



# Development Review Committee Regular Meeting Minutes

**August 20, 2025 at 11:00 AM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Assistant Director Planning and Zoning/Zoning Official John Harbilas, Director of Building, Permitting Services and Code Compliance Gary Hiatt, Director of Parks and Recreation Jason Seeley, Assistant Director of Public Works Don Marcotte

## **Absent**

Assistant City Manager Michelle del Valle

## **Staff Present**

### **1. Call to Order**

Chairman Harbilas called the meeting to order at 11:00 a.m.

### **2. Approval of Minutes**

- a. Minutes of May 15, 2025.

No one from the public wished to speak. The public hearing was closed.

Motion made by Don Marcotte, seconded by Gary Hiatt, to approve the May 15, 2025, minutes.

The motion carried by a 4-0 vote. (Michelle del Valle was absent from the meeting.)

### **3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**

No one from the public wished to speak. The public hearing was closed.

### **4. Public Hearings (Public participation and comment on these matters must be in person.)**

- a. Request of Benjamin Partners, LTD for: Development Plan Approval to construct two, two-story office buildings, each containing 3,352 square feet of gross floor area, along with associated parking, within the Ravaudage PD.

Mrs. McGillis provided an overview of the request. She reviews the locations of the parking requirements for the 3,352 square foot building, which requires ten parking spaces. She also reviews the elevations of the buildings, noting that they will be

connected via a common wall, but will not have access to one another. She further notes that the project meets all of the Ravaudage PD Development Order requirements, and no variances are being requested.

Staff recommends approval.

A brief discussion with the committee clarified that the buildings are separate buildings, just connected by a common interior.

The applicant, Dan Bellows of Benjamin Partners, LTD, addressed the committee. He notes the alley in the rear is owned by the PD Association. The committee asked the applicant if the alley is one-way going south, concerning waste and emergency vehicles. The applicant states the emergency vehicles will stay on Lewis Drive or Morgan Stanley Avenue, and for waste, it uses small auto carts.

The committee asks the applicant to clarify whether the parking is within the parcel boundaries. Dan Bellows refers to the parking map, then states that each building will have its own on-site private parking within the property boundary and also have lease agreements with the PD Association for any parking in the alley. He also states each owner has a 41-foot by 112-foot fee simple parcel with roughly a 1,500 square foot building plate with associated parking. Each property is granted cross easements to the adjacent property owner, and as an owner, they will have the benefits of the PD Association that allows access to the alley.

A discussion ensued regarding the alley's direction to go further north and future projects' request for lots three and four. This request is just for lots one and two; the others will be at future DRC meeting requests.

No one from the public wished to speak. The public hearing was closed.

**Motion to approve made by Jason Seeley, seconded by John Harbilas, for Development Plan Approval to construct two, two-story office buildings, each containing 3,352 square feet of gross floor area, along with associated parking, within the Ravaudage PD**

**The motion carried unanimously by 4-0 vote. (Michelle del Valle was absent from the meeting.)**

## **5. Staff Updates**

## **6. Board Comments**

## **7. Adjournment**

The meeting adjourned at 11:13 a.m.

Minutes approved by the Committee on February 20<sup>th</sup>, 2026.

ATTEST:

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/s/ Corinna Lundgren, Board Secretary