

Plan Commission Minutes November 19, 2024, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Austen Conrad, Jill Halverson, Scott Peters

Members Absent: Chris Reynolds,

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

Chair Clow called the meeting to order at 7:00 P.M.

2. PUBLIC APPEARANCES.

There were no public appearances during this section.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the October 9, 2024, Plan Commission meeting.

Clow moved to approve the minutes of the October 9, 2024, Plan Commission meeting. Conrad seconded the motion. Motion passes 5-0.

- b. Motion to approve the minutes of the October 15, 2024, Plan Commission meeting.

Clow moved to approve the minutes of the October 15, 2024, Plan Commission meeting. Peters seconded the motion. Motion passes 5-0.

4. PUBLIC HEARINGS.

- a. Public hearing regarding Ordinance 2024-24, Various Amendments to Chapter 62, Zoning Code Related to Changes and Amendments.

Bremer provided a summary on the agenda item highlighting actions taken by the State to prohibit zoning protest petitions, reasonings why the changes were being made, and when the new provision will go into effect.

Clow opened the public hearing at 7:07 PM. With no comments received, Clow closed the public hearing at 7:09 PM.

5. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2024-24, Various Amendments to Chapter 62, Zoning Code Related to Changes and Amendments.

The summary for this agenda item was covered in Bremer's summary in agenda item 4.a. No additional questions or concerns from the Commission or Staff.

Clow motioned to the Village Board approval of Ordinance 2024-24, Various Amendments to Chapter 62, Zoning Code Related to Changes and Amendments. Brassington seconded the motion. Motion passed 5-0.

- b. Discussion and action to make a recommendation to the Village Board regarding Ordinance 2024-25, An Ordinance to Amend Various Sections of Chapter 8, Buildings and Building Regulations.

Bremer provided summary on the agenda related to the timeline of the previous Ordinance 2024-21 and sections missed during that update. Bremer stated this ordinance would capture the remaining sections previously missed along with changes to provisions related to electrical service upgrades.

Clow motioned to recommend to the Village Board approval of Ordinance 2024-25 An Ordinance to Amend Various Sections of Chapter 8, Buildings and Building Regulations. Conrad seconded the motion. Motion passes 5-0.

- c. Discussion and action to make a recommendation to the Village Board regarding Resolution 2024-21, A Resolution Approving a Land Exchange and Development Agreement with Kevin Urso related to proposed Village Well #5.

Bremer provided a summary on the agenda item discussing the details of current land ownerships and their existing conditions. Bremer explained what lands were being exchanged, new ownership of lands, agreements of parties involved and utilities to be change on the sites. Bremer's summary also included future uses of the sites, cost estimates and the preliminary layout. The Commission discussed public utilities, right-of-way ownership, financials, and the function of Well #5.

Clow motioned to recommend to the Village Board approval of Resolution 2024-21, A Resolution Approving a Land Exchange and Development Agreement with Kevin Urso related to proposed Village Well #5. Conrad seconded the motion. Motion passed 5-0.

- d. Discussion and action to make a recommendation to the Village Board regarding updates to Community & Economic Development Department permit and park impact fees for 2025.

Bremer provided a summary on the agenda item, highlighting the various fees the department collects, providing past activities on related fees as needed.

Clow motioned to recommend to the Village Board updates to the following fees, contingent on final inflation adjustment by the Community & Economic Development Director based on the Department of Labor final annual index total for year-end 2024, per Sec. 8-464(e):

Park Improvement Fee

Single Family Dwelling Unit: \$3,137.20

Multi-Family Dwelling Unit: \$2,179.27

Group Quarters Dwelling Unit: \$1,197.40

Park Land Impact Fee

Single Family Dwelling Unit: \$4,775.24

Multi-Family Dwelling Unit: \$3,317.15

Group Quarters Dwelling Unit: \$1,822.61

Brassington seconded the motion. Motion passes 5-0.

- e. Discussion regarding proposed amendments to Article 62-III Floodplain Zoning.

Bremer provided a summary on the agenda item, highlighting deadlines for map adoption and properties impacted, assistance from the DNR and recommendations on code language changes by the DNR. The Commission discussed areas of impact and flood insurance. No action was taken on this item.

- f. Discussion and action to make a recommendation to the Village Board regarding issuing a Request for Proposals to update the Village's Zoning and Subdivision Codes.

Bremer provided a summary on the agenda item, summarizing the details of the Request for Proposals (RFP). Bremer highlighted the date when the last update was completed to the zoning code, limitations on interpretation of the codes, and example scenarios. Bremer went through the details of the RFP, providing details on an example timeline, project budget, scope of work and schedule of public meetings. The Commission discussed additional example scenarios of the code and impact on existing properties, example changes, and outcome of the RFP, announcement of RFP proceedings.

Clow motioned to recommend to the Village Board issuing a Request for Proposals to update the Village's Zoning and Subdivision Codes. Conrad seconded the motion. Motion passed 5-0.

6. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, December 17, 2024 at 7:00PM

7. ADJOURNMENT.

Brassington motioned to adjourn; Conrad seconded the motion. Motion carried 5-0. Meeting adjourned at 8:16 P.M.