

VILLAGE OF NORTH PRAIRIE
PLAN COMMISSION MEETING
January 12, 2016

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, Trustee J. Moravec, M. Schreiber, and A. Mull.
Village Clerk: R. Bagley
Absent: Commissioners C. Lerario, M. Radomski and N. Treder.
Others Present: Building Inspector S. Johnson and K. Singh.
3. Pledge of Allegiance was recited.
4. Approval of December 8, 2015 Plan Commission meeting minutes.
Motion by M. Schreiber, seconded by A. Mull, to approve the December 8, 2015 Plan Commission meeting minutes as written. Motion carried.
5. Sign Permit Application to reface two signs located at 228 Industrial Drive, North Prairie, currently Lucy's Restaurant.
The Plan Commissioners reviewed the application to reface two signs to change the name of the restaurant from Lucy's Restaurant to Kay's Diner. The daily operations of the restaurant will remain unchanged. The wooden sign will be repainted (weather permitting) and the 4'x4' pole sign will be refaced to Kay's Diner. A temporary vinyl sign will cover the current sign until the weather allows the repainting of the wooden sign. The Plan of Operations will need to be updated to reflect the name change.
Motion by J. Moravec, seconded by M. Schreiber, to approve the sign permit application to reface the two existing signs as presented to change the name on the signs to Kay's Diner. Motion carried unanimously.
6. 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. A paper copy is still required, but only the electronic version will be maintained. Building Inspector S. Johnson will provide some samples from other municipalities. The Village Clerk will research other communities which require electronic copies. A. Mull suggested a separate hard drive to retain all of the electronic copies. This discussion will be continued at the next meeting.
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 final draft of the razing permit application with the requirements and finds that it contains all of the pertinent information.

Motion by J. Moravec, seconded by A. Mull, to approve the final razing permit application, as presented. Motion carried.

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

Motion by J. Moravec, seconded by M. Schreiber, to approve the final Village Application for Special Use Permit for Wind, Solar, Communication Systems and Exterior Fuel-Fired Heating Devices, as written. Motion carried.

The Commissioners reviewed the final draft for the Village Wind, Solar, Communication Systems and Exterior Fuel-Fired heating Devices Permit.

Motion by J. Moravec, seconded by A. Mull, to approve the Wind, Solar, Communication Systems and Exterior Fuel-Fired heating Devices Permit, as written. Motion carried.

Motion by J. Moravec, seconded by M. Schreiber, to recommend to the Village Board approval of the draft Ordinance to create new sections in Chapter 14 of the Municipal Code, North Prairie, Wisconsin, Buildings and Building Regulations to Address Unsafe Buildings and Structures, Occupancy Bond Deposits, Solid Fuel-Fired Outdoor Heating Devices and Special Use Systems, as presented with revised version dated January 5, 2016. Motion carried.

The members briefly discussed garages/accessory garages/accessory buildings and will review the requirements at the next meeting when all members are present.

8. Motion by M. Schreiber, seconded by A. Mull, to adjourn at 7:03 p.m. and carried.

Respectfully submitted,
Rhoda Bagley, Clerk