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Planning and Zoning Commission

NOVEMBER 29, 2007

The meeting was called to order at 7:30 p.m. with the following members present: Mayor Poole, S. Klein, R. Nichols, J. Linberg, and C. Hornung.

Also present: D. Weir – Village Administrator, T. Lee – Solicitor, B. Petronio – Administrative Assist., S. Roessner – Zoning Inspector

Agenda: N.B. – #3 Ordinance amending existing section 1140.06 (a) to correct a typo omission
N.B. – #4 Paula's Trees – open storage permit

The minutes of the October 25, 2007 meeting were presented for approval. *Poole made a motion to approve the minutes as written. Linberg seconded. ROLL CALL: All Yeas (5)*

OLD BUSINESS - None

NEW BUSINESS

Fee reduction request – Middlefield Sign Co. – Larry Laisch, owner was present. Mr. Laisch is requesting a fee reduction on an occupancy permit for his sign company. The company moved over one store front in the Sparkle plaza and the occupancy permit was \$350. He has not paid for the sign permit as of yet but will use the same sign that was at the other school. He could actually have a larger sign due to the square footage of the building front. The occupancy fee ordinance was focused more on the residential occupancy than commercial. The moving of the sign still needs to comply with the village ordinances. Lee recommended not charging the \$135 for the sign and give a credit of \$300 of the \$350 already paid for the occupancy. Will need to apply for sign that is being put up and then apply for the new sign when it is to be put. Would be a fee of \$135 for both signs.

Poole made a motion to recommend to council to charge a fee of \$50 for this occupancy permit. Nichols seconded. ROLL CALL: All Yeas (5)

Ordinance Regarding Technical Amendments to Sign Regulations – This new ordinance would not effect the sign fees. The Village is no longer able to regulate the contents on signs that residents put in their yards. This is in compliance with the first amendment. *Hornung made a motion to recommend this ordinance to Council. Poole seconded. ROLL CALL: All Yeas (5)*

Ordinance to Modify Application Fees for Occupancy Permits, Provide Additional Flexibility in Issuing Permits for Minor Additions or Improvements - This ordinance would reduce the occupancy fee for minor residential additions. Would allow for the zoning inspector to apply the most applicable fee for the project and would also apply when there is a change in the occupant of a property. Depending on the use of the property, commercial occupancy would be \$100 and industrial would be \$250. There would be a zoning exemption permit fee of \$25 for alterations of less than 250 feet of the structure. The planning commission can waive any of the requirements for small projects and site plan requirements. Commission asked if by lowering the fees, the zoning inspector's fee would still be covered. They would be covered in the long run. Some of the issues can be resolved between the zoning inspector and the administrator and the fee appropriately decided upon. *Poole made a motion to waive the right for a public hearing and to recommend this ordinance to Council along with the changes mentioned. Hornung seconded. ROLL CALL: All Yeas (5)*

Ordinance amending 1140.06 (a) to correct a typo omission - There was parallel language in this ordinance and the correction did not get put into the codified ordinances. This is not for the R-1, R-2 districts. This ordinance is just correcting the language in the original ordinance. *Linberg made a motion to recommend this ordinance to Council. Hornung seconded. ROLL CALL: All Yeas (5)*

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Open Display & Storage Permit & Temporary Sign Permit – Paula’s Trees – Was discovered that Christmas trees are being sold in a corner of the Ames Plaza. Seller did receive permission from the owner of the plaza but did not get any type of permit from the Village. The owner of the property is requiring liability insurance from Paula’s Trees. Need to fill out permit application for open storage and display permit. Would be \$50 for the open storage and \$50 for temporary sign permit. Will be issued a temporary permit till the end of the year. Wal-Mart also has an outdoor Christmas tree lot which does not have a permit. Their summer open storage permit does not cover the winter season. Someone else could be leasing the area. The zoning inspector will check this out.

ENGINEER’S REPORT – Report is in the packet.

ZONING INSPECTOR’S REPORT – Report is in the packet. There has been one new home start in Woodsong. Mike Dulka added additional space to the rear porch on the tavern. Has been in contact with Chuck White regarding the new columns since the building was expanded in the process of this new work. The fee for White would be \$350 unless commission waives the fee or would fall under the new ordinance regarding zoning exemptions. The commission will defer the payment of fee for applications until the new ordinance with regards to fees is approved. Would need to get the fees on projects that were discussed tonight waived by Council since they would still be under the former ordinance. Habitat for Humanity has brought up concerns regarding the Village’s “no water issue” until an occupancy permit is granted. They claim this is a hardship for their projects. The water is being turned on for county building inspections and is then turned back off until all the fees are paid. Zoning inspector stated that this procedure is working well. He will contact Habitat and advise them that the village will not change it’s policy with regards to this issue.

Being no further business at this time, Linberg made a motion, seconded by Hornung to adjourn the meeting at 8:40 p.m.

Secretary

Chairman