PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

July 20, 2024

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Acting Chair J. Woomer called the meeting to order at 6:01 p.m.
Commissioners present: J. Gale, B. Newell, H. Scott and J. Woomer
Present via Zoom:
Absent: L. Cavendish and K. Wessell
Staff present: J. Dyer, Zoning Administrator
Public present: 1 via Zoom

2. Additions or corrections to agenda

a. None

3. Approve June 19, 2024 meeting minutes.

a. Motion by B. Newell to approve the minutes as presented, seconded by H. Scott. Motion carried.

4. Correspondence

None

5. Public comment

None

6. Reports

a. **Zoning Administrator Report** - The August 8 Village Manager's report was included in the packet. Mr. Dyer summarized the ZBA hearing and action to approve a variance for the Vaughn (previously Rantz) property and the rationale behind the decision. Since the report was prepared, he has issued a land use permit for a new car port at 303 W. 3rd Street and received a request for a variance at the property on the northwest corner of M-22 and M-201.

b. **Trustee Report** - A written report, summarizing both the July and August meetings, was included in the meeting packet. Because the PC now receives the full report of the Village Manager, Trustees agreed that Trustee Gale could limit the Trustee's Report to discussion and action items.

c. **Tree Committee Report** - B. Newell gave a verbal report on activity. The can and bottle returns have raised more than $21,000. The Tree Fund balance is $12,204 and 24 trees have been planted. The collection barrels will be removed Oct. 1 and will not be replaced until around July 1, 2025. The Newells will accept recyclables at their home until the barrels are replaced.

d. **Infrastructure Committee Report** - L. Cavendish provided a written Infrastructure Committee report. Mr. Dyer reported the contract for the 4th Street drainage project went to Kal Excavating and work will commence in September. The Rose Street culvert mentioned in the written report has been inspected and appears to be intact and the pavement patch is holding.

7. Old Business

None

8. Discussion Items

a. Review, Discuss and Provide Feedback on the Draft Nuisance Ordinance

Mr. Dyer explained the reasoning behind adopting a Nuisance Ordinance, particularly as it relates to enforcement of light trespass/pollution and excess noise provision of the zoning ordinance. Enforcement was discussed extensively, including the role of law enforcement and consequences of non-compliance. H. Scott suggested a fine of $50 rather than the maximum $500 which he believes might lead to a legal battle. It was agreed that the intent of the ordinance is to set expectations and encourage compliance. Suggestions for communicating with the public include social media, written notices and email notifications. A consensus was reached to recommend the village proceed with the ordinance and the PC will address changes to zoning ordinance provisions on light and noise if needed.

b. Review Comments and Data from the Master Plan Survey

Tabled until September.

9. New Business

a. Recommendation to Village Council to Retain a Consultant to Assist with the Demographic and Statistical Material

Mr. Dyer reviewed earlier discussions by the Trustees regarding the process for updating the plan, specifically the demographic and statistical portions. The Trustees felt confident that the text of the plan can be updated without external resources. A

consensus was reached that someone with expertise in this area should be engaged, but the scope of work should be clearly defined and carefully monitored. Motion by H. Scott, seconded by B. Newell, to recommend the Village Council retain a consultant to assist with the demographic and statistical updates to the Master Plan. Motion carried 4 - 0.

b. Formation and Appointment of Master Plan Drafting Sub-committee

Chair Woomer and Mr. Dyer outlined the process that was used in 2023 to begin updating the Master Plan. It was cumbersome and time-consuming and Mr. Dyer suggested at a prior meeting that a sub-committee could be appointed to create a draft for review and revision by the full PC. It was agreed that a line by line review was not a productive use of meeting time. Motion by J. Gale, seconded by H. Scott, to appoint a sub-committee of L. Cavenaugh, H. Scott and the Zoning Administrator to prepare a draft Master Plan. Motion carried 4 - 0.

c. Review of draft CIP and Review Criteria from Village Council

The Village Council asks the Planning Commission to consider each of the CIP projects on a three criteria scale, as follows: (1) Does this project address a serious safety problem or potentially impact the liability or contractual obligations of the village? (2) Does the project affect a broad cross section and a significant number of Village residents or the general public? (3) Is there a serious chance that delaying the project will result in a significantly increased cost for the Village?

The Planning Commission will answer each question yes or no and record the number of yeses, leading to a score of 0 to 3. This will begin the process of ranking these projects for budgetary consideration. Following the Planning Commission review, staff will review and the final review will be conducted by the Village Council where the availability of funding and alternatives such as installment contracts and bonding will be considered. Trustees will independently apply the criteria and score each project based on their personal assessment. If a Trustee needs more information, the project should not be scored until additional information is available. Trustees agreed to complete the review and bring their results to the September meeting for the full PC to discuss and reach consensus.

d. Motion to Elect Temporary (through November 2024) Planning Commission Chair

J. Woomer has agreed to extend his term until the November election results are known.

Motion by B. Newell, seconded by J. Gale, to elect J. Woomer to serve as Chair through November 2024. Motion carried 4 - 0.

10. Public Comment

None

11. Board member comment

Trustees welcomed Hugh Scott.

12. Adjournment

Motion to adjourn by B. Newell, seconded by H. Scott. Meeting adjourned at 7:45 p.m.

Submitted by,
Jane Gale,
Secretary