Joshua Davis, City Attorney Todd Sammons, PC Secretary Krystal Bassett

Absent: Brett Wilhite

Guests: Mayor Phillips, Robert Schenk, Councilman Ernest Watson, Garrett Welker

III. Approval of Past Minutes:

President Haines presented the minutes of the previous PC meeting held on Thursday, November 21st. Motion to approve made by Rayburn, seconded by Wood. **Motion Passed.**

IV. Old Business

A. Public Hearing: APC Petition 04-2024 Preliminary Plat for St. Joseph's Building & Trades Subdivision

BC Davis updated the PC on the status of the plan for the Preliminary Plat. Councilman Watson informed the PC that St. Joe had executed a task order with Common Wealth Engineering to complete the water and sewer design and permitting since their previous designers were no longer working on the project. Watson clarified that he intended to obtain specifications regarding the lift station and sewage from Common Wealth to present to the Commission during the January meeting. Both Watson and Davis noted that there was also a plan to arrange a Technical Review in the interim. A request was subsequently made to defer the matter until the January meeting to allow sufficient time for preparation given the scale of the project.

Cawby made the motion to continue the Public Hearing for APC Petition 04-2024 Preliminary Plat for St. Joseph's Building and Trades Subdivision to January 16, 2024 at 5:30 pm, seconded by Arnold. **Motion Passed**

V. New Business

A. Recommendation for Housing and Parks Master Plan Proposals

Mayor Phillips initiated the discussion by providing an update regarding the ongoing plans to advance improvements at the Old Electric Plant. He indicated that Grant Funding would likely be essential for the successful implementation of this initiative. The Mayor also informed attendees that HWC is scheduled to present at the Council Meeting on Monday, December 23rd. BC Davis contributed by noting that the housing component of this contract would deliver services tailored specifically for the broader area of the City of Rensselaer, including regions that may require prior annexation. Additionally, it would facilitate a review of zoning codes and ordinances to ensure that no obstacles would impede the proposed plans. The timeline for the proposed initiatives is projected to commence between January and June 2025. BC Davis emphasized the urgency of these recommendations, highlighting that applications for grants in 2025 would be aimed at securing funding available in 2026.

Rayburn motioned to make a favorable recommendation to the Council to approve the Housing and Parks Master Plan Proposals, seconded by Wood. **Motion Passed**

B. Discussion on APC Petitions, BZA Petitions/Appeals and Location Improvement Permit Fees

BC Davis provided a fee schedule to the APC, clarifying that the primary objective at that moment was to allow each Commissioner sufficient time to examine the list thoroughly. No formal decisions were to be made at that time. The list contained estimates of the costs associated with each item, encompassing the time and resources allocated to them individually. He noted that the revenue generated from these petitions and permits would be utilized to offset expenses and support future initiatives. Following an extensive discussion, the APC requested a breakdown of which items would experience fee increases and which would be newly introduced fees.

VI. Public Comments:

There were no public comments.

VII. Adjournment:

With no other business before the PC, President Haines entertained a motion to adjourn the meeting. Motion made by Rayburn, seconded by Black.

Motion Passed - Meeting was adjourned at 5:57 PM CT

Next Meeting: Thursday, January 16th, 2024 at 5:30 PM CT

Minutes Prepared by: Krystal Bassett, PC Secretary