

**Village of Egg Harbor
Plan Commission Meeting Minutes
April 24th, 2018 at 6:00 p.m.
Paul J. Bertschinger Community Center
7860 STH 42, Egg Harbor, Wisconsin**

1. Call Meeting to Order

Mueller called the meeting to order at 6:00 p.m. Those in attendance were Cambria Mueller, Gail Hill, Emily Pitchford, Joe Smith, Lou Nyberg, Mary Anne Scherer, Ryan Heise, and Megan Vandermause. Also in attendance in the audience were Clarence Scherer, Holly Cole, Jerry Seroka, and Linda Seroka.

2. Approve agenda

Smith moved to approve the agenda noting that the date for item 4 should be 2018, second by Hill, motion carried.

3. Pledge of Allegiance

4. Approve minutes of March 20th, 2017

Smith moved to approve the March 20th, 2018 meeting minutes, second by Scherer, motion carried.

5. Open Session (limited to 10 minutes)

- Vandermause stated that there is a gentleman that is interested in opening a restaurant in the old Serendipity building and when he came in to get all the necessary paperwork from the Village, Ohnesorge forgot to tell him about the conditional use permit process.
- Vandermause is hoping that the Plan Commission could meet on May 8th to hear about the project.
- The Plan Commission agreed to meet on May 8th.
- Scherer asked if Liberty Square needed a permit for the work they were doing to their outdoor patio.
- Staff will follow up on this.

6. Five Year Implementation plan review

- Vandermause put together a table that reviewed the program and actions for the five year implementation plan, responsibility for each item, and priority for each item.
- The responsibility for the review and amend land use map item was assigned to the Village Board, Plan Commission, and staff.
- The responsibility for the review zoning ordinance in regards to land use and amend if necessary item was assigned to the Village Board, Plan Commission, and staff.
- The responsibility for the partner with the Door County Economic Development Corporation to develop a marketing program to promote the Village of Egg Harbor in business development item was assigned to staff.
- The responsibility for the explore the need for boundary agreements with the Town of Egg Harbor and the Town of Gibraltar was assigned to the Village Board, Plan Commission and staff.
- The responsibility for the review and update franchise agreement with Charter item was assigned to the Village Board and staff.
- The responsibility for the review and update the bicycle and pedestrian sidewalks and recreational trail system item was assigned to the Parks and Public Works committee, the Plan Commission, and the Village Board.
- The responsibility for the formation of an architectural review board item was assigned to the Plan Commission and the Village Board.

- The responsibility for the develop a Village environmental sustainability plan item was assigned to the Parks and Public Works committee and the Plan Commission.
- Mueller stated that she feels as though Green Tier may need to be more involved in the comprehensive plan.
- The Plan Commission prioritized the programs and actions.
- The five year implementation plan items were prioritized as follows:
 - 1. Review zoning ordinance in regards to land use and amend if necessary
 - 2. Review and amend land use map
 - 3. Formation of an Architectural Review Board
 - 4. Develop a Village Environmental Sustainability Plan
 - 5. Review and update the bicycle and pedestrian sidewalks and recreational trail system.
 - 6. Partner with the Door County Economic Development Corporation to develop a marketing program to promote the Village of Egg Harbor in business development
 - 7. Review and update franchise agreement with Charter
 - 8. Explore the need for boundary agreements with the Town of Egg Harbor and the Town of Gibraltar
- Smith stated that he likes the updated list thus far and thanked the Mueller for bringing this to Plan Commission's attention.

7. Review draft public participation plan

- Pitchford stated that she feels as though the public participation plan is far off and she is not sure what the Plan Commission would even present to the public.
- Vandermause stated that she put together the draft public participation plan to get feedback from the Plan Commission and the Village Board to then take to a consultant.
- Smith stated that he thinks the plan is very straight forward and highlights public participation.

Smith moved that the Village Board approve the draft public participation plan with the removal of the word optional to item number two, second by Hill, motion carried.

8. Review Attorney Vande Castle's sign ordinance update correspondence

- Attorney Vande Castle's opinion was to leave the sign ordinance as it is currently until there is a formal opinion on the item.

9. Book Nook Gardens

- Heise stated that the book nook gardens group is a very creative series of small gardens that will be located in different public spaces around the village.
- The concept of the book nook gardens project was approved by the Village Board with conditions those conditions included that more detailed plans be presented to the Plan Commission and Parks and Public Works Committee.
- Cole stated that the group was asking that the Village Board allow the property to be designed.
- Mueller stated that she feels as though there was a lot of confusion at the Village Board meeting.
- Smith stated that capstone is a graduate program through UW Madison.
- Smith said that the Book Nook Group is asking that capstone be able to look at all of the land that the Village owns and then capstone would come up with design concepts.
- The Book Nook group will work with staff to determine what public properties would be available for the Book Nook Gardens.

Smith moved that Plan Commission extend the support of the Book Nook group and that the Village Board allow the Book Nook group to look at any land that is available to them and then to present design plans, second by Nyberg, motion carried.

10. Bay View Terrace sculpture

- Vandermause updated the Plan Commission on the sculpture that will be installed at the Bay View Terrace.
- The sculpture will be installed around the 23rd of May with a dedication ceremony taking place on May 26th, 2018.

11. Code Violations

- Vandermause reported that the refrigerator at the property on West Shore Drive has been removed.
- Vandermause will be following up on the gravel parking lot on CTH E and the improvements at Liberty Square.

12. Closed Session per State Statute 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to parcel # 118-0125302612E1 and parcel #118-0125302631B

Mueller moved to enter closed session per State Statute 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to parcel # 118-0125302612E1 and parcel # 118-0125302631B, second by Hill, Mueller – aye, Smith –aye, Nyberg – aye, Scherer –aye, Pitchford –aye, and Hill –aye, motion carried.

Mueller moved to return to open session, second by Hill, roll call vote, Mueller-aye, Smith-aye, Nyberg-aye, Scherer-aye, and Pitchford-aye, motion carried.

13. Open Session and possible action on item number 12

Mueller moved to approve the action that was taken in closed session, second by Hill, motion carried. Pitchford abstained.

14. Next Meeting

The Plan Commission will hold a special meeting on May 8th, 2018 at 6:00 p.m. The next regular meeting is May 22nd, 2018 at 6:00 p.m.

15. Adjourn

Mueller moved to adjourn, second by Scherer, motion carried.