

Minutes of Roca Planning Commission

August 17, 2017

The Roca Planning Commission met on Thursday, August 17, 2017 at 6:30 p.m. in the Roca Community Center.

The meeting was called to order by Jenni Puchalla at 6:30 p.m. The following members were present: Alyssa Bartholomew, Pat Dessel, Seth Harris, Jenni Puchalla, Lisa Schmutte, and Marge Shea. The following members were excused: Doug Malone, Dan Meyer, and Megan Zuver.

APPROVAL OF MINUTES

The minutes of the July 17, 2017 meeting were given to members in printed form.

A motion was made by Harris and seconded by Bartholomew to approve the minutes of the July 17, 2017 meeting. Motion carried by acclamation.

OLD BUSINESS

VILLAGE BOARD UPDATE

Puchalla stated the Board approved the Financial Report and three SDL's for the Roca Tavern with one for the Stone House at B and Main Street. A representative from Ameritas was present to speak about the Water Bond Refinancing. Five Building Permits were approved of which four were for the Silverhawk subdivision. Dale preapproved all of these permits without any Planning Commission involvement. A representative from the Lancaster County Health Department introduced himself because he works with septic and water issues. A gentlemen with an autistic child addressed the Board regarding a possible Ordinance for Fireworks like Hickman has. The contract with LARM for risk insurance was approved for a three year commitment with a 5% discount. Also Dale Stertz submitted his resignation as the Zoning Administrator effective October 31st. The Board did approve the Borrow Pit as recommended. Puchalla explained to the Board how the Planning Commission determined their decision. There are still 35 new water meters to be installed.

Puchalla stated she requested a joint meeting with the Village Board. The consensus was for either Thursday, September 7th or Wednesday, September 13th.

NEW BUSINESS

Robert C. and Francine Green Rezoning

Puchalla stated the Greens were not present. The two properties purchased from the Village of Roca are already zoned commercial. The property at Keys (W E) second addition to Roca, Block 1, Lot 5, and Vacated Alley adjacent Lots 5-8 and S ½ Vacated Alley adjacent Lot 9 is zoned residential. They want this property rezoned as commercial in order to expand the storage unit business. She stated the zoning change sign had been posted for thirty days. A discussion was held.

A motion was made by Harris and seconded by Schmutte to recommend approval of the rezoning change for Robert C. and Francine Green from Residential to Commercial. Motion carried by acclamation.

Residential/Agricultural Signs

Puchalla stated the Silverhawk addition wants to put a Silverhawk Estates sign at the entrance on South 58th Street. The Zoning Book states *General Requirement 3* "Any sign shall be classified as a special use and a special use permit shall be required before a sign may be erected." *General Requirement 1* states "...they should be kept in good repair and in a proper state of presentation. Signs which are abandoned and in a state of disrepair for a continuous period of one (1) year shall be removed within thirty (30) days." *Prohibited Signs 4* states "A sign which contains or consists of banners, poster, pennants, ribbons, streamers, string of light bulbs, spinners, or other similarly moving devices." *Signs in Agricultural Zoning Districts 1* states "No sign structure shall have a sign surface greater than twelve (12) square feet in area. Signs permitted shall pertain to the lease, hire, or sale of a building or premise or to any material that is mined, manufactured, grown or treated; provided however, that such signs shall be located upon or immediately adjacent to the building or in the area in which such materials are treated, processed or stored." *Signs in Residential Zoning Districts* states "There shall be permitted temporary signs announcing sale of property by the owner of a new subdivision or development. In each such subdivision of original tract of ten (10) acres or less only one (1) sign shall be permitted. Said sign shall not exceed one hundred (100) square feet; on an original tract of more than ten (10) acres but less than thirty (30) acres no more than two (2) signs, said signs shall not exceed a composite size of one hundred fifty (150) square feet in size and no one sign shall exceed one hundred (100) square feet in size; on an original tract of thirty (30) acres or more no more than three (3) signs, said signs shall not exceed a composite size of two hundred (200) square feet and no one sign shall exceed one hundred (100) square feet." It was decided to address this issue after more research.

Roca Planning Commission
August 17, 2017
Page 3

Wedding Venues/Lodging Zoning Issues

Puchalla stated a Special Meeting was held on July 26, 2017 with the Village Board, the Village Clerk, Marge Shea, herself, and Nancy and her husband Daniel Proett from Roca Ridge. Nancy brought her attorney. Also Kevin Meier from Meier

Cork and Bottle was in attendance. Mr. Meier was in attendance because he wanted the Village Board to approve the SDL, but it was denied because of the ending time of 1:00 a.m. and it was clearly in violation of the Special Use Permit. Nancy's son and his girlfriend and neighbors were also in attendance. Puchalla stated she explained how the Planning Commission decided to recommend approval of the Special Use Permit and added the Planning Commission felt Roca Ridge was in violation of the Special Use Permit. Roca Ridge is supposed to get back with a Business Plan in the next two weeks. Nancy stated she would like to view our video tape or audio of the Planning Commission meeting where the Special Use Permit was approved. Also Nancy stated she would like to Appeal the Special Use Permit. Puchalla stated a Special Use Permit can't be appealed, but can be amended.

Draft Bylaws and Rules of Procedure of Roca Planning Commission

Dessel stated Lynn from JEO provided this document and there are a lot of errors. The consensus was the Commission needs to work with JEO on this.

Planning Commission Roles

Puchalla stated the Planning Commission needs to have a joint meeting with the Village Board regarding the role of the Planning Commission. A discussion was held.

The consensus was to request a Joint Meeting with the Village Board either Thursday, September 7, 2017 or Wednesday, September 13, 2017.

A motion was made by Shea and seconded by Puchalla to adjourn the meeting. Motion carried by acclamation.

There being no further business, the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Pat Dessel