

Minutes of Roca Planning Commission

May 22, 2018

The Roca Planning Commission met on Tuesday, May 22, 2017 at 6:30 p.m. in the Roca Community Center.

The meeting was called to order by Jenni Puchalla at 6:31 p.m. The following members were present: Seth Harris, Jenni Puchalla, Lisa Schmutte, Marge Shea. Megan Zuver, Alyssa Bartholomew, Dan Meyer, and Doug Malone (arrived at 6:40 p.m.). The following member was excused: Pat Dessel.

The following were also present: Jeff Funk and Mike Shea (arrived at 7:04 p.m).

APPROVAL OF MINUTES

The minutes of the March 27, 2018 meeting were given to members via email and a printed copy was available.

A motion was made by Meyer and seconded by Shea to approve the minutes of the March 27, 2018 meeting. Motion carried by acclamation.

REAPPOINTMENTS

Puchalla stated that 2 planning commission terms had expired: Jenni Puchalla's (April 2018) and Pat Dessel's (May 2018). Puchalla stated she would like to remain on the planning commission. Puchalla stated that she would appreciate it if someone would consider the chair position during the next election of officers for the Roca Planning Commission. Pat Dessel stated she would also like to remain on the planning commission. Dessel would also like to step down from the secretary position during the next election of officers.

A motion was made by Meyer and seconded by Zuver to recommend the reappointments of Puchalla and Dessel for another 3 year term. Puchalla's term will end April 2021 and Dessel's term will end May 2021. Motion carried by acclamation.

OLD BUSINESS

VILLAGE BOARD UPDATE

Puchalla used the minutes of the last village board meeting (May 14, 2018) to give an update. The terms of Shawn Hemenway and Steve Ossowski will expire and their positions will be available during the next election. Main Street construction will begin in June 2018. There will be a Main Street Construction Meeting before the next Village Board of Trustees Meeting on June 11, 2018.

JEFF FUNK (PROPERTY at 4300 MAIN STREET)

Jeff Funk presented a revised version of drawings for the townhomes that he is proposing at 4300 Main Street. He explained that the drawings intend to show the footprint of the townhomes that can be built to suit the homeowners. He also explained "urban infill" and how the townhomes fit this description as new housing proposed for vacated properties in the village. He says that the townhomes would be affordable for people such as retirees and first time home owners. The townhomes may include basements if the new owners wish to have them. Mr. Funk also explained that the townhomes would face Main Street and that the driveways would be on Main Street. He asked for three variances in his proposal.

JEFF FUNK (PROPERTY AT 4300 MAIN STREET) CONTINUED

The first variance was related to the width of the lots that still allows for 5,000 square feet of lot space per townhome. He also requested a variance in the setback distance between multi-family dwellings to be less than the 10-foot side setback required. The third variance was a zero setback party wall that would exist between townhomes. The party wall is the wall between 2 townhomes that make up one building unit. The planning commission discussed the proposal and asked questions of Mr. Funk during his presentation.

Mike Shea was also at the meeting and voiced his approval for Jeff Funk's proposal. Mike Shea owns several rental properties in Roca but does not live in the Village of Roca currently.

A motion was made by Meyer and seconded by Harris to allow for the variances in the lot width and the side setbacks as well as the zero setback party wall.

NEW BUSINESS

Dan Meyer's Position

Meyer stated that his position may be available in the next two to three months. He proposed discussing his position and filling it during the next meeting of the Roca Planning Commission.

Wedding Venue's Email

Puchalla emailed a document to all Planning Commission members today (May 22, 2018). She asked that we add this discussion to the next meeting.

NEXT MEETING

The next meeting was not scheduled during the meeting.

A motion was made by Meyer and seconded by Zuver to adjourn the meeting. Motion carried by acclamation.

There being no further business, the meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Lisa Schmutte