



Meeting: **Planning Commission**
Place: **106 S. Main St.**
Date: **April 17, 2012 @ 6:30 P.M.**
Webpage: **www.poynette-wi.gov**

DRAFT MINUTES:

Formatted: No Spacing

Call to Order at 6:30 pm. Present – Burke, Ross, Sampson, Belay, Hanson, Satfig, McFadden

1. Approval of Prior Meeting Minutes from March 20, 2012 – motion Ross/Saftig MC 7-0
2. Public Comment/Public Correspondence - Jim Ignarski from Care Properties addressed the commission regarding their business. The company has owned the property for 10 years but it was leased it to someone else. The business was closed last August so they reevaluated the property and decided they would like to operate it themselves. They feel that the Poynette market is viable and very attractive due to no competition. He introduced the management team for Poynette and their backgrounds. The company has 35 total properties and Poynette would be the southern point. Discussion about the licensing procedure and the questionnaire that needs to be sent in to the State. They talked about “known hazards” and what their mitigating factors are. The licensing entity is scheduled to come the first week of May, and the facility could be open by the end of May, if there are no more concerns from the Village. Mr. Ignarski asked the Commission to make a finding of “no hazards” on the State form.
3. Scheduled Appearances – None
4. Application Items – None
5. Business Items
 - a. Community Based Residential Facility Identification of Hazards Request for 208 W. North St. – Mark Roffers talked about the permit process and felt that he is not an expert on whether there are hazards or not. He indicated that the licensing entity would be the best to determine that issue. Discussion followed acknowledging that the community needs an assisted living facility, and that the Commission doesn’t want to have our elderly have to leave Poynette for care. It is presently zoned such that the use is considered a grandfathered conditional use. Motion made Sampson/Saftig to Check Box B on the State Hazards Identification Form, indicating “No Hazards” on the form to be submitted. MC 7-0
 - b. Recommendation to Village Board regarding termination of easement on Parcel #13 (231 W. Thomas St.) for line from Old Water Tower to Pump House. After discussion, Motion by Ross/Belay to recommend Village Board approval of abandonment of easement as identified. MC-7-0
 - c. Comprehensive Plan Amendments Update – Roffers talked about proposed updates to the Planned Land Use map in the Comprehensive Plan, as there has been a lot of change since the plan was originally adopted in 2005. The 2005 plan shows planned development beyond present village limits using an additional 900 acres more or less. Looking forward over the next 20 or so years, and considering flexibility, it is anticipated that Village might only need 1/3 to ½ of that acreage to accommodate projected new development beyond the current Village limits. Logical utility delivery areas, transportation access, and environmental suitability were among the factors he used to suggest 2005 planned development areas to reduce. Draft recommendations for future expansion for industrial park purposes shift the focus from the south to the north, and could be the both sides of Hwy 51. The Commission commented that it seemed unlikely that the School District would part with land owned along North Street—otherwise an additional area to consider for industrial uses. Discussion continued, particularly on the locations of environmental corridors. Roffers defined an “environmental corridor” and explained that that planned land use designation is not intended to add more restrictions to land. Roffers added that he would look into floodplain mapping on the Village’s south side, and confirm that zoning and plan maps were up to date. He concluded by proposing that the Village finish review of the the zoning ordinance and draft zoning map amendments, then conclude the revisions to the Comprehensive Plan and the Planned Land Use map within it. The Commission agreed.
 - d. Continued review of Draft Zoning Ordinance (Article 4)- Roffers presented an overview of Article 4 of the draft ordinance, explaining that the approach to preset development standards allows more uses to be defined as permitted-by-right, helps with consistency in development review, and helps businesses who are considering coming or expanding in Poynette plan with full up-front knowledge of expectations. The Commission reviewed Article 4 page by page verifying intent of some items with Mark noting changes to be made, as follows:

- i. Page 25, Section (6)7. Change reference from Village Administrator to Zoning Administrator, and make it clear how Zoning Administrator is appointed elsewhere in code.
- ii. Page 29, Institutional Parking Standards table: Clean up typos in "Library, Museum" section. Also, Commission asked Roffers to make it clear in Article 4 that land uses in downtown commercial zoning district do not require off-street parking.
- iii. Throughout sections, there are references to "bufferyard shall be provided." Commission suggested that list of uses that require and don't require bufferyards should be reviewed, such as for "outdoor alcohol areas." Roffers suggested that Page 86, section (d) could be amended to indicate that Planning Commission could require bufferyards in its review of site plans for any use, including those not specifically identified for bufferyards in Article 4.
- iv. Pp 42-44: The Commission agreed that "commercial wind energy system" description and performance standards should be removed from the code, because previous discussion suggested that such uses would not be permitted in village.

The Commission agreed that, at the next meeting, they will review Articles 5, 6 & 7. Also, if anything was missed with respect to review of Article 4 that could be shared at the next meeting.

6. Staff Reports

- a. Village Planner's Report, including review of extraterritorial authority-Mark briefly went over the jurisdiction of 1 ½ miles, and of Poynette's land division review authority there.
- b. Village Engineer's Report – None
- c. Village Administrator's Report – None

Meeting adjourned 8:10 PM

[Minutes Approved May 15, 2012](#)