

Minutes of the February 3, 2015

Otter Lake Planning Commission

- I. Cancelled due to lack of business.

Minutes of the May 6, 2015

Otter Lake Planning Commission

I. Meeting called to order at 7:10 p.m. by Chair Murphy.

Present: Kim Murphy Terry Gill Kevin Miller Matt Pins Brian Woodworth

II. Minutes from November 11, 2014 meeting were presented. Motion by Gill, support by Miller to accept minutes as presented. Motion carries with all yeas.

III. Approval of Agenda: Motion by Murphy, support by Gill to approve the agenda as presented. Motion carries with all yeas.

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews:

Mr. Dave VanAmburg, D&L Auto, 6430 10<sup>th</sup> Street – Special Use Permit: Mr. VanAmburg withdrew his request for a Special Use Permit to sell automobiles. Currently he has permission to sell one (1) automobile on site granted by the Village Council on June 5, 1995.

VI. Old Business: None.

VII. New Business:

Election of Officers for 2015: Motion by Woodworth, support by Miller to appoint Murphy as Chair and Gill as Secretary. Motion carries with all yeas.

Set Meeting Dates: The following dates were set for the regular scheduled meetings of the Village of Otter Lake Planning Commission (first Wednesday of the month): August 5, 2015, November 4, 2015, February 3, 2016 and May 4, 2016. All meeting shall begin at 7:00 p.m.

Mr. Brian Woodworth, 14459 Washburn Road - Plan Review Modification. Motion by Pins, support by Murphy to allow the zoning administrator to review and approve modifications to site plan for proposed smaller home than previously approved.

VIII. Public Comment: None – no public present.

IX. Motion by Pins support by Murphy to adjourned meeting at 7:40 p.m. Motion carries with all yeas.

Minutes of the August 5, 2015

Otter Lake Planning Commission

I. Meeting called to order at 7:08 p.m. by Chair Murphy.

Present: Kim Murphy Terry Gill Brian Woodworth  
Absent: Kevin Miller Matt Pins

II. Minutes from May 6, 2015 meeting were presented. Motion by Woodworth, support by Gill to accept minutes as presented. Motion carries with all yeas.

III. Approval of Agenda: Motion by Woodworth, support by Gill to approve the agenda as presented. Motion carries with all yeas.

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews:

(Discussion Only) 6400 Detroit Street, Walt Witak: Mr. Witak would like to possibly renovate the rear of the building into a single apartment unit with the rest remaining as commercial use or rezone the property to residential. Commissioners indicated that they may support a special use for converting the rear to a resident under a work/live arrangement for the entire building. There was little support for rezoning to residential. Other possible uses/ideas where suggested.

VI. Old Business: None.

VII. New Business:

Discussed Proposed By-Laws and Rules of Procedure Modifications with the following changes made in Section VII Officers; omit proposed Vice-Chairperson position and replace the first sentence under Secretary with "The Secretary shall be assisted **by** the Otter Lake Village **Clerk**." Suggested changes will be added and sent to all commissioners for consideration at next meeting.

Discussed proposed zoning items for Zoning Administrator's approval only. Will revise list per discussion and represent at next regular scheduled meeting.

VIII. Public Comment: None – no public present.

IX. Motion by Woodworth support by Gill to adjourn meeting at 8:20 p.m. Motion carries with all yeas.

Minutes of the September 24, 2015

Otter Lake Planning Commission

I. Meeting called to order at 7:30 p.m. by Chair Murphy.

Present: Kim Murphy Terry Gill Brian Woodworth Kevin Miller Matt Pins  
Absent: None

II. Minutes: None presented.

III. Approval of Agenda: Motion by Pins, support by Woodworth to approve the agenda as presented. Motion carried with all yeas.

IV. Declaration of Conflict of Interest by Commissioners: Matt Pins indicated he was the owner of the plan review to be presented.

V. Plan Reviews:

5905 Lake Road, Matt Pins: Mr. Pins presented plans for a 9 foot by 9 foot free-standing addition and an 8 foot high fence/wall enclosing approximate 28 foot by 28 foot area to screen the dumpster and walk-in refrigerator unit, both to be located on the south end of the building. Addition and fence/wall to be of wood/pole construction, metal sided with metal roof. Addition to be used as a "skinning shed" for Mr. Pins deer processing business. A question arose as to whether the relocated walk-in refrigerator unit was allowed under zoning; under Section 3.11 C-2 General Commercial, Permitted Accessory Uses. "Other accessory uses and/or buildings customarily incidental to the above permitted principal uses" it would be allowed. Motion by Woodworth, support by Murphy to approve the proposed addition and fence/wall as presented. Yes votes: Woodworth, Miller, Gill, Murphy. No votes: None. Abstained: Pins Motion carried.

VI. Old Business:

Proposed By-Laws and Rules of Procedure Modifications: Motion by Pins, support by Woodworth to approve the revisions as presented. Yes votes: Pins, Woodworth, Miller, Gill, Murphy. No votes: None. Motion carried.

VII. New Business: None

VIII. Public Comment: None.

IX. Motion by Woodworth support by Murphy to adjourn meeting at 7:49 p.m. Motion carried with all yeas.

## Minutes of the November 4, 2015

### Otter Lake Planning Commission

I. Meeting called to order at 7:00 p.m. by Matt Pins (acting Chair for the evening).

Present: Matt Pins Terry Gill Brian Woodworth Kevin Miller Michelle Valley  
Fran Gullekson

Absent: Kim Murphy

II. Minutes:

Minutes from the August 5, 2015 meeting were presented. Motion by Woodworth, support by Miller to accept the minutes as presented. Yes votes: Woodworth, Miller, Pins, Gill, Valley. No votes: None. Abstained: Gullekson. Motion carried.

Minutes from the September 24, 2015 meeting were presented. Motion by Woodworth, support by Miller to accept the minutes as presented. Yes votes: Woodworth, Miller, Pins, Gill, Valley. No votes: None. Abstained: Gullekson. Motion carried.

III. Approval of Agenda: No vote taken.

IV. Declaration of Conflict of Interest by Commissioners: None

V. Plan Reviews: None.

VI. Old Business:

Proposed Zoning Items for Administration Approval: Motion by Woodworth, support by Miller to approve the eight revised items presented with the stipulation that all items approved by the Zoning Administrator would be present to the Planning Commission at their next held meeting. Yes votes: Pins, Woodworth, Miller, Valley. No votes: Gullekson. Abstained: Gill. Motion carried.

#### Items for Zoning Administrator's Approval

The Zoning Administrator **may** grant zoning approval for the following items, if proposed zoning request meets all zoning ordinance requirements.

- Installation of fence and/or privacy screen.
- Accessory buildings, residential (any accessory building requesting an increase in size per the zoning ordinance goes to planning commission)
- Driveways, culverts and drainage issues.
- Additions of or enlargements of porches and decks.
- Minor changes to any approved residential site plans.
- Residential site plans under 3500 square feet.
- Pools and playscapes.

Discussion: Commissioner Gullekson stated that approving this proposal would undermine the authority of the Planning Commission. Commissioners Woodworth and Pins stated that by allowing these items to be approved without the full Planning Commission's review it would speed up the process and be more efficient for the residents. Commissioner Woodworth also stated that many municipalities allow administration approval of certain zoning items.

VII. New Business:

Procedures for Addressing the Commission were presented. Procedures are the same as adopted by the Village Council. Motion by Woodworth, support by Gullekson to approve the Procedures with the word "Chairperson" inserted after Commission in item number 4. Motion carries with all yeas.

VIII. Public Comment: Ken Gullekson proposed that any zoning item approved by the Zoning Administrator be presented at the next Planning Commission.

IX. Motion by Woodworth support by Miller to adjourn meeting at 7:40 p.m. Motion carried with all yeas.