



**Meeting:** Plan Commission  
**Place:** 106 S. Main Street – Upstairs Meeting Room  
**Date:** Tuesday, July 17<sup>th</sup>, 2018 @ 6:00 pm  
**Webpage:** [www.poynette-wi.gov](http://www.poynette-wi.gov)

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## MINUTES

1. Call to Order:  
President Kaschinske called the meeting to order at 6:00 pm.
2. Roll Call:  
Board Present: Burke, Ammerman, Kaschinske, Hanson and Branish  
Board Absent: Ritzke and Johnson  
Staff Present: Administrator Shanks and Deputy Clerk/Deputy Treasurer Kilen
3. Public Comments:  
Ken Przybyl who resides at 505 Blue Bird Circle, spoke to members present on his recommendations for the Woodland Ridge Development Sign placement. Przybyl presented two options one being the median strip as you come into the Development, the second was on his property where there is already a sign easement.
4. Approval of Minutes from May 15, 2018:  
Motion by Burke to approve the May 15, 2018 Plan Commission Minutes, second by Ammerman, MC 5-0.
5. Village Administrator Report:  
Kory Anderson from General Engineering is working on the two road projects, which pushed back the Impact Fee Study to be completed for the August meeting.  
In order to change your Impact fees the study has to be completed and once the Plan Commission is able to review the findings, the recommendations will go to the Village Board for possible Fee changes in 2019.
6. Business (Discussion/Potential Action)
  - a. Extraterritorial Certified Survey Map submitted by Duane Davidson for Parcel Number 70.B1 and 70.B2 in the Town of Arlington:  
An updated CSM was handed out to members to reflect the changes recommended by our Village Planner Mark Roffers and reviewed by Village Administrator Shanks.  
Motion by Hanson to approve the Extraterritorial Certified Survey Map submitted by Duane Davidson for Parcels # 70.B1 and 70.B2 in the Town of Arlington with modified changes made by Village Planner Roffers, second by Burke, MC 5-0.
  - b. Referral from Village Board on request for placement of subdivision sign in Woodland Ridge:  
Motion by Burke to recommend to the Village Board to approve Option 2 recommended by Village Attorney Hughes to grant Woodland Ridge the Privilege to place the Woodland Ridge entrance sign on Outlot 540.OL1 within the Village

road right-of-way, second by Hanson, MC 4-0-1, Ammerman abstained.

- c. Updated on Revised Application Materials:  
Village's planning and zoning application materials were completed by Administrator Shanks to include:
1. Informational sheet that describes the process and FAQs
  2. Process Checklist
  3. Application Form
  4. Information sheet on reimbursable costs and tips for keeping cost low
- Commissioner Hanson commented that the application materials are clear and available to the public. Village President said contractors can go onto our website to see what the Village requires, it is an easy read and very nice work.

7. Adjournment  
President Kaschinske adjourned the meeting at 6:21 pm.

Approved 8/21/2018

Respectfully Submitted,

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Susan Kilen  
Deputy Clerk/ Deputy Treasurer