

## **ZONING COMMISSION MINUTES May 16th, 2016 – 6:30 PM**

**Present:** Tim Huber, John Borg, Ann Parker, Sheri Feiro, Mike Ross, Ryan Radosevich and Swan Dawson.

**Call to Order:** By Tim Huber at 6:30pm.

Sonda Strom Larson explained Wendy Maas tendered her resignation from the Commission, and John Woodbury would be assuming the duration of her appointment. The new Commissioners (Mike Ross & Ryan Radosevich) were introduced. She further explained the Village Clerk would be taking Zoning Commission minutes from now on, so members of the Commission can focus on their roles as Commissioners.

**Minutes:** Motion to approve April minutes as corrected by Feiro, second by Borg. MC

### **Monthly Business:**

1. Ann Parker reported on the training in Solon Springs. Some topics that stood out were the Village is not under County Zoning, the Planning Committee and Zoning Commission should meet yearly, the Zoning Commission should refer to the Comprehensive Plan, and subjects not covered/listed in the Ordinance cannot be approved until they are adopted and listed.

### **Review of Permits:**

1. Swan Dawson reported on the Lehman property. On October 19th, 2015 a permit was issued for BOTH the garage and house. The November 16th, 2015 minutes incorrectly stated more plans were needed before a permit could be issued. A motion was made by Huber to amend the November minutes by removing the first sentence under #3, second by Feiro. MC The property was inspected by Huber and Dawson on May 2nd. All setbacks were met but erosion issues were discovered. Instructions on mitigation procedures were communicated to property owner. Huber followed up on May 16th to discover none of the procedures have been executed. The property owner will be contacted tomorrow and given one week to complete mitigation or a stop construction order will be issued.
2. The new Complaint and Zoning Investigation forms were discussed. Per counsel, the form must be a "complaint" not a "concern". The Chair emphasized the importance of identifying the actual complaining party or no action will be taken. The discussion on the forms was favorable.
3. It was discovered through investigation the tree in question at the Prior residence was struck by lightning and badly damaged.
4. The silt fence at the Willett property will be followed up on soon.
5. Dawson reported several properties will be a part of a Lake Initiative project with the DNR and will be doing work in the lake around their properties. They are working with the DNR and the County to prevent runoff and erosion through the process. Paul Takkenen, Phil Takkenen, Dan & Barb Takkenen, Alan & Mary Yoshimoto, Jane Dolter, and Tom & Wendy Maas.
6. A possible issue has come to the attention of the Commission. The issue regarding Disability permits in the instance a family member needs assistance but cannot dwell in the residence but rather in a mobile home on the property has been brought up. The Chair emphasized the importance of due diligence and thought as the ADA Act would apply, however things need to be ADA compliant across the board. This permit should not be used as an avenue to get a functional mobile home on a property. This situation needs to be reviewed by the Commission and Counsel in terms of the Ordinance as it could be an upcoming issue.

**Correspondence:** None

**Correspondence from Chair:**

1. Next meeting will be June 20th, 2016.
2. Emphasized the importance of adapting, changing and incorporating procedures to streamline the Zoning process. The new forms will go a long way in furthering that goal.
3. There will be a legal training/refresher some time in the next two weeks to inform the Commissioners regarding the legal ramifications and limits of Zoning functions. Dawson will coordinate.

**Adjournment:** Moved by Feiro, second by Borg to adjourn at 7:02pm. MC

Respectfully Submitted,

*Amy K. Huber*, Clerk