



PLANNING & ZONING MEETING Minutes of June 4, 2019

Chairperson Dave Hart opened the regular meeting at 7:00 p.m. on the above date, with the Pledge of Allegiance and the following members answering roll call:

Present: Dave Hart, Chair Sonny Markus Ron Johnson
Tom Wheeler Randy Nehus Nick Reitman
Steven Shinkle

Also Present: Stephanie Tarter, Admin. Clerk Carol Hofstetter, Zoning Administrator
Andy Schabell, Mayor

APPROVAL OF MINUTES – May 21, 2019

MOTION: Steven Shinkle made a motion to approve the minutes of May 21, 2019, seconded by Tom Wheeler. All in favor, the motion passed 4-0-3, Dave Hart, Sonny Markus and Nick Reitman abstaining.

VISITORS AND GUESTS – None

NEW BUSINESS

Mr. Hart wanted to get the opinion of the commission on being given site plans as they come in, even before the engineers have given their approval. Ms. Hofstetter believes this will give the commission an advantage when looking over them; this would give them time to look over the plan and specs and allow time to formulate questions and/or develop suggestions for the developers before it comes before the board. The members of the board agreed this would be a good idea.

Ms. Hofstetter mentioned that the city received a site plan from Underground Utility Solutions to build on Pete Neiser Rd. She will pull together all of the information and send that out to the commission about a week and half before the next meeting. If the members of the commission have questions, they can ask Ms. Hofstetter. Mr. Hart warned, the commission is not to exchange group emails or meet as a group to discuss the site plan outside of the scheduled meeting night (a group is 4 or more members).

UNFINISHED BUSINESS

Sign & Ordinance Changes: The sign and ordinance changes are close to completion, and the commission will go through them to ensure that everything has been addressed. Afterwards, they will jump into the comprehensive plan and it was suggested that the commission take it 2-3 sections at a time. Sign maintenance was brought up and to the need for them to be maintained. There is an ordinance that states signs must be maintained that includes but not limited to changing lights, fixing broken panels, painting, and updating information. It was brought up that some signs include stores that are no longer there and those should be removed. Ms. Hofstetter did mention that an exception was granted in regards to the County Market sign, because the owners of Village Green didn't want to leave that large section open with the light shining.

Ms. Vanlandingham had a general question about ordinances in regards to timing. She asked what the time limit was for the removal of a sign once a business has vacated? And is there a time restriction on when construction needs to be moving forward on new site plans? An applicant has 6 months to pick up and pay for the permit after it has been submitted and then they have a year to complete the work. Ms. Vanlandingham mentioned that she has been approached by individuals in regards to the County Market sign and wanted to know if the city has an agreement or has made

ORIGINAL

exceptions for that sign. It was explained that they city allowed them to keep the County Market sign in place because the owners believed they had someone to fill the vacancy, but that did not go through. Ms. Hofstetter said she would reach out to the owners of Village Green to see where they are in the process of getting that space filled and have them remove the sign. Ms. Hofstetter circled back around to the first question and stated that there is nothing in the ordinance stating a time frame in which to remove a sign of a vacated business. The question was asked if there was a time limit for a new business to replace a temporary sign with a permanent sign. If it is a new business, they have 90 days to install a permanent sign, all other temporary signs have a 14-day limit. Ms. Hofstetter said that if someone sees a sign that needs to be addressed, they should pass along that information to her.

Mr. Hart expects to start on the Comprehensive Plan in July and will spend the remainder of the year going through it. The question was posed on whether there was a plan to bring in an outside professional or consultant. Mr. Hart believes they may need to in spots but not for the entire plan. It was mentioned that is has been about 15 years since they have used an outside consultant and Mr. Hart has received the names of 3 or 4 consultants that can help with either the overall plan or portions of it. Believes that the bones of the cities current comprehensive plan is good and does not believe there is need for a whole new one. Will be good to find out what the commission can and can't do in regards to the comprehensive plan.

INTERNAL BUSINESS


Correspondence: Training-Monday, June 10, 2019 at 6:30pm at the City Building. Should last about an hour and a half.

Other: Mr. Markus had a question about the old Gold Star building and wanted to know if the reason the owner didn't have to come before P & Z was because it was an existing building, but he changed everything expect one wall. The footprint was there and he did a remodel of it and is still within all required setbacks. The question was also raised about whether he would have enough parking since it appears the building will hold more people. Parking is determined on use and the city does not know for sure what that use will be, as nothing official has been submitted. His occupancy permit would also address whether he has enough parking for the use.

ADJOURNMENT

MOTION: Steven Shinkle made a motion to adjourn, seconded by Nick Reitman. All in favor, the motion passed with a 5-0-1 vote, Mr. Hart abstaining. Meeting adjourned at 7:16 p.m.

Attested to and submitted by:


Jan Johannemann, City Clerk

Dated 6/9/19


Dave Hart, Chair

Dated 6/19/2019