

October 21, 2013 (Plan Commission Meeting)

**Plan Commission Meeting Minutes
Monday, October 21, 2013**

1) CALL TO ORDER

The meeting was called to order at 6:30 pm by commission chair C. Culotta

Present: C. Culotta, H. Ropp, K. Hansen, B. Kopperud, P. Dart, A. Parrillo

Excused: R. Retzlaff, J. Classon

2) MODIFY/ADOPT AGENDA

Dart/Hansen moved to adopt the agenda as modified. Move #10, Discussion on preparation for end of year review and creation of 2014 Project List to #5. Motion carried.

3) MINUTES FROM SEPTEMBER 23, 2013

Hansen/Kopperud moved to approve minutes dated September 23, 2013. Motion carried.

4) ANNOUNCEMENTS

a. Culotta

- Provided the committee with a letter from Brad Lange stating Green Bay Home Medical Equipment tree planting will not take place due to an underlying gas line.

Dart

- As a result of the Village being re-appraised, the TID already produced an increment of 7.16%, or \$100,000, and can now fund the façade project.

5) PUBLIC APPEARANCES

None

6) UPDATE ON WYNDEMERE ESTATE PROJECT

The project was approved by the Plan Commission recommended with the following additions or changes:

- 1) East side set back was changed to 3 feet, due to a 14 ft roadway needed to accommodate the fire department
- 2) Garbage dumpster was moved to site adjacent to the south building
- 3) Bike rack was placed as shown on plan
- 4) Decorative rock retaining wall is shown on plan
- 5) Access point to adjacent neighborhood is shown on plan

Neighbors are happy with the plan and will work with the developer to determine a buffer area.

7) UPDATE ON PROGRESS FOR SITE PLAN REVIEW ORDINANCE WITH TND CONCEPTS

The Village Board approved scheduling a public hearing on the new Site Plan Review Ordinance with TND concepts at their last meeting with the following changes or additions:

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- Addition to number 3) **Review and Approval:**
 - c. The Village Board may further condition approval on applicant providing a performance bond and/or escrow deposit to guarantee performance of applicant's obligations hereunder in such amount and with such surety company as is reasonably determined and requested by the Village Board.
- Under C. **Landscaping**, Should be 20% not 10%

The public hearing date is set for November 5.

8) DISCUSSION ON VILLAGE OFFICIAL MAP

Administrator Flucke updated the commission on a discussion she had with Craig Berndt, Director of Public Works. The official map is a layout of roads and how a community is going to move people through the village. Our map has not been updated since 2001, and needs updating. The Plan Commission would like to review the updated map before it is finalized.

9) DISCUSSION ON FORMAT FOR NOVEMBER 12TH OPEN HOUSE FOR COMPREHENSIVE PLAN

- o Ways to publicize (website, media release, flyers)
- o Looking for people's comments
- o Slide presentation of accomplished since the original plan
- o Newspaper archives
- o TIF table
- o Historic Preservation table
- o Safe Routes to School table
- o Key maps of parks and schools, historic district map will be enlarged and pinned up throughout the room
- o Have a greeter, a print in sheet (sign in), paper copies of Comprehensive Plan, name tags, comment forms
- o Power point or PDF of Comprehensive Plan
- o Take comments in writing
- o If there is a question that cannot be answered that evening, take the residents email address and let them know you will get back to them
- o Get people involved in committees
- o Encourage attendees to come to the Public Hearing on November 25th.
- o Ways to publicize (website, media release, flyers)

10) DISCUSSION ON PREPERATION FOR END OF YEAR REVIEW AND CREATION OF 2014 PROJECT LIST

- Planners Website – Not enough people using it to justify having it – drop it.
- Request an intern.
- Review bike and pedestrian map to prioritize areas
- Definitely do a bicycle field review again
- Mural on prison wall-check on grant for doing this
- Research and discuss Zoning Code in 2014 to see what Committee really wants. Do we want an RFP?
- Research a position for half time Zoning/Planning, half time Economic Development employee in the future

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- How can we encourage people to use the façade program? Provide an opportunity for the public to rate different areas on the website
- Plan Commission should have a say in construction projects

Intern Trevor Fuller will work on End of Year Review and create a 2014 project list.

11) NEXT MEETING DATE AND AGENDA ITEMS

Next meeting is November 25, 2013 at 5:30 pm. Parrillo will be excused from the next meeting. Agenda items – Public Hearing of Approval of updated Comprehensive Plan, Mock-up of Annual Review Report, Site Plan for Steeple at Ascension Lutheran Church, Conditional Use permit for antennas on Prevea Clinic, update on Hoffman Road and Riverside Drive.

12) ADJOURNMENT

Motion by Hansen/Dart to adjourn at 8:28 pm. Motion carried.

Minutes submitted by Sherri Konkol, Deputy Clerk