

PLAN COMMISSION

Minutes

May 4, 2017

Chairwoman Claire Barnett called the Plan Commission meeting to order at 6:00PM and noted compliance with the open meeting law.

Present: Chairwoman Claire Barnett, Pat Witter, Mike Wetak, David Bauman, Don Larson, Gary Kowalke

Absent: Sharon Luebke

Also present: Atty. Mark Steichen, Tim Mikonowicz, Andrew Bremer, Kathy Goerks, Kaitlin Nye, Elgin Bulin, Norbert Moy, Julia Potter, Jim Allen

Adopt the Agenda: Motion by Mike Wetak, second by Don Larson to adopt the Agenda. Motion carried.
Adopt the minutes of the previous meeting: Motion by Pat Witter, second by Don Larson to adopt the April 6, 2017 minutes. Motion carried.

PUBLIC HEARING: None

REPORTS

- A. Zoning Administrator update: Tim Mikonowicz presented the Zoning Update. He mentioned that Bob Wagner will be retiring and that the new building inspector, Kheli Mason, will be stopping in Friday May 12th at 10 a.m. to meet everyone. He mentioned that the property owner, at 414 W. Maple St has been notified to clean up the property. He also stated that when the county takes over the old Hwy. 12, the address within the Village will remain W Pine, but outside of Village limits will be change to County Road BD.
- B. Village Board member Mike Wetak reported the Village has approved another phase of the River Grant. He also reported that the Board has contracted with MSA to apply another grant. The Village has approved a CSM to combined lots at Haskins Park to ensure that Haskins Park complies with the grant.
- C. Atty. Steichen –reported that there may be some people residing at a commercial property in violation of the zoning code. He will work with zoning administrator to ensure compliance.
- D. The Economic Development/Tourism Commission –Don Larson reported that the Commission is still in the process of meeting and discussing potential new signage along the new Hwy 12.

NEW BUSINESS

- A. Elgin Bulin presented his CSM for the NW1/47-NE1/4, Section 34, Town 12 North, Range 6 East, Village of West Baraboo of the Plat of “Bulin Properties.” After reviewing CSM, it was moved by Gary Kowalke, second by David Bauman to recommend to the Board approval of the CSM from the Bulin property. Motion carried.
- B. Norbert Moy presented a drawn map of a potential division of a parcel in the Town of Baraboo and as this land is within the Village’s Extra Territorial lands. Norbert Moy wanted to get the Commission’s initial input on the proposal. The Commission members expressed no objection to the concept.

OLD BUSINESS

Andrew Bremer presented language for Tasks 2 and 4 for proposition revisions to the zoning code in accordance with the new comprehensive plan. No changes were proposed with respect to Task 3 regarding park land. Atty. Steichen noted changes to the language to make it consistent with phrasing of village zoning code. Motion by Don Larson, second by Gary Kowalke to recommend that the Village Board adopt the provisions of Tasks 2 and 4 subject to the language changes as tentative changes to the zoning code. Motion carried.

Andrew Bremer presented language provisions to Task 5. Don Larson felt that the parking lot requirements of proposed State Stat. 17.32(1)(g) were unrealistic. After discussion with the Commission, final language provisions were agreed upon with a modification of parking lot requirements to allow modification in case of hardship. Motion by Pat Witter, second by Gary Kowalke to recommend that Village Board adopt the changes in Task 5, subject to additional language provisions as tentative amendments to the zoning code. Motion carried.

Andrew Bremer presented language provisions to Task 6 and Atty. Steichen noted small changes to phrasing. Atty. Steichen also noted the need for a discretionary approval process for review of building design regulations. Motion by Don Larson, second by Gary Kowalke to recommend the adoption of the substantive requirements of Task 6 to the Village Board for adoption as tentative amendments to zoning code subject to the approval of an approval process and to defer submitting all recommended changes for Tasks 2 and 4-6 to the Village Board until recommended language for the approval process is approved. Motion carried.

There was considerable discussion regarding the provisions for options for Task 1 for a site review process. Atty. Mark Steichen presented a Memorandum with options for potential site review. There was some discussion as to whether final approvals under a site approval process should be made by the Plan Commission or the Village Board. The Commissioners could not come to a final decision for Task 1 and asked Attorney Mark Steichen and Andrew Bremer to revise the draft, and bring back to the Commission next month when all of the commission members would be there.

Adjourn: Motion by David Bauman, second by Don Larson to adjourn at 9:20 PM. Motion carried.

Kathleen Goerks, Clerk/Treasurer

It is possible that members of, and possibly a quorum of, governmental bodies of the Village of West Baraboo may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting.