

Minutes of the February 1, 2017

Otter Lake Planning Commission

I. Meeting called to order at 7:04 p.m. by acting chairman Matt Pins.

Present: Ana Lerma Terry Gill Matt Pins Mechelle Valley

Absent: Brian Woodworth Kevin Miller Fran Gullekson

II. Minutes:

Minutes from the November 9, 2016 meeting were presented. Motion by Pins, support by Valley to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: No vote taken.

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews: None

VI. Old Business:

Zoning Administrator reported that no zoning activities had occurred between meetings.

Chairman Woodworth's letter to the Village Council regarding some suggestions and recommendations for the campground / park was presented. Commission Gill indicated that the additional landscaping requested was shown on the revised site plan for the development of the new camp sites.

VII. New Business: None

VIII. Public Comment: None, no public was present.

IX. Motion by Pins support by Gill to adjourned meeting at 7:20 p.m. Motion carried with all yeas.

## Minutes of the April 12, 2017

### Otter Lake Planning Commission

I. Meeting called to order at 6:55 p.m.

Present: Ana Lerma Terry Gill Matt Pins Mechelle Valley Fran Gullekson  
Kevin Miller

Absent: Brian Woodworth

II. Declaration of Conflict of Interest by Commissioners: None

III. Plan Reviews: D&L Auto, 6430 10<sup>th</sup> Street – Request for sign replacement.

Zoning Administrator's plan review was presented outlining areas of non-compliance with the zoning ordinance and other considerations regarding proposed sign. Original sign was destroyed during a wind storm.

Mr. VanAmburg indicated that there has been a sign in that location since approximately 1988 when the business was started. Current sign was re-erected after sewer installations by the sewer contractor. Original sign was a changeable letter board with directional arrow on top. Mr. VanAmburg requested to replace the sign with another changeable letter board with the addition of a LED reader board sign on top.

Commissioners discussed the location of the sign within the village right-of-way, hours the sign would be operational, size of reader board sign, brightness and messaging.

Motion by Pins, support by Miller to allow the installation of a 96" long by 40" high, double faced, illuminated, changeable letter sign with a 78" long by 15" high, double faced, LED reader board sign mounted on top with the following restrictions:

1. Changeable Letter sign shall be illuminated only between the hours of 5 a.m. and midnight.
2. LED Reader Board sign shall be illuminated and operational only between the hours of 5 a.m. and 9 p.m. The Planning Commission reserves the right to change these hours if complaints from the public are received.
3. Sign displays only D&L Auto's business, no other messages allowed.
4. Sign messages can only be scrolling, no flashing, blinking, etc.
5. Approval for sign is for DCU (DBA – D&L Auto, etc.) business use only and cannot be transferred if building/business is sold to anyone other than immediate family member(s), the business closes, or if the type of business conducted changes, regardless of ownership. Current business conducted includes:
  - Truck and car detailing, and installation of accessories;
  - Recreational vehicle parts and accessories – electronic wiring;
  - Recreational vehicle minor repairs – sealing roof leaks, etc.;
  - Vehicle rustproofing;
  - Vehicle electronics.
6. Approval of sign will be automatically revoked if three (3) violations of any of the above items, or combination of, occur.

Motion carries with the following yeas – Valley, Gullekson, Pins, Miller. Nays – Lerma, Gill

- IV. Motion by Gullekson support by Pins to adjourned meeting at 7:52 p.m. Motion carried with all yeas.