

Planning Commission Meeting
August 1, 2023

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

Present: Burk, Bryant, Coughlin and Hanson

Absent: Hackett

Also Present: Zoning Administrator, Tim Wolff

Motion by Burk, second by Hanson to approve the meeting agenda. Motion carried 4-0.

Motion by Burk, second by Hanson to approve the minutes of the June 6th Planning Commission meeting. Motion carried 4-0.

Zoning Administrator report: ZA Wolff reviewed permit activity since the last PC meeting. The ZBA granted a variance for a shed at 118 E Orchard requiring a side yard setback reduction. The ZBA granted a variance for 202 N 2nd Street for a porch requiring a front yard set back reduction. 202 W Cottage was approved by the Zoning Administrator for a modification of a permit from 2022. 106 W Cottage is seeking approval for the placement of a shed requiring a boundary line adjustment between 106 and 108 W Cottage in order to avoid combining the two lots. The ZA is working with the property owner to get that done. Paperwork for Sova Auto Sales was reviewed and signed for their supplemental car lot.

The Zoning Administrator sent a letter to the property owner at 101 W Cottage regarding a shipping container that was placed in the driveway of the property. The letter served as a request by the Village that the shipping container be removed within 30 days of the date of the letter.

The Zoning Administrator also sent a letter to Staci Bailey, the owner of the salon at 221 W Wright Avenue. The letter informed Ms. Bailey that at least four hard surface parking spaces for salon customers and staff are required by the village zoning ordinance and that any necessary hard surfacing is to occur within one year of the date of the permit. The letter also noted that the village was aware of signage placed on the adjacent parcel to 221 W Wright which would accommodate more than four parking spaces. Since the additional parking spaces were not included in the site plan submitted by Ms. Bailey, which was reviewed and approved by the Planning Commission, the letter will serve as a formal request for Ms. Bailey to submit an updated site plan drawing showing the increased parking area noting whether the additional parking spaces will be hard surfaced with asphalt or concrete.

Existing business: the Planning Commission held further discussion regarding the zoning administrators proposed accessory structure zoning text and text figure amendments. The planning commission came to a consensus that the zoning administrators proposed amendments to Sec 154 meet the PC's approval and will be recommended to the Village Council for inclusion among a package of several ordinance amendments to be considered and enacted at the Council's discretion.

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The Zoning Administrator distributed new member handbooks to the planning commissioners for their review. The handbook describes a comprehensive view of the planning commission's authority, responsibilities and protocol.

New business: the zoning administrator distributed information regarding accessory dwelling units to the planning commissioners for their review. ADUs provide opportunities for expanded housing for people of all ages. The planning commission will review the information and hold further discussion on potential ADU possibilities in the Village of Shepherd.

Motion by Bryant, second by Burk to adjourn the meeting at 8:23 pm. Motion carried 4-0.

Lee Coughlin

Respectfully submitted by:

Lee Coughlin, PC Secretary