

Planning Commission Meeting
May 2, 2023

The meeting was called to order by Chairman Hanson at 7:00 pm at the Village Office.

Present: Bryant, Burk, Coughlin, Hackett and Hanson

Absent: None

Present: Tim Wolff, Zoning Administrator

Motion by Bryant, second by Burk to approve minutes of the April 4, 2023, Planning Commission Meeting. Motion carried 5-0.

Zoning Administrator Wolff discussed two letters that he drafted and sent regarding a site plan approval from the March meeting and a site plan approval that had expired. The first letter was sent to the owner of the parcel adjacent to the beauty salon approved at 221 W Wright Avenue. The letter informed the owner, Michael Klumpp, that approval of Stace Baileys site plan application was granted based on her statement that she had received permission from Mr. Klumpp to use his parcel for the required four off street parking spaces for her salon customers in order to be in compliance with the village zoning ordinance. The letter informed Mr. Klumpp that should the stated agreement for the use of the four parking spaces cease, that the village would revisit the approval of Ms. Baileys site plan application. The other letter was sent to Kazem Hodroge, the owner of Stone Lodge Care, LLC. The letter informed Mr. Hodroge that the site plan approval granted by the village for his proposed expansion of the Stone Lodge Care facility in 2020 and extended in 2021 has expired. The extension stipulated that the work was to be completed by December 31, 2022 and at this time, the work has not commenced. The letter informed Mr. Hodroge that he would be required to reapply for his proposed expansion when he is in a position to do so.

Zoning Administrator Wolff informed the Planning Commission that he approved a permit application for a deck at 335 N Union Street. The deck was proposed to surround an above ground pool. The pool, however, had been installed without applying for a permit. Since both the pool and the proposed deck meet the requirements of the zoning code, the ZA signed the approval on April 27th after conducting a site visit.

Commissioner Coughlin informed the Planning Commission that the Village Council had formally approved the annual report for 2022 as presented by the ZA.

EXISTING BUSINESS:

The ZA and the PC then discussed amending sections of the zoning code that deal with the placement of accessory structures on corner lots. Proposed amendments to the language and to illustrations in Section 154.092 would allow the replacement and expansion of nonconforming residential accessory structures (due to not being in a rear yard) provided that the degree of nonconformity is not increased. The proposed amendment to the text in Section 154.092 would allow the placement of

a residential accessory building on a corner lot in what is typically considered as a side yard, provided that the accessory structure does not project nearer a public or private street than the primary structure on that lot. In proposing these amendments to the zoning ordinance, the ZA presented a draft to the PC that would amend lot definitions and replace illustrations to clarify corner lot and through lot yard classifications. With regard to waterfront lots as described in 154.005 (12), the consensus of the PC was that that lot description could be deleted from the section.

The ZA and the PC then discussed the PC bylaws currently used by the Village of Lake Isabella. The bylaws have been reviewed by members of the PC. After discussion, the consensus of the PC was that, as edited by the ZA, the proposed bylaws would be appropriate to be adopted by the Village of Shepherd PC. Motion by Burk, second by Bryant to adopt the proposed Planning Commission bylaws as presented by the Zoning Administrator. Motion carried 5-0.

NEW BUSINESS:

The ZA and the PC then discussed goals of the PC and reviewed a planning commissioner's guidebook provided by the ZA. Topics discussed included the Master Plan, Zoning Map, Zoning Ordinance and a flow chart of the commission's approval process.

The ZA and the PC then discussed parking and landscaping requirements in the C-1 District. The ZA proposed that the PC consider an amendment to the zoning text that clarifies the degree of exemption that the village will allow for new uses in existing structures in the C-1 District with regard to off-street parking requirements. The ZA suggested an exemption of up to 8 off street parking spaces.

The ZA also suggested that new uses going into existing structures would be exempt from meeting the landscaping requirements in the zoning ordinance that apply to new developments. Historically, the PC has taken this approach to landscaping requirements in the C-1 District.

ZA, Tim Wolff, will provide a letter to Staci indicating that she would need to provide a letter from Mike Klumpp.

The PC suggested eliminating waterfront lots and also suggested eliminating D.

Motion by Burk, to accept the bylaws, second by Bryant. Motion carried 4-0.

Motion by Hackett, second by Bryant to adjourn the meeting at 8:07pm. Motion carried 4-0.

Lee Coughlin

Respectfully submitted by:
Lee Coughlin, PC Secretary