



**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JANUARY 13, 2026 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:00 pm.

2. Roll call

Present: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Schultz, Commissioners Ciccarelli, Shull, and Kessenich. Also present: City Attorney Westrick, Deputy Clerk Thom and Director of Neighborhood Services Draeger.

3. New Business

a. *Public Hearing: Conditional Use Permit relating to a request for a senior apartment building to be located at 500 McMillen in the Institutional (I) Zoning District (Houseman, City Manager)*

Director of Neighborhood Services Draeger, stated that the Five Hundred McMillen Group owns a 2.25-acre site currently developed with a one-story medical office building and surrounding surface parking on three sides. The applicant proposes to convert the existing building to senior housing through adaptive reuse. The proposed Institutional Residential use is classified as a conditional use within the Institutional Zoning District. The project involves interior renovations to create residential units, with no expansion of the building footprint. The only proposed exterior changes include the removal of several existing on-site parking spaces, a new sidewalk the full length of the McMillen Street frontage, and minor property enhancements such as landscaping, bicycle parking, and a dumpster enclosure. The majority of the existing building façade is planned to remain, with the exception of window and door replacement and small privacy fences between unit entries. The proposed project will be required to comply with all applicable land use standards associated with the proposed residential use, in addition to the proposed exterior changes. Within the Zoning Ordinance, only new additions, improvements, and developments are subject to the full requirements. Overall, the proposed development complies with the City's ordinances. Staff finds that the project directly addresses identified community needs, repurposes a vacant building formerly occupied by Fort Healthcare's Pediatrics and Internal Medicine practices, and is consistent with the City's adopted plans and policies. The proposed improvements, including the addition of new

housing units, will provide a clear community benefit and positively contribute to the surrounding area.

Ciccareli questioned the proposed bike rack position in regard to Fire Personnel access and suggested several other options: diagonal bike racks under the roof overhang to provide weatherproofing, a metal bike cage to allow residents outdoor locked storage and reworking the parking lot, or placing the bike racks within the green circular space to the north and south of the building. He also suggested that there should be 36 in space between bike rack hoops and that square piping instead of round tubing.

Kessenich questioned the elevations for the doors and windows to ensure that the CAD drawings matched the originally provided sketch. The CAD drawing resembles double-hung windows and floor-to-ceiling windows, versus French doors/sliding doors, and casement windows. Draeger stated that he will request confirmation from the applicant.

Ciccareli suggested reworking the parking lot, allowing for more patio space for the residents, and adding a fence around the green space allowing for a gathering space for residents.

*b. Review and possible action relating to the **minutes of the December 9, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Schultz to approve the minutes of the December 9, 2025 Plan Commission meeting. Motion carried.

c. Update on previously approved projects (Houseman)

Update from Manager Houseman that Cubesmart updated their parking lot in accordance with their agreement.

No action was taken.

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:23 p.m.

Respectfully submitted,
Courtney Thom
Deputy Clerk