

February 28, 2024

The Malcolm Planning Commission meeting was called to order at 7:00 p.m. Members present: Adam Benischek, Trevor Cotton, Jon Mohr, Jared Ritze, Lecia Teten and Sandy Streeter. Members Absent: Evan Gunn

It was noted that the Open Meetings Law is posted and located on the west wall of the Village Hall.

The minutes of the November 29, 2023, meeting were reviewed. Benischek moved to approve the minutes, seconded by Cotton. Chairman Mohr called for the vote recorded as follows: AYE: Benischek, Cotton, Mohr, Ritze. NAY: None. Motion carried 5-0; Members absent: Gunn; Members abstain: Teten.

VISITOR PERIOD: 7:03 p.m.

- No visitors were present.

UNFINISHED BUSINESS

1. Welcome to Malcolm Sign: Received refreshed drawings from Evan – Nadine will get quotes and have for the Board meeting in April. The Planning Commission was in favor of proceeding with the current design as planned at the Northwest Community Church location.

NEW BUSINESS

1. **Building Permit – Mike & Caitlin Wagoner - 10921 NW 118th Place.** Ritze made a motion to the Village Board to approve the building permit, seconded by Benischek. Chairman Mohr called for the vote recorded as follows: AYE: Benischek, Cotton, Mohr, Ritze, Streeter, Teten. NAY: None. Motion carried 6-0; Members absent: Gunn; Members Abstain: none.
2. **Occupational taxes and fees for music, vending & amusement machines.** After further discussion, Ritze made a motion to recommend to the Board to charge \$50.00 per machine one time only fee, then \$100.00 per year. If more machines are added throughout the year, each new machine is charged a \$50.00 one-time only fee per machine, then still a \$100.00 per year fee for games of skill machines only. Pool tables, foosball tables, shuffleboard tables or games that take money with no possible winnings from the machine are not charged. Benischek seconded by motion. Chairman Mohr called for the vote recorded as follows: AYE: Benischek, Cotton, Mohr, Ritze. NAY: None. Motion carried 6-0; Members absent: Gunn; Members abstain: None.
3. **Revised Well Permit Application.** Benischek made a motion to the Village Board to approve the revised Water Well Permit with a few changes. Mohr seconded the motion. Chairman Mohr called for the vote recorded as follows: AYE: Benischek, Cotton, Mohr, Ritze. NAY: None. Motion carried 6-0; Members absent: Gunn; Members abstain: None.
4. **Update Zoning Regulations.** The Planning Commission started a list of items they would like to see in the new Zoning Regulations and Subdivision Regulations that Keith Marvin with Marvin Planning Consultants will be revising for the Village.

Streeter left at 8:05.

With no further business, Mohr moved to adjourn at 8:15 p.m. Teten seconded the motion. Chairman Mohr called for the vote recorded as follows: AYE: Benischek, Cotton, Mohr, Ritze, Teten. NAY: None. Motion carried 5-0; Members absent Streeter: Members Abstain: none.

Nadine Link, Acting Secretary

Recommendations to the Village Board
February 28, 2024

Recommendation 429 – The Malcolm Planning Commission recommends to the Village Board to approve the building permit for **Mike & Caitlin Wagoner -10921 NW 118th Place for a new home.**

Recommendation 430 – The Malcolm Planning Commission recommends to the Village Board to approve an occupational tax and fees for music, vending and amusement machines. The Commission recommends \$50.00 per machine (one-time only fee) then \$100.00 per year. If more machines are added throughout the year, each new machine is charged a \$50.00 one-time only fee per machine, then still a \$100.00 per year fee for games of skill machines only. Pool tables, foosball tables, shuffleboard tables or games that take money to play with no possible winnings from the machine are not charged.

Recommendation 431 – The Malcolm Planning Commission recommends to the Village Board to approve the revised Water Well Permit with a few changes.

Nadine Link, Acting Secretary

Zoning and Subdivision Regulation Update Notes

The Planning Commission will work with Marvin Planning Consultants (MPC) while updating the new Zoning and Subdivision Regulations and have created a list of items to focus upon.

- Shipping Containers – ensuring the Village’s ordinance is adequate and incorporated into the new document.
- Visual definition of property lines/setbacks (Village ROW/Buildable Lot)
- Bee keeping
- Building standards for shop houses (shouse), barndominiums, and similar type structures
- Definitions – how and when sidewalks/subdivision/streets
- Providing recommendations to update zoning map – R1 & R2 (actual map to be updated by Jon Mohr)
- Mobile homes
- Miniature pigs
- Various definitions (asking neighbors if its ok to do something)
- Two homes on one 20 or 12-acre lot – exception
- Incorporation of building permit fines
- Timeframe for completing projects
- Outdoor storage concerns (RVs, boats, etc.)
- RV/boat parking
- Given that the Village’s current ‘code book’ includes a mix of building codes, zoning, and subdivision regulations, how will building codes not applicable to zoning and subdivisions regulations be documented once the project is complete?