

**Plan Commission Meeting Minutes  
Monday, April 22, 2013**

1) CALL TO ORDER: The meeting was called to order at 6:30 pm by Chairman Culotta.

Present: C. Culotta, R. Retzlaff, K. Hansen, P. Dart, B. Kopperud, H. Ropp A. Parrillo (arrived at 6:32), J. Classon (arrived at 6:33)

2) MODIFY/ADOPT AGENDA: **Motion by Dart/Ropp to adopt the agenda as presented. Motion carried.**

3) APPROVAL OF MINUTES FROM MARCH 25, 2013: **Motion by Hansen/Dart to approve the minutes dated March 25, 2013 as written with the exception of changing Number 7 under 3) to read "The Staff" in place of "The Commission". Motion carried.**

4) ANNOUNCEMENTS: Press Conference for the Tax Incremental Financing District will be held on Tuesday April 23, at the Village Grille at 12:15.

5) PUBLIC APPEARANCES: None

6) SITE PLAN REVIEW FOR HOME MEDICAL EQUIPMENT AT 2021 RIVERSIDE DRIVE OR HWY 57: Representatives for the Development Rich Otradovec, RODAC Construction , and Aaron from Robert E. Lee present to present the plan to the Commission.

- Lorna Hotz 366 West St Joseph Street

Major concern: Driveway closest to Riverside Drive on St. Joseph Street should be eliminated. It is a real hazard.

- Pat Vanden Avond

366 West St Joseph Street

Couldn't truck storage be inside the garage?

The committee recommended the following changes:

1. Additional Handicap parking spaces
2. Remove west driveway on St. Joseph Street
3. Adjust East parking so truck traffic can come straight into the space
4. Provide for pedestrian access
5. Provide bicycle parking
6. Adjust landscaping to accommodate vision triangle
7. Entire building would be sand tone of the efface.

**Motion by Parrillo/Kopperud to send site plan to the Village Board with the 7 changes recommended by the Commission. Motion carried.**

7) REVIEW OF SITE PLAN ORDINANCE CHANGES TO ACCOMMODATE TRADITIONAL NEIGHBORHOOD DEVELOPMENT: Aaron Schuette from Brown County Planning Commission explained the roles and processes for the Plan Commission and Village Board. **Motion by Retzlaff/Dart to accept report from Brown County Planning Commission and add it to next agenda for review. Motion carried.**

Hansen excused at 8:32.

- 8) PLAN COMMISSION NEXT STEPS FOR COMPREHENSIVE PLAN UPDATE: Administrator Flucke presented the Commission with Staff's recommendation on the continued process as follows:
1. Plan Commission to review what has already been done and add any tweaks needed at this point. Members should review the plan on their own and then meet to look at other recommended changes and finalize the plan to begin the formal process of review.
  2. Begin the 30 day Public Hearing period – Publish a Class one notice and have the plan available for public review. (Administrator Flucke will start the process of putting a draft together for citizen participation and an open house.)
  3. Schedule a Public Hearing at a minimum of 30 days after the Public Hearing is published. Should be a joint Village Board/Plan Commission meeting.
  4. Plan Commission meeting to approve the Resolution for the update of the plan. (Discussion was to change appropriate language in resolution for the update of the Comprehensive Plan.)
  5. Village Board meeting for adoption of the updated plan by ordinance.

The Commission will meet every 3 weeks until June to do updates on the Comprehensive Plan. The meeting dates are tentatively set for May 13, June 3, and June 24.

**Decision was made by Commission to direct staff to work on what was discussed and bring it back to the next meeting.**

- 9) PLANNER'S WEBSITE MEMBERSHIP AND PLAN COMMISSIONER SEMINAR ON MAY 30<sup>th</sup>: Retzlaff, Ropp, and Hansen will attend the Plan Commissioner's Seminar on May 30<sup>th</sup>. The Commission supports trying the Planner's Website for a year.
- 10) APPROVAL OF SITE PLAN REVIEW INFORMATIONAL PACKET: **Motion Retzlaff/Parrillo moved to approve the Site Plan Review Informational Packet. Motion carried.**
- 11) APPROVAL OF PDD INFORMATIONAL PACKET: **Motion Retzlaff/Kopperud to approve the PDD Informational Packet. Motion carried.**
- 12) DISCUSSION OF TASKS FOR 2013: Defer to May meeting.
- 13) NEXT MEETING DATE AND AGENDA ITEMS: May 13 at 6:30 pm for a Comprehensive Plan Update, and June 3, at 6:30 pm. Agenda items – Pedestrian access on St Joseph Street, Next steps for Comprehensive Plan Update, Review of Site Plan Ordinance changes to accommodate Traditional Neighborhood Development.
- 14) ADJOURNMENT: **Motion Retzlaff/Parrillo to adjourn at 9:33 pm. Motion carried.**

Minutes submitted by Sherri Konkol, Deputy Clerk