



PLAN COMMISSION/PUBLIC HEARING

MINUTES

Monday, August 3, 2026

1. PUBLIC HEARING began at 4:34 pm

- a. The Conditional Use Permit Application for an Electronic Sign Submitted by St. Matthew's Church Administrator Cherek opened the Public Hearing explaining that the Board of Appeals approved a variance request to St Matthew's Church allowing them to install an electronic sign over the permitted 8 square foot (2'x4') maximum area allowed according to Zoning Code 13.12.8. The application request showed a 32 square foot (4'x8') electronic portion of the overall sign. A sign proof displayed a total of 3 signs in 1 – the electronic sign positioned above signs for St Matthew's Church and Little Lions Childcare. The BOA also granted a variance for the overall size of the 3 signs, with a total square footage of 53.12, over the 40 square foot max allowed in Code 13.12.9. No public comments were made. Public hearing was closed.

2. CALL TO ORDER at 4:38 pm

ROLL CALL: K. HANDRICK-Present, M. AHRENS-Present, M. TELFORD-Present, C. STIEBER-Present, S. CHEREK-Present, L. OLBRANTZ-Present, L. WIESMAN-Present

3. PLEDGE OF ALLEGIANCE

4. RECOGNITION OF VISITORS

- a. Virtual Meeting Guidelines
This meeting will be recorded and available upon request
- b. Public Participation at Government Meetings

5. APPROVAL OF JUNE 23, 2026 PLAN COMMISSION MEETING MINUTES

MOTION – Approve June 23, 2026 Plan Commission Meeting Minutes

Motion made by Olbrantz second by Stieber. Motion passed by voice vote.

6. NEW BUSINESS

- a. Review and Possible Action of Conditional Use Permit Application for an Electronic Sign Submitted by St Matthew's Church
Cherek explained that according to Zoning Code 13.12.8(2) the Plan Commission is required to review all applications for electronic signs via a CUP. He shared a draft CUP outlining conditions that match with Zoning Code 13.12.8, including restrictions on the light emitted, message rotation frequency and hours of use. With the Board of Appeals granting a variance on the proposed area or the sign, there was not a size restriction in the draft. The Commission agreed to have Cherek work on a more finalized CUP with Attorney VanderWaal and bring back to the next Plan Commission meeting on August 19th for possible approval. No action taken today.
- b. Review and Possible Action on Building Permit Application for an Unclassified Use – Zoning Code 13.2.2(2)
 - i. Review Zoning Code 13.2.2 – Definitions & Table 13-5(A): Table of Allowable Land Uses - Subsection: Accessory Uses/Structures
The Village received a building permit for a storage structure of which Cherek questioned the classification of use. According to zoning code 13.3.2(2), questions to the classification of use need Plan Commission recommendation and final determination by the Village Board. Table 13-5(A): Table of Allowable Land Uses, determines sheds/storage buildings to be permitted, however, Ordinance 13.2.2 Definitions, spells out what a structure is but does not define a shed or storage building. Cherek brought this to the Plan Commission to define uses. They discussed whether the structure in question was a carport, or could be classified as a shed if sides were attached. Ultimately, the Plan Commission decided to allow the structure for temporary use and have Cherek

work with Attorney VanderWall to change language in the Ordinance to include definitions of sheds and storage buildings.

7. FUTURE MEETING DATE(S) & TIME(S)

- a. Plan Commission Meeting – Comprehensive Planning – Wednesday, August 19, 2026 – 2:30 pm

8. ADJOURNMENT at 6:20 pm

Motion to made by Telford second by Stieber. Motion passed by voice vote.

Cassie Lang
Village Clerk / Deputy Treasurer