

# **Integrated Zoning Code and Land Use Planning** **Committee Minutes**

**2010**

The Zoning and Planning Committee Meetings are conducted on a monthly basis. Meetings are held in the Van Buren High Community Room at 6:30 p.m. on the fourth Thursday of each month.

Committee Members: Matt McCracken, Stan Heitkamp, Neil Schaller, Ed May, Irvin Pommeranz and Mike Julien (Zoning Inspector).

## **January Minutes**

Members present: Stan Heitkamp, Ed May, Irvin Pommeranz, Neil Schaller, and Mike Julien

Members not present: None

Visitors present: None

### **New Business:**

In late December, the Berndt family inquired about a permit requirement for finishing their basement on Elm Street. Mike advised them that no permit was required for the work proposed.

Mike issued a formal letter to the Lowery family on December 29, 2009 regarding their failure to obtain an occupancy permit before taking up residence in their home on Elm Street. He pointed out the necessity for securing said permit in the zoning code and additionally asked about their failure to request and obtain a fence permit for what appears to be a dog kennel on the southwest portion of their home. A check of the records shows that the last building permit for this address was issued on January 15, 2008. Therefore, a fence permit would have been required for this work and would likely have been refused due to the fact that the fence is a chain link enclosure which is not permitted in the Buren Trace subdivision. A copy of the letter was forwarded to the Village Solicitor via e-mail. Mike received the returned letter intended for the residents at 206 Elm Street indicating that there was "NMR" (no mail receptacle). Attempting to deliver the notice personally failed in that two visits to the residence found no one home. Mike will revise the letter and request/direct the residents to attend the Planning Commission meeting in February and remove the chain link fence until proper requests/variances are issued.

Mike inspected the property for the Vackert home being built in the Meadow Ridge development in mid January. All fees have been collected.

The annual Census Report for 2009 was completed and mailed.

A Board of Zoning Appeals meeting was requested for a setback variance for a home proposed on East Market Street (adjacent to the railroad). Meeting scheduled for January 26, 2010 at 7:00 PM.

**Submitted by Michael Julien**  
**Zoning Inspector**