

Approved
12-17-15

VILLAGE OF WINDSOR

SPECIAL BOARD MEETING JOINT WITH PLAN COMMISSION

Minutes

December 3, 2015

1. Call Meeting To Order And Roll Call.

The Village Board meeting convened by President Wipperfurth at 6:00 p.m. All Trustees were present. The Plan Commission meeting was convened by Chairperson Wipperfurth at 6:00 p.m. All Commissioners were present. Others present: Village Finance Director Tina Butteris, Village Planning and Development Coordinator Amy Anderson Schweppe, Village Attorney Connie Anderson, and Village Engineer Kevin Richardson.

2. Recitation Of The Pledge Of Allegiance.

The flag pledge was led by Commissioner Hoffman.

3. Announcements.

- a. 6:00 Public Hearing: A Public Hearing Will Be Held To Review And Adopt A Proposed Ordinance Amendment – Chapter 52 Zoning And Administration Of The Windsor Code Of Ordinances.

Chairperson Wipperfurth read the above announcement.

4. Ordinance 2015-03 An Ordinance To Adopt Chapter 52 – Zoning And Administration Of The Windsor Code Of Ordinances.

- a. Public Hearing.

Chairperson Wipperfurth opened the public hearing at 6:00 p.m.

Village Planning and Development Coordinator Anderson Schweppe and Village Attorney Anderson provided an overview.

Planning and Development Coordinator Anderson Schweppe noted that the village had an introductory meeting regarding Chapter 52. At that meeting, what was reviewed is before the Village Board at this meeting. The adoption of this ordinance requires a public hearing.

There were no changes in Article I. Article II now includes the definition of a conditional use permit. There were no changes in Article III. Article IV will adopt zoning districts to allow farms to be eligible for tax credit. The Zoning Ordinance is under review at DATCAP for certification. This section will be kept parallel with the other sections in the Code. Development agreements were removed from Article V. It was determined that this was not the best place for this reference. There will be clarification in the wording on the process for CUPs. These were minor corrections.

The village has worked hard on this under a tight timeline in order to get farmlands eligible for tax credit by the end of the year. The biggest focus is to obtain the farmland certification.

Village Attorney Anderson added that this is familiar to the Windsor ordinances. It begins with definitions that will be used all through the Zoning Ordinance. The village of Windsor now has zoning authority and must make sure it has procedures that will work for the village. Administration and enforcement procedures are included. There will not be many changes to this section. The changes will be in the description of the districts because the village will be doing a detailed analysis. The Zoning Board of Appeals is brand new.

Alan Harvey, 3900 Vinburn Road, provided a memorandum to the Village Board. His memo speaks to the process. He gave thanks to the staff and Windsor officials for coming up with this ordinance in a short period of time. He understood the timeline. He hoped there will be an opportunity when the Board can walk through the code in the coming months and rework it. The definition section should be enhanced. He would like an opportunity to offer some suggestions to the staff.

President Wipperfurth responded that there will be an opportunity to look at this in the coming weeks. It is imperative that Windsor get this in order now. Windsor is the fourth fastest-growing community in Dane County. There will be an opportunity for fine-tuning.

Dan Paulson wanted to make sure that this document can be modified as a living document.

Commissioner Eichinger referenced the Board of Zoning Appeals which was new. Some of the members have indicated they would serve on this committee. He could see how it operates on page 2.

Village Attorney Anderson responded the village has general governance rules. The village will make sure there is language for the Zoning Board of Appeals.

Trustee Stravinski felt the Ordinance looked very good. This is a good start.

The public hearing was closed at 6:19 p.m.

- b. Consideration/Action Item: Village of Windsor Plan Commission Resolution 2015-01 – Recommending Adoption Of Ordinance 2015-03 Chapter 52 – Zoning and Administration Of The Windsor Code Of Ordinances.

A motion was made by Commissioner Eichinger, seconded by Commissioner Davis, to approve Resolution 2015-01 Recommending Adoption Of Ordinance 2015-03 Chapter 52 – Zoning And Administration Of The Windsor Zoning Code. Motion carried with a 7-0 vote.

- c. Consideration/Action Item: Village Board Ordinance 2015-03 – Adoption Of Chapter 52 – Zoning and Administration Of The Windsor Code Of Ordinances.

A motion was made by Trustee Buchner, seconded by Trustee Smith, to approve Ordinance 2015-03 Creating Chapter 52 Windsor Zoning Code. Motion carried with a 5-0 vote.

5. Adjournment.

- a. Village Of Windsor Plan Commission.

At 6:21 p.m., a motion was made by Commissioner Eichinger, seconded by Commissioner LeGore, to adjourn the Plan Commission meeting. Motion carried with a 7-0 vote.

- b. Village Board Of Windsor.

At 6:21 p.m., a motion was made by Trustee Smith, seconded by Trustee Madelung, to adjourn the Village Board meeting. Motion carried with a 5-0 vote.

Respectfully submitted,



Ellen G. Teed
Recording Secretary