

**Village of Poplar Grove**  
**Planning and Zoning Commission Minutes**  
**\*\*\*Draft\*\*\***  
**Tuesday, July 6, 2010**  
**7:00 p.m.**

**7.0 Call to Order:** 7:00 pm.

**7.1 Roll:** Present: Don Bawden Paul DeBruyne Jake Dykstra  
Steve Mundy Jessica Roberts Don Sattler  
Ed Wethington  
Guests: Nathan Noble, Dan Lane, Gail Worley,  
Kathy Miller (village planner)

**7.2 Approval of June 1, 2010 Minutes:**

Motion to approve: (Paul DeBruyne/Jake Dykstra)  
Vote: 6 – 0 Motion Passed

**7.3 Old Business:**

**A. Public Hearing: Special Use Permit Request – Temporary Use – Village Ordinance 8-5-10(C), Green House Construction, and Signage.**

Requested by Lane's Produce Stand: Dan Lane, owner /  
Nathan Noble, attorney  
Current Zoning: C - 3

Hearing Re-opened: 7:03 pm

- The chair read the approved minutes of the June 1, 2010 meeting to bring the PZC and those in attendance, up to date with the current status of this request.
- Public Comment: Mr. Simeral, Mrs. Simeral, and John Bond spoke in favor of keeping the stand open.
- Mr. Noble, Mr. Lane's attorney was provided the opportunity to address the PZC.
- The PZC reviewed the submitted documents and agreed the documents received did not meet the standard the PZC had requested.
- Mr. Lane withdrew his request for a greenhouse on this site
- After discussion, the following motion was made:

Motion: Move to recommend with stipulations, granting a Special Use Permit, based on the review criteria as listed in Village Ordinance 8-3-9, as presented by Dan Lane for a seasonal produce stand to the PZC at the June 1, 2010, public hearing. Also, under Village Ordinance 8-5-10(C), recommend granting a seasonal variance from April 20<sup>th</sup> to October 31<sup>st</sup> with complete removal of everything, and compliance with the

International Building Code 107.2. All signage must meet existing village ordinances.

Motion to Approve: (Paul DeBruyne/Don Sattler)  
Vote: 6 – 0 Motion Passed

Hearing closed: 7:29 pm

#### **7.4 New Business**

##### **A. Fire District Training Tower:**

Gail Worley, fire chief of North Boone, presented plans for a proposed training tower to be constructed south of the fire station. Discussion centered on location relative to the fire station and the village hall; the space needed for equipment; and especially the exterior façade of the structure. This special use request is tentatively scheduled for an August public hearing.

##### **B. Proposed Vending Ordinance:**

The PZC reviewed the proposed vending ordinance. While the PZC recognizes the village does not have a “vending on public sidewalks/streets” ordinance, the PZC recommends the village’s time and resources be directed to larger, more immediate and important needs at this time.

##### **C. Function of the PZC:**

To assist the new members of the PZC, the chair distributed copies of the village ordinances (special use, zoning, planning) defining the responsibilities of the PZC.

##### **D. Village Planner – Discussion**

Members of the PZC discussed with Kathy Miller some immediate needs. The following list was created. Ms. Miller is asked to: add areas needing to be addressed, create a priority order, and report to the PZC monthly the progress being made.

- Review all ordinances referencing planning and zoning and identify areas of void and areas needing to be addressed.
- Address the void of commercial development standards
- Review and evaluate existing subdivision, and annexation ordinances.
- Review the function and process of the PZC, align the process with state statutes, update village ordinances as necessary, and create and adopt PZC by-laws.
- Create an up-to-date, accurate zoning map with the capability of being updated in a timely fashion as changes are made.
- Develop process mapping/procedures/flow charts. i.e. ordinance approval, building permit-inspection-occupancy permit, applications-check list criteria, etc.

- Review, modify, and/or create necessary forms and procedures to meet the needs of the village and its residents and businesses. (sign permit application, remodeling -residential/commercial, etc.)
- Review and map the comprehensive plan

**E. Information Submittal: Paper/Electronic**

To efficiently distribute information to all necessary village officials, the PZC will begin to request all information be submitted in paper and electronic form.

**F. Project update:**

The chair updated the Commission on past and upcoming projects.

**7.4 Round Table:** All passed

**7.5 Adjournment:**

Meeting adjourned: (Ed Wethington/Jake Dykstra)

Time: 9:04 pm