

**AGENDA FOR THE CITY OF BARABOO
ZONING AD-HOC COMMITTEE**

Members noticed must notify the person who prepared agenda (see below) at least 24 hours before the meeting if they will not be able to attend.

Date and Time: Wednesday, September 26, 2018 at 5:30 p.m.
Location: City Hall, Dennis Thurow Committee Room (Room 205) - 101 South Boulevard, Baraboo, WI 53913
Members Noticed: Nanci Cafilisch, Mike Carbonara, Gil Gerdman, Kelsey Mc Dermott, Tom Kolb, Melanie Platt-Gibson, Michael Zolper
Others Noticed: Mayor M. Palm, City Administrator E. Geick, Zoning Administrator T. Pinion, Police Chief M. Schauf, City Attorney E. Truman, Media

1. Call to Order
 - a. Roll Call of Membership.
 - b. Note compliance with Open Meeting Law.
 - c. Approval of the Agenda.
 - d. Approval of Minutes from August 22, 2018.
2. Appearances/Presentations
 - a. Comments from the City Zoning Administrator, Police Chief and City Attorney regarding issues the Zoning Ad Hoc Committee should consider addressing.
3. Public Invited to Speak
4. Action Items
 - a. Discussion and possible action on what the final product of Zoning Ad Hoc Committee should be.
 - b. Review and possible recommendation to the Plan Commission for edits to the Baraboo Municipal Code, Section 17.08.
 - c. Review and possible recommendation to the Plan Commission for edits to the Baraboo Municipal Code, Sections 17.20 – 17.35.
 - d. Discussion and selection of future agenda items.
 - e. Discussion and selection of the dates/times for the Committee meetings.
4. Information Items
5. Adjournment

Agenda Prepared by G. Gerdman and posted on 9/20/18 by D. Munz

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., or phone 608-355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

Minutes of Zoning Ad-Hoc Committee Meeting August 22, 2018 at 5:30PM

Call to Order – Mayor Mike Palm called the meeting of the Commission to order at 5:30 PM.

Roll Call – Present were Nanci Cafilisch, Tom Kolb, Michael Zolper, Kelsey McDermott

Also in attendance were Tom Pinion, Mark Schauf, Attorney Emily Truman.

1. Call to Order

- a. Roll Call of Membership.
- b. Note compliance with the Open Meeting Law. Palm noted compliance with the Open Meeting Law.
- c. Agenda Approval: It was moved by _____, seconded by _____ to approve the agenda as posted. Motion carried unanimously.

2. Appearances/Presentations

- a. Mayor Palm welcomed committee. Some revisions have been made to the Zoning Ordinance over the last several years. The reason that we are looking at it right now is because of some State Legislative changes to how we can utilize Conditional Use. Tonight as part of the opening discussion you will hear from Tom and Emily how we did handle Conditional Use permits in the past with the restrictions from the State and how that has affected us. We need to review the language of the Zoning Ordinance. We appreciate that you are here and you were picked because we felt you had a lot to contribute to this Ad-Hoc Committee.

There will be two parts to this meeting:

First part will address our Conditional Use Permit process and what we need to do to our Zoning Ordinance.

Secondly, down the road are there other areas of the Zoning Ordinance that we might want to take a look at. From here it goes to Plan Commission, then to Council, Public Hearing, this is the process to make any changes. With that all said I will take this to our first Action Item of selecting a Committee Chairperson and I will then hand the meeting over to that person. With that I would open the floor to anyone that wishes to nominate anyone.

3. Action Items

- a. Discussion among Members. Gil Gerdman was nominated (Gil was not present). Palm asked if there were any other nominations. Hearing no other nominations, moved by Kolb, seconded by Pinion to nominate Gil Gerdman, by unanimous consent. Secretary nomination, Palm asked if anyone is interested. Kelsey McDermott nominated herself. Moved by Kolb, seconded by Zolper hearing no other nominations and to nominate Kelsey McDermott as Secretary, by unanimous consent.
- b. Discussion on date and times lead by Palm. If the Committee would consider meeting prior to Plan Commission meetings. Kolb asked if meetings would be monthly. Palm said it would be up to the Committee. Nanci Cafilisch asked how many meetings it would take to accomplish what we need to accomplish. Palm answered that 45-60 days would be good to make the necessary changes. Kolb added that looking at the entire Zoning Code would take a year to year and a half. Palm added that Committee would just be looking at the Conditional Use right now. The second part is the entire Zoning Code. City staff will give us a broad outline. Cafilisch said she has a hard time believing that after just one meeting Committee could give a recommendation. A red-lined document would be important. One meeting a month. Wednesday, September 26th at 5:30PM was decided by Committee for next meeting.

4. Information Items

- a. Discussion of goals of the Committee and topics for discussion.
- b. Review of Conditional Use - Tom Pinion discussed in greater detail with Committee Members. Chief Schauf added that the Code affects possibly unwanted businesses also. Attorney Truman added that she will make sure Committee stays on course. Staff at City are a resource for Committee's use. Chapters 17.20 to 17.36 are what need to be reviewed. Next meeting come with questions, recommendations.

Next Meeting – Wednesday, September 26, 2018 at 5:30PM

Adjournment - It was moved by Kolb, seconded by Cafilisch to adjourn at 6:18 p.m. The motion carried unanimously.

Mike Palm, Mayor