

## **Minutes of Zoning Board of Appeals Meeting on January 04, 2018**

Present: Andrew Reeter, Sara Peska, George Buss, Jeffrey Cutler, Bobbie Yount, Nancy McDonald, Lowell Crow, Steve Cox

Blake Klosa will be replaced as a commission member due to accepting a position with the City of Freeport

Absent:

A motion to approve agenda was made and seconded.

George made a motion to approve of meeting minutes for 7/24/17 and 8/10/17. Motion was seconded. Sara Peska abstained due to not being present at the meetings

There were no public comments.

Communications –

Lowell stated in the upcoming months the board will be tasked with reviewing and making changes to the zoning ordinances

It was asked if there are any pressing zoning issues that need to be addressed right away. Steve stated that the absence of zoning due to the lack of development and the need to address modern zoning issues.

Steve further explained the process of the review and rewrite process that is being done with the Liquor Commission.

Bobbie asked about the bylaws from Winnebago County that was supplied to the commission. Her question was if they could use those. Steve stated that they were a good template. Lowell also stated that bylaws needed to be drafted for this commission and presented to the Council for approval.

Both Lowell and Steve stated that other ZBA's, such as Winnebago, are run like a court room and often held in chambers.

Bobbie asked what the next steps were for the ZBA. Steve stated that the council and administration determine the path they want to take, and he and Nancy will be put it together and then presented to the ZBA. Steve added that other ZBA's are set up to be the fact-finding body on all zoning matters, where as in Freeport, the Planning Commission is doing that task. Lowell agreed that he too has seen the ZBA be the fact-finding body, which is why it is run like a court of law. Steve further explained the Planning – ZBA - Planning and Council process.

Steve stated that one of the things that should be looked at is if the ZBA should move to the fact-finding type of commission.

George asked if council members will be present when the commission is fact-finding and deliberating a situation. Steve stated that the council can be and there is nothing to prohibiting them from attending. Steve added that a petitioner could object or appeal.

Approval of the 2018 calendar

George made a motion to keep the commission meetings as is, the 1<sup>st</sup> Thursday of the month on 5:30 at City Hall. It was seconded. Motion carried

## Other Business

Nancy stated that it was passed through council that if a commission member misses three consecutive meetings, without a significant reason, that commission member will be removed.

Bobbie asked if this was going to be in the By-laws. It was stated that it should be.

George then asked how soon a member would be notified of a canceled meeting. Nancy stated that a meeting has to be posted within 48 hours of the meeting. But cancellations will be done as soon as possible.

It was agreed that the commission should meet monthly.

No Public comment

Next Meeting February 1, 2018

Bobbie added that she would like the commission members to be punctual.

George made a motion to adjourn, it was seconded.

The Commission approved the January 04, 2018, minutes on March 01, 2018.

Prepared by C. Marney