

PLAN COMMISSION

Minutes

January 4, 2019

Chairwoman Claire Barnett called the Plan Commission meeting to order at 6:01 PM and noted compliance with the open meeting law.

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

Also present: Atty. Julia Potter, Jeremy Peach, Kaitlin Nye, Ed White

Absent: Dennis Parsons, James Allen

The Pledge of Allegiance was recited.

Motion by Don Larson, second by Mike Wetak to adopt the Agenda. Motion carried.

Motion by Don Larson, second by Mike Wetak to adopt the previous Plan Commission minutes. Motion carried.

CORRESPONDENCE: None

REPORTS

- A. **Zoning Update:** None
- B. **Village Board update:** Mike Wetak and Atty. Potter reported the Board approved an ordinance to detach the Village Forest from the City, an ordinance regarding accessory buildings and an ordinance to amend Chapter 17 to comply with state statutes.
- C. **Village Attorney update:** Atty. Potter reported the Board asked her to take a look at rental property ordinances and she is in the process of that. Atty. Potter reported in the near future she will be doing a brief presentation on the open meeting law as a refresher for everyone. Atty. Potter also informed the Commission that the next step for the Village Forest will be to rezone it to R-1.
- D. **The Economic Development/Tourism Commission update:** Gary Kowalke reported he was looking at pricing of new entrance signs. Gary Kowalke reported he met with Dave Dahlke and Tim Moy because he is thinking about putting in some condos over by Connie Rd.

NEW BUSINESS:

- A. Ed White with SCDC presented the final results of the Housing Study for the village of West Baraboo.
- B. The Plan Commission reviewed the application and a memo dated January 3, 2019 submitted by the Assistant Zoning Administrator and discussed both at length. The Assistant Zoning Administrator explained that the applicant proposes to add parapet walls and lighting that are not shown on the application. Concerns were raised by multiple Plan Commission members that the roofline is jagged and doesn't appear to comply with Code section 17.38(5)(c) as proposed; that the orange color is incredibly bright/neon and takes up a large portion of the building façade and that the exterior finish of the building is not a preferred material and does not blend in with other structures on the corner, both of which are not in compliance with Code section 17.38(5)(g); and that the application does not show any exterior building lighting (although such lighting is apparently intended to be installed, per the applicant) which doesn't comply with code sections 17.38(5)(h) and 17.38(3)(b). Moved by Don Larson, second by Pat Witter to recommend to Board denial of U-Haul's building design application as presented based on the submitted plans' failure to comply with Code sections 17.38(5)(c) regarding the building's roofline, 17.38(5)(g) with respect to the day-glow, fluorescent, bright, or neon colors and exterior finish materials, and 17.38(5)(h) because the plans don't show the planned exterior lighting

fixtures as described to the assistant zoning administrator. There's been some conversations with the Zoning Administrator and U-Haul about some revisions that will be made to the plans, ideally the Plan Commission would prefer to have those revised plans sent back to the Plan Commission for review next month prior to final Village Board action. However, if the Board decides not to send it back to Plan Commission they would like to see conditions requiring parapet walls or more even rooflines, minimizing the neon/bright colors, and the installation of exterior lighting as described by the applicant to the Assistant Zoning Administrator. Motion carried.

- C. Moved by Don Larson, second by Gary Kowalke to recommend to Board tentative amendments to the Zoning Code to define self-service storage units as “a storage building comprised of separate compartments each of which is intended for separate rental and each of which has its own separate access” and use this term consistently throughout Chapter 17; prohibit self-service storage facilities in commercial and highway corridor overlay districts but allow them in industrial districts as principal uses only and adopt performance standards for self-storage facilities as presented by the Village Attorney, with such amendments to be drafted by the Village Attorney and presented to the Village Board for review. Motion carried.

Adjourn: Motion by Don Larson, second by Pat Witter to adjourn at 8:03 PM. Motion carried.

Respectfully submitted,
Kaitlin Nye, 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.