

**Plan Commission Meeting Minutes
Tuesday, June 23, 2009 at 6:00 p.m.**

APPROVAL PENDING

Members Present: Chris Anderson-Chair, Sharon Fitzgerald, Bill Cammack, Kathy Mand-Beck, Gail Hill, Emily Pitchford, Josh Van Lieshout (6:14 PM)

Members Absent: Bill Nelson

Also Present: Kelly Popp, Kevin Vonck-UWGB Planning

1. Call Meeting to Order

Chris Anderson-Chair called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

3. Approval of the Agenda

Cammack moved to approve the Agenda for June 23, 2009. Fitzgerald Seconded. Motion Passed

4. Approval of Plan Commission Meeting Minutes for May 26, 2009

Corrections to the Minutes for May 26, 2009 as follows: Change the Commission member who motioned the minutes from Van Lieshout to Fitzgerald. Anderson moved to approve the May 26, 2009 Meeting Minutes with the necessary change, seconded by Beck. Motion passed.

5. Open Session (limited to 10 minutes)

Beck had several items to discuss. On a positive note, she mentioned the new sidewalks; Brown's property appearance; and the crosswalk by Trio. Her concerns are, numerous illegal sandwich board signs; visible hoses across the sidewalks in places; chairs out on the sidewalks at the Bridge and excessive speed by crosswalks (a recent 3 car accident was mentioned). Beck also questioned how the recommendations at meetings are tracked and who is responsible. Anderson stated that Van Lieshout should be questioned regarding this. Another concern mentioned by Fitzgerald is due to being unkempt; whose responsibility is the area between the curb and sidewalk? Van Lieshout entered at 6:14 PM. Van Lieshout affirmed that he would have to check into the posed concern regarding the overgrowth area between the curb and sidewalk. The Commission overall had concerns regarding the upkeep of some properties within the Village. Fitzgerald suggested bringing the concerns of properties in disarray to the EHBA. Anderson stated perhaps it could cover all the areas discussed as a reminder. Anderson asked if Van Lieshout could ask Mike Fitzgerald to address this at the EHBA meeting. It was suggested that the concerns mentioned above be addressed in the next Village Newsletter. Anderson asked if there are enough signs for the crosswalks. Van Lieshout stated "no". He would like to see them at the new crosswalks. Two need to be replaced this year and the cost is \$300 for each. There is not enough in the budget this year to purchase them. Again, the speed limit concern was brought up and discussed with regard to pedestrians' safety. Van Lieshout acknowledged that when the State was contacted regarding this, they were firm on no speed limit reduction. Van Lieshout stated in regards to speed, you can have a police officer and a municipal judge in a municipality. That may be an option. Cammack suggested the cameras that take pictures of speed violators, and then their receipt of a ticket by mail. Anderson said the Plan Commission should keep watch and see how things go. Anderson questioned Van Lieshout regarding the responsibility of recommendations made after the meetings. Van Lieshout stated all the approved agreements are taken care of and in order for development permits. For conditional permits before occupancy permits are given, verification of doing what they said is necessary. It is a one time occurrence and then you move on. Van Lieshout stated that for every parcel in the Village there is a file; it tracks land records. The village does have a data base that contains tidbits of information. Regarding this issue, Beck stated she received an inquiry about Meadow Ridge and it was whether the road ever went through between The Outpost and Meadow Ridge. Pitchford questioned whether that would have to have been done before the annexation. Van Lieshout said he would check into this.

6. Establish date of question and answer regarding mandatory National Flood Insurance

Program participation:

It was discussed that an information meeting should be before the next Plan Commission meeting. It was suggested it could precede the Plan Commission meeting at 6:00 PM with the regular meeting following. The decision was made by the Commission members to hold the information meeting on July 21, 2009 for the public. Van Lieshout stated he will ask the DNR to return for the public hearing.

7. Discussion and action regarding downtown planning and zoning, correspondence with UWGB

Van Lieshout introduced Kevin Vonck from UWGB regarding downtown planning and zoning. He said Vonck would be the lead man in the UWGB undergraduate program. Before Vonck spoke, Anderson explained how reviewing the Village's comprehensive plan got them to the point that they work with a consultant regarding future planning. But with the economy, they needed a cost effective way to do this. Because of this, they were lead down the road to UWGB. After introduction, Vonck stated he is originally from the Fox Cities and has some fond memories of Door County as a child. He explained how he would really like input from the Committee Members in regards to what they would like to see for the Village in the future. He asked them to think about the following in the planning: What would make the Village more welcoming and attractive for businesses, long-term residents and visitors. He asked what would be valuable for the Committee to have him look into and bring back. Anderson suggested that they decide how they go about this process and develop something. Vonck stated the elements involved can be – visual, policies, transportation issues (traffic, parking, bicycling), public facilities and what they are providing, communication, marketing (owner, business, and patrons) and economic development. Van Lieshout feels building and continued quaintness of the Village needs to be addressed. He feels a plan should be in place for evaluation to implement the quaintness the Village so desires. (Anderson left the meeting.) As Commission members listed ideas off, a scope was developed:

Scope:

- Design policies to make “quaintness”
- Affordable housing
- Walking Community-more than just along the highway (paths, trails, Church Street development, paths between Church Street and Highway 42, possible picnic area/bathroom by Peg Egan PAC)
- Public restrooms: possibly Peg Egan PAC restrooms
Open with more accessibility
- Good mapping-trail, historical
- Parking policies (Vonck stated possibility of shared parking w/fees for businesses).
- Signage-update/prohibitive (review the ordinance/policies/adequate)
- Needs for joint marketing
- Pursue economic development opportunities (main Street, E-seed)
- Directional signage
- Cross-sections/street scape recommendations
- Setbacks from the roadways (minimums/maximums)
- Recommend landscaping requirements
- Parking in rear/side

- Parking as a limiting factor in development

After discussion regarding the scope, Vonck asked what time-frame the Committee would like to see and suggested a scope to implement the planning. Beck stated the direction seemed to be Church Street and the codes first. Fitzgerald moved to recommend that Vonck and Van Lieshout develop a scope for approval to the Village Board, Beck seconded. Motion passed unanimously.

Street parking ordinance changes and amendments

Van Lieshout stated he was unable to complete the parking ordinance changes and amendments due to other immediate issues this month.

9. Approval of site plan for the Egg Harbor waste water treatment plant headworks facility repairs

Van Lieshout explained the plans, what the facility did and how the facility worked.

Fitzgerald moved to approve the site plan for the Egg Harbor Waste Water Treatment Plant headworks facility repairs. Hill Seconded. Motion passed unanimously.

10. Correspondence from Kathy Mand-Beck

Beck stated she had spoken with Fisher and Van Lieshout regarding public art. Due to budget time proximity, it was suggested that it be brought up presently. She stated that she is looking for grant money and publicity for the art project. This idea could possibly tie in with the name paving bricks that the Lions Club is bringing to the Commission for discussion. Beck stated that Barbara Lauten in De Pere may be interested in assisting. She has been very involved in the arts, including Door County. Van Lieshout stated that the Village Board is looking for ways to use the revenue tax money and separate it from the general fund. September, October and November is usually when budgeting is discussed. Fitzgerald suggested a possible art fair in the park. Van Lieshout stated it will be developed with the Board and we'll see where it goes. Cammack moved to recommend to the Village Board that they pursue public art displays further and for the inclusion into the 2010 budget plan, Fitzgerald seconded. Motion passed unanimously.

11. Nuisance and other zoning related issues and code enforcement

Beck brought up Yore Place and the Matthew House and the appearance of disarray. Van Lieshout stated the items in the yard are against the ordinance. He spoke with her and she suggested a bulk trash clean-up. He said if the village did provide that service it would add to the bottom line. There is a chance we could have a dumpster at the recycling facility for large items like this. As an example, the Browning's house has had an excellent clean up job. Van Lieshout mentioned that the Village is getting after these property owners now. He stated that citations will have to be issued if there is not an answer within a certain amount of time once a notification from the Village has been sent. Cammack moved to recommend to the Village Board that a dumpster with a fee be provided at the recycling center. Pitchford seconded. Motion passed unanimously.

12. Next Meeting

The next meeting was scheduled for Tuesday, July 28, 2009 at 6:00 PM at the Paul J. Bertschinger Community Center in the small meeting room.

13. Adjourn

Pitchford moved to adjourn the meeting at 8:33 PM. Cammack seconded. Motion passed unanimously.

Recorded by:

Kelly A. Popp

Deputy Clerk/Administrative Assistant