

Village of Fall Creek
Minutes of Plan Commission Meeting
June 28, 2023

1. **Call to Order:** 5:00 p.m., Village Hall Meeting Room, 122 E. Lincoln Ave., Fall Creek
2. **Roll Call:** Members Present: Chairperson Tim Raap, William Boettcher, Sheena Kaatz, Evan Nyberg, Curt Strasburg, Curt Van Auken. Members Absent: Heather Glassman. Staff Present: Village Administrator/Public Works Director Jared McKee, Clerk/Treasurer Renee Roemhild. Also Present: 3 residents.
3. **Pledge of Allegiance**
4. **Certify Open Meeting Law Requirements Have Been Met:** A notice of the meeting and the agenda was posted at the three public places and local newspapers were notified.
5. **Adopt Agenda:**
 - MOTION (Kaatz/Nyberg) to adopt the agenda as printed. PASSED, without negative vote.
6. **Recognition of Visitors/Citizen Input:** Vern Ming, 133 E Randall Rd, stated he saw the agenda posting and wondered if items could be listed more specifically as to what was going to be talked about. Chairperson Tim Raap stated the stage of the workflow will determine how detailed an agenda item can be, stating if the Plan Commission has already “worked” on the subject and come up with a proposed direction, the agenda item can be very specific. But there are other times when discussion is in the preliminary works and a proposed direction hasn’t been arrived at yet. In that case, the “subject” will be listed on the agenda, so the Commission has the opportunity to discuss and work on the matter.
7. **Consider Building Permit Application for Downtown Business District:** Chairperson Tim Raap introduced the permit application for a new door and exterior entrance area from Toby Biegel of the Corner Pub, at 104 E Lincoln Ave.. Administrator Jared McKee noted the construction work took place prior to applying for a building permit and prior to applying for the Downtown Business District (DBD) review process. Per the DBD process, the Village Architect reviewed the application. His recommendation was to deny the application because the material and colors used did not maintain the aesthetic look and theme of the Downtown District as laid out in the *Design Guidelines for the Downtown District*. His review detailed items from the guidelines that were put in place with the intent of keeping the historical appearance of the buildings and maintaining an overall unified theme of the district which would enhance the economic development for all the properties in the district. Chairperson Raap stated the guidelines were established many years ago with extensive work done by a specially formed “Blue Ribbon” committee and at the direction of the Eau Claire Area Economic Development director. Raap stated the Village has seen positive results from those guidelines with many businesses improving the façade of their building. He noted those businesses had to comply with the same guidelines. Plan Commission member Curt Van Auken noted most people would know a building permit would be required for the type of work done and he felt the guidelines were put in place to be followed. Raap stated there are a couple of buildings currently for sale in the Downtown District, so there is potential to have those exteriors updated. He added he wouldn’t want to see the Village abandon the guidelines that have been doing a good job.
 - MOTION (Kaatz/Boettcher) to deny the after-the-fact application for a building permit that was submitted. PASSED, roll call vote: Kaatz-yes, Nyberg-yes, Raap-yes, Strasburg-yes, Van Auken-abstain, Boettcher-yes.
8. **Consider Amendments to Village Code Title 16 Zoning:** Raap referred to the current *Zoning Code*, stating it was amended almost a year ago to give more clarity by listing many of the regulations in a table format. This allowed for clear delineation of what is required in each different

zoning district. Raap talked about the Downtown Business District and C1 District, stating he thought the intent of allowing residential living on the upper level was to give the option of a source of supplemental income to help businesses. He stated we have seen a problem with this because there was a property sold and in the change of ownership, the use was changed from *primarily business* with residential on the upper floor to *primarily residential* on the upper floor with only storage on the main floor. That is not a good way to have a vital downtown district. Plan Commission members discussed the problem and how to make the wording better. Chairperson Raap asked if there was a consensus of the Plan Commission to have the administrative staff draw up a first reading to clarify the intent of the code? All members agreed on a voice vote.

9. **Consider Amendments to Village Code Chapter 267 Subdivision of Land:** Raap stated it may be time to review and clarify regulations regarding park space/green space/open space for a residential development – to get more clarity in the wording and to make sure we are staying in line with neighboring communities that we are in competition with for attracting development. The members reviewed the current ordinance and discussed possible amendments. Raap asked if he could get a consensus that the Plan Commission direction was to move forward with the draft and hold a public hearing, as required by State statutes when amending subdivision of land codes? All members agreed on a voice vote.
10. **Comprehensive Plan Review:** Chairman Raap presented a draft of the Comprehensive Plan that was compiled from the work of the Plan Commission that began back in the fall of 2022 and also included the updates that were directed to the staff to complete regarding funding options. Raap asked the Commission to review the Plan again and come back with any further suggestions. Raap outlined the process for approval of the Plan, stating prior to adoption, the Village will hold a public hearing to discuss the amendments to the plan. At least 30 days prior to the hearing, a Class 1 notice will be published in the newspaper. Raap asked if he could get a consensus that the Plan Commission direction was to move forward with the changes to the Plan and to schedule a public hearing for August? All members agreed on a voice vote.
11. **Adjourn @ 6:36 p.m.**

Renee Roemhild, Clerk/Treasurer