



Minutes | Monday, November 3rd, 2025 | 4 PM Village Hall VNB Planning Commission

1. Call to order: President Mellem called the meeting to order at 4:03 PM.
2. Roll Call: President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Trustee #3 Rocco Castellano, Treasurer Robert O'Brien, Clerk Dori Panthofer; Planning Commission Resident Members Bill Cosban, Mark Hyde, Tom LaFave and at 4:07 PM, Kari McGaughey arrived.

Robin Posnanski (3721 Lighthouse Drive) arrived at 4:08 PM.

3. Approval of the October 27th, 2025 Planning Commission meeting minutes: A motion to approve the October 27th, 2025 Planning Commission (PC) minutes was made by Trustee Schroeder and seconded by PC Member Cosban. All in favor, none opposed. Motion carried.
4. Planning Commission Review Application #PCRA2025-3
Site: 3721 Lighthouse Dr
Project: 9'x16' Shed

Constable Castellano completed the cursory review of the application, and requested an updated survey to include all existing site features, as the survey submitted with the application lacked these details, and to verify the shed size because the company does not offer a 10x16 standard size.

A hot tub, which is a temporary structure with a removable cover, is present near the proposed shed location and is not classified as an accessory building.

A below-grade shed also exists. However, it is currently unused and would be difficult to remove. The Planning Commission could potentially overlook this structure. Should the Planning Commission determine the below-grade shed to be an accessory structure, a variance would be necessary but is anticipated to be easily approved.

The shed company does not manufacture a 9'x16' size. The closest standard size, 10'x16', exceeds the 144 square foot limit and would therefore require a variance. The applicant plans to have the structure stick-framed and modified down to 9'x16' to adhere to Village code. Based on this, I recommend approval.

PC Member Cosban inquired if the proposed shed was modular or stick-built to confirm its ability to be modified. I conducted a site walk and confirmed the sloping terrain. North Bay does not possess water view rights in this location, which would benefit those across the street. I propose planting a natural screen of arborvitae to shield the view from the west side.

5. Applicant Statement: The proposed wood shed will feature a green metal foam-lined

roof and a rock foundation. Although a 10' x 16' shed must be purchased, it will be modified on site to 9' x 16'.

Design details include:

- The north-side windows will match those of the neighbor to the north (Karen Horwitz, 3733 Lighthouse Dr).
- The south-side window will match the windows of our home.
- The shed will have rollup doors on both sides.

Following the installation, Mrs. Posnanski already ordered six additional trees that will be planted. With Karen Horwitz's permission, some of these trees will be planted in a staggered pattern, some north of the property line, to create a natural screen that totally shields the shed from the north.

The shed will only be visible from the fourth level of the terraced yard on the east side of the house. The adjacent hill has been graded to allow access to the terraced levels without having to carry a mower down the steps.

The underground shed is small and is not being used.

6. Discussion:

PC Member Cosban inquired about the placement of screening on the west side of the property.

Mrs. Posnanski stated that no planting would occur near the roll-up doors, and two existing trees provide some coverage.

PC Member Cosban noted that the area is visible from across the street above and suggested planting screening approximately 30 feet from the west-facing roll-up door.

Mrs. Posnanski responded that Mrs. Panthofer would only be able to see it if she were in her yard.

Mrs. Panthofer countered that the hot tub is visible from her second-floor balcony and bedroom windows from fall, after the leaves drop, through late-spring/early summer. She added that the new shed would also be visible. Ms. Panthofer stated she is not opposed to the shed but requested a natural screen, acknowledging the applicant's excellent past landscaping work.

Constable Castellano commented that the required screen height decreases the closer the structure is to the street.

Trustee Schroeder asked Mrs. Panthofer if she has a lake view, to which she replied yes.

7. Planning Commission recommendation: President Mellem called for a roll call vote.

Trustee Cermak APPROVE; PC Member Cosban APPROVE; Constable Castellano APPROVE; Trustee Schroeder APPROVE; PC Member Hyde APPROVE;

President Mellem then asked for opinions, noting that while Clerk Panthofer and Treasurer O'Brien are not voting members of the Planning Committee (PC), their opinions are still welcome.

Mrs. Pathofer stated she understands they need the shed. She likes the idea that the shed will not be visible when sitting on the second floor balcony or from the second floor bedrooms.

Mrs. Posnanski agreed to work out a plan to screen the shed from the west with Mrs. Panthofer.

President Mellem also voted to APPROVE; Kari McGaughey APPROVE.

Application #PCRA2025-3 to construct a 9x16 shed at 3721 Lighthouse Drive is approved, with screening to be planted on the west.

Next steps: With this approval, Clerk Panthofer stated Mrs. Posnanski can proceed to order the shed. Clerk Panthofer will submit the Building Permit application to Inspector Greivell for the final fee calculation. Since the project does not require a variance, Clerk Panthofer returned the variance check to Mrs. Posnanski.

8. Next tentative Planning Commission meeting: 6PM on 11/24/2025
9. Motion to Adjourn made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. The Planning Commission meeting adjourned at 4:26 PM.