Plan Commission Meeting Minutes  
Monday, October 11, 2021 at 6:00 pm  
Virtual Meeting

**Members Present**: Mayor Tim Swadley, Chair; Phil Caravello; Todd Barman; Tom Majewski; and Tom Robinson

**Members Absent:** Brett Schumacher, Vice-Chair and Al Farrow

**Staff**: Rodney Scheel, Director of Planning and Development; Michael Stacey, Zoning Administrator

**Press:** None

**Guests**: Rob Hostrawser; Trisha Brown; Colette Spranger

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 September 13, 2021.**Motion by **Majewski** to approve the minutes as presented, 2nd by **Caravello**. Motion carried 4-0 (Barman abstained).
3. **Council Representative Report.**Caravello stated the Common Council had first readings for Ordinance 20 and 21 and approved Resolutions 148, 149 and 150.
4. **Staff Report - Status of Current Developments.**Scheel gave an overview of the status of current developments as outlined in the packet.

Mayor Swadley stated several downtown properties are under new ownership and he anticipates future requests coming for those new uses.

1. **Request by Arlin Teigen for extra-territorial land division approval at 1069 Taylor Lane, Town of Dunkirk.**Scheel gave an overview of the request.

Barman questioned the need for hardship related to the 2.5 acre limit.

Rob Hostrawser stated this is related to a land swap where he is trading these acres for some land in the City on Isham Street. Hostrawser stated it could be viewed as honoring the Teigen family who were the original owners and the added acres squares off the land area to aid in future development.

Majewski stated the land does not square off along the north property line. Scheel stated the CSM shows the land square with the adjacent property and the colored map shown was provided by Dane County.

Motion by **Caravello** to recommend the Common Council approve the land division request as presented, 2nd by **Robinson**. Motion carried unanimously.

1. **Request by Trisha Brown for approval of front wall signage at 208 W. Main Street.**Scheel introduced the request.

Barman questioned if the proposed banner will look like the rendering and how long will the temporary banner be placed.

Trisha Brown stated she is looking into a metal type sign and the banner is planned to be used for 30 days.

Barman stated he likes the design so he would support a permanent sign with that design.

The group discussed whether a banner or vinyl sign should be allowed for an extended period and whether to approve the sign on a temporary basis.

Stacey stated code allows a banner to be placed on a building front for up to 30 days without a permit and after that the banner is treated like a wall sign which requires a permit.

The Commission would like the applicant to come back with plans for a permanent sign.

No action taken.

1. **Future agenda items.**Scheel stated he expects requests coming for the KPW commercial lots.
2. **Adjournment.**

Motion by **Barman** to adjourn at 6:26 pm, 2nd by **Majewski**. Motion carried unanimously.

Respectfully Submitted,

Michael P. Stacey