



## PLAN COMMISSION MEETING MINUTES

October 18th at 1:00 PM

Village Hall, Ebe Auditorium

8811 Campus Drive, Mount Pleasant, WI 53406

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**Staff Present:** Community Development Director Sam Schultz, Planner II Robin Palm, Communications Coordinator Matt Prochaska, and Community Development Intern Emily Wagner.

### A. CALL TO ORDER

Chairperson Driver called the meeting to order at 1:01 PM.

### B. ROLL CALL

Director Schultz performed roll call. Chairperson Driver, Commissioner Bozinovski, Commissioner VanBeckum and Commissioner Risler were present. Trustee Washburn, Trustee Bhatia and Commissioner Maier were excused.

### C. MEETING MINUTES

#### 1. Meeting of September 20<sup>th</sup>, 2023

Motion by Commissioner Risler to approve the minutes of September 20<sup>th</sup>, 2023. Motion seconded by Commissioner VanBeckum. On voice vote, motion carried.

### D. OLD BUSINESS

#### 2. Ordinance 22-2023: Amending Code of Ordinances §§ 90-320.80(F)(1)(A), 90-540.100: Appeals, Division 90-550: Conditional Uses, and Division 90-570: Appeals of Administrative Decisions

R. Palm discussed how After the Zoning Ordinance Update of 2020, Village staff continue to update it semiannually. This is in order to

1. Keep up date with changes in state law;
2. Update to reflect any new village priorities;
3. Consider revision requests from the community;
4. Run quality assurance to catch errors and oversights; and
5. Run performance evaluations to see if certain ordinances are working as intended.

This batch of code updates is a little bit due to Act 16 from the legislature mixed with quality assurance revisions. It clarifies that appeals relating to final approvals of conditional uses go to circuit court, that appeals of Administrative Site Plan approvals go to the Board of Zoning Appeals and not Plan Commission, specifies a time frame on an appeal hearing for an Administrative Appeal, and makes clarifications on applicability and which official is responsible for receiving and transmitting the appeal. Village staff recommend the Plan Commission **move to recommend approval of Ordinance 22-2023: Amending Code of Ordinances §§ 90-320.80(F)(1)(A), 90-540.100: Appeals, Division 90-550: Conditional Uses, and Division 90-570: Appeals of Administrative Decisions.** Motion by Commissioner VanBeckum to approve Ordinance 22-2023. Motion seconded by Commissioner Bozinovski. On voice vote, motion carried.

### E. NEW BUSINESS

#### 3. Ordinance 21-2023: 2245 Mead Street Zoning Map Amendment; ZMA-23-8

Director Schultz discussed how Grant Buenger applied to amend the zoning map from B-1 (Neighborhood Business) to RL-2 (Low-Density Residential). The applicant wishes to demolish the existing commercial building and build a residential building in its place. The village staff and the Plan Commission recommend the Village Board **moves to approve Ordinance 21-2023: 2245 Mead Street Zoning Map Amendment; ZMA-23-8.** Motion by Commissioner Bozinovski to approve Ordinance 21-2023 subject to conditions for approval. Motion seconded by Commissioner VanBeckum. On voice vote, motion carried.

**4. Ordinance 23-2023: Amending Code of Ordinances § 90-130: Business and Industrial Districts, Division 90-310: Allowed Uses, and Division 90-320 Use Classification System**

Director Schultz discussed how the proposed zoning text amendment consolidates and reorganizes the eight business and industrial zoning districts into five commercial zoning districts. The village staff identified this change within the village strategic plan, acknowledging the ever-changing nature of commercial real estate. Increasingly the lines between retail, office, service, and industrial properties have blurred. To address this issue, the five updated commercial zoning districts focus more on use intensity and less on the strict separation of commercial uses. Those categories are:

- C-1: Low-Intensity Commercial
- C-2: Moderate-Intensity Commercial
- C-3: High-Intensity Commercial
- C-4: General Industrial
- C-5: Special Industrial

The Village staff recommend that the Plan Commission moves to **approve Ordinance 23-2023: Amending Code of Ordinances §§ 90-130: Business and Industrial Districts, Division 90-310: Allowed Uses, and Division 90-320 Use Classification System**. Motion by Commissioner Bozinovski to recommend approval of Ordinance 23-2023. Motion seconded by Commissioner Risler. On voice vote, motion carried.

**5. Ordinance 24-2023: Adding Code of Ordinances § 90-405: Architectural Standards**

Director Schultz detailed how the proposed zoning text amendment adds a new division under Article 400: Village-Wide Standards creating universal architectural standards for the RE, MX, C-1, C-2, C-3, C-4, and P districts. The new division sets material requirements for building facades, gives the Plan Commission authority to approve alternative high-quality materials, requires matching accessory buildings, and sets standards regarding roof pitches. The village staff drafted these architectural standards after some negative public feedback regarding recent industrial buildings. These standards, combined with the minimum glazing requirements in the proposed C districts, should set a clear, flexible, and objective architectural baseline for new buildings in the village. The Village staff recommend that the Plan Commission moves to **approve Ordinance 24-2023: Adding Code of Ordinances § 90-405: Architectural Standards**. Motion by Commissioner VanBeckum to recommend approval of the Ordinance 24-2023. Motion seconded by Commissioner Risler. On voice vote, motion carried.

**F. STAFF REPORTS**

There were no staff reports this month.

**G. ADJOURN**

Motion by Commissioner Risler to adjourn the meeting at 2:04 pm. Commissioner VanBeckum seconded the motion. On a voice vote, motion carried.