

VILLAGE OF BISMARCK

County of Vermilion, State of Illinois

Minutes of Planning Commission Committee Meeting, September 12th, 2023

1. At 6:33 p.m. in the Village office located at 106 E. Holloway, Bismarck, Illinois, Chairman Rick Kentner opened the meeting.
2. Roll call was taken by Clerk Brandye Kizer. Planning Commission Committee members present were Eric Siddens; Tim Hillard; Tim Landers; Ryan Smalley and Chairperson Rick Kentner. Code Enforcement Officer Charles Stahl was in attendance. Committee member Zach Hagley was absent. A quorum was established. Zoning Board of Appeals members Debra Westfahl and Devin Pratt were in attendance. There were not enough Zoning Board of Appeals members to establish a quorum and therefore not able to have a combined Planning Commission Committee and Zoning Board of Appeals meeting this month.
3. Motion to approve agenda with a change to only be a Planning Commission Committee regular meeting instead of a joint Planning Commission and Board of Appeals meeting was made by Ryan Smalley, with a second made by Tim Landers. The motion passed by acclamation.
4. Approval of meeting minutes from August 8th, 2023, Planning Commission was made on motion by Eric Siddens, with a second made by Tim Landers. Motion passed by acclamation.

5. Chairman Comments/Public Comments/Questions

Chairman Kentner welcomed everyone to the meeting. Chairman Kentner welcomed everyone and stated that everyone is still learning about the process and glad to get things going. He welcomed Code Enforcement Officer, Charles Stahl and said he is glad to have him on board for the betterment of cleaning up the Village.

6. Discussion

a. Chairman Kentner introduced Mr. Stahl who reviewed procedures for violations and committee that is needed. He explained there is an appeal process residents can go through if they do not agree with a violation received. Mr. Stahl will be working with the Zoning Board of Appeals to get that established as it would be easier to have a select few members of that committee be the appeal board for the property maintenance violations since it is very difficult to get village residents to want to be a part of the Village committees and Board. He was hoping to have a discussion this evening with the Zoning Board of Appeals since they were also requested to attend the meeting, but a quorum was not established to do so. Mr Stahl reviewed what is typically included in building permit requests. The Planning Commission Committee asked Mr. Stahl if he could draft what a permit request and Ordinance should look like regarding building permits based on our current ordinance.

Mr. Stahl reviewed violations sent and court process so that the planning commission committee understands the process although they are not involved in property maintenance, it is good for them to understand the process.

7. Discussion of Building Permit/Special Permit/Zoning/Rezoning Requests

a. There were no building permits/zoning/rezoning requests received to discuss.

8. Decision of Building Permit/Special Permit/Zoning/Rezoning Requests

a. No action required as no building permits were received this month.

9. No Old business to discuss

9. New Business

10. Date and Time of Next Meeting – The next regular meeting of the Bismarck Planning Commission

Committee will be held at the Village Office in Bismarck, Illinois, on October 10th, 2023, at 6:30pm. Permits and zoning requests need to be received by the village clerk by September 20th, 2023 to be added to the agenda. Items to be considered for the agenda by the committee are to be submitted by October 7th, 2023, to the Village Clerk.

11. Adjournment – With no further business to come before the Committee at this time, upon motion by Tim Hillard, with a second by Tim Landers, a decision was made to adjourn the meeting. The motion passed by acclamation.

Respectfully Submitted,

Brandye Kizer, Village Clerk

APPROVED