



PLANNING AND ZONING COMMISSION MINUTES

JANUARY 13, 2025 – SPECIAL MEETING

Roll Call - Establish Quorum

Commissioner Neuhalfen called the meeting to order at 7:35 pm.

Director Patrick Knapp called the roll to check attendance.

Six of the seven commissioners were present and could hear and be heard:

- Commissioner Bumbales
- Commissioner Laipert
- Commissioner Neuhalfen
- Commissioner Rasek
- Commissioner Sturznickel
- Commissioner Szpekowski

Member absent: Chair Patrician

Staff Present: Director Patrick Knapp and Planner Stephanie Barajas

Commissioner Szpekowski made a motion to nominate Commissioner Neuhalfen to Chair for the meeting in Chairman Patrician's absence. Commissioner Bumbales seconded the motion and the motion was approved with a 6-0 vote.

Public Comment

Chair Neuhalfen asked for public comments. There was no public comment.

Approval of Minutes

Chair Neuhalfen asked for approval of the December 9, 2024, Planning and Zoning Commission minutes. Chair Neuhalfen noted an error with the attendance list in the minutes. A motion was made by Commissioner Rasek and seconded by Commissioner Szpekowski to approve the minutes with revisions. The motion was approved with a 6-0 vote.

Case Number PZ-2024-25 – Consideration of a Request to Approve Zoning Text Amendments to Sections 21.3 Definitions, 21.4.Q Conservation Design Standards and Procedures, 21.9.G B-2 Business District Permitted Uses, and 21.12 Special Uses.

Director Patrick Knapp confirmed that the Public Notice requirement was fulfilled.

Planner Barajas gave a digital presentation to the Planning & Zoning Commission and requested a positive recommendation of the zoning text amendment changes.

Commissioner Rasek asked for clarification regarding the definition of specialty recreation facility. Director Knapp responded that the definition was needed in order to the use and that there are existing businesses that would be classified as this use.

Chair Neuhalfen asked about the differences between a deck and balcony. Planner Barajas explained the structural differences between the two accessory structures and confirmed that only one of each structure is allowed per the Zoning Code. Commissioner Szpekowski then asked what the difference between a patio and these two accessory structures and Planner Barajas responded that there is no structural support for patios.

Commissioner Bumbales asked what resources staff used to create the definition. Planner Barajas explained that staff reviewed language from other municipal ordinances as well as online resources in order to define the terms.

Commissioner Rasek asked if there was a height requirement for railings. Planner Barajas responded that there is a requirement in the building code and clarified that changes to the accessory structure requirements were proposed.

Commissioner Bumbales asked if there was any district that Billiard and Pool Room, Game Room, and Arcade Use can go. Planner Barajas explained that the use would require a Special Use Permit in all district, except residential districts. Director Knapp further explained that the use was allowed by right in the B-2 District for a brief period, but will now be a Special Use due to the additional review required. Commissioner Rasek asked how many businesses opened during that time and Director Knapp responded that there were three.

Chair Neuhalfen opened the Public Comment portion of the Public Hearing.

Chair Neuhalfen closed the Public Comment portion of the Public Hearing.

Chair Neuhalfen asked for a motion. A motion was made by Commissioner Laipert and seconded by Commissioner Rasek to recommend approval of an amendment to Sections 21.3 Definitions, 21.4.Q Conservation Design Standards and Procedures, 21.9.G B-2 Business District Permitted Uses, and 21.12 Special Uses, as outlined in the staff report for PZ-2024-25, dated January 9, 2025. The motion carried with a 6-0 vote.

New/Old Business

None discussed.

Community Development Report

Director Patrick Knapp provided an update regarding ongoing projects and Village Board approvals of Planning and Zoning cases.

Adjournment

Chair Neuhalphen asked for a motion to adjourn. A motion was made by Commissioner Szpekowski and seconded by Commissioner Rasek. The motion carried on a 6-0 vote. The meeting was adjourned at 8:12 P.M.

Minutes signed by:

Stephanie Barajas, Planner