

**Village of Egg Harbor
Plan Commission Meeting Minutes
January 23rd, 2018 at 6:00 p.m.
Donald & Carol Kress Pavilion – Great
Hall
7845 Church Street, Egg Harbor,
Wisconsin**

1. Call Meeting to Order

Mueller called the meeting to order at 6:02 p.m. Those in attendance were Cambria Mueller, Gail Hill, Emily Pitchford, Joe Smith, Mary Anne Scherer, Ryan Heise, Megan Vandermause, and Lou Nyberg by phone. Also in attendance in the audience were Jack Jackson, Jim Smith, Clarence Scherer, and TC Johnson.

2. Approve agenda

Smith moved to approve the agenda, second by Hill, motion carried.

3. Pledge of Allegiance

4. Approve minutes of December 20, 2017

Mueller moved to approve the December 20, 2017 minutes, second by Pitchford, motion carried.

5. Open Session (limited to 10 minutes)

6. Deliberations and possible action regarding Jack Jackson conditional use permit application

- Mueller stated that at the last two Plan Commission meetings the Commissioners reviewed this project.
- There was a new site plan presented to the Plan Commission.
- Jackson reviewed some corrections that were made to the site plan.
- The impervious surface ratio is 27.94%.
- The number of units was reduced from 36 to 29.
- The front setback was increased to 79 ft.
- Forty trees were added as a landscape barrier on CTH EE.
- The smaller units were put closer to the road so that the larger units are hidden.
- The storm water buffer was increased.
- There will now be 830 ft. of road.
- Jackson stated that a concern that came out of the last meeting was in regards to the lighting.
- Jackson stated that a wildlife approved, amber, 25 watt light will be used. There will be one light on each building that will be down facing and will placed on the face of each unit.
- No individual street lights will be used.
- Smith asked about the setbacks on the side yard.
- Pitchford asked how many entrances there would be into the condominium and Jackson said that there will be one entrance off of CTH EE.
- Mueller stated that included in the packet was correspondence from Attorney Vande Castle regarding State Senate bill 387 that made some changes to the way Village's review conditional use permits.
- Smith stated that he likes the fact that the developer took into consideration a lot of the public concerns such as landscaping and lighting.
- Smith stated that he thinks some careful consideration needs to be thought about in

- regards to the purpose and feel of the Rural Residential district.
- Smith said that he feels as though this type of project is something that would be seen in this zoning district.
- Mueller stated that she knows that there is a concern regarding density, but the units are not dwelling units.
- Pitchford said that she noticed on page ten of the zoning ordinance that for accessory structures the maximum combined footprint of all buildings shall not exceed 70% of the footprint of the principal structure or 900 square feet, whichever is less.
- The committee discussed that the buildings are principal structures.
- Pitchford asked after a conditional use permit is issued how long the permit is valid before it expires.
- Smith stated that the permit does not expire unless the use or project changes.
- Jim Smith pointed out that on page 28 of the Village's Zoning Ordinance it is explained that conditional use permits are valid for 18 months after the date of issuance.
- Mueller stated that she doesn't think that the Village's zoning will be changing any time soon.
- Mueller stated that if any changes are made to the project from what was presented when the conditional use permit was approved a new conditional use permit would be required.
- Smith stated that there will not be any sewer or plumbing added in the buildings.

Smith moved to approve the conditional use permit with the following conditions, no business can operate a store front, there shall be vegetative screening of the site, there be no more than one unit with water hookup and no units with sewer hookup, that the lighting be the same or similar to the sample as provided by Jackson, the units conform to the proper setbacks, any development current or future follow the approved site plan and any changes to that site plan including size or orientation of the buildings, the road, or driveway be reviewed by Plan Commission prior to construction, second by Hill, the Commission discussed:

- Mueller asked if the Plan Commission has authority to put a condition on the color of the buildings.
- Pitchford said that this is something that the Plan Commission should discuss.
- Smith asked if Jackson has selected a color for the units.
- Jackson said that he hasn't picked a color, but he was planning on using an earth tone color.

Smith amended his motion to include the condition that all of the buildings have the same color scheme and that all of the buildings be a subdued earth tone color, Hill amended her second, amendment passes.

The Plan Commission voted on the motion including the amendment, motion carried.

- Mueller stated that the Plan Commission should take into consideration the effect that the water runoff might have.
- Smith pointed out that the Rural Residential district has the most restrictive impervious surface ratio.
- Scherer asked if this will be fenced in anyway and Jackson said that the development will not be fenced other than the landscape barrier along the road.

7. Five Year Implementation Plan discussion

- Vandermause stated she thinks the next step on this item is to determine what process needs to be followed to update the Five Year Implementation Plan and the

Comprehensive Master Plan.

- Vandermause said she contacted UWGB's Land Use and Planning department to determine if there is an opportunity for the Village to work with them on this project.
- The professor who coordinates these programs was on a study abroad trip, but Vandermause should hear back from the department before the next meeting.
- Vandermause said that if working with UWGB does not work out then the Plan Commission should start working with Martenson & Eisele.
- Mueller explained that the Plan Commission should solidify the Five Year Implementation goals during the joint meeting with the Village Board.
- Pitchford asked about Angela Lensch attending a Plan Commission meeting to explain the Green Tier Initiative and Vandermause explained that she thought this could be done at the joint Village Board and Plan Commission meeting.
- Mueller reviewed the goals that the Plan Commission has established at this time.
- Mueller stated that she thinks this is a good list to start off with.
- Smith said that the examples that were presented in regards to an architectural review board were good examples that can be used as a framework to create a board for Egg Harbor.
- Pitchford stated that Zoning Ordinance review, boundary agreements, and regular joint Village Board and committee meetings should be added to the list of five year implementation plan goals.

8. Sign Ordinance update

- Vandermause said that she did some research regarding the Reed vs. Town of Gilbert case and she did not find anything that was issued by the League of Wisconsin Municipalities.
- Vandermause stated that she called the League of Wisconsin Municipalities and found out that they have not issued a formal opinion on this case at this time.
- Vandermause suggested that the current sign ordinance be sent to Attorney Vande Castle for his review.
- Attorney Vande Castle will highlight the sections of the ordinance that need to be updated and staff will make the appropriate changes.
- Mueller stated that she also wanted to discuss illuminated signs and asked if the Plan Commission would to make a change to the ordinance to limit the amount of internally illuminated signs to one per business license.

Smith moved to direct staff to prepare an amendment to the sign ordinance to limit the number of internally illuminated signs to one per business, second by Mueller, motion carried.

9. Local Planning & Zoning Officials Workshop

- Vandermause stated that she found some information on a workshop that is being offered in Kaukauna.
- Vandermause said that she thinks that the workshop would be very beneficial for the Plan Commission members.
- Vandermause explained that she plans on attending the workshop and invited the Plan Commission members to join.
- The Village would cover the cost of the workshop.

10. Code Violations

- Vandermause stated that the Lull Abi did come in with permits for their internally illuminated signs.
- Vandermause said that she looked into the new gravel parking lot at E Street Galleria and this was not permitted. Vandermause stated that she will follow up with the owners, but they are gone for the winter.

- Vandermause also sent sign permits to Shipwrecked for the banners on the fence.

11. Next Meeting

The next meeting is February 27th, at 6:00 p.m. at the Donald and Carol Pavilion.

12. Adjourn

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

DRAFT