

**Town of Scott**  
**Brown County, WI**  
**Planning Commission Meeting**  
**May 22, 2008**

**1. Call to order/roll call**

Meeting called to order by Chairman Bill Roskams at 6:03 p.m. at the Scott Town Hall. Present: Paul VandenPlas, Jeff Zlatohlavek, Bill Roskams, Dale Herold, Terry Valitchka, Town Constable, and Dave Cerny Economic Development Coordinator. Excused: Bob Fuhr, Mike VanLanen, Beth Fritsche, and Secretary; Anita Zipperer.

**2. Approve minutes of April, 2008, meeting**

Motion by; J. Zlatohlavek seconded by D. Herold to approve as presented. Carried.

**3. Public input**

None

**4. Review/take action on proposed CSM**

D. Cerny summarized the request, stated that it meets all of the Town's requirements, and the staff recommendation was for approval.

Motion by D. Herold to approve, seconded by J. Zlatohlavek to approve the CSM with the restriction that: "This parcel is restricted from further division until such time as when municipal sewer and water services are available" as required by the Town's Subdivision Ordinance. Motion Carried.

**5. Review/take action on an application for Conditional Use at Holy Cross School, located at 3002 Bay Settlement Road. Request is for a 2,100 square foot addition on the north end of the existing school building.**

D. Cerny summarized the request and stated that the proposed addition has adequate room on the site and meets all of the Town's Zoning Requirements.

Mark Schauer, as representative of Holy Cross School's Building and Grounds Committee presented the site plans and verbalized the details of the proposed plans.

Discussion pursued regarding street setbacks, required setbacks from the drainage way to the north, and parking standards.

Cerny stated that the drainage way does have a special setback and the plan as illustrated meets the Town's setback requirements.

Shauer stated that there is no plan to add parking since the current paved lot is large enough.

Discussion regarding exterior material, which is illustrated on the plan as brick and steel to match the existing building.

Motion by D. Herold to approve the application for Conditional Use on the condition that the State not mandate substantial changes which would require the Plan Commission to review. P. VandenPlan seconded. Motion Carried.

## **6. Review/Take Action on proposed amendments to the Town's Nuisance Ordinance.**

Upon review of the proposed amendments the Plan Commission recommended the following corrections:

- 1) Throughout the ordinance change Building Inspector and other personnel references to "Town appointed designee".
- 2) Section V, paragraph B, sub-paragraph 2) "Abatement of Town": clarify reference of health officer to "County Health Officer".
- 3) Section V, paragraph B, sub-paragraph 3) "Abatement by Court Action": Change reference from "Circuit Court" to "Municipal Court".

- 4) Section VII Penalty – reword to paragraph to properly reference “Penalty Fee Schedule”.

Discussion regarding the ordinances reference to reviewing nuisances in front of the Board before taking action. Consensus was reached that the ordinance should require the municipal court to review and not the Town Board.

D. Herold motioned to table until next month with the understanding that that ordinance language will be reworded requiring the municipal court to review citations. Seconded by J. Zlatohlavek. Motion Carried.

## **7. Review/Take Action on the proposed Condominium Ordinance.**

Cerny presented the proposed Condo Ordinance which had originally been reviewed by the Plan Commission on March 22, 2007.

Discussion regarding importance of having local review of Condominium Plats and the questionable strength of the County’s Ordinance.

J. Zlatohlavek motioned to approve as submitted. P. VandenPlas seconded. Motion Carried.

## **8. Review/Take Action on the proposed Driveway Ordinance.**

Cerny summarized the Permit Application for which had been provided to the Plan Commission and stated that the “General Requirements and Restrictions” section would be the core of the formal ordinance.

Discussion regarding implementing the proposed ordinance and increasing public awareness of this ordinance and its requirements.

D. Herold motioned to bring this issue back to the Plan Commission in the form of a formal driveway ordinance, mirroring the requirements on the permit form, including illustrations of typical driveways. J. Zlatohlavek seconded. Motion Carried.

## **9. Review/Take Action on the proposed Natural and Archeological Resource Preservation Ordinance.**

Cerny presented the ordinance and explained the process which would be required for developers to follow these requirements. He also stated that both the University staff and the Town's archeologists have reviewed and support the ordinance. Final technical criteria may still need to be edited according to their respective professions.

Discussion on the importance of this ordinance and methodology for enforcement.

Motion by D. Herold to approve, with the understanding that the experts may be editing the criteria and that the *Guidelines for Archeology in Wisconsin* be referenced. Second by J. Zlatohlavek. Motion Carried.

## **10. Review/Discuss proposed additions**

Cerny presented a one page summary the Town's Association ordinance recommendations. This summary will also be provided to the Town Board.

## **11. Next meeting of Planning Commission**

The next meeting will be June 26, 2008, at 6:00 p.m.

B. Roskams volunteered to attend the next regular Town Board meeting as representative of the Plan Commission.

## **9. Adjourn**

Motion by J. Zlatohlavek to adjourn. Seconded by P. VandenPlas. Motion Carried

Meeting adjourned at 8:20pm.

Respectfully submitted,

Dave Cerny

Economic Development Coordinator

Town of Scott Planning Commission