

Plan Commission Minutes December 19, 2023, at 7:00 P.M.

Members Present: Carolyn Clow, Stephanie Brassington, Chris Reynolds, Austen Conrad, Jill Halverson, Scott Peters

Members Absent: Peter Bloechl-Anderson

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

Chair Clow called the meeting to order at 7:01 P.M.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the November 21, 2023, Plan Commission meeting.

Clow moved to approve the minutes of the November 21, 2023, Plan Commission meeting. Peters seconded the motion. Motion carried 6-0.

4. PUBLIC HEARINGS.

- a. Public hearing on a Conditional Use Permit requested by Katie Lichtie for a proposed dance studio located at 4800 Ivywood Trail.

Thao provided summary on the agenda item, highlighting the proposed use by the applicant and staff's review of conditional use standards. Thao discussed staff's comments related to the on- and off-street parking activity and proposed off-street parking lot layout provided by the applicant. Staff considered five other off-street parking layouts to improve on-site traffic circulation and minimize conflicts between parked and moving vehicles. Staff also recommends on-street warning signs like "watch for children" given the likelihood of parents using on-street parking due to the size and shape of the off-street parking lot.

Clow opened the public hearing at 7:11 P.M. Seeing no person online or in person wishing to speak, Clow closed the public hearing at 7:14 P.M.

5. BUSINESS.

- a. Discussion and action on a Conditional use Permit requeste4d by Katie Lichtie for a dance studio located at 4800 Ivywood Trail.

No further comments on the agenda item by Staff and no additional comments or concerns from the Commission. Clow motioned to approve a Conditional Use Permit requested by Katie Lichtie for a dance studio located at 4800 Ivywood Trail with the following condition of approval:

1. Installation of two warning signs by the Village in the right-of-way at the applicant's expense.
2. Applicant to restripe the off-street parking lot without the center stalls (Option 5).

Motion seconded by Conrad. Motions passed 6-0.

- b. Discussion and action on Site Design Review Permit requested by McFarland Liquor for an accessory shed located at 4716 Farwell Street, McFarland, WI.

Thao provided summary on the agenda item highlighting the location of the proposed shed in the rear yard and staff comments related to the site design review standards. The Commission had minimal discussion and concern on the agenda item. Clow motioned to approve a Site Design Review Permit requested by McFarland Liquor for an accessory shed as submitted, located at 4716 Farwell Street. Motion was seconded by Halverson. Motion passed 5-0-1 with an abstention from Brassington.

- c. Discussion and action to make a recommendation to the Village Board regarding updates to Community & Economic Development Department permit and park impact fees for 2024.

Clow motioned for a recess at 7:21pm to address audio issues. The meeting resumed at 7:24pm.

Bremer presented a comparative summary table which included Dane County communities and their zoning and land division fees. No changes to Village planning, zoning, land division or building permit fees are recommended by staff for 2024. Bremer reviewed proposed changes to the Village's park impact fees based on the Village's 2020 needs assessment study. Discussion by the Commission included background on why the Village opted for a 5-year phase-in period to increase park impact fees which also includes annual inflation adjustments.

Clow motioned to recommend to the Village Board updates to park impact fees as provided in Ordinance 2024-01 contingent on final inflation adjustment by the Community Development Director based on the Department of Labor final index total for December 2023, per Sec. 8-464(e). Peters seconded the motion. Motion passed 6-0.

6. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, January 10, 2024, 7:00PM, Joint Plan Commission & Community Development Authority
- b. Tuesday, January 16, 2024, 7:00PM Plan Commission

7. ADJOURNMENT.

Reynolds motioned to adjourn; Peters seconded the motion. Motion carried 6-0.
Meeting adjourned at 7:38 P.M.