



August 19th, 2026

Members' Present: Nick Parks (Chair), Donna Cauley (Vice-Chair), Richard Heilemann Eric Dorsch,
Others Present: Terry Findeisen (Zoning Administrator), Dara Zink (BCRC)

Call to Order: 11:02 AM by Parks.

Approval of the Regular Meeting Agenda

Motion: To approve of the regular meeting agenda. Motion made by Cauley. Motion seconded by Heilemann Motion approved unanimously.

Approval of the Meeting Minutes

Motion: To approve of the draft regular meeting minutes.

Parks moved to amendment removing language that overstated differences of opinion.
Motion made by Cauley. Motion seconded by Parks
Motion approved unanimously.

Agenda Item No. 3. 2027 Hazard Mitigation Plan Kick-off Meeting

3.1 Hazard Mitigation plan underway. The process is shaped by FEMA requirements, with VEM conducting the initial review; completing the update is also expected to restore eligibility for the maximum ERAF rate. The target completion date is September 20, 2027, although VEM review times could affect that schedule.

- a) The first planning-team working meeting is planned for September 16th, followed by community outreach between October and December and a hazard/vulnerability assessment around the end of December. HMP will be integrated into future planning commission meetings.
- b) Distribute the hazard mitigation presentation, a separate copy of the process/timeline flow chart, and access information for the 2017 plan for review, focusing particularly on the hazards profiled and the existing mitigation actions before the next working session.
- c) The new plan will be more Village-specific than the 2017 plan. Hazards that are not significant locally may be excluded with an explanation, while temperature extremes will be considered separately as severe/excessive heat and cold.
- d) The HMP team is expected to draw from Village staff, trustees, the Planning Commission, DPW, emergency services, and interested members of the public.
- e) Develop the community outreach approach at the next hazard mitigation meeting. Determine whether outreach should include a public meeting, survey, or other methods.
- f) The Commission favored having all Planning Commission members participate where possible and incorporating the working sessions into regular Planning Commission meetings.



3.2 Utilities, invasive species, wetlands and hazard mitigation. There is a potential coordination between tree hazards, emerald ash borer mitigation, utility reliability, and the longer-term idea of burying power lines. Consideration of invasive vegetation, roadway/tree hazards, riparian areas, wetlands as additional possible connections to flood mitigation.

Agenda Item No. 4. Derelict Building Ordinance

4.1 The Derelict Building Ordinance v9 was approved by the Planning Commission.

- a) The ordinance is to be sent to the Village Attorney for review and comment prior to submission to the Board of Trustees final approval.

Agenda Item No. 5. Review of Village Main Street Master Working Plan

5.1 Master Plan & Infrastructure. The Commission continued discussing priorities that could eventually feed into the master plan, including sidewalks, telecommunications, utilities, and hazard mitigation.

- a) Members discussed the existing overgrown sidewalk toward the River Road area and potential longer-term extensions, while recognizing that narrow road conditions, streams, and infrastructure could make expansion complicated.
- b) The Commission also discussed opportunities to connect master planning with hazard mitigation. For example, addressing emerald ash borer risks to roadside trees and utility lines while considering the longer-term objective of burying power lines.
- c) Continue master-plan development pulling information and prior notes from the earlier master-plan material into a working Word document and continue developing concepts while the grant process proceeds.
- d) Master plan priorities are to integrate ordinances, infrastructure improvements, telecommunications, and other long-term Village goals into master planning.

Key Next Steps

The main follow-up work identified during the meeting includes:

1. Organize the hazard mitigation planning team and obtain participant contact information.
2. Hold the first hazard mitigation working session at an upcoming Planning Commission meeting.
3. Review the 2017 hazard mitigation plan before that session.
4. Continue developing master-plan concepts while awaiting the outcome of the related grant application.
5. Continue considering how hazard mitigation, infrastructure, utilities, sidewalks, and the master plan can reinforce one another.
6. Send the derelict building ordinance for attorney review, then onward to the Trustees.



Other Business

A. Telecommunications & Other Ordinance Topics

1. The Commission discussed a recent PUC decision involving a proposed cell tower across from Riley Rink. Members viewed the decision as potentially informative for the Village's own telecommunications discussions because the PUC had sided with the town in that matter.

Next Regular Planning Commission Meeting

- The next Regularly Scheduled meeting is September 16th, 2026

Motion: To adjourn.

Motion made by Heilemann. Motion seconded by Cauley.

Motion approved unanimously.

Motion unanimously approved at 11:51 pm.

NOTE:

The preceding meeting minutes utilized the recorded Zoom meeting, Findeisen's notes and Zoom AI.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terry Findeisen". The signature is fluid and cursive.

Terry Findeisen,
Zoning Administrative Office