

VILLAGE OF NORTH PRAIRIE
PLAN COMMISSION MEETING
December 8, 2015

1. The meeting was called to order by Chairman G. Nickerson at 6:30 p.m. in the Board Room of the Village Hall.
2. Roll call was taken with the following present:
Committee Members: Chair G. Nickerson, M. Radomski, M. Schreiber, N. Treder and A. Mull.
Village Clerk: R. Bagley
Absent: Trustee J. Moravec, Commissioner C. Lerario.
Others Present: Building Inspector S. Johnson.
3. Pledge of Allegiance was recited.
4. Approval of November 10, 2015 Plan Commission meeting minutes.
Motion by A. Mull, seconded by M. Radomski, to approve the November 10, 2015 Plan Commission meeting minutes as written. Motion carried.
5. Town of Mukwonago extra-territorial Certified Survey Map, dated October 19, 2015, for owners Chad & Stacy Kelly for property located at W303 S67640 CTH I.
The Plan Commissioners reviewed the proposed CSM as it divides the large parcel into two parcels, with the smaller parcel (4.31 acres) encompassing all of the buildings.
Motion by A. Mull, seconded by M. Schreiber, to recommend approval to the Village Board for the Town of Mukwonago extra-territorial Certified Survey Map for the Kelly property located at W303 S67640 CTH I as presented. Motion carried unanimously.
6. Authorize creation of policy for Building Inspector to require electronic submission of plans and drawings, along with paper copies.
Chair G. Nickerson mentioned that most municipalities require electronic copies of plans and drawings due to lack of storage space, and if unable to provide the electronic copies, companies are available to create the electronic versions. The majority of the larger commercial construction companies already create electronic copies. Commissioner A. Mull suggested requiring electronic copies from commercial vendors and requesting copies from individuals.
Motion by G. Nickerson, seconded by A. Mull, to create a policy for the Building Inspector to require an electronic submission of plans and drawings, along with an appropriate amount of paper copies, with the electronic copy becoming a part of the permanent record. Motion carried.
7. Review/update Village Zoning and/or Municipal Code issues regarding:
 - A. Unsafe buildings and structures/razing permit
 - B. Occupancy Deposit required
 - C. Outdoor furnaces
 - D. Special use systems/permits
 - E. Garages/Accessory GaragesThe Commissioners reviewed the revised razing permit and believes that it contains all of the pertinent information, including the appropriate fee.

Motion by M. Schreiber, seconded by A. Mull, to accept the Village Razing Permit Application as written. Motion carried.

The Commissioners reviewed the revised Application for Special Use Permit for Wind, Solar, Communication Systems and Exterior Fuel-Fired Heating Devices.

Motion by A. Mull, seconded by N. Treder, to approve the Village Special Use Permit for Wind, Solar, Communication Systems and Exterior Fuel-Fired Heating Devices as written. Motion carried.

The members briefly discussed garages/accessory garages and will review the requirements at the next meeting.

8. Motion by M. Schreiber, seconded by A. Mull, to adjourn at 7:20 p.m. and carried.

Respectfully submitted,
Rhoda Bagley, Clerk