



Meeting: **Plan Commission**
Place: **106 S. Main St.**
Date: **Tuesday, April 19, 2016 @ 6:00 P.M.**
Webpage: **www.poynette-wi.gov**

MINUTES

the meeting was called to order by Village President Kaschinske at 6:00 p.m.

1. Call to Order/Roll Call

Commissioners Present: Hanson, Kaschinske, Boor, Ritzke, Hitz, and Sampson (arrived at 6:05 p.m.)
Staff Present: Consulting Planner Mark Roffers, Village Administrator Wilson, and Deputy Clerk Kilen

2. Pledge of Allegiance

All rose to recite the Pledge of Allegiance.

3. Approval of Agenda for April 19, 2016

Motion by Boor, second by Hanson to approve agenda from April 19, 2016. Motion carried, 5-0.

4. Approval of Minutes

a. Meeting Minutes from March 22, 2016

Motion by Boor, second by Ritzke to approve minutes from March 22, 2016. Motion carried, 5-0.

5. Staff Reports

Administrator Wilson reported that the Village Board supported the Resolution approved by the Plan Commission for the storage facility on parcel 534.04 with clarification on future right of way dedication of the access drive to be worked out by Village Staff, Attorney, Engineers, and property owners. Administrator Wilson noted that the question regarding the "Point of Order" was again discussed with the Village Attorney. Attorney Hughes determined that it is acceptable to combine a public hearing and discussion/action on the matter covered by the hearing into one agenda item. Administrator Wilson stated that the Ordinance needs to be amended to better reflect meeting process.

6. Public Hearing

a. At 6:03 p.m. Chair Kaschinske opened and read 3 times: Public Hearing and Discussion/Action on Resolution No. 16-965: A Resolution Approving a Conditional Use Permit for an existing private parking lot location within a public right-of-way for property located at 402 South Main Street. Dianne Vielhuber, 402 S Main Street, stated that the need for the Poynette Inch United Methodist Church addition is to allow handicap access to the church's facilities. Chair Kaschinske closed the hearing at 6:06 p.m. Motion by Hanson, second by Boor to accept the Conditional Use Permit, adding a condition that the right-of-way be dedicated to the Village of Poynette. Motion carried, 6-0.

7. New Business

a. Discussion/Action on a Request from Vince Laufenberg, McKee Associates Inc., on behalf of Poynette Inch United Methodist Church for Site Plan Approval to construct an addition to the existing building located on property at 402 South Main Street.

Commission member Hanson questioned the future street construction and how the parking area may be affected. Administrator Wilson stated that there are no formal plans and specifications for the street project. Administrator Wilson stated that staff used it "best guess". Administrator Wilson stated that when it comes to that point, this area will need to be evaluated and changes

could occur to the parking area. Commission member Hanson noted that parking would probably not be permitted during construction. Administrator Wilson agreed. Motion by Ritzke, second by Hitz to approve the Poynette Inch United Methodist Church Site Plan with conditions as presented. Motion carried, 6-0.

- b. Discussion/Action on a Request from Schulfer Architects LLC, on behalf of Research Products for Site Plan Approval to construct a parking lot expansion on the existing property at 300 East John Street.

Existing drainage patterns and the location of the retaining wall were discussed. Motion by Boor, second by Hanson to approve the Site Plan for Research Products parking lot expansion and retaining wall as presented. Motion carried, 6-0.

8. Old Business

Discuss/Review Draft #1: Plan Update to the Village of Poynette Comprehensive Plan. (*Mark Roffers, MD Roffers Consulting*). Chair Kaschinske noted the Draft does not set what we want to do nor does it pin us down as to what needs to be done. Kaschinske is looking for a definite commitment. Mr. Roffers stated that he is willing to make changes if they let him know the direction they want to take. Village Staff was directed to take current pictures to highlight what the Village has to offer and forward them to Roffers. Plan Commission members worked through the various chapters and provided feedback to Mr. Roffers. Village Staff was directed to contact General Engineering to determine the cost to update the maps in the document. Mr. Roffers agreed, for a cost of \$150.00 to attend one more Comprehensive Plan Meeting on May 3rd at 6:00 p.m. to finish discussion of the remaining chapters.

9. Adjournment

President Kaschinske adjourned the meeting at 8:26 p.m.

Approved 5.3.16

Submitted by,

Susan Kilen, Deputy Clerk/Deputy Treasurer