



Meeting: **Planning Commission**
Place: **106 S. Main St.**
Date: **March 20, 2012 @ 6:30 P.M.**
Webpage: **www.poynette-wi.gov**

MINUTES

Called to Order at 6:30 pm. Present were: Saftig, Hanson, Burke, Sampson, Belay and Ross
Also present was Village Planner Roffers

1. Hanson/ Ross motion to approve Minutes from February 21, 2012 as corrected to remove McFadden from the roll as she is not a member of the Commission yet, MC 6-0
2. Public Comment/Public Correspondence - None
3. Scheduled Appearances - None
4. Application Items
 - a. Site Plan Review, Main Street Youngsters, 316 North Main Street: Chuck Bongard, from MSA along with one of the Business Owners, Peggy Tomlinson presented their request to connect to the Storm Sewer System and place concrete in the terrace in front of the business.
Ross/Sampson motion to approve the site plan with conditions 1-4 of the Planner/Engineer report (The project shall be built in accordance with Plan Sheet 1; dated 1/2012 as submitted by the applicant, except as changes to the Plan Sheet are required prior to the commencement of work to meet the conditions that follow: after the private storm sewer connection is made to the public storm sewer in Main Street, the applicant shall cause the area around the pipe to be brick and mortared so as to not allow storm water to flow around the installed pipe; the applicant shall monitor erosion control during construction, and erosion control measures shall be added and may be required by the Village Engineer on an as-needed basis; the Village Engineer shall be notified in advance of work being performed in the public right-of-way, and the applicant shall adhere to reasonable conditions for work in and restoration of the right-of-way), MC 6-0
5. Business Items
 - a. Consider Resolution Regarding ATC's Badger Coulee Transmission Line: Burke/Hanson motion to pass on to the board with recommendation for approval, MC 6-0 (Clerk Finstad was excused from the meeting as Roffers stated that he had to take detailed notes on the next agenda items and would submit those notes to be inserted in the minutes, along with the adjournment time)
 - b. Continue Review of Draft Zoning Ordinance Update
The Commission reviewed Article 3 and pieces of Article 4 of the draft zoning code, and offered the following comments:
 - i. Rewrite last sentence in subsection (5) on page 7 to read: "The Zoning Administrator shall consult with the Plan Commission prior to making such a determination."
 - ii. Remove the second sentence under subsection (6) Performance Standards on page 8.
 - iii. Rewrite subsection (10)(a) on page 8 to read as follows: "Single-Family Detached' residential structures." In other words, require all duplexes to obtain site plan approval before construction.
 - iv. Regarding Figure 2.3.04, consider removing the AP Agricultural Preservation district, as it would have little to no utility in the Village, especially with the proposed AT Agricultural Transition district. Roffers advised that it may, then, be most efficient to collapse Figure 2.3.04 with 2.3.05.
 - v. Remove the qualifier "(maximum of 1 residence per 35 acres)" in the "Single-Family Detached Residence" line of Figure 2.3.04.

- vi. Remove “Airport or Heliport”, “Commercial Wind Energy System”, and “Intermediate Day Care Home (9-15 children)” from being allowed in any agricultural or open space zoning district in Figure 2.3.04.
- vii. Make “Small Exterior Communication Devices” conditional uses in PO district.
- viii. Make “Family Day Care Home (4-8 children)” conditional uses in AT district.
- ix. Regarding “Outdoor Display Incidental to Indoor Sales or Service (13+ days), investigate whether these are appropriate in agricultural and open space districts and whether there is a better way to deal with this type of use.
- x. The “Off-site Accessory Parking Lot” listing is kind of confusing; wonder whether this type of use should be taken below the threshold of concern.
- xi. Within Figure 2.3.05, and throughout ordinance, consider removing RR zoning district for same reason as AP.
- xii. Also in Figure 2.3.05, consider collapsing “Mobile Home” and “Mobile Home Community” into one category.
- xiii. Requested that Roffers investigate whether state law would allow village to require site plan approval for “Community Living Arrangement” land uses.
- xiv. In Figure 2.3.05, make “Personal or Professional Service” and “Artisan Studio” conditional uses in SF-M, SF-T, TF, MF, and MH districts. Roffers suggested that some of the uses the Commission may be thinking of might be covered as “home occupations, where the person lives in the residence and occupies a small business out of it.
- xv. Remove “sexually oriented land use” listing from Figure 2.3.05, even though it is not permitted in any residential zoning districts.
- xvi. Within Figure 2.3.06 and elsewhere, change the name of the current “Light Industrial” District to “Business Park” district or similar.
- xvii. Make “Single Family Detached Residence” and “Two-Family Residence” conditional uses in NC district in Figure 2.3.06.
- xviii. Commission questioned whether “Community Living Arrangements” of any type are appropriate in any of the non-residential zoning districts. Roffers to research.
- xix. Make “Indoor Sales and Service” and “Drive-In or Drive-Through Sales or Service” uses conditional uses in LI(BP) and GI zoning districts.
- xx. Remove “Sexually Oriented Land Use” and “Airport or Heliport” as conditional uses in LI(BP) district.
- xxi. Remove “Commercial Wind Energy System” as conditional uses in LI(BP) or GI district. Roffers pointed out that this use should probably just be removed from code given this and previous direction.
- xxii. Pick a different name for “Accessory Residential Structure (Detached).” It sounds like a place where people might be living, though that is not the intent. Also, within Article 4, “Accessory Residential Structure (Detached)” listing, check the existing zoning ordinance and keep requirements similar in residential zones.
- xxiii. Do not allow “Minor Home Occupation” or “Major Home Occupation” in CC or HC districts, because residences are not allowed. Roffers noted that some HC zoned areas have existing residences as non-conforming uses.
- xxiv. Do not allow “In-Home Suite” in NC district.
- xxv. Within Article 4, “Community Garden” listing (p.27), what if someone has a garden on a residential lot and leases space in it to others? Also, do not allow significant lighting for such gardens.
- xxvi. Within Article 4, “Hunting” listing (p.29), note Village has ordinance that does not allow discharge of weapons in Village limits.
- xxvii. Within Article 4, “Personal or Professional Service” listing (p.32), make sure it is clear that this does not include “home occupation” uses.
- xxviii. How does the code address ham radio towers? Roffers to investigate.
- xxix. Within Article 4, “Home Occupation” listings (pp.50-51), consider increasing thresholds for “minor” home occupations to allow no more than one off-site employee and for “major” home occupations to allow no more than two off-site employees.

- xxx. Within Article 4, within the "Temporary Land Use Types" listings (pp.56-57), make sure that the maximum duration for all such uses are clear.

The Commission agreed that it would focus on Article 4 for its next meeting.

- c. Progress Update on Proposed 2012 Comprehensive Plan Amendments – not addressed
6. Staff Reports – not addressed
- a. Village Planner's Report, including review of extraterritorial authority
 - b. Village Engineer's Report
 - c. Village Administrator's Report

Ross/Belay motion to adjourn the meeting. Motion carried 5-0. The meeting then adjourned at 8:34 p.m.

Minutes Approved April 17, 2012
Susan E. Finstad, CMC/WCMC/CMTW
Village Clerk/Deputy Treasurer

and

Mark Roffers, AICP
MDRoffers Consulting LLC