



COMMUNITY DEVELOPMENT COMMISSION MINUTES

Committee Date: March 18, 2024
Present: Jamie Ochoa, Richard Petersen, April Jaeger Rudnicki, Teresa Szatko
Absent: Jay Babowice, James Parenti, David Woods
Also Present: Attorney Sean Conway, Gosia Pociecha, Andrew Koterak
Meeting Convened at: 7:04 p.m.

CALL TO ORDER

Chairman Ochoa called the meeting to order at 7:04 p.m.. A roll call vote was taken and a quorum was present. Chairman Ochoa requested that Attorney Conway serve as the public hearing facilitator.

APPROVAL OF MINUTES

Ms. Szatko made a motion, seconded by Ms. April Jaeger Rudnicki, to approve the minutes of the February 26, 2024 meeting. A roll call vote was taken with all members voting aye; motion carried.

PUBLIC HEARINGS

CASE NO. CDC-2024-0003

Planner Koterak described the proposed text amendment to the content requirement of the public hearing signs which are required for various zoning petitions. Staff prepare temporary signs that are placed on the subject property. Main reason for consideration of the amendment are the maintenance issues, as the currently used signs are subject to damage due to the weather conditions. Neighboring communities were reviewed and most of them utilize standard/generic signs. There are also a few municipalities utilizing semi-custom signs and a few fully-custom. Preferred and practical solution is a generic sign. Signs are regulated in Sec. 17.202.E. Proposed text amendments include grammatical fixes, simplified and standardized notice procedures and clarification that all notices are to be sent/posted 15-30 days prior to meeting. Legal review did not reveal any issues, State Statute only requires publication in newspaper, and City has the ability to regulate mailed and posted notices as it sees fit.

An example of a proposed public hearing sign was displayed. No public comments were submitted. Although there is no requirement to adopt findings of fact, staff find that the request is in compliance with the UDO and Comprehensive Plan.

Mr. Petersen asked a question about the 250' buffer requirement for mailed notices, but it was clarified that the distance requirement is not part of the proposed text amendment.

Having no further questions, Chairman Ochoa made a motion, seconded by Mr. Peterson to close the public hearing for Case No. CDC-2024-0003. A roll call vote was taken with all members voting aye; motion carried.

DISCUSSION/DELIBERATIONS

Mr. Ochoa noted it was a good initiative. Attorney Conway noted that public hearing signs on properties are not required by State Statute, it is only a local requirement. It was also suggested that the City website be added to the sign example presented. Attorney Conway clarified that the website does not have the application and packet, until close to meeting date. It may be better to contact staff to schedule time to come in to see the application before it is posted.

RECOMMENDATION

Upon concluding discussion/deliberations, Mr. Peterson made a motion, seconded by Ms. Szatko, that based on the submitted petition and the testimony presented, the proposed text amendment to the Unified Development Ordinance (UDO), Chapter 17 of the Municipal Code is consistent with the Comprehensive Plan and is in keeping with the purpose and intent of the UDO; and, therefore, I move that the Community Development Commission adopt the recommendations of the staff memo dated March 18, 2024 as the findings of the Community Development Commission, and recommend to the City Council approval of the text amendment to the Unified Development Ordinance (UDO), Chapter 17 of the Municipal Code that would amend the content requirements for notice of public hearing signs in Case No. CDC-2024-0003.

A roll call vote was taken with the following results:

Ayes: Rudnicki, Szatko, Petersen, Ochoa

Nays: None

Abstain: None

Motion carried.



STAFF LIAISON REPORT

None to report; the next scheduled meeting will take place on April 15, 2024.

ADJOURNMENT

There being no further business to discuss, Mrs. Peterson made a motion, seconded by Ms. Szatko to adjourn the meeting. A voice vote was taken with all members voting aye; motion carried. The meeting was adjourned at 7:25 P.M.

Minutes taken by Gosia Pociecha