

**Plan Commission Meeting Minutes  
Monday, May 13, 2013**

- 1) CALL TO ORDER: The meeting was called to order at 6:30 pm by Retzlaff.

Present: A. Parrillo, R. Retzlaff, K. Hansen, B. Kopperud, H. Ropp,  
C. Culotta (arrived at 7:15pm)  
Absent: P. Dart, J. Classon

- 2) MODIFY/ADOPT AGENDA:

**Motion by Hansen/Ropp to modify the agenda and move item three after item six. Motion carried.**

- 3) ELECTION OF CHAIRPERSON / VICE-CHAIRPERSON:

**Motion Kopperud/Hansen to nominate Culotta for chairperson. Motion carried. Motion Hansen/Parrillo to close nominations. Motion carried. Motion Kopperud/Hansen to elect Culotta as chairperson. Motion carried.**

**Motion Parrillo/Culotta to nominate Retzlaff for vice-chairperson. Motion carried. Motion Culotta/Hansen to close nominations. Motion carried. Motion to elect Retzlaff as vice-chairperson. Motion carried.**

- 4) ANNOUNCEMENTS:

Flucke announced that the Village Board approved the Brennen Buick Site Plan Review at the May 8, 2013 meeting including the Plan Commission's recommendations. The Village Board added a planting bed along St. Joseph Street, moving the driveway further from the corner, and street trees to be planted. The Village Board also approved the Plan Commission documents at the May 8<sup>th</sup> meeting with some grammatical corrections. There will also be a webinar for revitalizing downtowns, presented by the Center for Land Use Education, on Wednesday, May 15, 2013.

- 5) PUBLIC APPEARANCES:

None

- 6) REVIEW OF COMPREHENSIVE PLAN:

Chapter 1 Review: Questions were raised on how to incorporate new information into the updated comprehensive plan. Retzlaff would like to add a qualitative narrative to identify what objectives are being met. Should updates be added directly to the original text or should an appendix be added for all the updates at the end of the text to be considered at the rewrite of the entire comprehensive plan? Objectives should be ongoing tasks as the vision for the community, which are never absolutely completed. The need for an annual report-like document was questioned; it would highlight the tasks made that address the

different objectives. Reztlaff suggested including a “Walk Score” in the “Transportation” section and would like to consider making “Demographics” a separate section. Flucke believes this to be a state mandated format. Chapter 1 review concludes with the following comments –delete “green” comments, move the summary section to before the demographics, update the demographic section, add text to include continual evaluation and implementation procedures.

(Culotta arrived at 7:15pm)

Chapter 2 Review: Add to the pictures in Chapter 2 to be more representative of the current area structures and locations. More pictures should also be added to represent all areas mentioned in the document. Text should be added to indicate the changes in calculations between the statistics found in the original and updated document. Locations mentioned in the text should be identified using something more constant like an address, rather than a landmark or the property owner’s name. Work with different non-taxable landowners should be encouraged on a regular basis to facilitate development that would increase the tax base.

Chapter 3 Review: The Safe Routes to School/Bicycle Pedestrian Plan should be mentioned in the plan. Changes made to the Fox River and East River Trail system should also be included under the bicycle and pedestrian facility section. Review of methods to decrease speed on the main North-South roads should be considered. The second bullet point under the “Village Streets” section should be separated into two different bullet points. The Complete Streets concept should be included in the plan as well. Include the State’s “Zero in Wisconsin” program in the “Design Intersections to Maximize Safety and Accessibility” section. Ensure that different sections correspond appropriately with the county and state’s updated programs and regulations. Specific programs sought after for funding should be eliminated and mentioned in a more generic sense to be less restrictive. Insert text to show support for a pedestrian bridge across the Fox River. Include bicycle and pedestrian connections as a healthy alternative to other modern means of transportation.

7) NEXT MEETING DATE (JUNE 3<sup>RD</sup>) AND AGENDA ITEMS:

Next meeting is June 3, 2013.

Agenda items – Bicycle Tour of past community developments, Review of Plan Commission Workshop, Timeline for Comprehensive Plan Public Participation Process, Review of Chapters 4 and 5 of the Comprehensive Plan, Discuss 2013 and 2014 Goals.

8) ADJOURNMENT:

**Motion by Culotta/Parrillo to adjourn at 9:03pm. Motion carried.**

Minutes submitted by Tracy Flucke, Administrator.