

VILLAGE OF NORTH PRAIRIE  
PLAN COMMISSION MEETING  
MARCH 8, 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, , M. Radomski, M. Schreiber and A. Mull.  
Village Clerk: R. Bagley  
Absent: Trustee J. Moravec, Commissioners C. Lerario and N. Treder  
Others Present: Building Inspector S. Johnson and Atty. M. Leffler.
3. Pledge of Allegiance was recited.
4. Approval of February 9, 2016 Plan Commission meeting minutes.  
**Motion by A. Mull, seconded by M. Schreiber, to approve the February 9, 2016 Plan Commission meeting minutes as written. Motion carried.**
5. Policy to require electronic submission of plans and drawings, along with paper copies.  
The Plan Commissioners reviewed a draft policy which requires an electronic copy of building plans, along with the necessary number of paper copies for member reviews. The electronic copy of the construction plans will be revised as necessary, with the final version becoming a part of the Village electronic records and retained on a USB flash drive defined by the parcel number.  
**Motion by A. Mull, seconded by M. Radomski, to approve Policy PC 2016-01 and revise the current Building Inspection submittal forms for new homes, commercial, industrial, remodeling and all permit applications to require submittal of two paper copies of plans plus one electronic copy. Motion carried unanimously.**
6. Town of Genesee Extra-territorial Certified Survey Map as created for FS land, LLC, located along Hwy 83 and Walnut Street.  
Attorney M. Leffler described the proposed 3-lot certified survey map as created to preserve and protect the Environmental Corridors to the greatest extent possible by restricting the development in the northeastern portion of the property and creating Lot 1 with 11.01 acres, Lot 2 with 28.92 acres and Lot 3 with 9.75 acres. The Commissioners reviewed the Town Planner's recommendations and agreed with all of them. The Village of North Prairie president's name on the CSM should be corrected. Each lot will have a circular drive to allow emergency vehicles to access each lot.  
**Motion by M. Schreiber, seconded by M. Radomski, to recommend to the Village Board approval of the proposed Town of Genesee Extra-territorial Certified Survey Map as presented, provided all of the Town Planner requirements are met, the Village president's name is corrected, and each lot will have a drive to accommodate emergency vehicles. Motion carried unanimously.**
7. Zero Zone Digital Monument Sign application for 110 N. Oakridge Drive. (Chairman G. Nickerson recused himself.) Commissioner M. Radomski was appointed temporary Chairperson to continue. Building Inspector S. Johnson discussed the application to change the lower portion of the existing sign by Zero Zone to an electronic LED message center. The message area can be changed from within the building. The

Village has no guidelines for this type of application. Duration of messages, transition times and brightness of the proposed sign were items of discussion. Questions were raised if the brightness could be adjusted so that the sign is not unreasonably bright for the safety of the motoring public.

**Motion by M. Radomski, seconded by A. Mull, to approve the sign permit application from Zero Zone to retrofit the electronic LED message center to the existing sign located at 110 N. Oakridge Drive, provided the display meets the minimum standards from the WI Department of Transportation. Motion carried.**

Chair G. Nickerson returned to the board.

**8. Review/update Village Zoning and/or Municipal Code issues regarding:**

**A. Garages/Accessory Garages/Sheds**

The commissioners continued discussing garages/accessory garages/accessory buildings guidelines as presented in the zoning code. M. Schreiber presented a few samples of locations and sizes of accessory garages allowed in surrounding municipalities. More information will be provided at a later meeting. The sign regulations should also be reviewed for the Village.

**9. Motion by M. Schreiber, seconded by A. Mull, to adjourn at 7:08 p.m. and carried.**

Respectfully submitted,  
Rhoda Bagley, Clerk