



**Approved Minutes
Planning & Zoning Commission Meeting**

**Location: Zoom Dial: 1-312-626-6799 US (Chicago) Meeting ID: 864 9248 2285 Passcode: 963443
May 12, 2021 7:00 pm**

CALL MEETING TO ORDER

M. Willcoxon called the meeting to order at 7:01 pm

Members Present: Chair M. Willcoxon, Vice Chair P. Carlson, J. Johnson, B. Schule, S. Brooks

Members Absent: None

Others Present: Planner K. Lindquist, Supervisor B. Seekon, Engineer J. Pelawa, Clerk K. Wood, Deputy Clerk L. Carr, 2 members of the public (signed in)

PUBLIC COMMENTS *(ITEMS NOT ON THE AGENDA)*

None

ADOPT THE AGENDA

P. Carlson made a motion to adopt the agenda. Second by B. Schule. Votes via roll call Ayes 4, Nays 0. Motion carried.

APPROVE THE MINUTES OF THE APRIL 14, 2021 PLANNING COMMISSION MEETING

P. Carlson made a motion to approve the minutes from the April 14, 2021 Planning Commission Meeting. Second by B. Schule. Votes via roll call Ayes 4, Nays 0. Motion carried.

NEW BUSINESS

Final Plat– Cliffs Falcon View Addition (Sherco Construction)

Public Hearing

K. Lindquist shared information for the Cliffs Falcon View Addition and stated that the applicant is Sherco Construction. 3 different lots are being combined to make 14 lots. The Planning Commission recommended approval of the preliminary plat and the Board approved it. It was rezoned to RRII in 2020 and is in the rural business overlay. She shared the requirements of the dimensional standards from the ordinance. The new Fenway Avenue will connect from Falcon Ave to the existing Fenway Ave. There are 18 conditions of approval. There are some modifications to the septic plans per to the Engineer's memo. All of the information has been forwarded to the applicant. Staff recommends final approval of the plat

M. Willcoxon opened the public hearing at 7:09pm

M. Willcoxon read public comments from J. Lesley. 1. If this new development is approved, would it be safe to assume that any adjacent properties or those in the same zoning designations with a lot beyond 5 acres would be able to have the opportunity to parcel it out or develop as well? 2. If not, what are the specific criteria exclusive to this project? 3. What if neighbors want



to re-draw their property lines as is being done currently with the new development? M. Willcoxon said that it moves to the Town Board for approval and there is a process. J. Lesley also asked what are the specific criteria to this process? M. Willcoxon said that it has to be submitted through zoning. P. Carlson said what Sherco has done does not set a precedence in the Township. If someone wanted to re-draw property lines, they would have to apply and go through the process. J. Johnson said he does not see that Sherco is setting a precedence for the area. They made a request last year for the current zoning for that area.

P. Carlson made a motion to close the public hearing at 7:15pm. Second by B. Schule. Votes via roll call Ayes 4, Nays 0. Motion carried.

J. Johnson said they have to address condition number 18.

P. Carlson made a motion to recommend the Cliffs Falcon Plat to the Town Board pending item 18. Second by B. Schule. Votes via roll call Ayes 4, Nays 0. Motion carried.

5563 Athens Trail Complaint

There were parked semi trucks and a camper there. P. Carlson talked to the owner, Gordy Peterson. A guy who cleans stays in the camper and the owner is going to talk to him. If he wants to stay there, they are going to have to add it to their permit. P. Carlson said the complaint is in process and does not warrant a letter. M. Willcoxon said that they had sanctioned the overnight parking. This will be tabled and resolved at the next meeting. P. Carlson will follow up with the gas station owner.

OLD BUSINESS

32050 Elk Lane Complaint

B. Schule said he did not go by this property. During the Annual Road Tour, it was still a mess. M. Willcoxon said he or P. Carlson will go take photos within a week so that the letter can go out. M. Willcoxon said that they will talk about a criminal citation at the next meeting. J. Johnson said if there is a safety issue, we should call law enforcement and if it is not injuring the neighbors, it may create more problems. This complaint letter and fine is pending investigation.

5265 318th Street Complaint

This complaint letter and fine is pending investigation.

CUP Review Process

M. Willcoxon said the Staff will send the letters. K. Lindquist confirmed that she will write a letter. She is concerned about the cost, not getting a good response rate and people may not want to lose the permit opportunity. She has a draft letter and is wondering if there may be a different way. M. Willcoxon said he would like the letter sent as this is what was agreed upon by the Planning Commission. P. Carlson would like it to state that the zoning on their property affects their taxes differently. M. Willcoxon said they may have to drive by or make phone calls if they do not get responses from the letters.

Commercial vs Residential Citations

K. Lindquist forwarded a resolution to the Planning Commission. It was related to the change of fees to the fines for commercial properties. She feels the main conversation is to change the fines and the rationale. M. Willcoxon said there are some concerns that we would be singling out



commercial and we need to define the commercial fines. He would like to change the heading to non-residential. K. Lindquist said with a home occupancy, the underlying use is a residence. J. Johnson said that with the weak response rate from the letters, the fines should be increased to get their attention. J. Johnson suggested changing the word 'offense' to 'notification'. Non-residential fines will start at the second letter. K. Lindquist suggested an enforcement policy and the Planning Commission agreed. The fees would still remain on the fee schedule. The Planning Commission decided that they would like the non-residential fines to be double of the residential fines.

Comprehensive Plan Update

K. Lindquist has a finalized draft that she is updating and is hoping to have it done by the end of the week. She asked about the Open House and said that K. Moen printed out a large-scale land use plan, transportation and the process. M. Willcoxon said some of the Planning Commission and the Town Board should be there. It will be outside depending on the weather. It will be a one on one where people ask questions and the Planning Commission can explain the Comp Plan. M. Willcoxon said that he would have liked to see the draft prior to the meeting. K. Lindquist said that she will send it out after the edits.

C. Cagle said she posted the current land use map on the Facebook page. M. Willcoxon asked about the red zone on Falcon and asked if it has been removed from there. K. Lindquist said it has been removed. K. Lindquist will send out a copy of the Boards that are already printed. She will bring some paper maps. She is hoping the photo edits will be done by the beginning of next week.

COMMISSIONER/TOWN BOARD REPORT

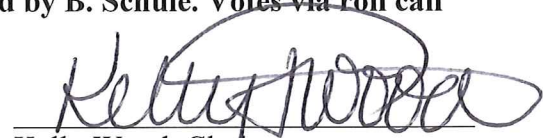
B. Seekon said that Seal Tech is crack sealing and Fahrner is going to be out to chip sealing and fog sealing soon. We are down a Maintenance person and looking to fill the position. The Township is contracting for shouldering. Wednesday is Cleanup Day.

NEXT REGULAR PLANNING COMMISSION MEETING IS WEDNESDAY, JUNE 9, 2021 AT 7:00 PM.

ADJOURN

J. Johnson made a motion to adjourn at 8:12pm. Second by B. Schule. Votes via roll call Ayes 4, Nays 0. Motion carried.


Mike Willcoxon, Planning Chair


Kelly Wood, Clerk

