

Planning Commission Meeting
Minutes for October 8, 2025, Meeting
DRAFT

Roll Call

The Following were present - Christine Oliver, Alex Smith, Bree Kraut, Trisha Wagner, Justin McInnis, Robert Coppersmith.

Jeff Buerman Zoning Admin / Recording Secretary

Lucie Fortin Village Planner

The Following were absent - Mike Carney, Jennifer Cook and Savannah Gee

Agenda and Minutes

- Motion to approve tonight's agenda: Approved - Christine Oliver, Alex Smith Bree Kraut, Trisha Wagner, Justin McInnis, Rober Coppersmith
- Motion to approve the minutes from June 24, July 7, and August 4 of 2025 : Approved - Christine Oliver, Alex Smith Bree Kraut, Trisha Wagner, Justin McInnis, Rober Coppersmith

Reports

- Alex has nothing to report.
- Zoning: Jeff Buerman
 - Land use permits have calmed down.
 - Construction meeting with ESSENCE on Wednesday.
 - Site plan approval happening with Mug and Bob's.
 - Marijuana scoring is at the lawyer's desk.
 - ESSENCE is going to apply for a special land use permit for marijuana.

Public Forum and Hearing

- Public forum opened at 7:04 and closed at 7:04:
- Public hearing regarding the Mason Moran Parcel split opened at 7:05, for the proposed land split. No comments were made, and no one from the public chose to speak. The Public Hearing was then closed at 7:05.

New Business - Land Split

- Dividing the property at 10170 Ashton Street and 10148 Ashton Street.
- Lucy made a report:
 - This is not a zoning ordinance matter.
 - Happening in the planted lots.
 - Changing a plotted line.
 - No need for a plat amendment.
 - Lots remain as they were defined in the original plat and they just need to be reassessed.
 - "One being lot 53 plus that triangular piece, and the second one being lot 52 minus that triangular piece."
 - Village needs written consent from the property owners.
 - Need to verify that all taxes have been paid.
 - DPW doesn't have any issues as long as they understand that there's an easement in the middle of the one lot.
 - Septic fields are in the front yards.

Motion Approval

- A motion was made by Justion Buerman and second by Robbert Coppersmith to approve the division as

presented with Lucy's recommendation, pending supporting documentation.

- The motion was approved by - Christine Oliver, Alex Smith, Bree Kraut, Trisha Wagner, Justin McInnis, Robert Coppersmith.

Escrow Question

- Josh Moran was asking about the escrow, It was clarified that escrow was needed to pay for a planner to review the project.
- An itemized bill will be provided once the planner completes their review.

Land Use Permit Extension Request

- A project is requesting a one-year extension for their land use permit due to changes related to the DNR and crossing the Lakeland trail.
- The delay is attributed to issues with DNR easements and redoing processes.
- A motion was made by Alex Smith to grant the one-year extension, seconded by Robert Coppersmith, and approved by Christine Oliver, Alex Smith, Bree Kraut, Trisha Wagner, Justin McInnis, Robert Coppersmith.

(Extension approved until June 10, 2026.)

Rental Housing Ordinance Review

- The Planning Commission discussed potential rental housing inspections, fines for landlords, and enforcement timelines. Members requested additional information and examples of other municipalities' rental housing ordinances for review. The Commission also asked what materials or recommendations our Village Attorney currently has regarding this topic.

Prohibited Parking Ordinance Discussion

The Planning Commission discussed allowing limited grass parking, increasing enforcement flexibility, and updating ordinances related to RVs, boats, and heavy equipment. Members considered creating an ordinance that would allow up to three vehicles to be parked on grass areas at owner-occupied residences, provided the vehicles are maintained in good condition, the area remains free of mud and ruts, and parking does not exceed three consecutive days. The Commission requested that the Village Attorney review and provide recommendations on the proposed ordinance before any approval or adoption.

Old Business: Master Plan

- Ordinances are listed on the website.
- Public forum opened and closed at 7:51.
- Meeting adjourned after productive discussion and comments.

Bree Kraut - Planning Commission Chair

Jeff Buerman – Recording Secretary