

**Plan Commission Meeting Minutes**  
**Tuesday, September 23, 2008 at 6:00 p.m.**  
Paul J. Bertschinger Community Center  
7860 Hwy 42, Egg Harbor, Wisconsin

Members Present: Chair Nancy Fisher, Sharon Fitzgerald, Dave Tuch, Emily Pitchford, Chris Anderson (arrived at 6:03 pm), Kathy Mand Beck (arrived at 6:10 pm), and Josh Van Lieshout

Members Absent: Jeff Tunney

Also Present: Charity Buhr, Jerry McGinnis, Dawn and Jerry McGinnis, Steve Schaefer, Christopher Bolt, John Hoffman, and Pete Devlin

**1. Call Meeting to Order**

Chair Fisher called meeting to order at 6:00 pm

**2. Pledge of Allegiance**

**3. Approval of the Agenda**

Fitzgerald moved, seconded by Tuch to approve the agenda as presented. Motion passed unanimously.

**4. Approval of August 26, 2008 Plan Commission Meeting Minutes.**

Fisher moved, seconded by Pitchford to approve the August 26, 2008 Plan Commission meeting minutes. Motion passed unanimously.

**5. Open Session (limited to 10 minutes)**

McGinnis stated that he owned the property at 7797 County G. He is here to discuss the vacation of the road that was platted off of Dock Road.

Anderson arrived at 6:03 pm

Fisher stated that the Plan Commission is looking into the most useful and efficient use of the platted roadway.

Tuch questioned the nuisance ordinance and whether or not the Plan Commission was to review such an ordinance.

Fisher stated that this wasn't necessary due to the type of ordinance that it is and the issues that it addresses.

**6. Discussion regarding minimum dwelling size in the MU zoning district**

See attached memorandum dated 9-18-08.

Van Lieshout explained that this type of apartment is for an efficiency style apartment.

Fitzgerald questioned if this would be for existing buildings or new buildings.

Van Lieshout stated that this would be for all buildings in the MU district.

Fitzgerald questioned whether we would restrict the number of people who could occupy the units.

Van Lieshout stated that he hasn't looked into this yet, however it could be addressed.

Beck arrived at 6:10 pm

Van Lieshout stated that he thought this should help with the Comprehensive Plan issue of short term housing for workers.

Fisher stated that there is still a need to limit occupants of the units.

Fisher stated that it was also important to make sure that all dwellings meet all state codes.

This will be addressed next month with a proposed ordinance.

**7. Discussion and action regarding development of a downtown neighborhood plan**

Van Lieshout introduced Hoffman and explained that the Comprehensive Plan states that the Village will complete a downtown plan. Also, the Village wants to look into the development of the Church Street corridor.

See attached proposed approach dated 9-23-08 from JJR, LLC.

The plan needs to determine what the needs are and where the character is going in the future. This is the start of creating architectural guidelines for different areas of the Village.

Hoffman stated that he felt this process needs to use the team approach of a consultant, a market analysis, and architects. This mix of people is who can help develop useful guidelines.

Fisher stated that there can be meetings in the off season; the Village would post information on the website and in the newsletter encouraging involvement.

Hoffman stated that the Village would need to decide if this would be incorporated into the code or a separate handout type document?

Hoffman stated that the range of project could range in cost from \$70,000 - \$100,000. This price is determined by the approach, the deliverable, and the input level of the public.

Van Lieshout would prefer these types of standards be codified so they must be followed.

Van Lieshout suggested making the guidelines workable rather than very difficult to encourage development.

Fisher would like to have the Commission decide how far they would like to go with this project.

Hoffman stated that he would like to remain a resource and will answer any questions that anyone has regarding fees.

**8. Discussion and action regarding disposition of platted rights of way parallel to STH 42**

Van Lieshout stated that the property is being surveyed this week. However, the reference points have all been identified and control points have been set.

Van Lieshout stated that the correct way to assign a value to the property will be to contact an appraiser and find comparable land sales.

Van Lieshout explained that the Village is getting all of the topographic information on the area for future planning.

Fisher would like an e-mail to be sent to the Commissioners once the surveys are received so they are able to review these areas.

Schaefer stated that he believes the right of ways cannot be sold only vacated, he questioned Van Lieshout on his opinion.

Van Lieshout stated that it is his understanding that once a road is vacated it is split between neighboring property owners.

McGinnis stated that there is a drop of over 12 feet off of Dock Road. He questioned the feasibility of creating any parking in this area.

This item will be on next month's agenda.

**9. Discussion and action regarding 2009 Budget**

Downtown Development Plan

GIS mapping software

Possible Business Improvement District for the future

Fisher moved, seconded by to request \$50,000 for budget year 2009 to initiate the downtown neighborhood plan/architectural design standards process and documents.

Fitzgerald moved, seconded by Beck to request \$35,000 for 2009 and the same for 2010 to split the downtown neighborhood plan/architectural design standards process and documents project over two budget cycles. Motion passed, Anderson opposed.

Fisher moved, seconded by Fitzgerald that the total request for the 2009 budget be \$45,000. Motion passed, Anderson opposed.

**10. Discussion and action regarding municipal harbor**

The Plan Commission would like to have a plan showing benches and lighting details.

Fisher moved, seconded by Anderson to approve option c alternate layout plan of Egg Harbor Marina and Harbor Improvement Project. Motion passed, Tuch opposed.

**11. Discussion and action regarding on-street parking regulations in the Village of Egg Harbor**

Fisher brought this to the Commission from a complaint of a property owner.

Fisher would like to see more definitive parking regulation and direction.

Fisher would like the Commissioners to take a look around the Village for the next meeting.

**12. Next Meeting**

October 28 at 6:00 pm

**13. Adjourn**

Fisher moved, seconded by Pitchford to adjourn at 8:09 pm. Motion passed unanimously.

Recorded By:  
Charity Forsch  
Deputy Clerk-Treasurer