

**Village of Poplar Grove
Planning and Zoning Commission Minutes
Approved
Tuesday, December 7, 2010
7:00 p.m.**

12.0 Call to Order: 7:00 pm.

12.1 Roll: Present: Don Bawden Paul DeBruyne Steve Mundy
Jessica Roberts Jake Dykstra Ed Wethington
Kathy Miller & Gina DelRose (village planners)
7:05 arrival: Don Sattler

12.3 Approval of November 2, 2010 Minutes:

Motion to approve: (Steve Mundy/Ed Wethington)

Vote: 6 – 0 Motion: Passed

12.4 New Business:

A. Hearing, Special Use request, Martha Suhr

- Hearing opened, 7:01 pm.
- The PZC reviewed the applicant’s narrative, reviewed the Findings of Fact, and asked questions of the applicant, Martha Suhr.
- The hearing was closed at 7:06 pm at which time the PZC discussed the request.

Motion to Approve the Findings of Fact: (Paul DeBruyne/Jake Dykstra)

Vote: 7 – 0 Motion: Passed

Motion to recommend approval of Martha Suhr’s Special Use/Home Occupation request to the Village Board: (Paul DeBruyne/Jake Dykstra)

Vote: 7 – 0 Motion: Passed

B. Revision of Village Fees – Subcommittee Report

- A subcommittee of Gina DelRose, Kathy Miller, and Jessica Roberts met to review, compare, discuss, and determine a proposed revision of village fees.
- The subcommittee presented their proposal and discussion followed.
- The PZC requested further clarification be provided regarding the fee “for portions” of acres during annexation, and agreed a fee should be charged for a Zoning Verification Letter.

By consensus, this draft (Draft #2, December 7, 2010) was accepted as proposed with indicated modifications. (Proposed drafts will be accepted by consensus until all chapters have been reviewed. Once all chapters have been reviewed and accepted, the complete rewrite will be voted on and moved forward.)

C. First Draft: Title 8, Zoning, Chapter 2, Rules and Definitions

- Gina and Kathy led the PZC through 48 pages of Rules and Definitions.
- During the presentation, the PZC discussed items of concern and made the following changes/modifications/additions:
 1. Communication related definitions need to remain in this chapter.
 2. Signage related definitions need to remain in this chapter.
 3. Sketches can be added to definitions if helpful/appropriate.
 4. A definition must exist in this chapter to address an establishment with a dance floor.
 5. Single Room Occupancy (SRO) definition needs to remain in this chapter.
 6. A definition must exist in this chapter to cover group homes.
 7. A definition must exist in this chapter to cover BMX tracks.

By consensus, this draft (Draft #1, December 7, 2010) was accepted as proposed with indicated modifications.

D. Kishwaukee River Bike Path Committee (KRBPC):

Through Gina DelRose, the KRBPC extended an invitation to the Village of Poplar Grove to have a representative on the committee. After discussion, it was determined this would be advantageous to the village for two reasons: coordinate efforts with neighboring communities to determine location/connection of bike paths, and increase the possibility for funding. Paul DeBruyne volunteered his time to represent the village.

Motion to accept Paul's offer to represent the Village of Poplar Grove on the KRBPC: (Jake Dykstra/Don Sattler)

Vote: 6 – 0

Motion: Passed

E. Round Table:

Kathy discussed the need to update the preliminary plat for the Harris property. After discussion, it was concluded because the plat was "current," the changes being proposed can be brought forward on the final plat.

Gina distributed the pamphlet, "Vision for The Kishwaukee Riverfront Multi-Use Path.

Don: Training Tower - indicated the training tower for the fire district was on the agenda of the December meeting of the Village Board for "reconsideration."

Lane Produce Stand – December 2nd, the village and Mr. Lane were in court. Mr. Lane indicated at that time he sold the current standing "structure" to Mr. Simerl. A January court date was set.

Revision Time Line – Gina and Kathy indicated it is still possible to meet the current established time line and be ready to meet with the Village Board in April.

All others: Pass

12.5 Adjournment:

Meeting adjourned Paul DeBruyne/Ed Wethington

Time: 8:11 pm