



VILLAGE OF WEBSTER

PUBLIC HEARING & PLANNING COMMISSION MEETING MINUTES

Wednesday, December 27, 2023 @ 4:00 p.m.

Webster Village Office

7461 Main Street West, Webster, WI

- I. CALL TO ORDER** – Village President, Bill Summer called the Public Hearing to order at 4:00 p.m.
- II. PRESENT** – Village President, Bill Summer; Village Trustee, Charlie Weis (arrived at 4:12 p.m.); Village Public Works Operator, Dean Phernetton; Village Zoning Administrator, Joe Atwood; Village Citizen Member, Gaylen Brown; Village Citizen Member, Gaelyn Sears; Village Citizen Member, Greg Widiker; Village Clerk-Treasurer, Debra Doriott-Kuhnly. Others present: Village Residents Christina Widiker and Russ Burford. Absent: Village Surveyor, Mark Krause.
- III. PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS** –
- IV. PUBLIC COMMENTS ON CONDITIONAL ZONING USE PERMIT APPLICATION FOR 26927 RIVER WOODS TRAIL: POLE BUILDING** – President, Summer gave the floor to Joe Atwood, Village Zoning Administrator. Joe reviewed the conditional zoning permit application and land use permit from Greg and Christina Widiker for a 40X80 pole building. Per Village ordinance, one must apply for a conditional use if going to exceed size of 800 square feet/4 stall garage and be brought before Plan Commission. Joe informed the committee that this would normally go before the Zoning Board of Appeals (which he will cover later) but ordinance currently states go before Plan Commission. Joe stated specific ordinances that govern Accessory Buildings and Application for Conditional Use. Joe then spoke of imposing conditions and should not be of those already permitted in R1 district. Widiker’s proposed structure will occupy only 3% of the rear yard (well below 30% and will talk about rear and side yards later in his recommended ordinance changes), the size applying for is 40X80 – 3200 square feet and 12-foot sidewalls. Joe pointed out that the ordinance only allows maximum of 15 feet height and will not make that with 12 feet sidewalls. The proposed building meets setbacks. The proposed building shall be architecturally compatible in appearance and mode of construction of the principle house. There are no wetlands, floodplain or shoreland issues. The Plan Commission’s recommendations will go before the Village Board for final approval at their next meeting. Joe said all the paperwork is in order. He explained that the applicant can now speak and then close public comments; and then go into regular planning commission meeting.

Applicant Greg Widiker asked Joe how to proceed as he is also on the Plan Commission Board. Joe said he can speak as the landowner/applicant but would recuse himself on board discussion and voting. Greg explained they are applying for a conditional use for a pole building to store items and keep things tidy. He said the appearance would match the rest of their property – cedar tone with green trim and roof to blend in with rest of buildings (pole building will be metal). Greg stated they are in an unusual situation as they are located within the Village, yet they live on about 40 acres and a dead-end driveway. There is one neighbor that they can see from their residence – and this is the neighbor’s 2nd home. The Village did notify the neighbors, and Kuhnly reported she had not heard from them. Besides, that one neighbor, no one else will be able to see the pole building. Discussion ensued on the height/pitch of the roof and concluded that 18-20 feet height will be included on application.

- V. **ADJOURNMENT OF PUBLIC COMMENTS** – Motion made by President, Summer to adjourn the public comments at 4:17 p.m.; seconded by Member, Sears. **Motion carried 5-0. (Widiker recused himself.)**
- VI. **CALL TO ORDER** – Village President, Bill Summer called the Planning Commission meeting to order at 4:18 p.m.
- VII. **ROLL CALL AND PUBLIC NOTICE OF AGENDA** - Same as Public Hearing
- VIII. **PUBLIC COMMENTS** – Village resident, Russ Burford wanted Joe to look at a couple things and stated the agenda said ordinance 298-7 through 298-14 but Russ has additional items (relating to ordinances) and handed them to Joe. Joe said he will put them in his ordinance packet to look at later but will not be covered tonight.
- IX. **CONDITIONAL ZONING USE PERMIT APPLICATION FOR 26927 RIVER WOODS TRAIL: POLE BUILDING** – Motion made by President, Summer to make a favorable recommendation to the Village Board to approve the Conditional Zoning Application for the 40X80 pole building at 26927 River Woods Trail with a total height restriction to not exceed 20 feet; seconded by Member, Brown. **Motion carried 5-0. (Member, Widiker recused himself.)**
- X. **ORDINANCE 244-18: ARTICLE V. ADMINISTRATIVE PROVISION SHORELAND** – Joe recommends the following changes:
- Zoning Administrator-add (Board of Trustees shall appoint a) and change (He to They)
- The Village has hired a Zoning Administrator
- 244-18 D.-- change access time to (at reasonable hours)
Putting actual times in an ordinance is too restrictive
- Motion made by Member, Widiker to accept the text amendments to ordinance 244:18 as presented and recommend the changes to the Village Board; seconded by Trustee, Weis. **Motion carried 6-0.**
- XI. **ORDINANCE 298-7 THROUGH 298-14: ARTICLE II GENERAL PROVISIONS** – Joe recommends the following changes:
- 298-7 Jurisdiction- no changes-
- 298-8 Compliance required- no changes-
- 298-9 Zoning Permit A.- change Director of Public Works to (Zoning Administrator)
- C.-- change Director of Public Works to (Zoning Administrator)
- C. 7- change Director of Public Works to(Village and add fee schedule)
- D.-- change Director of Public Works to (Zoning Administrator)
- The Village has hired a Zoning Administrator
- F. 2- change six months to (twenty-four months)
- 298-9 G. change special grant to (zoning permit)
- Special grant is not listed in the definitions
- 298-10 A Site Plan Approval.- add (and Zoning Administrator and Plan Commission)
- B. change Director of Public Works to (Zoning Administrator)

C.— change Director of Public Works to (Zoning Administrator)

F.-- add (Zoning Administrator)

- Zoning Administrator should also review these applications

298-11 Site Restrictions

F.-- add (Zoning Administrator)

H. Delete (Airport safety zones)

298-12 B. -Use restrictions- add (by the Plan Commission)

- Plan Commission reviews Conditional Uses prior to the Village Board

298-13 B.-Accessory buildings- add (or side yard) and change (shall not exceed 1200 square feet of floor area) and eliminate the last sentence ‘which exceeds four automobile stalls or 800 square feet of floor area shall first obtain a conditional use permit)

298-13 C.- height- add (or side yard) and change 15 feet (to 25 feet)

D. add (or side yard)

Motion made by Trustee, Weis to accept the text amendments to ordinance 298-7 through 298-14 as presented and recommend the changes to the Village Board; seconded by Trustee, Widiker. **Motion carried 6-0.**

Joe informed the board that Village Resident (Russ Burford) gave him some ordinances to look at. He will put in with the rest of the changes Joe is reviewing. He said the Plan Commission Board will keep going through ordinances and each future meeting will be around an hour.

XII. ADJOURNMENT. Motion was made by Village President, Summer to adjourn at 5:12 p.m., seconded by Member, Brown. **Motion carried 6-0.**

Respectfully submitted,

Debra Doriott-Kuhnly

Debra Doriott-Kuhnly, Clerk-Treasurer

December 27, 2023

***These minutes are subject to approval at next month’s Regular Meeting.