

**PLANNING MEETING MINUTES**  
**December 13, 2016**

Meeting called to order at 6:32 by Chair Bob Gaglione

Members Present: Mayor Clark, Randy Weaver, Bob Gaglione and Ben Prescott

Motion to excuse Wes Hawkins as he is in Chicago and Jason Garey as he is on vacation by Randy second by Ben. all yeas

Others Present: Michele Stuck, Jeffery Kassinger and?

Reviewed zoning report that Jason had emailed

Jeff Kassinger present his paper work for site plan review committee reviewed as follows: The eighteen questions in section 610.05 and Mayor wrote receipt for the \$150.00 fee.

**Section 610.05 Site Plan Requirements**

The Application for site plan review shall include the following items:

- A. Completed application form *yes- Jason has application and it has gone before BZA and was approved by them on November 17, 2016*
- B. Architectural plans (14 copies) showing proposed structure, and improvements with exterior elevations, scale, *proposed kind, color and texture of all primary materials to be used, and detailed floor plans. 14 copies of plans and map with seal.*
- C. Site Plan drawings drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24 x 36 inches in size showing the following items:
  - 1. General vicinity map *yes*
  - 2. Gross Acreage of tract *yes*
  - 3. Property boundary lines and adjacent streets *yes*
  - 4. Zoning classification of the site *yes*
  - 5. Contour map showing two (2) feet contour intervals, both existing and proposed. *Yes*
  - 6. Traffic (vehicle and pedestrian) and circulation plan of the site and adjacent streets.

Delineate traffic flow with directional arrows and indicate the location of directional signs. Clearly show ingress and egress to the site. *yes*

- 7. Parking and loading plan, including bicycle parking area. *yes*
- 8. Landscaping plan *yes*
  - a. Show locations proposed for trees in any parking areas, location of buffer screens between any parking area and adjacent property.
  - b. Show all trees and other plantings proposed. Tree masses may be shown with a diagrammatic outline and written inventory of individual trees included.
  - c. All landscaping must meet the requirements of this ordinance.
  - d. Show existing landscaping that will be retained which shall be differentiated from proposed landscaping. The type, size, number and spacing of all plantings must be illustrated.

e. Planter box details such as construction of box, materials, plant types, sizes, number and spacing.

Title VI Administrative Procedures 165 Chapter 610 Site Plan Review and Design Guidelines

9. Existing structures on the site, those proposed to remain and all buildings within 60 feet of the site's boundaries as well as their height. yes
10. Proposed signage including dimensions of sign, size of letters and graphics, description of sign frame materials and colors including supports. yes
  - a. For wall signs proposed, include:
    1. Wall anchorage details (must be interior to sign or camouflaged)
    2. Wall of building to which the sign is to be affixed drawn to scale, correctly locating the sign.
11. Utilities plan. Include existing utilities, locations and easements. Yes
12. Proposed Lighting
  - a. Proposed fixtures and standards. Location of all existing and to remain lighting fixtures and standards, complete with routing of electrical supply, wattage and isofootcandle diagram.
  - b. Materials and colors to be used.
  - c. Ground or wall anchorage details.
13. Grading, sedimentation and erosion control plan yes
14. Professional engineer or architect seal on the plans yes stamped
15. Environmental Assessment Report (Assessment of Impact of proposal on the physical environment and supporting documentation) not actable
16. List of property owners within two hundred and fifty (250) feet of the property lines of the site. yes
17. Maximum number of employees, customers, and office vehicles that would be at the facility at any time. n/a
18. If new construction is proposed where historic building exists, documentation from a preservation architect as to the feasibility of preservation of the existing structure shall be submitted. n/a

After reviewing Bob advised that since they hadn't given us the copies prior to the meeting we have to distribute them to the proper people and would have an answer for him at the January meeting.

**Shipping containers/pods/etc.** The following is what we are recommending to Council in section 400.09

Other than as may be permitted under Section 440.13, Portable On-Demand Storage units ("PODS"), shipping containers, trailers and similar movable outdoor storage units shall be permitted for a maximum of thirty (30) days in all districts and shall not be converted for use as permanent storage, offices or dwelling units. The Zoning Inspector may approve extensions to this time limit upon application. Motion to send to Council by Randy second by Bob all yeas

**Discussed grading plans:** Mayor brought up for Jason the need to add in a section on grading property. When a property owner changes the profile of such. Motion by Ben second by Randy to send to Council to see if CT can write this for us and what it would cost.

**Signs of businesses that have closed and moved:** Mayor said when she was looking for something else in section 450, she found that we already address it in 450.14E, we just have to have Jason enforce it.

**Medical Marijuana legislation:** Michele had sent us a sample copy for review. Committee agreed to the legislation for a Moratorium. Motion by Ben second by Bob to send to Council all yeas

**Discussed letter sent out by DMRC:** DMRC sent a letter out to the organizations that had purchased signs for the Eagle Scout project back in 2009-2010 that Council had supported. The Mayor said she advised the DMRC that to make changes to a Village owned sign that they must come to Council for approval. They stated they were only doing research. One of their members wrote a letter dated October 05, 2016 and apparently sent it out. Planning tried to find where they found their information (in the zoning book) but were unable to figure it out. The planning chair was asked to send a letter to the DMRC writer and ask him to attend Council to clarify this issue. (DMRC letter is attached). DMRC has already received funds for a replacement sign from the American Legion.

**Old Business:**

Sub division regs. Still on hold

Signage: will wait until Wes is here, but made a note that there are (2) 450.14's need to change the second one to 450.15

**Motion to adjourn: 7:45 p.m.**