

PLAN COMMISSION

Minutes

April 6, 2017

Chairwoman Claire Barnett called the Plan Commission meeting to order at 6:00PM and noted compliance with the open meeting law.

Present: Chairwoman Claire Barnett, Pat Witter, Mike Wetak, Sharon Luebke, David Bauman, Don Larson

Absent: Gary Kowalke

Also present: Atty. Mark Steichen, Tim Mikonowicz, Andrew Bremer, Kathy Goerks

**Adopt the Agenda: Motion by Mike Wetak, second by Sharon Luebke to adopt the Agenda. Motion carried.**

**Adopt the minutes of the previous meeting: Motion by Sharon Luebke, second by Pat Witter to adopt the March 2, 2017 minutes. Motion carried.**

**PUBLIC HEARING: None**

**REPORTS**

- A. Zoning Administrator update: Tim Mikonowicz presented the Zoning Update. He mentioned that the weather was warmer now so letters went out to the property owners who have the portable carports that they need to be removed within 30 days. He stated that Elgin Bulin will be at the May meeting to present his CSM for the lot that he wants to sell. He also mentioned that he has had calls regarding address changes on W Pine St. Businesses wanting to know if their address will be changed when Old Hwy 12 is changed to County BD. He noted that at the end of 2018 the road from the stop lights north will be County BD, but for address purposes they will be W Pine to the Village limits.
- B. Village Board member Mike Wetak reported that he noted that Bobbie Boetcher of the Chamber presented the Board with the Chamber's financial report. The Board approved combining all four lots at Haskins Park into one so that the Village can apply for Grants.
- C. Atty. Steichen –reported that the Village has received Chapter 11 Bankruptcy papers from Gander Mountain.
- D. The Economic Development/Tourism Commission –No meeting in March.

**NEW BUSINESS None**

**OLD BUSINESS**

Andrew Bremer presented the Commission with a draft of Zoning Code Amendments.

- Task 1 :Site Plan Requirements will be a new section. At the present time, the Village has applications which require a Site Plan or Survey Map, but the requirements are missing in the Codes. There was considerable discussion regarding a proposed added Sec. 17.38 Site Plan Review & Approval Procedures. Sharon Luebke felt strongly that a user friendly checklist should be available for the public. This would help clear up confusion as to what and how the Village will need to process the application. It was pointed out that the big projects usually will have Development Agreement that addresses some of the issues. Atty. Steichen explained that it is important not to get too many formal requirements. Don Larson suggested that the Commission should make the process as easy and forthright as possible.
- Tasks 2 - 5: These tasks revising R-3 Multiple Family District and number of units permitted, park land dedication requirements, SRO-1 and SRO-II, parking & loading space requirements.
- Task 6: Site & Building Design Guidelines and Standards drew considerable discussion.
- The Commissioners asked Atty. Mark Steichen and Andrew Bremer to work together to review and revise the draft that was presented at the meeting and bring back to the Commission the revised Zoning Code amendments.

**Adjourn: Motion by Patricia Witter, second by Sharon Luebke to adjourn at 9:40 PM. Motion carried.**

Kathleen Goerks, Clerk/Treasurer

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