

PLAN COMMISSION - MINUTES

January 2, 2025

At 6:01 p.m. Chairperson Allen called the meeting to order and noted compliance with the open meetings law.

Present: Jim Allen, Don Larson, Patricia Witter, Dean Bothell, Doug Hill, Dave Bauman

Others Present: Melissa Ryan, Bill Clary, Jeff Thelen, Julia Potter

Absent: Claire Barnett

The Pledge of Allegiance was recited.

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

Moved by Bauman, second by Hill, to adopt the minutes of the December 10, 2024, Plan Commission meeting. Motion carried unanimously.

Jeff Thelen gave the Commission a zoning update.

Dean Bothell gave the Commission a Village Board update.

Attorney Potter gave a high-level summary of the hearing procedure process and legal standards for a conditional use permit amendment for the Plan Commission.

At 6:14 p.m. a public hearing was conducted regarding application by JCW Baraboo LLC to amend condition F of conditional use permit issued to JCW Baraboo LLC for land located at 1850 W. Pine St. (PIN 191-0363-30611 & 191-0002-30612) to reduce the number of guest parking spaces from six to five and the total number of parking spaces from 318 to 317.

Village Clerk Ryan swore in Zoning Administrator, Jeff Thelen and Public Works Director, Bill Clary.

Zoning Administrator Thelen addressed the commission to give background about the conditional use permit application, and read from his memo dated December 11, 2024.

The applicant was not physically present at the meeting, however, they were available by phone.

Clerk Ryan reported that there was no correspondence about the public hearing.

The Zoning Administrator gave his analysis and recommendation to the Plan Commission and reviewed the remainder of his December 11, 2024 memo in detail.

The Zoning Administrator recommends approval of the amended CUP amendment with the following conditions:

- Applicant shall ensure that the rerouted pedestrian path crossing is clearly marked and well-lit to enhance visibility and safety for pedestrians, especially during nighttime.
- Applicant shall ensure that the waste enclosure is adequately maintained, and that waste collection does not interfere with pedestrian or vehicular traffic.
- Applicant shall regularly maintain the gravel pedestrian path, ensuring it remains in good condition and is replenished with gravel as needed.

No members of the public were present.

The applicant did not need to be called to provide oral testimony, as their application and materials contained sufficient information to answer all question the Commission had about the proposal and were reviewed and discussed by the Commission.

At 6:36 p.m., Chairman Allen closed the hearing.

The Commission discussed the conditional use permit amendment request and the evidence introduced in the public hearing. The Commission agreed with the reasoning set out in the Zoning Administrator's memo and determined that the CUP, as amended, would continue to comply with all standards set out for conditional use permits in the Village's code of ordinances so long as the additional conditions recommended by the Zoning Administrator were included in the CUP.

Motion by Larson, second by Hill to recommend that the Village Board approve the application to amend condition F of the conditional use permit to reduce the number of guest parking spaces from six to five and the total number of parking spaces from 318 to 317, subject to the following conditions:

1. The applicant shall ensure that the rerouted pedestrian path crossing is clearly marked and well-lit to enhance visibility and safety for pedestrians, especially during nighttime,
2. The applicant shall ensure that the waste enclosure is adequately maintained, and that waste collection does not interfere with pedestrian or vehicular traffic.
3. The applicant shall regularly maintain the gravel pedestrian path, ensuring it remains in good condition and is replenished with gravel as needed, the application to amend the conditional use permit for the reasons contained in the record.

The recommendation is based on the reasons contained in the hearing record. Additionally, the Village Clerk is directed to make the entire hearing record, including comprehensive minutes of the hearing and deliberation, available to the Village Board. Motion carried unanimously.

At 6:42 p.m., it was moved by Hill, second by Larson to adjourn. Motion carried unanimously.

Respectfully submitted,
Melissa Ryan, Clerk/Treasurer