

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.

Minutes of the May 3, 2017

Otter Lake Planning Commission

I. Meeting called to order at 7:04 p.m. by chairman Woodworth.

Present: Ana Lerma Terry Gill Kevin Miller Brian Woodworth

Absent: Mechelle Valley Matt Pins Fran Gullekson

II. Minutes:

Minutes from the February 1, 2017 meeting were presented. Motion by Miller, support by Lerma to accept the minutes as presented. Motion carried with all yeas.

Minutes from the April 12, 2017 special meeting were presented. Motion by Miller, support by Lerma to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: No vote taken, agenda stands as presented.

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.

VII. New Business:

Election of Officers: Motion by Lerma, support by Miller to appointed Brian Woodworth chairman, and Terry Gill secretary. Motion carried with all yeas.

Set Meeting Dates: The following dates were set for the regular meetings of the Planning Commission: August 2, 2017; November 1, 2017; February 7, 2018; and May 2, 2018. All dates are the first Wednesday of the respective month.

Discussion was held regarding the need for the Planning Commission to review, and approve of, exterior renovations / improvements made to the facades of businesses within the Village. Commissioners were asked to prepare a list of considerations regarding this item for further discussion at the August meeting.

VIII. Public Comment:

IX. Motion by Gill support by Miller to adjourned meeting at 8:00 p.m. Motion carried with all yeas.

Minutes of the August 2, 2017

Otter Lake Planning Commission

I. Meeting called to order at 7:00 p.m. by chairman Woodworth.

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

II. Minutes:

Minutes from the May 3, 2017 meeting were presented. Motion by Pins, support by Lerma to accept the minutes as presented. Motion carried with all yeas.

III. Approval of Agenda: No vote taken, agenda stands as presented.

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.

Further discussion on a proposed exterior façade renovations / improvements ordinance amendment for businesses was tabled until the November meeting. Zoning Administrator was asked to look for similar ordinances used in other communities.

VII. New Business: None

VIII. Public Comment:

IX. Motion by Gullekson support by Miller to adjourn meeting at 7:09 p.m. Motion carried with all yeas.