

## Regular Board Meeting

March 21, 2017

Meeting called to order at 7:00 p.m. by Village President Dennis Manthei. Trustees present: Brown, Lautz, Leicht, and Schumacher. Excused: Deal and Hennessey. Also present: Public Works Director Scott Halbrucker, Police Chief Charles Ashbeck, County Board Supervisor and Hamilton Town Chair Ray Ebert, Lill Twining, and Village Administrator Teresa Schnitzler.

### Public Comment

Town of Hamilton Chair Ray Ebert informed the Village Board the County and the Town are moving forward with Hamilton's potential purchase of five acres of property from the County for the Town's new Town Hall. Mr. Ebert anticipates construction of the new Town Hall could be within the next two to three years.

### Minutes

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the minutes of the March 7, 2017, Regular Board meeting as written. Roll call vote: Unanimous aye.

### Claims

Claims from the following funds were presented for payment:

<u>General Fund:</u>	\$35,978.89
<u>Water Utility:</u>	\$11,674.87
<u>Sewer Utility:</u>	\$18,607.11
<u>Storm Water Utility:</u>	\$1,044.00

Motion by Trustee Leicht, seconded by Trustee Schumacher to approve the payment of all claims as listed. Roll call vote: Unanimous aye.

### Special Event Application

Motion by Trustee Schumacher, seconded by Trustee Lautz to approve the Special Event Application submitted by Sara Oldenburg on behalf of the West Salem Elementary PTO for a 1K/5K fun run scheduled for Sunday, April 30, 2017, beginning at 8:30 a.m. subject to receipt of proper insurance and the Special Event fee. Roll call vote: Unanimous aye.

### Appointment to Planning Commission

Motion by President Manthei, seconded by Trustee Lautz to approve the appointment of Lill Twining to the Planning Commission to complete Commission Member Engel's term expiring on April 16, 2018. Roll call vote: Unanimous aye.

### Planning Commission

Trustee Schumacher reported on the March 13, 2017, Planning Commission public hearings and meeting. Three public hearings were held regarding an after-the-fact Application for a Conditional Use Permit to allow for a non-illuminated projection sign at Oma Java, 122 South Leonard Street, submitted by La Crosse Sign Company and Oma Java, a Conditional Use Permit Application submitted by Tim Gross, J & B Repair, LLC, and Ryan Wessel to approve the present storage shed use at 100 Griswold Avenue, and an amendment to Conditional Use Permit No. 26 for construction of a multi-family residence building adjacent to Neshonoc Road. No one from the public was present to speak for or against the matters presented in the first two public hearings. Gene Cottrell, 609 East Garland Street, informed the Commission he had no problems or issues with the proposed Amendment to Conditional Use Permit No. 26. There were no citizens present to speak against the proposed amendment. The first order of business for the Planning Commission was to review for recommendation to the Village Board an Application for Conditional Use Permit to place a double-faced non-lit projecting sign for on-premise advertising at Oma Java, 122 South Leonard Street. Conditions in the proposed Conditional Use Permit include the size of the non-lit face of the sign to be 48" X 54", the bottom of the sign from the top of the west side of the Leonard Street curb is 10' 7", and the east edge of the sign is 36 inches west of the inside edge of the west side of the Leonard Street curb. The Commission recommended to the Village Board approval of Conditional Use Permit No. 27. The Planning Commission then reviewed proposed Conditional Use Permit No. 28 submitted by Tim Gross, J & B Repair, LLC, and Ryan Wessel for storage shed use at 100 Griswold Avenue. Proposed conditions include recording of a certified survey map and no outside storage of anything with wheels or other personal property being allowed. The Commission recommended to the Village Board approval of Conditional Use Permit No. 28 and the Certified Survey Map submitted by Ryan Wessel for land located at 100 Griswold Avenue. The Commission reviewed an amendment to Conditional Use Permit No. 26 to construct a multi-family residence building on land zoned Business adjacent to Neshonoc Road. The amendment conditions remain as the Planning Commission has already approved with the exception of driveway access to the property changing to Neshonoc Road instead of East Franklin Street. Condition No. 1 refers to the legal descriptions of the recorded certified survey map. Condition No. 2 clarifies access to the property is off Neshonoc Road with a sidewalk required on Neshonoc Road from the new driveway extending north to East Garland Street. Utility extensions are outlined in the proposed permit along with the previously approved parking, sprinkler system, storm water management, refuse and recycling, and signage conditions. The Commission recommended to the Village Board approval of Amendment to Conditional Use Permit No. 26 as presented. The Planning Commission reviewed

an Application for Conditional Use Permit submitted by Terry and William Wagner and Susan and Donovan Carlson to construct a two-family duplex or twin home on the vacant lot at the corner of West Garland Street and North Youlon Street. This parcel is located in a R-1 Residential District Zone. The Commission directed Mr. Carlson to obtain and submit to the Village a certification from a surveyor that the lot is at least 10,000 square feet in area. The Planning Commission scheduled a public hearing on the conditional use permit for Monday, March 27, 2017, beginning at 5:00 p.m. The Planning Commission then reviewed an Application for Conditional Use Permit submitted by Nancy Pradovic and EPH, LLC to convert 345 West Jefferson Street from a single-family residence to a two-family residence. This parcel is located in a R-1 Residential District Zone. The Commission directed Ms. Pradovic and Mr. Hesselberg to obtain and submit to the Village a certification from a surveyor that the lot is at least 10,000 square feet in area. The Planning Commission scheduled a public hearing on the conditional use permit for Monday, March 27, 2017, immediately following the 5:00 p.m. public hearing. The Planning Commission reviewed a business proposal for property located at 115 North Leonard Street. Robert Fortney is interested in purchasing 115 North Leonard Street for use as a recreational sign-making business. The property is located in a Business Zone. Mr. Fortney intends to operate a commercial hand craft store. Fortney's Personalized Crafts is commercial sales of repurposed and one-of-a-kind items, such as home décor items, wooden perpetual calendars, personalized family items, and hand-decorated wooden signs. Mr. Fortney would also like to incorporate an instruction area for patrons to learn how to paint and decorate their own items. The building is 20' X 64', and Mr. Fortney proposes to use the front portion of the building (approximately 640-square feet) for retail exhibit, sales, and instruction. The rear portion would be reserved for operations. The operations space is defined as design and engraving; orders, materials, and surface preparation; stain, paint, and seal finishing; and packaging and shipping. Mr. Fortney stated the emphasis of the business is to provide customers with hand-crafted, individualized, and personalized items. Mr. Fortney has operated this business for thirty years as a family-based business, and the family attends craft shows, maintains retail space, and internet sales. Presently, the operations are spread out in three locations and over a 90-mile area. This plan allows consolidation efficiency with increased retail and instruction exposure. Mr. Fortney maintains a website at [www.fortneypersonalizedcrafts.com](http://www.fortneypersonalizedcrafts.com) and attached a sketch of a proposed floor plan. Allowing this use at this location would place the property on the real estate tax rolls for the first time in 26 years. Attorney Klos stated the Planning Commission needs to review the business plan proposed and make a recommendation to the Board of Appeals for its ultimate interpretation and decision on whether this unclassified and unspecified proposed use is similar in character to the principal uses permitted in a Business District Zone. In passing upon appeals covering unclassified uses, the Board of Appeals

