



APPROVED

2-17-2015

TOWN OF WINDSOR

PLAN COMMISSION MEETING
JOINT MEETING WITH THE WINDSOR TOWN BOARD

Minutes

January 20, 2015

1. Call Meeting To Order.

Town Board meeting convened by Chairperson Wipperfurth at 6:00 p.m.

Plan Commission meeting convened by Chairperson LeGore at 6:00 p.m.

2. Roll Call.

Supervisors present: Alan Buchner, Monica Smith, Bruce Stravinski, and Bob Wipperfurth. Don Madelung had an excused absence.

Commissioners present: Al Davis, David Gaustad, Bill LeGore, Kay Hoffman, and Beth Trotter. Barry Eichinger and Jeff Heisig were absent.

Others present: Planning and Development Coordinator Amy Anderson Schweppe, Town Finance Director Tina Butteris, Town Engineer Kevin Richardson, Town Attorney Connie Anderson, Town Planner Jamie Rybarczyk, and Town Board Liaison Bruce Stravinski (Plan Commission meeting).

Chairperson Wipperfurth noted that this is a special meeting of the Town Board and Plan Commission. The Town Board has already met with the Park Commission and will be meeting next month with the Token Creek Conservancy.

The town will be looking at the final plat for Bear Tree in March.

Chairperson Wipperfurth wanted to reaffirm for all committees and commissions of the town that attendance at meetings is paramount. He encouraged full participation as much as possible.

Incorporation is going forward. A Resolution was passed on January 15.

Chairperson LeGore appreciated Chairperson Wipperfurth's comments as far as attendance.

He also welcomed and introduced David Gaustad, the newest member of the Plan Commission.

3. Recitation Of The Pledge Of Allegiance.

The Pledge of Allegiance was recited.

4. Minutes From December 16, 2014.

A motion was made by Commissioner Hoffman, seconded by Commissioner Trotter, to approve the Minutes from the December 16, 2014, Plan Commission meeting. Motion carried with a 5-0 vote.

5. Report From Bruce Stravinski, Liaison To The Town Board.

Supervisor Stravinski advised that the Plan Commission had before it at their November 18 meeting Lot 137 in Holland Fields. The Plan Commission made no recommendation; however, members conveyed their comments to the Town Board. On December 18, the Town Board approved the final plat with additional conditions with a 3-2 vote.

On December 16 the Plan Commission met and reviewed the concept plan for Wolf Hollow, Prairie Creek, and Pleasant Hill Estates. The Plan Commission voted 5-0 to approve the concept plan. The Town Board reviewed the concept plan on December 18; however, no action was taken. The developer was advised to proceed with his replat.

Also at the December 16 meeting, the Plan Commission reviewed the Comprehensive Plan amendments, as did the Town Board on January 15.

6. Appearances.

None.

Old Business.

7. Review Of Draft Town Of Windsor Comprehensive Plan Amendments.

Town Planner Rybarczyk has provided a general overview for the Plan Commission and also for the Town Board. This document has been a work in progress. He put together an adoption schedule. In speaking with Planning and Development Coordinator Schweppe, it was decided that there might be two schedules that the town would want to follow.

Schedule No. 1 looks at an approval by the Town Board on March 19. Public hearing by the Plan Commission would be on March 17. In February there would be one more working meeting with the Plan Commission and one more with the Town Board. The one issue noted by

Town Planner Rybarczyk and Planning and Development Coordinator Schweppe in Schedule No. 1 is that the public hearing process would already be started before the last working meeting. Any additional comments could be read into the record at the public hearing on March 17.

Adoption of Schedule No. 2 would allow one more working meeting in February for the Plan Commission and Town Board. All documents could be collected and put in a final document. The public hearing before the Plan Commission would be April 21, with May 21 for final adoption. Adoption of Schedule No. 2 seems to make more sense.

Chairperson Wipperfurth indicated that adoption of Schedule No. 2 would make more sense for the Board and Commission to do their work.

Supervisor Stravinski asked whether the town would need approval from the village of DeForest.

Town Planner Rybarczyk responded that DeForest has the right to comment and will be provided with a copy.

Chairperson Wipperfurth stated that the land use plans in the cooperative plans have to match.

Town Planner Rybarczyk indicated he is hearing that the town will move forward with Schedule No. 2.

Since the presentation to the Plan Commission and Town Board, designations in the Morrisonville area have changed. This was originally agricultural. In Chapter 8 of the land use section of the Comprehensive Plan, it talks about agricultural. The county took all lands around Morrisonville and took all A-1 Exclusive and rezoned most of the land to A-3, which is comparable to the A-1 Exclusive, but A-3 does not qualify for farmland preservation. In order to be consistent, Windsor has to find a land use designation as to what the future zoning will be. Lands were retitled agricultural preservation and agricultural enterprise. The area around Morrisonville will be called agricultural.

Commissioner Hoffman felt this was a nice way to identify the agriculture around Morrisonville.

Chairperson Wipperfurth stated he had been contacted in the past by Norm Danielson who owns land in Morrisonville. He asked if Windsor would consider changing that area to agricultural enterprise to insure more protection. The way the land use is written it does not conform.

Supervisor Stravinski stated that in Section 8 under Future Land Use the area is shown as Yahara Conservation, which is not going to exist. It will now be designated differently.

Commissioner Hoffman asked for clarification of the A-3 designation by Dane County.

Town Planner Rybarczyk responded that A-3 mimics A-1 but it does not qualify for farmland preservation. A-2 is smaller lot sizes and limits some of the uses.

Language will be beefed up that this area is a valuable part of the town's economic base and should be looked at as a quasi-business park for the town. Windsor is supporting its farmers and what they do for the community and Dane County.

Town Planner Rybarczyk indicated the other area of discussion that has come up is the housing policies. Density ranges are conflicted.

Densities were discussed.

Supervisor Stravinski was of the opinion that the reason that Windsor picked that is as each development comes in one can say this is the density you have to have – that the town sets the density for each. Windsor likes the density it has. For new developments that come in, that is the density we would like to see in those developments. Windsor has choices in keeping what the community will be. Density should be looked at in each individual district. There are places where higher density is fine and places where it should not be there.

Chairperson Wipperfurth responded that if the town takes the standpoint that it controls the density on each submittal it will be in a world of hurt. Having flexibility has been a good thing. Some developments may be tilted more toward single-family. Controlling density can hurt in obtaining urban service area.

Supervisor Stravinski indicated he liked 70 percent single-family/30 percent multi-family for new developments coming in. Higher density could go through a PUD.

Town Planner Rybarczyk stated that PUDs are talked about in the Comprehensive Plan.

Steve Pederson discussed seeing patio homes in the state of Michigan. The developer came in and saved failing developments by constructing patio homes. He was impressed with these homes.

There are conflicting policies between housing and land use. The town will look at what is in the urban service area and what is outside the urban service area and can come up with standards.

Chairperson Wipperfurth felt there should be a certain amount of flexibility.

The final discussion involved mineral extraction. Town Planner Rybarczyk is suggesting that several of the appendices be removed from the Comprehensive Plan. Amending an appendix would require amending the Comprehensive Plan. The Mineral Extraction Policy is one that should be removed. The town has an ordinance that outlines all of the performance standards, such as noise and traffic.

If the land was originally farmland, should it be put back as it was? Should there be anything with regard to quality of life? Nothing the town would put in would affect the Yahara Materials application.

Supervisor Stravinski thought it should not specifically say it would have to go back to farmland preservation. He thought the town would want to have some flexibility as to what will remain there. Could there be park space?

Town Engineer Richardson stated there will not be septic in a quarry. Top soil will have to be brought in in order to farm the land. It would either have to be conservation or farming.

Chairperson Wipperfurth's biggest fear is that with a large quarry it will change the integrity of farmland preservation. What safeguards can the town build in?

Chairperson Wipperfurth felt this should not be in the Comprehensive Plan. This can be a stand-alone document.

The remaining permitted use would be a use inside the agricultural zoning.

Supervisor Stravinski felt that mineral extraction should be removed from the Comprehensive Plan and made an ordinance for the town of Windsor, not just a policy. The town could work on it now as an ordinance.

Town Planner Rybarczyk noted that February 17 and February 19 are the deadlines when final comments are due from the Plan Commission and Town Board members.

New Business.

8. Meeting With The Windsor Town Board On Planning And Development Items In 2015.

From a structure standpoint, Chairperson Wipperfurth wanted to make sure the Plan Commission was comfortable with the working relationship between the Town Board and Plan Commission.

Chairperson LeGore responded that he is very satisfied. Things go well, and there are timely responses. He had nothing to add at this time.

Commissioner Trotter echoed Chairperson LeGore's comments.

Commissioner Davis added that communication is fantastic. The Plan Commission is updated on everything.

Commissioner Hoffman indicated the planning and development procedure review is interesting and helpful. It is a refresher course on helping the Plan Commission proceed.

Chairperson LeGore stated that the staff reports are tremendously helpful.

Town Planner Rybarczyk indicated that codification of the town's ordinances is holding applicants and developers to the town's ordinances regarding submittal of applications and materials.

Supervisor Stravinski stated that Windsor has a good Plan Commission, good staff, and a good Town Board. This is an asset to this town and will be helpful when the town goes toward incorporation.

Chairperson Wipperfurth discussed town goals. The town runs as efficiently as possible. Applicants are given due process. Information is given to decision makers quickly and efficiently. He likes the board and commissions to have all of the information.

Supervisor Buchner stated that the Plan Commission is one of the most powerful commissions in the township. When Town Planner Rybarczyk does his report and it comes to the Plan Commission, it is mostly done. They do not want to rehash materials. There is a lot of responsibility on the Plan Commission, and Supervisor Buchner thanked the Plan Commission for its work.

Chairperson Wipperfurth added that the Plan Commission is the town's first line of defense.

Chairperson Wipperfurth noted that the Town Board will try to meet annually with the Plan Commission to touch base with one another to keep an open dialog.

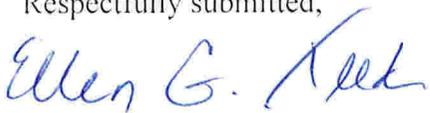
Chairperson LeGore noted that he appreciated Town Board Liaison Stravinski's comments regarding the Town Board meetings.

9. Adjournment.

At 7:50 p.m., a motion was made by Supervisor Smith, seconded by Supervisor Stravinski, to adjourn the Town Board meeting. Motion carried with a 4-0 vote.

At 7:50 p.m., a motion was made by Commissioner Trotter, seconded by Commissioner Davis, to adjourn the Plan Commission meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary