Plan Commission Meeting Minutes
Monday, September 13, 2021 at 6:00 pm
Virtual Meeting

Members Present: Mayor Tim Swadley, Chair; Phil Caravello; Al Farrow; Tom Majewski; Tom Robinson; and Brett Schumacher, Vice-Chair
Members Absent: Todd Barman
Staff: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator
Press: None
Guests: Brent Ellifson; Randy Rozema; Colette Spranger; Kathy Rozema; Joanne Grassman; Paul Kojo; Mike Conner; Jean Ligocki and Todd Kane.

1. **Call to Order.** Mayor Swadley called the meeting to order at 6:00 pm.

2. **Consider approval of the Plan Commission meeting minutes of August 9, 2021.**
   Motion by **Robinson** to approve the minutes as presented, 2nd by **Majewski**. Motion carried unanimously.

3. **Council Representative Report.** Mayor Swadley stated the Common Council will be reviewing the conditional use request for 210 Water Street tomorrow night.

4. **Staff Report - Status of Current Developments.** Scheel gave an overview of the current status of development as outlined in the packet of materials.

5. **Request by Todd Kane, Cummins CES for approval of a site plan for an employee shelter and patio area at Cummins, 1801 US Highway 51**
   Scheel explained the request.

   Caravello arrived at 6:04 pm.

   Robinson questioned the ADA compliance of the patio area and site. Todd Kane stated the site is ADA compliant.

   Motion by **Schumacher** to approve the resolution as presented, 2nd by **Robinson**.

   Majewski stated the term handicap should not be used rather use disabled instead.

   Motion carried unanimously.

6. **Request by Forward Development Group to rezone right of way and open space lands within the Replat of the Meadows at Kettle Park West to SR-5 Single Family Residential.**
   Scheel explained the request.

   Mayor Swadley opened the public hearing.

No one registered to speak.

Mayor Swadley closed the public hearing.

Motion by **Schumacher** to recommend the Common Council approve the rezoning as presented, 2nd by **Caravello**. Motion carried unanimously.

7. **Request by Forward Development Group for approval of a final plat named "Replat of the Meadows".**
Scheel explained the request.

Schumacher questioned how the lot sizes changed after the reconfiguration. Scheel stated there were only slight changes to Block 6; there is a reconfiguration of the large corner lot to Block 11; there are now a few larger lots due to the elimination of the irregular right-of-way to Block 4.

Motion by **Schumacher** to recommend the Common Council approve the Final Plat as presented, 2nd by **Farrow**. Motion carried unanimously.

8. **Request by Randy Rozema to rezone the property at 2124 Hoel Circle from SR-4 Single Family Residential to SR-5 Single Family Residential.**
Scheel explained the request.

Farrow questioned what the addition would be used for. Randy Rozema stated it is for a 3-season porch.

Mayor Swadley opened the public hearing.

No one registered to speak

Mayor Swadley closed the public hearing.

Motion by **Caravello** to recommend the Common Council approve the rezoning as presented, 2nd by **Farrow**. Motion carried unanimously.

9. **Request by Joanne Grassman for conditional use permit (CUP) approval to allow an Artisan Production Shop use at 501 E. Main Street.**
Scheel explained the request.

Joanne Grassman explained the proposed use of the building which is planned to be used as a maker space and offered to individuals similar to a gym membership.

Schumacher questioned how the membership would work. Joanne Grassman stated the memberships will be monthly, 6 month or professional.

Farrow stated parking appears to be a challenge and questioned if the adjacent property owner has any issues with the proposed use. Scheel stated property owners within 300 feet of this property were notified of the proposed use and public hearing. Scheel also noted that providing parking within the downtown Central Business District is not a requirement.

Mayor Swadley opened the public hearing.

Mike Conner spoke in favor of the use.

Mayor Swadley closed the public hearing.

Schumacher questioned how this building and the adjacent bar were constructed the way they are. Scheel stated the buildings and parcels are separate.

Jean Ligocki congratulated Joanne Grassman and stated the Landmarks Commission is working to gain approval of the Depot Hill Historic District which will provide potential tax credits for building improvements.

Motion by **Robinson** to recommend the Common Council approve the conditional use as presented, 2nd by **Caravello**. Motion carried unanimously.

10. **Request by Paul Kojo for extra-territorial jurisdictional approval for a land division at 1442 Lake Kegonsa Road, Town of Rutland.**
Scheel explained the request.

Schumacher questioned if the parcel is being split off from the agricultural lands. Scheel stated that is correct.

Motion by **Schumacher** to recommend the Common Council approve the extra-territorial land division as presented, 2nd by **Majewski**. Motion carried unanimously.

11. **Future agenda items.** Mayor Swadley stated that tomorrow night the Common Council will consider giving Committee/Commission Chairs the option to have in person or virtual meetings.

Scheel stated there will be more agenda items coming for the 51 West Development.

12. **Adjournment.**
Motion by **Robinson** to adjourn at 6:40 pm, 2nd by **Majewski**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey