

## PLAN COMMISSION - MINUTES

**February 1, 2024**

At 6:00 p.m. Chairperson Allen called the meeting to order and noted compliance with the open meetings law.

Present: Don Larson, Doug Hill, Claire Barnett, Dean Bothell, Patricia Witter, Jim Allen

Others Present: Julia Potter, Peter Tirella, Melissa Ryan, William Clary, Jeff Thelen, Kathy Klein, David Parchem, Steve Wilkins, Cheryllynn Wilkins, John W. Crowley, Jennifer Albrecht, Brian Albrecht, Suzanne Dohner, Jim Dohner, Mike Winter, Michelle Winter, Ron Ballweg

Absent: Gary Kowalke

The Pledge of Allegiance was recited.

Moved by Bothell, second by Larson, to adopt the agenda as posted. Motion carried unanimously.

Moved by Larson, second by Bothell to adopt the minutes from the January 4, 2024, Plan Commission meeting. Motion carried unanimously.

Zoning Administrator Jeff Thelen gave a zoning update.

Chairperson Allen gave the commission an update on the Village Board.

David Parchem addressed the commission with his plan for a multi-family development at 150 Shaw St.

Attorney Potter gave a high-level summary of the conditional use permit process for the Plan Commission and members of the public in attendance for the public hearing.

At 6:28 p.m. Chairperson Allen opened the public hearing on the application of Matt Plummer and Mathy Construction Company for a conditional use permit under section 17.28(4)(n) of the Municipal Code of West Baraboo, Wisconsin to allow for construction of a self-service storage facility on Lot 1 of Certified Survey Map No. 7347 located on Terrytown Road to the west of Highway 12 (PIN 191-0003-02202), currently zoned as Commercial.

Interim Village Clerk Ryan swore in Jeff Thelen, William Clary, Steve Wilkins, Cheryllynn Wilkins, John W. Crowley, Jennifer Albrecht, Brian Albrecht, Suzanne Dohner, Jim Dohner, Mike Winter, and Michelle Winter, all of whom indicated that they wished to speak at the public hearing.

Zoning Administrator Thelen addressed the commission to give background about the conditional use permit application. He explained that Matt Plummer is under contract to purchase

property from Mathy Construction and is asking the Village for approval to develop a mini-warehouse development with 10 storage unit buildings, which is a conditional use in the commercial district. Thelen described the property, its location, and surrounding land uses.

Chairman Allen called for testimony from the applicant or his representative. It was ascertained that neither the applicant nor his representative was present at the public hearing. Attorney Potter asked for confirmation that the applicant had notice of the public hearing. Interim Clerk Ryan confirmed. Attorney Potter explained that the Plan Commission must make its decision on the CUP application based on evidence presented in the hearing record and standards set out in the Village Code and state law. She advised that, if the Plan Commission has questions for the applicant that are not answered in the written application, the commission may vote to continue the hearing to a time when the applicant can be present to answer questions. Attorney Potter explained that members of the public may submit written evidence to be read into the hearing record if they are not available or do not wish to attend the continued hearing.

Barnett suggests contacting someone to see if the applicant or his representative plans to appear at the public hearing this evening. Attorney Potter suggests a 5-minute recess for Interim Clerk Ryan to call. Interim Clerk Ryan called Zach Role of Snyder & Associates. Interim Clerk Ryan reported there was no answer.

Discussion took place with members of the commission and public members in attendance displeased with the absence of the applicant and concerned about the date of the continued hearing and the notice that would be provided to members of the public and those in attendance. Chairman Allen remarked that he would like notice of the continued hearing to be provided in the same manner as notice of the original hearing. Witter recommended that anyone in attendance who would like a written notice of the continued hearing date follow up with Interim Clerk Ryan. Chairman Allen confirmed with Interim Clerk Ryan that she would follow up in writing with the applicant to notify him of the Plan Commission's action and ensure he or a representative make arrangements to attend the continued hearing.

6:50 p.m. Moved by Larson to continue the hearing until the next regular scheduled commission meeting or a special meeting paid for by the applicant and instruct Interim Clerk Ryan to mail and publish fresh notices for that public hearing, second by Barnett. Motion carried unanimously.

6:52 p.m. Moved by Hill second by Bothell to adjourn. Motion carried unanimously.

Respectfully submitted,  
Melissa Ryan, Clerk/Treasurer