

VILLAGE OF NORTH PRAIRIE
PLAN COMMISSION MEETING
FEBRUARY 9, 2016

1. The meeting was called to order by Chairman G. Nickerson at 6:30 p.m. in the Board Room of the Village Hall.
2. Roll call was taken with the following present:
Committee Members: Chair G. Nickerson, Trustee J. Moravec, M. Radomski, N. Treder, M. Schreiber and A. Mull.
Village Clerk: R. Bagley
Absent: Commissioner C. Lerario
Others Present: Building Inspector S. Johnson.
3. Pledge of Allegiance was recited.
4. Approval of January 12, 2016 Plan Commission meeting minutes.
Motion by A. Mull, seconded by J. Moravec, to approve the January 12, 2016 Plan Commission meeting minutes as written. Motion carried.
5. Policy to require electronic submission of plans and drawings, along with paper copies.
The Plan Commissioners reviewed a variety of municipal building plan instructions, and found that a majority of them require electronic plans by allowing submittal by email attachment. This reduces paper work, is less expensive, simpler, and provides for long-term electronic storage on the municipal computer system. Two complete sets of paper copies would still be required for the Building Inspector to review, sign off and return one to the builder. The Building Inspector already provides permit submittal instructions and can just include the verbiage on the existing forms for the Village. The creation of a policy would allow the Village to require the electronic copy.
Motion by J. Moravec, seconded by M. Schreiber, to create a policy to revise the current Building Inspection submittal forms for new homes, commercial, industrial, remodeling and all permit applications to require submittal of two paper copies of plans plus one electronic copy. Motion carried unanimously.
6. Review/update Village Zoning and/or Municipal Code issues regarding:
A. Garages/Accessory Garages/Sheds
The commissioners briefly discussed garages/accessory garages/accessory buildings guidelines as presented in the zoning code. Definitions/classifications/sizes/locations for garages, accessory garages and sheds need to be clarified. Some municipalities allow larger accessory buildings on larger lot sizes.
Motion by J. Moravec, seconded by N. Treder, to have J. Moravec and M. Schreiber draft some revised guidelines regarding garages, accessory garages and sheds for discussion at the next meeting. Motion carried.
7. **Motion by M. Schreiber, seconded by N. Treder, to adjourn at 7:26 p.m. and carried.**

Respectfully submitted,
Rhoda Bagley, Clerk