

**Minutes from the  
Joint Meeting of the Village of Beach Park Village Board and the  
Plan Commission Zoning Board of Appeals  
August 23, 2018 / 6pm**

Attendees:

Village Board Members:

Mayor, John Hucker  
Village Clerk, Mary Jo McDonald (arrived at 6:20pm)  
Trustee, Richard Gust  
Trustee, Mark Ottersen  
Trustee, Larry Wells  
Trustee, Linda Sittig  
Trustee, Regina Miller  
Trustee, Don Jensen

Marcy Knysz, Consultant with Rolf Campbell & Associates

Plan Commission Members:

Chairperson, Jane Ochoa  
Member, Ray Kloth  
Member, Andy Cvengros  
Member, Jon Hollingshead

Village Staff:

Administrator, Jon Kindseth  
Assistant Administrator, Leisa Niemotka  
Community Development Director, Jerry Nellesen  
Finance Director, Peggy McHugh  
Administrative Analyst, Tracy Miracle

Roll call was taken and the meeting brought to order by Mayor Hucker. Community Development Director, Jerry Nellesen asked that the minutes reflect that both the Village Board and Plan Commission Zoning Board of Appeals boards were opened at 6pm.

There was no public comment.

Administrator Kindseth opened the meeting by stating that the purpose of this gathering was to discuss the recommended changes to zoning regulations following Ordinance “2018-O-15 An Ordinance to Establish a Six-Month Moratorium on the Acceptance and Processing of Applications Regarding Garages and Accessory Structures Attached to the Principal Structure” that was passed by the Village Board on March 29, 2018. This six-month deadline is at the end of September so staff would like to have the zoning regulations revised by then.

Pictures were distributed of garages built in the Village that reflected issues that pertain to the necessity of changes that need to be made to the zoning regulations. A draft of the suggested revisions was distributed. Administrator Kindseth proceeded to review some specific items that were highlighted for review beginning with Definitions.

Under Section 2.2 Definitions – Accessory Building, Use or Structure, suggestions include a square footage limitation for attached or detached garages – relation to foundation size will be key, not whether the structure is attached.

Structures built on lots that have not been consolidated is another issue. Staff is already promoting consolidation prior to building permit issuance.

Regarding Accessory Buildings under Section 9.4 Accessory Use Regulations– Would like to include “& Structures” under item 2, Section C states the maximum number of accessory buildings shall be two (2). Suggestions include excluding pre-manufactured sheds no larger than 100 square feet. Mayor Hucker recommends placing a limit on pre-manufactured sheds, the consensus is no more than one (1) be allowed per property.

Addition of the following verbiage should be included under Accessory Buildings & Structures:

Item E. "No accessory garage shall be higher than the principal building to which it is an accessory, and in no event shall a garage, whether detached or attached, be higher than the building to which it is an accessory." As well as: Item F. "The height of the accessory building or structure shall not exceed the height of the ridgeline, or highest point, of the existing principal structure on the lot."

Basements & crawl spaces shall not be permitted in any detached accessory buildings to prohibit the creation of living space or rental units. This may be for all zoning classifications, uncertain whether or not it will pertain to commercial properties.

The addition of Section I. In Residential Zoning Districts would include the following:

- a. Temporary hoopouses, greenhouses, metal garages, open air buildings (such as carports), fabric/plexiglass enclosed buildings, PODS type storage buildings or other frame-designed structures not meeting applicable building codes are not permitted, except as allowed under the state's agricultural exemption or for exclusively growing plants for local food production in residential zoning districts. PODS type storage structures may be used on a temporary basis not to exceed thirty (30) days as long as use of said structure is in conjunction with a move or construction project.

A suggestion was made to include verbiage stating that if extenuating circumstances, such as a structure fire, were to occur, a special use permit could be issued to retain the storage structure for a longer period of time.

- b. All accessory buildings and structures must be compatible in appearance with the principal building. Compatibility shall include, but is not limited to, similar color schemes and building materials in agreement with the principal building, aesthetics and residential character. Compatibility shall be reviewed by Village staff.

A suggestion was to prohibit corrugated sheet metal as well as adding the verbiage "similar materials". B was added to set an aesthetic standard per Administrator Kindseth. Trustee Wells is concerned about the cost impact for residents, however, Mayor Hucker added that we are trying to maintain the character of the neighborhood and that this only applies to accessory structures.

Discussion regarding the possibility of an increase in variances took place.

It was mutually decided that the changes discussed and agreed upon would be incorporated into a draft Ordinance provided by Rolf Campbell Consultant, Marcy Knysz. This Ordinance will be forwarded to the September Plan Commission Zoning Board of Appeals meeting. The Plan Commission's recommendation will then be forwarded to the Village Board for consideration.

Adjourned: 6:59pm