

Plan Commission Study Group Minutes
Thursday, February 18, 2010 at 11:00 a.m.
Paul J. Bertschinger Community Center
7860 Hwy 42, Egg Harbor, Wisconsin

Members Present: Chair-Kim Jensen, Gail Hill, Bill Cammack-by phone, Richard Wegner, Karen Peterson, Chris Anderson, Kevin Vonck-UWGB Planning Consultant

Members Absent: Orren "Brad" Bradley

Also Present: Clarence Scherer, Pam Wegner, Kathy Mand, Kaaren Northrop, Dave Callsen

1. Call Meeting to Order

Chair-Jensen called the meeting to order at 11:06 a.m.

2. Pledge of Allegiance

3. Approval of the Agenda

Peterson moved to approve the agenda as presented. Cammack seconded. Motion carried.

4. Approval of Plan Commission Study Group Meeting Minutes for February 9, 2010.

Hill asked that Kaaren Northrop's name be corrected. Jensen moved to approve the Plan Commission Study Group Meeting Minutes for February 9, 2010 with the corrections as stated. Hill seconded. Motion carried.

5. Open Session (limited to 10 minutes)

Anderson expressed his appreciation and thanked everyone who has taken minutes.

He said he spoke to Fisher to verify that he could send the information to Vonck to put into ordinance language. He stated he did send the information to Vonck to put into proper ordinance language and after review by Plan Commission Study Group, make recommendations to the Plan Commission.

Jensen asked for any opening comments. Copies of the previous minutes were handed out for discussion/comment.

6. Sign and Zoning Ordinances

a) Review/Discussion

Jensen handed out copies of an e-mail with suggestions/questions regarding signs from Clarence Scherer.

Parking Ordinance Discussion:

Proposed parking changes to the current ordinance(s) were discussed in great length.

Plan Commission Study Group mentioned that they had requested an audit on parking in the Village. It was suggested that a shared use agreement be added. Also suggested was clarification on employees and parking allowances. Vonck advised that they make sure all activities are covered that may go on in the Village. He also thought the current language on employees and parking in the ordinance was vague. He also stated it must be clearly defined due to business changes year to year. He indicated that some areas figure parking due to square footage, actual use, and floor space usage. He explained that the choice is up to the PC Group.

Vonck worked off of what was sent to him for language revision on recommendations. He listed type of use, what the current use is, the discussion, and possible changes.

Clarifications on parking could include square footage or number of employees.

The discussion led to the type of classification, residential or commercial, and the impact on parking. It was acknowledged that there would be clarity with this type of classification.

Fulfilling Minimum Parking Requirements

Possible options to property owners:

- 1) Provide spaces on parcel
- 2) Sign a shared-use agreement
- 3) Pay a fee in lieu of providing spaces: The owner can make an annual payment as stated in the Village Fee Schedule for each required parking space to dedicated municipal parking fund, which will be used to construct, maintain and operate public parking facilities. (Discussed at great length by study group and others present.)
- 4) Change activity or use
- 5) Require employees to park at municipal lot(s)
- 6) Obtain a variance: After exhausting all other options, can show good faith effort.

Administration was briefly discussed. The discussion of conducting regular reviews of compliance was discussed, including violations and allowed compliance time.

Signs: (Ordinance 155)

Signs were discussed at length. Vonck stated that the ordinance should be more defining with clarity. Types (awning, projecting, etc.) of signs, sizes, and materials were topics in question for discussion. One size fits all versus one size depending on frontage (percent by building or parcel). Vonck mentioned the possibility of sign guidebook would be of assistance. It was felt that clarifications on size, type, and materials were necessary. Due to this, discussion by the PC Study Group led to the following points of additional clarity:

- 1) Defining the number of signs allowed
- 2) Types
- 3) Size (maximum dimensions-size, height, percent of coverage, R.O.W. and a maximum cap)
 - a) Frontage use-percentage by building or parcel

It was agreed upon by all present that some standards for size would be necessary.

Jensen recommended that the Plan Commission Group table sign recommendations until Vonck has the proposed sign changes together to review before the PC Study Group moves forward for sign recommendations. Motion carried.

b) Recommendations to Plan Commission

Wegner moved that the discussed set of proposed parking recommendations with the requested Plan Commission Study Group corrections be prepared by Vonck to be recommended to the Plan Commission at the February 23, 2010 meeting. Hill seconded. Motion carried.

7. Next Meeting

The next meeting was scheduled for Thursday, March 11th, 2010 at 11:00 AM in the large meeting room at the Paul J. Bertschinger Community Center.

8. Adjourn

Jensen moved to adjourn the meeting at 1:45 pm. Peterson seconded. Motion carried.

Reported by,
Kelly A. Popp, Deputy Clerk/Administrative Assistant