

MINUTES

Members Present

Mr. Olthoff, Mr. Washington, Mr. Tripp, Mr. James, Mr. Liehr, Mr. Polk, Mr. Mulcahy, and Ms. Evans

Members Absent

Mr. Tholen, Mr. Reid, Mr. Einfeldt, and Mr. Vickery

In Attendance

- **Board Members**

Mr. Bossert

- **Department Heads**

Delbert Skimerhorn

- **Media**

None

1. Call to Order

The meeting was called to order by the Committee Chairman, Mr. Olthoff, at 9:00 a.m. Quorum present.

2. Roll Call

3. Public Comment

None

4. Approval of Minutes: April 20, 2016, May 18, 2016, June 22, 2016 August 17, 2016, and September 21, 2016

Mr. James made a motion to approve the April 20, 2016, minutes only, as the others were not ready, and Mr. Washington seconded it. Motion carried with voice vote.

5. Building

- **Building Report - August 2016**

Mr. Skimerhorn reviewed and discussed the report with the committee.

Mr. Tripp made a motion to approve the report, and Mr. Washington seconded it. Motion carried with a voice vote.

6. Transportation

Geoff Olson was not present. Mr. Skimerhorn provided the update and stated that we received some contracts this year from downstate operating assistance, and should be getting the federal contract soon.

- **Transportation Planner Position**

Mr. Skimerhorn stated that the position will be posted sometime in January in order to comply with the federal requirements for a planning department.

Mr. Washington made a motion to post the position, and Mr. James seconded it. Motion carried with a voice vote.

7. Zoning

- **ZBA Case#16-05; request for a variance to section 121-396.4 (Sign Size) and 121-396.4.a (Sign Illumination) on a parcel generally situated in Section 04 of Pilot Township. The petitioner is Zion Lutheran Church, property owner and applicant.**

Mr. Skimerhorn stated that Zion Lutheran Church requested a variance to allow their sign to be 32 square feet instead of 16 square feet and to allow it to be illuminated. The Zoning Board of Appeals held a hearing and there were no objections. There was one public comment in favor of the sign.

Mr. Trip made a motion to agree with the Zoning Board's decision, and Mr. Washington seconded it. Motion carried with a voice vote.

8. Planning

Mr. Skimerhorn stated that, in the process of constructing a budget for the Planning Department, they glossed over the need for replacing the building inspector position. Although staff would like to start with the search now, he would like to wait as it will require an amendment to the budget. He suggests waiting until next month after the budget is approved.

9. Old Business

None

10. New Business

None

11. Adjournment

Mr. James made a motion to adjourn the meeting at 9:23 a.m., and Mr. Mulcahy seconded it. Motion carried with a voice vote.

Bill Olthoff, Committee Chairman
Diane Owens, Executive Coordinator