



Village of Lily Lake

Approved Plan Commission Minutes

Monday October 3rd, 2022

Call to Order:

Interim Chair; Board President Rick Overstreet called the meeting to order at 7:05 p.m.

Roll Call

Plan Commission Members:

Dan Turner, Glenn Bork, Cheryl Pollak and Jeff Lee were all present.

Also, present Juliette Kerr (Deputy Clerk)

Guests:

Mae Strobel, Donald Butler and Kelly Diehl.

Adoption of the Agenda

Motion to approve the agenda of the October 3rd, Planning Commission meeting by Dan Turner and second by Jeff Lee – all are in favor. The motion passes.

Approval of the Plan Commission Meeting Minutes – September 12th, 2022

Motion to approve the meeting minutes from September 12th, Plan Commission meeting by Cheryl Pollack and second by Dan Turner – all are in favor. The motion passes.

Guests and Public Comment

There was no public comment.

New Business

None.

Old Business

Development Review Flowchart_- (Village of Lily Lake, MCB:pla 4/5/94)

Rick Overstreet started the discussion with the history of the chart which predates Sunset Views and Trail Ridge Estates. Michael Brown, the original village planner, gave the flowchart to the village to show “this is how the village should operate”.

There was mutual agreement amongst the commission, that the flowchart is straight forward and still pertains today.

The commission thought that this process was definitely not followed for the Huntington Ridge development. They felt (looking back) they were not included on any decision making or privy to any information until the public hearing was held. The commission believed only the Village Board and Village attorney knew the project details.

Gas Station -Proposed plan to be available by 11-1-22. Proposal to include 10 points including building plans, landscaping, etc. Owners will be applying for additional zoning changes.

Discussed NW corner 47 & 64. Recent operations had been stopped until storm water permit was issued. Currently waiting for the farmer to put in the winter crop.

Planning Commission Zoning Participation - All zoning variances (outside of normal boundaries) need to be passed through the Planning Commission. Normal zoning permits don't need to be reviewed by the PC. PC will make recommendations to the Village Board after review. All variances do require a public hearing.

Zoning Hearings - Rick Overstreet asked if the PC would like to participate in public hearings by incorporating them into the PC monthly meeting? PC would have all variance information prior to the hearing. Possible challenge because of 2week public notice prior to the hearing. A Hearing Officer is required to hold the actual public hearing portion of the meeting. PC is interested in participating in public hearings over variances not hearings for violations.

Adopting the Development Review Flowchart - (Village of Lily Lake, MCB:pla 4/5/94)

Question was raised over the need to formally adopt the flowchart. Rick will follow up with Jesse to see if the flowchart is already in the actual Village of Lily Lake Powers & Duties. The document is meant for developers to explain what to do when approaching the Village.

Glenn made a motion that "the Development Review Flowchart be adopted to the procedures and protocols for all Village of Lily Lake business." Cheryl seconded; vote was unanimous.

Subchapter 7 - Plan Commission, (Lily Lake Code pg. 39) was introduced into the discussion.

Comprehensive Plan Review - Kon Savoy, Consulting group hired by the Village to help with updating the Comprehensive Plan, will be visiting Jesse and Juliette soon in reviewing and looking over the whole village. Currently he has the proposed plan and the previous plan. PC requested any comments from the visit.

Adjournment

Board President Rick Overstreet called for a motion to adjourn the meeting – Motion by Cheryl Pollak, second by Dan Turner - all are in favor. The motion passes. Meeting adjourned at 7:58 PM.

Submitted by Jeff Lee.