

Minutes

Plan Commission

Meeting

July 16, 2018

Members Present: Cathy Kirby, Peter Gentry, Brad Czebotar, Dan Kolk

Members Absent: Bruce Fischer, Jeff Sorenson, Tom Rogers

Staff Present: Pauline Boness

1. CALL TO ORDER

Czebotar called the meeting to order at 7:03 p.m.

2. APPROVAL OF MINUTES

- a. Review and approval of draft Minutes from the June 18, 2018 Plan Commission meeting.

Czebotar moved to approve the June 18, 2018 Plan Commission minutes, Kolk seconded the motion. Motion carried 4-0.

3. BUSINESS:

- a. Public Hearing – Review and possible action regarding a Conditional Use Permit (CUP), requested by US Ventures, Inc. for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive, property zoned M-IC Manufactured Intensive.

Czebotar opened the public hearing at 7:06 p.m.

Dan Morrill with U.S. Ventures – Director of Terminal Operations explained that based upon the past few years, experience has shown there is a larger demand for propane; hence, they are looking to add more storage. This will enable us to service this need when colder weather demands it. They are looking to add an additional drive lane, a rail off load platform, a new truck loading area and 45,000 gallons of additional storage. The traffic pattern will remain the same. There will likely not be an increase in semi-traffic in the area. With the new loading area, they will be able to move the trucks in and out faster, resulting in less waiting time. There will be no new entrance to the site.

Czebotar closed the public hearing at 7:08 p.m.

Boness asked Morrill to review safety standards. Morrill responded all work is done in accordance with NFPA58, the national fire code for products. They also have two people on staff who are dedicated to NFPA 58 enforcement along with enforcing OSHA standards with internal and third party audits. They also belong to ILTA, International Liquid Truck Association, and have just reached their 8th year without incident.

The product is liquid propane, which turns into a gas when it hits the air at -44 ° fahrenheit. They also host drills with Operation Dark Sky. Czebotar inquired if they had someone on the Emergency Management Committee in McFarland, and if not if, they would be open to joining. Morrill advised he was not sure if they had a member, and he would check into it.

Boness stated she received a call from the Village Engineer this morning and he saw no issues with the proposal. She also has a letter dated June 26, 2018 from McFarland Fire and Rescue advising they have no concerns with the proposal.

Kirby moved to approve a Conditional Use Permit (CUP), requested by US Ventures, Inc. for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive, property zoned M-IC Manufactured Intensive. Kolk seconded the motion. Motion carried 4-0.

- b. Review and possible action regarding a Site/Design review requested by U.S. Oil, for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive.

Commissioners reviewed the site plan proposal and locations of the emergency stops; Morrill indicated they have an existing racking system, which they are repurposing for the rail off-loading. It is not something, which can be seen from the road. The tank they are using was built in 2016 but has never been used.

Czebotar moved to approve a Site/Design requested by U.S. Oil, for installation of propane storage, rail car unloading and truck loading site at 4402 Terminal Drive. Gentry seconded the motion. Motion carried 4-0.

- c. Review and possible recommendation to the Village Board on development guidelines for TIF #5.

Czebotar indicated these guidelines were discussed at a previous meeting. Commissioners discussed the sidewalk widths, did they want to leave it to read based on “1 to 2 people” or did they want it to read a specific width? Kolk asked for clarification on “sustainable design”, what are they actually referring to? Boness replied they are looking towards items like solar and green building. These are being set as guidelines. Kirby inquired under parking it stated “we encourage natural green shielding over landscaping” do they mean next to or accompanying?

She would like some clarification on that. Gentry felt this is a good opportunity to set the tone for the future, but do not want the guidelines to scare off development. Kirby did not want to tie this down to where all buildings would need to look alike. Kolk verified this is just for TID #5, and only for new development. Boness added you want to create a situation where you encourage change, and not discourage current property owners from improving their current structures due to the guidelines being too stringent. Commissioners discussed color schemes, metal buildings, brick fronts, along with triggers for review before the Plan Commission, such as a building permit being issued for exterior alterations, or increasing a parking lot by more than 5 stalls.

Boness summarized this will likely go before the Village Board as a resolution; that can always be revised or amended. It will need to go to the Village Attorney for review, and then to Village Board. Czebotar inquired if Schuenke would be able to address any of the questions they may have when Boness is out of office. Boness advised Schuenke was not at those meetings, if needed this can be held over. Czebotar advised he would see if Schuenke is comfortable moving forward, or if he would prefer to hold it. Staff will review the verbiage concerning green shielding over landscaping.

Kolk moved to recommend the draft design guidelines for TID #5 for development, with changes as noted, to the Village Board for approval. Kirby seconded the motion. Motion carried 4-0.

4. STAFF REPORTS

- a. Highlights and updates – No comments
- b. Property Maintenance – Czebotar inquired about who is responsible for the area surrounding the Walgreens parking lot to HWY. 51, as you can no longer see the sign due to the overgrowth of brush shrubs and weeds. Staff will look into this. Kolk asked for clarification, when there is construction underway, and there is no visible sign posted indicated a permit was taken out, do the inspectors drive by and look for that? Boness replied when a permit is issued, parties are provided a permit sign, which is to be placed in the window. Boness encourages people if they see work taking place and there is no visible permit, to call the department and either the Building Inspector or Code Enforcement Officer is sent out to check on the situation. Kolk inquired why it appears the majority of people with chickens have to be cited for not abiding with the ordinance. Knoll explained the process, per their permit parties are responsible to renew annually. As a courtesy staff sends a reminder letter and renewal permit application in advance to all parties who had permits in the previous year. The majority do not comply. Kirby inquired if there is a penalty for non-compliance. Knoll advised the fine is double the permit amount. Kirby asked for clarification on the property maintenance report, if they

have been contacted and are on the report, this is then a second notice. Knoll replied yes. Commissioners concurred, it is the owner's responsibility to keep current on their chicken permit and abide by the ordinance; if they do not, they should be subject to fines and penalties.

5. ADJOURNMENT

Kirby moved to adjourn the meeting at 7:40 p.m. Kolk seconded the motion. Motion carried.

Approved