

**Plan Commission Meeting Minutes  
Monday, March 25, 2013**

- 1) CALL TO ORDER: The meeting was called to order at 6:30 pm by Chairman Culotta.  
  
Present: A. Parrillo, C. Culotta, R. Retzlaff, K. Hansen, P. Dart, B. Kopperud, H. Ropp  
Excused: J. Classon
- 2) MODIFY/ADOPT AGENDA: **Motion by Retzlaff/Dart to adopt the agenda as presented.  
Motion carried.**
- 3) APPROVAL OF MINUTES FROM FEBRUARY 25, 2013: **Motion by Retzlaff/Hansen to approve the minutes dated February 25, 2013 as written with the exception of changing the second to Dart not Culotta. Motion carried.**
- 4) ANNOUNCEMENTS: Berndt announced there is an internet based Planners Web which is a resource tool that has postings about the role and responsibilities of being a planning commissioner, and that the village would set up and register members if they would use the site. Culotta suggested Plan Commission members should take a look at the membership options and a decision should be deferred to April meeting.
- 5) PUBLIC APPEARANCES: None
- 6) PRESENTATION AND DISCUSSION LED BY COLE RUNGE FROM BROWN COUNTY PLANNING ON COMPREHENSIVE PLAN UPDATE: Extent of plan update is up to Plan Commission and Village Board. Full update can be done after adopting a public participation process. After that you can go through the update process you choose, and adopt the same way you would adopt a full plan with a 30 day review period, during that time hold a public hearing, and Plan Commission would recommend adoption by resolution to the Village Board. Another option for the plan would be amendment, not a full update, just amend the plan. There would be no formal public participation process. Amendment would be done and then go through the formal adoption process with a 30 day review period, public hearing, and recommendation for adoption by resolution by the Plan Commission to the Village Board. Before updates are done make sure implementation tools are up to date and consistent with the Plan. Make sure you take a look at your Zoning Codes and Subdivision plans and make sure everything is consistent. We need to check on the state of the Public Participation Plan before doing any updates. Was a resolution adopted for public participation in 2008? Check with neighboring municipalities on what they are doing with their comprehensive plan. Make the plan more specific to our goals and objectives.
- 7) PLAN COMMISSION NEXT STEPS FOR COMPREHENSIVE PLAN UPDATE: **Motion by Retzlaff/Parillo to proceed with the 3 points discussed:**
  - 1) **Each member of the Plan Commission will receive a paper copy of the Comprehensive Plan.**
  - 2) **A process for review of the plan will be determined at the April meeting.**
  - 3) **The Commission needs to confirm the status of the public participation in the process.**

**Motion carried.**

- 8) APPROVAL OF PLAN COMMISSION POSITION DESCRIPTION: **Motion by Parrillo/Dart to accept with revisions:**
- a) **Verify whether co-chair can be changed to vice-chair**
  - b) **Staff needs to check on public utility general files to make sure these things conform with what the commission is asked to do.**
  - c) **Edits from Retzlaff that were given to intern.**

**Motion carried.**

- 9) APPROVAL OF SITE PLAN REVIEW INFORMATIONAL PACKET: **Motion by Retzlaff/Kopperud to return the document for additional editing based on discussion notes.**

**Under All plan sets shall include the following information:**

- a) **Add Storm Water Management to #12**
- b) **Add Certified Survey Map as #6 change Boundary lines of property, with dimensions to #7.**
- c) **Add and make item #8 Identification of adjacent properties within 200 feet and depiction of structures on those properties**
- d) **Add under #9, Location, identification, and dimensions of existing and proposed: – Existing and proposed grading plans**
- e) **Take out under #9 Location - Surface water holding ponds, drainage ditches, and drainage pattern, add under – Exterior Lighting – Photometric Lighting Plan, and under Traffic flow on and off site – Landscaping**
- f) **The last page for site plan review there is no preliminary approval.**
- g) **How does the checklist compare to the actual ordinance, needs to be justified with village ordinances**
- h) **Edits from Retzlaff that were given to intern.**

**Motion carried.**

- 10) APPROVAL OF PLAN DEVELOPMENT DISTRICT INFORMATIONAL PACKET: **Motion Dart/Hansen to table and send back to staff for further review at the next meeting.**

- a.) **Add Preliminary Site Plan under A general development plan of the proposed project....**
- b.) **Need to look at the ordinance in detail. Checklist needs a little more detail.**
- c.) **Move - An accurate drawing showing the location, size, height, type and design of all exterior signs to Final Design checklist replace that check box with Preliminary Storm Water Management Plan**
- d.) **On Submittal Date chart for Plan Commission/Village Board Review; the commission would like the columns separated in to two pages. One titled Plan Commission Review, and one titled Village Board Review.**
- e.) **Make sure it matches the PDD ordinance**
- f.) **Add to agenda that Plan Commission get involved earlier**

**Motion carried.**

- 11) APPROVAL OF 2012 ANNUAL REPORT: **Motion by Dart/Retzlaff to approve with changes that were discussed.**

- a) **Page 2, Second bullet point put a period after needs, and strike out to address or be aware of.**

- b) Page 2, Fourth bullet point, bottom line change of what to for which
- c) Page 4, Fourth bullet point, take out the second sentence starting The meeting purpose it to.....and change to Continue to meet with the Historical Preservation Committee. Also, change May, 2013 to Fall, 2013
- d) Under opportunities to improve add a bullet point – Work with staff to be more involved in a conceptual manner for developments or redevelopments.

**Motion carried.**

12) DISCUSSION ON TASKS FOR 2013: **Motion by Dart/Retzlaff to table discussion and put on next agenda. Motion carried.**

13) NEXT MEETING DATE AND AGENDA ITEMS: Next meeting is April 22, 2013. Agenda items – Plan Commission next steps for Comprehensive Plan Update, Planner’s Website Membership, Approval of Site Plan Review Informational Packet, Approval of Plan Development District Informational Packet (Plan Commission would like to get involved in the plan approval process earlier), Discussion on Tasks for 2013. It was also decided to move the May meeting to May 20, as May 27 is Memorial Day.

14) ADJOURNMENT: **Motion by Retzlaff/Parrillo to adjourn at 9:05. Motion carried.**

Minutes submitted by Sherri Konkol, Deputy Clerk