

Plan Commission Minutes April 15, 2025, at 7:00 P.M.

Members Present: Stephanie Brassington, Luke Fessler, Austen Conrad, Scott Peters, Karen Pominville, Eric Johnson

Members Absent: Chris Reynolds

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER, ROLL CALL

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

2. PUBLIC APPEARANCES.

There were no public appearances during this section.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the March 18, 2025 meeting.

Brassington moved to approve the minutes of the March 18, 2025, Plan Commission meeting. Conrad seconded the motion. Motion passed 4-0-2, with abstentions from Fessler and Johnson.

4. BUSINESS.

- a. Discussion and action on a Site Design Review Permit for an accessory structure for a Food-Waste Composting Bin Kiosk requested by Village Public Works located at 5115 Terminal Drive.

Thao provided a summary on the agenda item with a summary of the March 18th Plan Commission meeting. Thao discussed changes made by Dane County to the structure's design for ADA considerations. The Commission discussed program participation, activities for pick-up and continuation of program related to funding. Bremer provided additional clarifying comments as needed.

Brassington motioned to approve a Site Design Review Permit for an accessory structure for a Food-Waste Composting Bin Kiosk requested by the Village Public Works Department located at 5115 Terminal Drive. Conrad seconded the motion. Motion passed 6-0.

- b. Discussion and action on a request for a one-year extension for a Site Design Review permit for Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive.

Thao provided summary on the agenda item, highlighting the scope of the project, applicant's reason for delay, and planned schedule to begin Summary 2025. The Commission discussed details of the delay, the site's location and the Municipal Code on extensions. Brassington motioned to approve a one-year extension for a Site Design Review permit for Flint Hills Resources Pine Bend, LLC, for the addition of a fire pump building located at 4405 Terminal Drive, with the following conditions of approval:

1. The construction of the new driveway to the fire pump building shall use an asphalt surface consistent with the existing asphalt driveway.
2. The new building shall include decorative masonry materials along the full face of the building's front and side walls similar in height from the ground, materials, and colors with the design of similar finished street facing buildings on the property.

Fessler seconded the motion. Motion passed 6-0.

- c. Discussion and recommendation to the Village Board regarding a proposal from ZoneCo to update the Village's Zoning and Subdivision Codes.

Bremer provided a summary of the agenda item and the review committee's comments. Bremer's discussion included reasons to reject the proposal as highlighted in the staff report. The Commission discussed impacts to Village planning team, conflict with timeline relating to other projects, examples from other communities, and budgeting for project.

Brassington motioned to recommend to the Village Board to reject the proposal from ZoneCo to update the Village's Zoning and Subdivision Codes. Peters seconded the motion. Motion passed 6-0.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, May 20, 2025 at 7:00PM. Bremer commented that Staff received the official application from Lakestone Properties for a request to rezone and preliminary plat. The discussion will only include a Public Hearing with action expected at the following June Plan Commission date.

Additionally, Bremer mentioned several upcoming Village public meetings.

1. Wednesday, April 16, 2025 at 6:00 PM, a Public Information Meeting with the Town of Dunn on a Cooperative Boundary Agreement located at Village's Municipal Center

2. Tuesday, April 29, 2025 at 7:00 PM, a Joint Public Hearing with the Town of Dunn on a Cooperative Boundary Agreement located Town of Dunn's Town Hall (4156 County Road B); and,
3. Public Information Meeting #1 on the Siggelkow Road Study, on Wednesday, May 7, 2025 at 6:00 PM.

6. ADJOURNMENT.

Fessler motioned to adjourn. Pominville seconded the motion. Motion passed 6-0. Meeting adjourned at 7:43 PM.