PLANNING COMMISSION (PC)

REGULAR COMMISSION MEETING

June 19, 2024

6:00 PM – 8:00 PM

MINUTES

1. Call to Order, Roll Call

Acting Chair J. Woomer called the meeting to order at 6:02 p.m.
Commissioners present: L. Cavendish, J. Gale, B. Newell, K. Wessell and J. Woomer
Present via Zoom:
Absent: H. Scott
Staff present: J. Dyer, Zoning Administrator
Public present: 2 via Zoom

2. Approve May 15, 2024 meeting minutes.

a. Motion by L. Cavendish to approve the minutes as presented, seconded by B. Newell. Motion carried.

3. Additions or corrections to agenda

Add discussion items: New VIII.a. Pause work on Master Plan Goals and Proposed Language Revisions; New VIII. e. Update on the Joint Planning Commission. Motion by B. Newell to approve the agenda as amended, seconded by K. Wessell. Motion carried.

4. Correspondence

None

5. Public comment

None

6. Reports

a. **Zoning Administrator Report** - The full Village Manager's report was included in the packet. Mr. Dyer provided clarification on the "land swap" with the Township that is under consideration. Any such swap will need DNR approval, ensuring that the parcels are of comparable value. Appraisals are underway by a firm on the DNR-approved list.

Costs will be split by Village and Township. It is uncertain whether ownership will change hands, how much of the 7th Street parcel would be designated for public use or precisely how the land would be protected (through a deed restriction, placement into a conservation district, designation as a public park, etc.). Some of the options are reversible, while another might be more permanent, L. Cavendish noted that social media posts are inaccurate and misleading. Dispelling misinformation is difficult until the outstanding questions are answered. Mr. Dyer encourages citizens to contact him directly with questions.

b. **Trustee Report** - A written report was included in the meeting packet. The commissioners discussed the questions posed to the village council seeking direction on outstanding zoning issues. L. Cavendish offered that future proposed changes should be placed in context to help Trustees understand the changes more fully. It was apparent that some of the Trustees were not familiar with the proposed amendments. Mr. Dyer will provide a red-lined copy of the complete sentence/phrase in the future. He also plans to have a final "clean" copy of the proposed Zoning Ordinance ready for the July Village Council meeting.

c. **Tree Committee Report** - B. Newell purchased 18 trees with proceeds from the can and bottle return funds. Sites have been identified and DPW will assist with planting as time permits. The committee will not meet during the summer months.

d. **Infrastructure Committee Report** - L. Cavendish gave a brief verbal report. Much of the work of the Infrastructure Committee is contained in the Village Manager's report. The water rate study is nearing completion.

7. Old Business

None

8. Discussion Items

a. Pause work on the Master Plan Goals and Language Revisions

K. Wessell asked to place this discussion on agenda following conversations she has had with professional planners and a township planning commissioner. The commissioners discussed which portions of the revision process could be handled internally and which might need planner expertise. It was agreed that a consultant would be needed to update demographics and statistics. It was also agreed that it would be prudent to fill the vacancies on the commission before working further on language revisions. The commissioners agreed to place a 60-day hold on revisions and study the results of the citizen input questionnaire over the next two meetings.

b. Review and Discussion of Master Plan Goals and Proposed Language Revisions

Mr. Dyer will revise the master plan timeline to reflect the 60-day pause.

c. Discussion of 2024 Master Plan Citizen Input Questionnaire

K. Wessell has reviewed all of the paper questionnaires and flagged 38 that were signed. Mr. Dyer agreed to contact those individuals over the next 60 days to determine whether they had additional input or questions. The raw data reveals that housing and environmental protection are recurring themes. The majority of the respondents are longtime, year round residents. J. Gale will add data from the four questionnaires that were delayed due to incorrect address. L. Cavendish, Mr. Dyer and Clerk Scott will have access to the data and will create graphs, tables or other forms of visual display.

d. Discussion about updating the Statistics portion of the Master Plan

As noted above, the statistics portion of the Master Plan will be completed by a professional consultant.

e. Joint Planning Commission Update

Mr. Dyer and Township Supervisor McMillan have conferred with a number of housing experts and have reached the conclusion that the Village and Township would be best served by entering into an agreement to form a joint planning commission to oversee land use on parcels to be identified in advance by both entities. Once the land parcels have been agreed upon, the joint commission would meet as needed when developers express interest in a project.

9. New Business

a. As suggested by the Commission

None

10. Public Comment

a. Joann Geha asked to have meeting recordings available online. She also believes the Village Council made a decision in March to leave the 7th Street property in its natural state.
b. Kay Pentzien has questions about the sequencing and timeline for completing the Master Plan and Zoning Ordinances. Mr. Dyer will meet with her individually if she has remaining questions.

11. Board member comment

L. Cavendish asked to have recordings of the PC meetings added to the YouTube channel as soon as possible, noting that the commission is discussing several matters of great public interest. Old recordings were being saved to thumb drives to make room for new recordings. She also commented on the need to update/upgrade the Village website. Staff are aware of both issues and will try to address them as time/resources permit.

12. Adjournment

Motion to adjourn by B. Newell, seconded by K. Wessell. Meeting adjourned at 7:57 p.m.

Submitted by,
Jane Gale,
Secretary