

**CITY OF OCONOMOWOC
PLAN COMMISSION MEETING MINUTES
July 14, 2010**

Chairman Daley called the Plan Commission meeting to order at 7:03 PM.

Roll Call: Plan Commissioners – Peters, Lex, Gross, Sugden, Daley, Nold and Snyder

Also Present: Atty. Chapman, Sayre, Gard, Frye and Coenen

Approval of minutes (June 9, 2010) – Motion made by Peters to approve the June 9, 2010 minutes; second by Lex. Motion carried 7-0.

1. Consider/Recommend the certified survey map application for Create A Pack Foods located at 1730 Executive Drive

Sayre reported that the CSM would create one lot by combining two existing lots. The City asked the owner to combine the lots because the new addition Create A Pack is proposing would cross the lot line. The CSM meets all requirements. Sayre also noted that due to a policy change at the County, the Plan Commission would see more CSM's similar to this one in the future.

Motion by Sugden to recommend the certified survey map for Create A Pack Foods located at 1730 Executive Drive; second by Peters. Motion carried 7-0.

2. Consider/Approve the site plan application for Create A Pack Foods located at 1730 Executive Drive

Sayre reported that the proposed 18,678 sq. ft. addition conforms to the setback requirements and the overall landscaping points exceed what is required. However, no landscaping around the building foundation or additional parking lot lighting is proposed due to FDA Codes, but trees are being added to screen the loading docks and parking areas. There are no drainage or stormwater issues and staff has no concerns with the landscaping plan. The parking lot will be expanded and include a handicap stall. The rooftop mechanicals will be screened from view as well as measures taken to minimize noise. Lastly, the Architectural Commission approved the site plan on July 7, 2010.

Motion by Sugden to approve the site plan for Create A Pack Foods located at 1730 Executive Drive; second by Peters. Motion carried 7-0.

3. Discuss /direct the Planning Department to initiate a zoning code text amendment regarding the approval process for businesses within planned development districts

Chapman reported that the proposed amendment waives the requirement in the Planned Development (PD) process to obtain Conditional Use Permits (CUP) or Special Use Permits (SUP). The process for review and approval of PD's shall now be identical to that for CUP's. Any use approved within a Precise Implementation Plan (PIP) that would require either a SUP or CUP shall now be considered "Land Uses Permitted by Right" within the PD district. Conditions determined to be necessary shall be set forth in the PIP. By doing so, it eliminates duplication. He further noted that staff would be able to initiate zoning code text changes rather than the Plan Commission. By eliminating a step, the Public Hearing and Plan Commission action would be done in the same meeting, saving one month in the process.

Daley stated that City Staff is heading up a project to evaluate the entire Zoning Ordinance, but we are 5-6 months away from discussing recommended changes. This change is a step in the direction of how the City can rethink our approach to development. This change started with Pabst Farms requests to have the City streamline our PIP process and amend their Developer's Agreement. They have a window of opportunity that they need to utilize and by moving this change forward, it is a way to address the problem and get Pabst through the process quicker in order to meet their deadlines.

The Commissioners stated it would be nice to cut a step out of the process, but have some concern that when the City approves a PIP we will not know who the users are. The Commissioners want to make sure the changes are balanced for the smaller projects as well as the larger ones. Sayre stated that some uses will be restricted by the underlying zoning district and that staff is taking a "common sense" approach in the proposed changes. Furthermore, conditions can be put in the Certificate of Zoning Compliance by authority of the Planning Department to protect the City from unwanted uses.

Motion by Sugden to direct the Planning Department to initiate a zoning code text amendment regarding the approval process for businesses within planned development districts; second by Peters. Motion carried 7-0.

4. Any other business:

- a. **Planning Department Correspondence - June 2010** – Sayre referred to the documents in the packet.

Motion by Lex to adjourn; second by Peters. Motion carried 7-0. Meeting Adjourned at 7:42 PM.

Diane Coenen, City Clerk