

Minutes of the Three Oaks Planning Commission  
10 July 2017 Meeting

Agenda:

- 1) Chairman Svebakken called the meeting to order at 7:00 P.M. and asked Secretary Shawver to call the roll:  
Present; Svebakken, Binswanger, Caid, Heemstra, Wagner, Wisner & Shawver  
All members of the Planning Commission were present.
- 2) Motion to approve the minutes of the 5 June 2018 meeting was made by Caid, seconded by Heemstra and unanimously approved.
- 3) Chairman Svebakken welcomed the public visitors, recognized President Dave Grosse and acknowledged Ms Becky Harvey, McKenna and Associates, who had joined the meeting to lead the Planning Commission through its Master Plan working session.
- 4) Chairman Svebakken had previously asked input from the PC members for the meeting agenda, which was unanimously approved
- 5) Reports from the Village Manager, Village Council and Zoning Board of Appeals:
  - a) Village Manager-----no report
  - b) Village Council-----no report
  - c) Zoning Board of Appeals--no meeting held, no report
- 6) Ordinance Compliance  
Village Manager reported a new Compliance Officer had joined the staff.  
Shawver inquired as to the procedure/process of enforcement of the Zoning Code. Village Manager Greene requested that any violation of the code be brought to his attention for possible action. Discussion took place of two serious breaches of the code regards parking of vehicles on properties within the Village. Shawver agreed to bring information regards the violations to Manager Greene.
- 7) Joint Planning Process with DDA  
Chairman Svebakken reported that as a private citizen he had met with members of the DDA to continue discussions on the wisdom of the Planning Commission and the DDA joining together in the updating of their respective Master Plans, and sought the concurrence of the Planning Board. After discussion it was agreed that the members of the Planning Commission were in agreement, and encouraged Chairman Svebakken to continue his discussions with the DDA

8) Budget Review:

Village Manager Mike Greene passed out a draft schedule of the Village's 2015-16 through 2017-18 actual and recommended Revenue and Expenditures for Planning and Zoning. Discussion followed regards procedure followed to develop the Village's Capital Improvement Budget.

9) Master Plan working session;

Ms Rebecca Harvey, McKenna and Associates, then led a discussion of the Memorandum McKenna had prepared for the working session. We reviewed the Village existing Land Use Map, The Transportation Map, Natural Features Map and Residential Rental Properties Map, making comments and revision suggestions.

Considerable discussion was also conducted on the desire to encourage broad public participation throughout the community in the Master Plan Update. It was suggested we might hold one or two events where food, beverages and/or cake and ice cream might be served. A draft of survey questions that might encourage citizen input was also reviewed and discussed.

There was general consensus among the members of the Commission that these type activities might engender broader participation.

Members of the Commission were encouraged to again review the maps as presented by McKenna in their memorandum, and the survey questions; for edits, additions or suggestions for additional questions, and get their suggestions to Manager Greene by this Friday, 13 August. Ms Harvey will then finalize the survey questions and return them for our use at the planned public events in August/ September

A motion was made by Binswanger, seconded by Wagner to appoint a committee to develop a plan to host two events, one in mid-August and one focused on the date of Wurst Fest, currently scheduled for September. The motion was unanimously approved and Chairman Svebakken appointed Heemstra to chair the committee with Binswanger and Wagner also serving on the committee.

8) There being no further comments from the public nor the committee, Chairman Svebakken noting it was 8:10 P.M. called for a motion to end the meeting. Such motion was made by Shawver, seconded by Wagner and unanimously approved.

Date of the next meeting will be August 7th, 2018.





