

1. Plan Commission Regular Meeting Agenda

Documents:

[10.05.2020 - PC AGENDA.PDF](#)

1.1. Plan Commission Regular Meeting Agenda Packet

Documents:

[10.05.2020 - PC AGENDA PACKET.PDF](#)

2. Meeting Process And Instructions

Documents:

[VILLAGE OF CROSS PLAINS MEETING INSTRUCTIONS AND TIPS FINAL
2.PDF](#)

Plan Commission

Regular Meeting Notice and Agenda

Village of Cross Plains
Rosemary Garfoot Public Library – Community Room
2107 Julius Street
Cross Plains, WI 53528
(608) 798-3241

Monday, October 5, 2020
7:00 pm

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows:

Zoom Meeting Link:

<https://us02web.zoom.us/j/83459730362>

Conference telephone line:

+1 312 626 6799

Meeting ID: 834 5973 0362

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment – This is an opportunity for anyone to address the Plan Commission on any issue. *Please observe the time limit of 3 minutes.* While the Plan Commission encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING ARE ENCOURAGED TO REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU MAY REGISTER YOUR COMMENT BY SENDING AN EMAIL TO BCHANG@CROSS-PLAINS.WI.US AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING WILL BE OPENED 30 MINUTES BEFORE THE START TIME TO SOLICIT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

- V. General Business – Regular Meeting
 1. Approval of the Minutes from the Plan Commission meeting held August 31, 2020.

2. Discussion and Possible Action Regarding the Extraterritorial Plat Review for Lands Owned by Dale & Maureen Lochner and Bruce & Nancy Hoehne– Garfoot Road.
3. Discussion and Possible Action Regarding and Official Map.
4. Discussion Regarding the Use of Conditional Use Permits and Planned Development Districts - Zoning Code.

VI. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us.

Plan Commission

Regular Meeting Notice and Agenda

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V. General Business – Regular Meeting

1. Approval of the Minutes from the Plan Commission meeting held August 31, 2020. PDF 3-7

2. Discussion and Possible Action Regarding the Extraterritorial Plat Review for Lands Owned by Dale & Maureen Lochner and Bruce & Nancy Hoehne– Garfoot Road. PDF 8-10
3. Discussion and Possible Action Regarding and Official Map. PDF 11
4. Discussion Regarding the Use of Conditional Use Permits and Planned Development Districts - Zoning Code. PDF 12-27

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Plan Commission
Regular Meeting Minutes

Village of Cross Plains
Rosemary Garfoot Public Library – Community Room
2107 Julius Street
Cross Plains, WI 53528
(608) 798-3241

Monday, October 31, 2020
7:00 pm

I. Call to Order, Roll Call – Plan Commission

President Lengfeld called the Regular Plan Commission meeting to order at 7:00 pm.

II. Roll Call:

Present: Commissioners Todd DuQuette, Randy Case, Cliff Zander; Trustees Judy Ketelboeter and Kevin Thusius; and President Jay Lengfeld.

Absent: Commissioner Eric Padrutt.

Also present: Village Administrator/Clerk Bill Chang.

Attended Virtually: Village Planner Mike Slavney, Public Facilities Director Jerry Gray, James Hartung, Adam Ryan, and Ed Lawton.

III. Public Comment – None

IV. General Business – Regular Meeting

1) Approval of the Minutes from the Plan Commission meeting held July 6, 2020.

A motion was made by Trustee Ketelboeter, second by Trustee Thusius, and unanimously carried by the Plan Commission, to approve the Plan Commission minutes from July 6, 2020.

2) Public Hearing for a Proposed Amendment to the Official Floodplain Zoning Map.

A motion was made by Commissioner DuQuette, second by Commissioner Zander, and unanimously carried by the Plan Commission, to open the public hearing for a proposed amendment to the Official Floodplain Zoning Map.

Hearing no comment, a motion was made by Trustee Ketelboeter, second by Trustee Thusius, and unanimously carried by the Plan Commission, to close the public hearing for a proposed amendment to the Official Floodplain Zoning Map.

3) Discussion and Possible Action Regarding an Ordinance to Amend the Official Floodplain Zoning Map.

A motion was made by Commission Case, second by Commissioner Zander, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance amending the Official Floodplain Zoning Map.

4) Public Hearing for Amendments to Chapter 84 of the Village Municipal Code – Zoning.

A. Section 84.101(k) and (l) Regarding Easement Conditions and As Built Plans

A motion was made by Commissioner DuQuette, seconded by Commissioner Case, and unanimously carried by the Plan Commission, to open the public hearing for a proposed amendment to Section 84.101(k) and (l) regarding Easement Conditions and As Built Plans.

Hearing no comment, motion was made by Commissioner Zander, seconded by Trustee Ketelboeter, and unanimously carried by the Plan Commission, to close the public hearing for a proposed amendment to Section 84.101(k) and (l) regarding Easement Conditions and As Built Plans.

B. Section 84.161 Regarding Conditional Use Permit Procedures

A motion was made by Trustee Thusius, seconded by Commissioner Case, and unanimously carried by the Plan Commission, to open the public hearing for a proposed amendment to Section 84.161 regarding Conditional Use Permit Procedures.

Hearing no comment, a motion was made by Commissioner Zander, seconded by Commissioner Case, and unanimously carried by the Plan Commission, to close the public hearing for a proposed amendment to Section 84.161 regarding Conditional Use Permit Procedures.

C. Sections of Chapter 84 Regarding Small Solar Energy Systems

A motion was made by Trustee Ketelboeter, seconded by Trustee Thusius, and unanimously carried by the Plan Commission, to open the public hearing for a proposed amendment to sections of Chapter 84 regarding Small Solar Energy Systems.

Hearing no comment, a motion was made by Commissioner Case, seconded by Commissioner DuQuette, and unanimously carried by the Plan Commission, to close the public hearing for a proposed amendment to sections of Chapter 84 regarding Small Solar Energy Systems.

5) Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.101(k) and (l) of the Village Code of Ordinances Regarding Easement Conditions and As Built Plans.

A motion was made by Commission Case, second by Trustee Thusius, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance to repeal and recreate Section 84.101(k) and (l) of the Village Code of Ordinances regarding Easement Conditions and As Built Plans.

6) Discussion and Possible Action Regarding an Ordinance to Amend Sections 83.85(b) and (c), and Create Section 83.105(c) of the Village Code of Ordinances Regarding Easements and As Built Plans.

A motion was made by Commission DuQuette, second by Commissioner Zander, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance to amend Sections 83.85(b) and (c), and Create Section 83.105(c) of the Village Code of Ordinances Regarding Easements and As Built Plans.

7) Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Section 84.161 of the Village Code of Ordinances Regarding Conditional Use Permit Procedures.

A motion was made by Commission Zander, second by Commissioner Case, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance to repeal and recreate Section 84.161 of the Village Code of Ordinances Regarding Conditional Use Permit Procedures.

8) Discussion and Possible Action Regarding an Ordinance to Repeal and Recreate Certain Sections of Chapter 84 Regarding Small Solar Energy Systems.

A motion was made by Trustee Ketelboeter, seconded by Commissioner DuQuette, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance to repeal and recreate Certain Sections of Chapter 84 regarding Small Solar Energy Systems.

9) Discussion and Possible Action Regarding an Ordinance to Amend Section 83.29 of the Village Code of Ordinances Regarding Extraterritorial Plat Approval Jurisdiction.

A motion was made by Commissioner Case, seconded by Trustee Thusius, and unanimously carried by the Plan Commission, to recommend to the Village Board, the proposed ordinance to amend Section 83.29 of the Village Code of Ordinances regarding Extraterritorial Plat Approval Jurisdiction.

10) Discussion and Possible Actions Regarding Scenic Valley.

A. A Variance Request from Section from 83.104, to Extend the Construction Schedule in 2020.

A motion was made by Commissioner DuQuette and second by Trustee Thusius, to approve and recommend the variance request to extend the construction schedule conditioned on the following items:

- Extension only to September 30th for all mass grading and areas outside of the ROW.
- On or before that date, all disturbed areas will be temporarily seeded with Rye or a similar cover.
- On or before that date, an inspection will be done to ensure that all erosion control BMP's are installed and in good condition as per Erosion Control Plan. Inspection must be signed off on by Town and Country Engineering and Village Staff.
- Whenever the site is not snow covered – there will be a weekly inspection done by the developer of the erosion control BMPs and a copy of that submitted to the Village each week.

- Restoration of all site work that does not drain to the infiltration/detention areas will be completed – including seed and mulch – by September 30, 2020. In particular the Hwy KP corridor.
- All sections within the right of way or stormwater sections must be completed and restored by October 31, 2020.

A roll call vote was requested. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – None. Motion carries, 6-0.

B. A Variance Request from Section 83.18, to Waive the Requirement Limiting Hillside and Hilltop Development.

A motion was made by Trustee Ketelboeter, second by Commissioner DuQuette, to approve and recommend a variance from Section 83.18 of the Village of Cross Plains Municipal Code, to allow for the subdivision of land to develop mini storage buildings and an access road in areas defined as hillside or hilltop. Roll call vote requested. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – None. Motion carries, 6-0.

C. Variance Request from Section 83.76, to Waive the Requirement for Lots 45A and 45B to have Access to a Public Street.

A motion was made by Trustee Ketelboeter, second by Commissioner Zander, to approve and recommend a variance from Section 83.76, to waive the requirement for Lots 45A and 45B to have access to a public street. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – None. Motion carries, 6-0.

D. Variance Request from Section 83.83(e), to Waive the Requirement for Lots 45A and 45B to have a Front or Abut a Public Street for a Distance of at Least 50 Feet.

A motion was made by Commissioner DuQuette, second by Commissioner Case, to approve and recommend a variance request from Section 83.83(e), to waive the requirement for Lots 45A and 45B to have a front or abut a public street for a distance of at least 50 Feet. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – None. Motion carries, 6-0.

E. A Variance from Section 83.98, to Waive the Requirement of Pedestrian Ways.

A motion was made by President Lengfeld, second by Commissioner DuQuette, to approve and recommend a variance request from Section 83.98, to allow for no side walk along the private section of Rocky Bluff Court (south of Ridgetrail Drive), and to accept the street cross section for Rocky Bluff Court as previously proposed. Roll call vote requested. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – None. Motion carries, 6-0.

F. Recommendation of the Proposed Certified Survey Map for Lots 45A, 45B and Outlot 10.

A motion was made by Commissioner Zander and second by Trustee Ketelboeter, to approve and recommend the proposed Certified Survey Map for Lots 45A, 45B, and Outlot 10, conditioned on the Village Board approving the amended restrictive covenants, amended developer's agreement, and the haul road maintenance and option to purchase agreement. A roll call vote was requested. YES – Commissioners DuQuette, Case, and Zander; Trustees Ketelboeter; and President Lengfeld. NO – Trustee Thusius. Motion carries, 5-1.

11) Discussion and Possible Action Regarding the Extraterritorial Plat Review for Lands Owned by Gary Brunner.

A motion was made by Trustee Ketelboeter and seconded by Trustee Zander, to approve and recommend the Certified Survey Map for lands owned by Gary Brunner. A roll call vote was requested. YES – Commissioners DuQuette and Zander; Trustees Ketelboeter and Thusius; and President Lengfeld. NO – Commissioner Case. Motion carries, 5-1.

V. Adjournment

A motion was made by Commissioner DuQuette and seconded by Trustee Thusius, and unanimously carried Plan Commission, to adjourn at 8:26 pm.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,

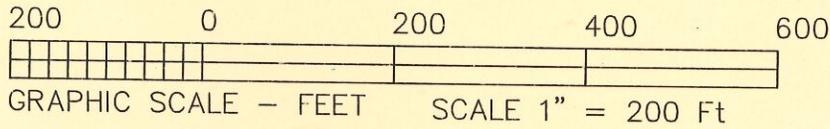
Bill Chang
Village Administrator/Clerk

CERTIFIED SURVEY MAP

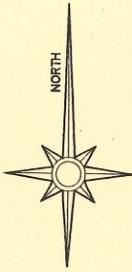
WALKER SURVEYING INC.

5964 LINDA CT. MAZOMANIE, WI. 53560

LOT 1 AND LOT 2, CERTIFIED SURVEY MAP #5827, LOCATED IN THE SE 1/4 OF THE SE 1/4, SECTION 5, THE NE 1/4 OF THE NE 1/4, SECTION 8, AND THE NW 1/4 OF THE NW 1/4, SECTION 9, ALL IN T07N, R07E, TOWN OF CROSS PLAINS, DANE COUNTY, WISCONSIN.



BEARING REFERENCE
GPS OBSERVATIONS
WISCONSIN-DANE



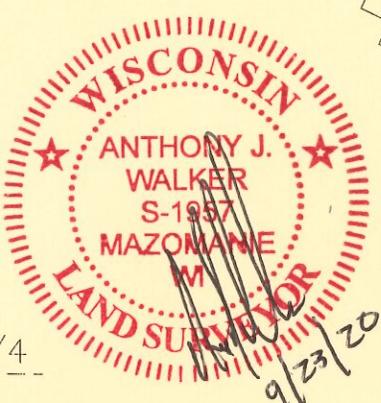
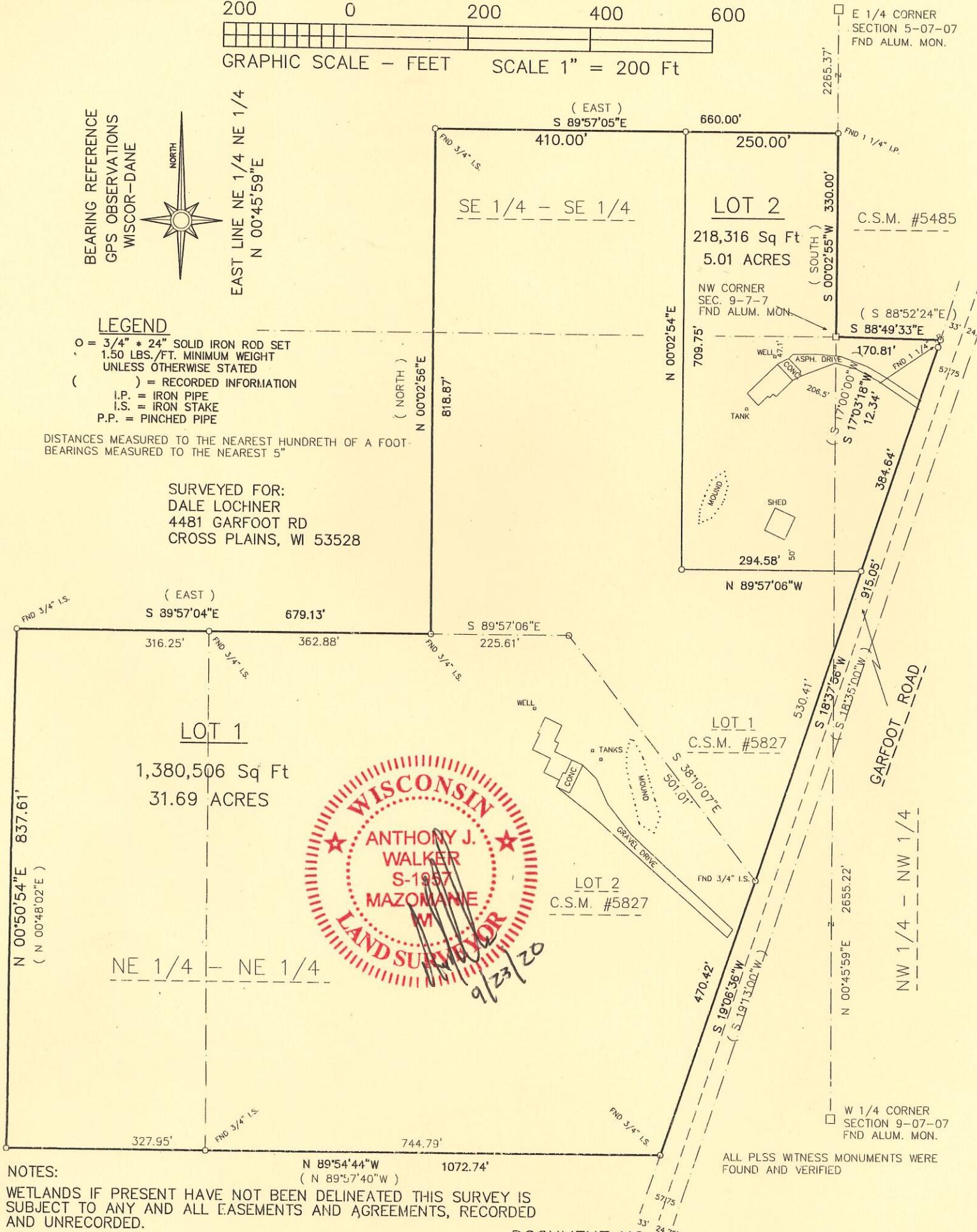
EAST LINE NE 1/4 NE 1/4
N 00°45'59"E

LEGEND

- O = 3/4" * 24" SOLID IRON ROD SET
1.50 LBS./FT. MINIMUM WEIGHT
UNLESS OTHERWISE STATED
- () = RECORDED INFORMATION
- I.P. = IRON PIPE
- I.S. = IRON STAKE
- P.P. = PINCHED PIPE

DISTANCES MEASURED TO THE NEAREST HUNDRETH OF A FOOT.
BEARINGS MEASURED TO THE NEAREST 5"

SURVEYED FOR:
DALE LOCHNER
4481 GARFOOT RD
CROSS PLAINS, WI 53528



NOTES:
WETLANDS IF PRESENT HAVE NOT BEEN DELINEATED THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.
REFER TO BUILDING SITE INFORMATION CONTAINED IN THE DANE COUNTY SOIL SURVEY.

DOCUMENT NO. _____
CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____

CERTIFIED SURVEY MAP
WALKER SURVEYING INC.
5964 LINDA CT. MAZOMANIE, WI. 53560

OWNER'S CERTIFICATE

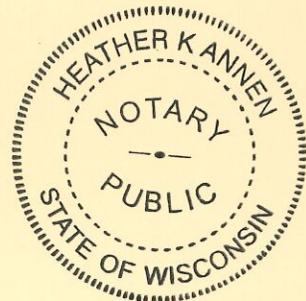
As owner, I hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided, dedicated and mapped as shown on this Certified Survey Map, I also certify that this Certified Survey Map is required by S 75.17 (1) (a) of Dane County Code of Ordinances to be submitted to the Dane County Zoning and Land Regulation Committee for approval.

Dale N. Lochner Maureen E. Lochner
Dale N. Lochner Maureen E. Lochner
Lochner Rev Living Trust
Bruce Hoehne Nancy A. Hoehne
Bruce Hoehne Nancy A. Hoehne

STATE OF WISCONSIN)
DANE COUNTY)SS

Personally came before me this 26th day September of 2020
2020, the above named Bruce Hoehne Nancy Hoehne Maureen Lochner Dale Lochner
to me known to be the person who executed the foregoing instrument and acknowledge the same.

Notary Public Heather K. Annen
My Commission expires 03/30/2021



DANE COUNTY

Approved for recording per Dane County Zoning and Land Regulation Committee action
of this _____ day of _____, 20____.

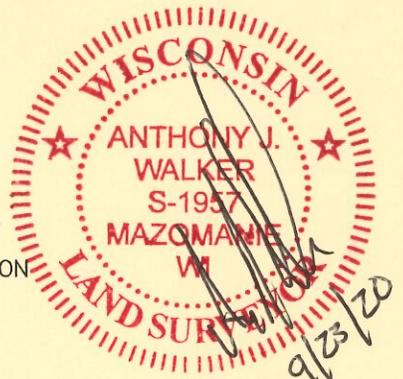
Daniel Everson

TOWN BOARD APPROVAL

This CSM, ~~including public highway right-of-way dedication designated~~ herein is hereby acknowledged and
accepted by the Town of Cross Plains
this 13 day of August, 2020.

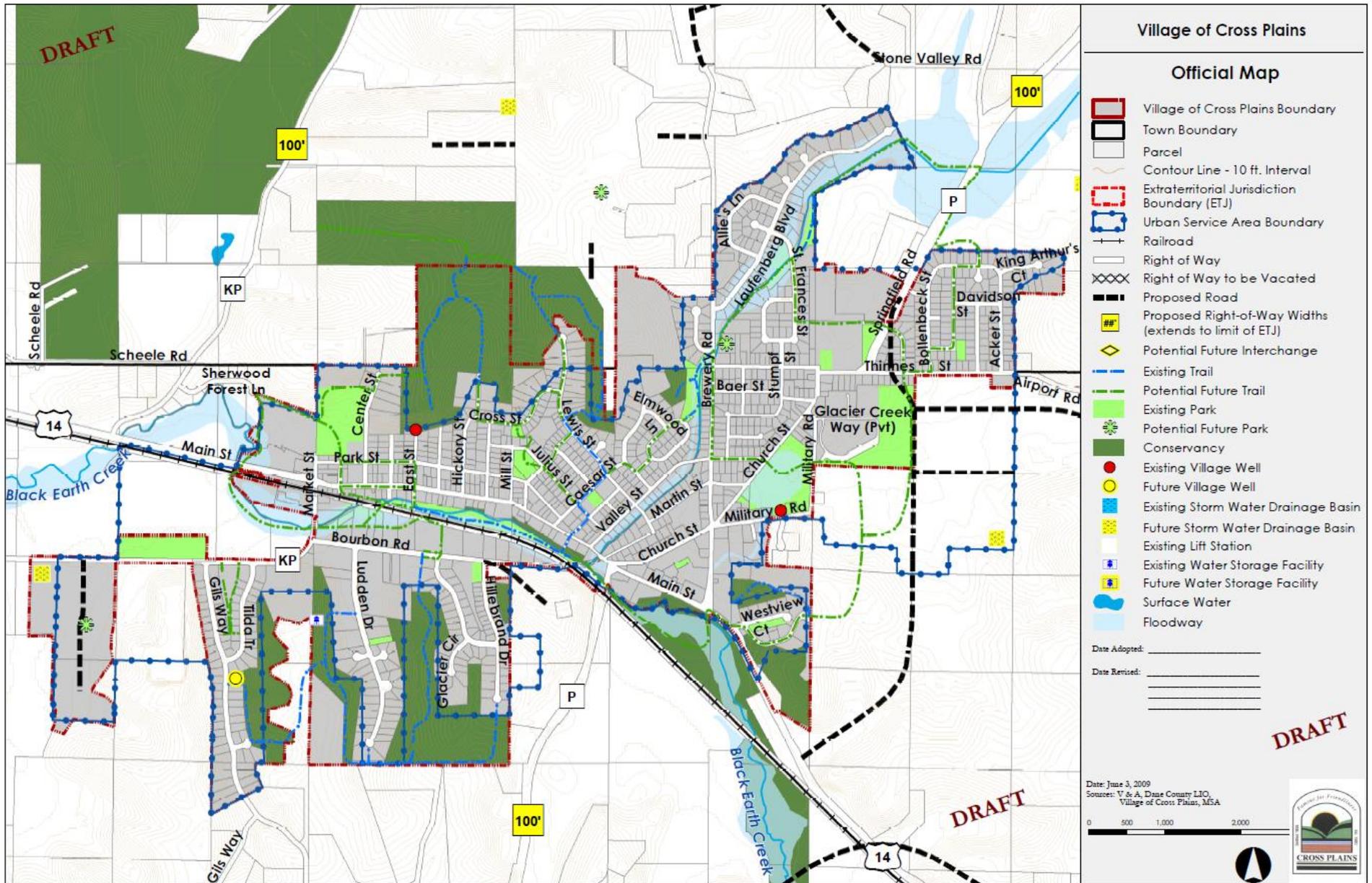
Nancy Meinholz, Clerk
Nancy Meinholz, Clerk

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 20____,
AT _____ O'CLOCK ____ .M. IN VOLUME _____ OF CERTIFIED SURVEY MAPS ON
PAGES _____.



KRISTI CHLEBOWSKI, DANE COUNTY REGISTER OF DEEDS

DOCUMENT NO. _____
CERTIFIED SURVEY MAP NO. _____
VOLUME _____ PAGE _____



Considerations:

- | | | |
|-------------------------------------|--|-------------------------------|
| 1) Future land use plan (2018) | 4) Water System Assessment (2021) | 8) Madison MPO |
| 2) Parks and Open Space Plan (2019) | 5) USA amendments approved (ongoing) | 9) Dane County Region Efforts |
| 3) Flood Mitigation Plan (2020) | 6) Update with Regional Trail Map (GTDD, IATA, Others) | 10) Future Village Facilities |
| | 7) CARPC Environmental Corridor Assessment | 11) _____ |
| | | 12) _____ |

ARTICLE III: LAND USE REGULATIONS.

SECTION 84.50 Purpose.

The purpose of this Article is to indicate which land uses may locate in each zoning district and under what requirements; and which land uses may not locate therein. Certain land uses may locate in a given district as a matter of right upon compliance with special regulations for such a land use. A further distinction is made for land uses which may locate in a given district only upon obtaining a conditional use or temporary use permit.

SECTION 84.51 Regulation of Allowable Uses.

The allowable land uses for each zoning district are established in Article II of this Chapter. Detailed descriptions and regulations for uses are found in Sections 84.55 through 84.66. Even if a land use may be indicated as permitted by right or requiring a conditional use in a particular district, such a land use may not necessarily be permitted or permissible on any or every property in such district. No land use is permitted or permissible on a property unless it can be located on it or implemented in full compliance with all of the applicable standards and regulations of this Chapter or unless an appropriate variance has been granted pursuant to Section 84.166. For land uses not specifically listed, the Zoning Administrator shall make an interpretation to determine if an amendment to this Chapter is necessary.

- (a) **Principal Land Uses Permitted by Right.** Principal land uses listed as permitted by right (designated by the letter “P” in Section 84.54) are permitted per the general land use requirements of this Article; per the density, intensity, and bulk regulations of the specific zoning district in which they are located; per any additional requirements imposed by applicable overlay districts; per all other applicable requirements of this Chapter; and per any and all other applicable Village, county, state, and federal regulations.
- (b) **Principal Land Uses Permitted as Conditional Uses.** Principal land uses allowed only with a conditional use permit (designated by the letter “C” in Section 84.54) may be permitted subject to all the requirements applicable to uses permitted by right as listed in Subsection (a), above, plus any additional requirements applicable to that particular land use imposed as part of the conditional use permit process established in Section 84.161. Each application for, and instance of, a conditional use shall be considered a unique situation and shall not be construed as precedence for similar requests. Except for uses approved under a general development plan and specific implementation plan in a planned development (see Section 84.167), all uses requiring a conditional use permit shall comply with the procedural requirements of Section 84.161.

SECTION 84.157 Review and Approval Required.

Review procedures vary depending on the type of request; however, procedures within this Article generally adhere to 3 common elements:

- (a) Submittal of a complete application, including fee payment and appropriate supplemental information.
- (b) Review by appropriate Village staff and/or officials.
- (c) Action by appropriate Village officials or staff to approve, conditionally approve, or deny the request.
- (d) Figure 84.157 summarizes the procedures, agencies, and personnel involved in the various procedures authorized by this Chapter. Detailed procedures are discussed in Sections 84.159 through 84.169 of this Article. Figure 84.157 is provided as a convenience for the general public. Where there are conflicts between the text of this Chapter and Figure 84.157, the text shall prevail.

Figure 84.157: Review and Approval Activities and Bodies

Application Process	Zoning Administrator	Development Review Team	Plan Commission	Village Board	Zoning Board of Appeals
Zoning Ordinance Amendment (§84.159)	RE	RE	PH, RR	RE, A	
Zoning Map Amendment (§84.160)	RE	RE	PH, RR	RE, A	
Conditional Use Permit (§84.161)	RE	RE	PH, RR	RE, A	
Temporary Use Permit (§84.162)	RE, IP				
Land Use Permit (§84.163)	RE, IP				
Site Plan (§84.164)	RE, A	RE			
Downtown Design Review (§84.165)			See Figure 84-165		
Variance (§84.166)	RE				RE, PH, A
Planned Development (§84.167)	RE	RE	PH, RR	RE, A	
Interpretation (§84.168)	RE, A				
Appeal (§84.169)	RE				RE, PH, A
Violations and Penalties (§84.170)	RE, A				
Fence Permit (§84.108)	RE, IP				
Group & Large Development (§84.118) (Regulated as Conditional Use)	RE	RE	PH, RR	RE, A	
Building Permit		See Chapter 312 of the Municipal Code			
Sign Permit		See Chapter 87 of the Municipal Code			
A = Action	IP = Issues Permit	PH = Public Hearing			
RE = Review and Evaluate	RR = Review and Recommend				

SECTION 84.161 Conditional Use Permit Procedures.

- (a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed conditional uses.
- (b) **Applicability.** There are certain uses, which because of their unique characteristics make impractical the predetermination of permissibility. In these cases, specific standards, regulations, or conditions may be established.
- (c) **Initiation of Request.** Proceedings for approval of a conditional use may be initiated by an application of the owner(s) of the subject property.
- (d) **Application.** An application for a conditional use permit shall contain the following (digital files should be submitted rather than paper copies whenever possible, if applicable):
 - (1) A map of the subject property to scale depicting:
 - a. All lands for which the conditional use is proposed and all other lands within 100 feet of the boundaries of the subject property.
 - b. Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds of Dane County.
 - c. Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - d. All lot dimensions of the subject property.
 - e. A graphic scale and a north arrow.
 - (2) Written description of the proposed conditional use including the type of activities, buildings, structures, and off-street parking proposed for the subject property and their general locations.
 - (3) A site plan of the subject property if proposed for development conforming to all requirements of Section 84.164. If the proposed conditional use is a group or large development (per Section 84.118), a proposed preliminary plat or conceptual plat may be substituted for the required site plan, provided said plat contains all information required on said site plan.
 - (4) Written justification for the proposed conditional use, including evidence that the application is consistent with the Comprehensive Plan.
 - (5) For Group and Large Development, a Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Village Engineer.
- (e) **Review by Zoning Administrator.**
 - (1) The Zoning Administrator shall determine whether the application is complete and fulfills the requirements of this Chapter. If the application is determined to be incomplete, the Zoning Administrator shall notify the applicant.

- (2) The Zoning Administrator may coordinate review with the Village's Development Review Team.
- (3) The Zoning Administrator shall review the completed application and evaluate whether the proposed conditional use:
 - a. Is in harmony with the recommendations of the Comprehensive Plan.
 - b. Will result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare, either as they now exist or as they may in the future.
 - c. Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
 - d. The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public agencies serving the subject property.
 - e. The potential public benefits outweigh any and all potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.
- (4) The Zoning Administrator shall prepare a written report addressing items (e)(3)a.-e. above, to be forwarded to the Plan Commission for the Commission's review and use in making its recommendation to the Village Board. If the Zoning Administrator determines that the proposal may be in conflict with the provisions of the Comprehensive Plan, the Zoning Administrator shall note this determination in the report.
- (f) **Public Hearing.** Within 50 days of filing of a complete application, the Plan Commission shall hold a public hearing in compliance with Section 84.158 to consider the request.
- (g) **Review and Recommendation by the Plan Commission.**
 - (1) Within 60 days after the public hearing, the Plan Commission may make a written report to the Village Board, and/or may state in the minutes its recommendations regarding the application. Said report and/or minutes may include a formal finding of facts developed and approved by the Plan Commission concerning the requirements of Subsection (e)(3)a.-e. above.
 - (2) If the Plan Commission fails to make a recommendation within 60 days after the public hearing, the Village Board may hold a public hearing within 30 days after the expiration of said 60 day period. Failure to receive a recommendation from the Plan Commission shall not invalidate the proceedings or actions of the Village Board. If a public hearing is necessary, the Village Board shall provide notice per the requirements so Section 84.158.

- (h) **Review and Action by Village Board.**
 - (1) The Village Board shall consider the recommendation of the Plan Commission regarding the proposed conditional use. The Village Board may request further information and/or additional reports from the Plan Commission, Zoning Administrator, applicant, and/or from any other source.
 - (2) The Village Board may take final action (by resolution) on the application at the time of its initial meeting or may continue the proceedings at applicant's request. The Village Board may approve the conditional use as originally proposed, may approve the proposed conditional use with modifications, or may deny approval of the proposed conditional use.
 - (3) If the Village Board wishes to make significant changes in the proposed conditional use, as recommended by the Plan Commission, then the procedure set forth in Section 62.23(7)(d) of the Wisconsin Statutes shall be followed prior to Village Board action.
- (i) **Effect of Denial.** No application which has been denied (either wholly or in part) shall be resubmitted for a period of 12 months from the date of said order of denial, except on grounds of new evidence or proof of change of factors found valid by the Zoning Administrator.
- (j) **Revocation of an Approved Conditional Use.** Upon approval by the Village Board, the applicant must demonstrate that the proposed conditional use meets all general and specific conditional use requirements in the site plan required for initiation of development activity on the subject property per Section 84.164. Once a conditional use is granted, no erosion control permit, site plan, certificate of occupancy, or building permit shall be issued for any development which does not comply with all requirements of this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use may be revoked for such a violation by majority vote of the Village Board, following the procedures outlined in Subsection (i), above.
- (k) **Time Limits on the Development of Conditional Use.** Unless extended as a condition of approval, the start of construction of any and all conditional uses shall be initiated within 365 days of its approval by the Village Board and shall be operational within 730 days of said approval. Failure to initiate development within this period shall automatically constitute a revocation of the conditional use. For the purposes of this Section, "operational" shall be defined as the granting of a certificate of occupancy for the conditional use. Prior to such a revocation, the applicant may request an extension of this period. Said request shall require formal approval by the Village Board and shall be based upon a showing of acceptable justification (as determined by the Village Board). However, as a condition of approval, the 365 and/or 730 day time limits may be extended for any specific period including not time limit to accommodate phased or multi-stage development.

- (l) **Discontinuing an Approved Conditional Use.** Any and all conditional uses which have been discontinued for a period exceeding 365 days shall have their conditional use invalidated automatically. The burden of proof shall be on the property owner to conclusively demonstrate that the subject conditional use was operational during this period.
- (m) **Change of Ownership.** All requirements of the approved conditional use shall be continued regardless of ownership of the subject property; however, submittal of a plan of operation may be required prior to the change in ownership.
- (n) **Modification, Alteration, or Expansion.** Modification, alteration, or expansion of any conditional use without approval by the Village Board, shall be considered in violation of this Chapter and shall be grounds for revocation of said conditional use approval per Subsection (j), above. A modification, alteration, or expansion which has been approved as part of a prior valid condition use does not require a new conditional use approval.
- (o) **Recording of Conditional Use Requirements.** Except for conditional use approvals for temporary uses, a certified copy of the authorizing resolution, containing identifiable description and any specific requirements of approval, shall be recorded by the Village, at the applicant's expense, with the Register of Deeds for the subject property.
- (p) **Formerly Approved Conditional Uses.** A use now regulated as a conditional use which was approved as a legal land use, either permitted by right or as a conditional use, prior to the effective date of this Chapter, shall be considered as a legal, conforming land use so long as the previously approved conditions of use and previously approved site plan are followed. Any modification of the previously approved conditions of use or site plan shall require application and Village consideration under this Section.
- (q) **Limited Conditional Uses.** A limited conditional use is any development, activity or operation for which a conditional use permit has been approved that is limited to a specific operator or property owner, or to a specific date or event upon which the conditional use permit either expires or is required to be reviewed and reapproved. The Plan Commission may recommend, and the Village Board may designate, any proposed conditional use request as a limited conditional use. The Plan Commission shall specify which of the following characteristics are present that create the need for the limited conditional use:
 - (1) A particular aspect of the specific land use.
 - (2) A particular aspect of the proposed operation (including, but not limited to, operating hours).
 - (3) A particular aspect of the proposed location.
 - (4) A particular aspect of the proposed site design.
 - (5) A particular aspect of the adjacent property or of the surrounding environs.
 - (6) Any other reason(s) the Village Board deems specially relevant and material.

(r) **Successor Conditional Uses.**

- (1) **Definition.** A successor conditional use is a land use which has been granted a conditional use permit by the Village, which is proposed to undergo one or more of the following:
 - a. Changing from the specific use originally permitted by conditional use to another operation of the same use. (For example, changing from one restaurant to another is permitted. However, changing from a restaurant to a tavern is not permitted even though both are considered Indoor Commercial Entertainment land uses under Section 84.58(d). Likewise, changing from a drive-through restaurant to a drive-through bank is not permitted, even though both are considered In-Vehicle Sales and Service under Section 84.58(i).
 - b. Only a change in the ownership of the subject property.
 - c. Only a change in the ownership of the business or other operator of the land use.
 - d. Other changes explicitly identified in a currently valid conditional use permit which are identified as acceptable as a successor conditional use.
- (2) **Purpose.** The purpose of these provisions is to create a process which:
 - a. Verifies that the proposed change is a valid successor conditional use.
 - b. Creates a record that the proposed change is recognized by the Village as a successor conditional use.
 - c. Clarifies that the same conditions of approval, development and operation continue to apply to a successor conditional use.
 - d. Reduces the costs and time needed to approve a successor conditional use;
- (3) **Approval Process.** A successor conditional use shall not require the granting of a new conditional use permit by the Village. However, prior to operation, a successor conditional use shall require the formal reaffirmation of its status as a valid successor conditional use. This required formal reaffirmation shall be issued in writing by the Village Zoning Administrator, or by the designee of the Village Zoning Administrator.
- (4) **Proposed Expansions are Not Eligible.** Any physical enlargement of a previously approved conditional use in terms of buildings, structures, activity areas, and/or any expansion of the conditions of operation, beyond the limits of site plans, floor plans and conditions of operation approved through the conditional use process, shall not be eligible for treatment as a successor conditional use, and must seek an amendment to its conditional use permit through the conditional use process.
- (5) **Ineligible Land Uses.** The following land uses are not eligible for treatment as a successor conditional use, and shall require approval of a new limited conditional use permit which is specific to both the business owner and to the property owner:
 - a. Intermediate Home Day Care (9-15 children) land uses in residential zoning districts.
 - b. Bed and Breakfast land uses in residential zoning districts.

SECTION 84.41 (PD) Planned Development.

- (a) **Purpose.** The purpose of this district is to provide for the possible relaxation of certain development standards pertaining to the underlying standard zoning district (see Article II). In exchange for such flexibility, planned developments shall provide a much higher level of site design, architectural control, and other aspects of aesthetic and functional excellence than normally required for other developments.
- (b) **Intent.** Planned developments are intended to encourage, promote, and provide improved environmental design by allowing for greater freedom, imagination, and flexibility in the development of land, while ensuring substantial compliance with the basic intent of this Chapter and the Village of Cross Plains Comprehensive Plan. To this end, planned developments allow diversification and variation in the relationship of uses, structures, open spaces, and heights of structures in developments conceived and implemented as comprehensive and cohesive unified projects. It is further intended to encourage economic development and more rational developments with regard to public services and to encourage and facilitate preservation of open space and natural resources. Planned developments are not intended to circumvent the intent of other zoning districts or this Chapter.
- (c) **Applicability.**
 - (1) **Ownership.** A tract of land proposed to be developed as a PD shall be under the control of a single owner where the owner agrees in advance to be bound by the conditions and regulations which will be effective within the district and to record such covenants, easements, and other provisions with the county.
 - (2) **Size.** There is no minimum or maximum size for a PD.
 - (3) **Condominiums.** Condominium projects with jointly owned common spaces and/or commonly owned structural walls, roofs, or other structural elements must be approved as PDs if, as a result of a condominium division of the land, the lot requirements of the district in which the development is located cannot otherwise be met. This requirement would apply to townhouses where the resulting lot size would be less than otherwise required.
- (d) See Section 84.167 for the process to establish Planned Development Zoning.
- (e) See Section 84.167(c)(3) and 84.167(c)(4) for the General Development Plan and Specific Implementation Plan requirements.
- (f) Planned Developments are exempt from the requirements of Section 84.118 Group and Large Developments.

SECTIONS 84.42 - 84.49 Reserved

SECTION 84.167 Planned Developments.

- (a) **Purpose.** The purpose of this Section is to provide regulations which govern the procedures for the review and approval, or denial, or proposed Planned Developments.
- (b) **Initiation of Request.** Proceedings for approval of a Planned Development may be initiated by any of the following:
 - (1) An application by the owner(s) of the subject property;
 - (2) A recommendation of the Plan Commission to the Village Board; or
 - (3) By action of the Village Board.
- (c) **Procedure for Planned Development Approval.** The procedure for zoning to a Planned Development (PD) district shall follow the Zoning Map Amendment procedure included in Section 84.160, except that the Planned Development procedure shall be subject to the following additional requirements.
 - (1) **Pre-Application Conference.** Prior to formal petition for zoning to a PD district, the applicant shall confer with appropriate Village staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step.
 - (2) **Optional Concept Plan Review.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.
 - a. At the Plan Commission meeting, the applicant shall engage in an informal discussion with the Plan Commission regarding the concept plan. Appropriate topics for discussion may include the any of the information provided in the concept plan, or other items as determined by the Plan Commission. Points of discussion and conclusions reached at this stage of the process shall be in no way be binding upon the applicant or the Village, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application (see (3), below).
 - b. The concept plan submittal shall include the following items (digital files should be submitted rather than paper copies whenever possible).
 - 1. A location map of the subject property and its vicinity.
 - 2. A general written description of the proposed PD, including:
 - (i) General project themes and images.
 - (ii) The general mix of dwelling unit types and/or land uses.

- (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
 - (iv) General treatment of natural features.
 - (v) Relationship to nearby properties and public streets.
 - (vi) Relationship of the project to the Comprehensive Plan.
 - (vii) Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.
3. A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.
 4. The Plan Commission shall review the concept plan and, if accepted, shall inform the applicant to move on to the next step in the PD process, General Development Plan.
- (3) **General Development Plan Review.** Upon acceptance of the Concept Plan by the Plan Commission, the applicant shall submit a General Development Plan (GDP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the GDP shall be placed on the Plan Commission agenda for review and recommendation. Upon recommendation of the Plan Commission, the GDP shall be reviewed by the Village Board. Upon approval of the GDP by the Village Board, the GDP shall establish the zoning for the property.
- a. The GDP submittal shall include the following items(digital files should be submitted rather than paper copies whenever possible):
 1. General location map of the subject site depicting:
 - (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
 - (iii) Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
 - (iv) A graphic scale and a north arrow.
 2. Generalized site plan showing the pattern or proposed land uses, including:

- (i) General size, shape, and arrangement of lots and specific use areas.
 - (ii) Basic street pattern.
 - (iii) General site grading plan showing preliminary road grades.
 - (iv) Basic storm drainage pattern, including proposed on-site stormwater detention.
 - (v) Preliminary sanitary sewer and water system layout.
 - (vi) General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
3. Statistical data, including:
- (i) Minimum lot sizes in the development.
 - (ii) Approximate areas of all lots.
 - (iii) Density/intensity of various parts of the development.
 - (iv) Building coverage.
 - (v) Landscaping surface area ratio of all land uses.
 - (vi) Expected staging.
4. Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
5. General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from Village standards or common practices.
6. General outline of property owners association, covenants, easements, and deed restrictions.
7. A written description of the proposed Planned Development, including:
- (i) General project themes and images.
 - (ii) The general mix of dwelling unit types and/or land uses.
 - (iii) Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
 - (iv) General treatment of natural features.
 - (v) General relationship to nearby properties and public streets.
 - (vi) General relationship of the project to the Comprehensive Plan.

- (vii) Proposed exceptions from the requirements of this Chapter.
 - 8. A Transportation Demand Management (TDM) Plan meeting Wisconsin Department of Transportation requirements for content and format may be required by the Village if deemed necessary by the Village Engineer.
 - b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
 - c. The process for review and approval of the GDP shall be identical to that for Zoning Map Amendments per Section 84.160.
 - d. All portions of an approved GDP not initiated through granting of a building permit within 10 years of final Village Board approval shall expire and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the GDP shall retain the GDP status.
 - e. Within 12 months of GDP approval the applicant shall submit a Specific Implementation Plan.
- (4) **Specific Implementation Plan.** Upon completion of the GDP review process described above, the applicant shall submit a Specific Implementation Plan (SIP) to the Zoning Administrator for determination of completeness. Upon determination of completeness by the Zoning Administrator, the SIP may be placed on the Plan Commission agenda for SIP review.
- a. The SIP submittal shall include the following items. Note that the area included in an SIP may be only a portion of the area included in a previously approved GDP (digital files should be submitted rather than paper copies whenever possible).
 - 1. An existing conditions map of the subject site depicting the following:
 - (i) All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - (ii) Names and addresses of the owners of all lands on said map as the same appear on the current records of the Register of Deeds.
 - (iii) Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
 - (iv) Existing utilities and recorded easements.
 - (v) All lot dimensions of the subject site.
 - (vi) A graphic scale and a north arrow.

2. An SIP map of the proposed site showing at least the following:
 - (i) Lot layout and the arrangements of buildings.
 - (ii) Public and private roads, driveways, walkways, and parking facilities.
 - (iii) Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
3. Proposed grading plan.
4. Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
5. Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
6. Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
7. Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from Village standards or common practices.
8. Specific written description of the proposed SIP including:
 - (i) Specific project themes and images.
 - (ii) Specific mix of dwelling unit types and/or land uses.
 - (iii) Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
 - (iv) Specific treatment of natural features, including parkland.
 - (v) Specific relationship to nearby properties and public streets.
 - (vi) Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
 - (vii) A statement of rationale as to why PD zoning is proposed. This statement shall list the standard zoning

requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PD project.

- (viii) A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur. The applicant may also provide a list of zoning standards that would be more than met by the proposed PD and the location(s) of such occurrences.
 - (ix) Phasing schedule, if more than one development phase is intended.
- 9. Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
 - 10. A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.
 - 11. The applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
- b. The Zoning Administrator, or by majority vote of the Village Board may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
 - c. The process for review and approval of the SIP shall be identical to that for site plans per Section 84.164.
 - d. The Plan Commission shall make recommendations to the Village Board. The Village Board shall then review and consider approval of the SIP. All portions of an approved SIP not fully developed within 10 years of final Village Board approval shall expire, and no additional Planned Development-based activity shall be permitted. The Village Board may allow multiple extensions via a majority vote following a public hearing. Completed portions of the SIP shall retain the SIP status.
- (5) **Criteria for Approval.** In its review and action for an application for a Planned Development district, the Plan Commission and, subsequently, the Village Board shall make findings with respect to the following criteria:
- a. The proposed Planned Development project is consistent with the overall purpose and intent of this Chapter.

- b. The proposed Planned Development project is consistent with the Village's Comprehensive Plan (it is the responsibility of the Village to determine such consistency).
 - c. The proposed Planned Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
 - d. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Development project, including but not limited to public sewer and water and public roads.
 - e. The proposed Planned Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
 - f. The proposed Planned Development project design does not detract from areas of natural beauty surrounding the site.
 - g. The proposed architecture and character of the proposed Planned Development project is compatible with adjacent/nearby development.
 - h. The proposed Planned Development project will positively contribute to the physical appearance and functional arrangement of development in the area.
 - i. The proposed Planned Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions or variation of any normal standard of this Chapter.
 - j. For Planned Development projects that are proposed to be developed in phases, the applicant can provide a clear timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.
- (6) **Changes or Alterations.** Any change of the PD plans subsequent to approval of the PD-SIP shall be submitted to the Zoning Administrator. If the Zoning Administrator determines that the change constitutes a substantial modification, the developer will be required to amend the PD-SIP, and if necessary, the PD-GDP, following the procedures set forth in this section for review and approvals. If, in the opinion of the Zoning Administrator, such changes do not constitute a substantial alteration of either the GDP or SIP, the change may be accomplished by approval of the Zoning Administrator. Such approved changes or modifications shall be documented and recorded in the official file of the Village on the PD.
- (7) **Recording.** The final PD-SIP and GDP, and all amendments thereto, shall be recorded with the Dane County Register of Deed's Office at the applicant's sole expense.

SECTION 84.157 Review and Approval Required.

Review procedures vary depending on the type of request; however, procedures within this Article generally adhere to 3 common elements:

- (a) Submittal of a complete application, including fee payment and appropriate supplemental information.
- (b) Review by appropriate Village staff and/or officials.
- (c) Action by appropriate Village officials or staff to approve, conditionally approve, or deny the request.
- (d) Figure 84.157 summarizes the procedures, agencies, and personnel involved in the various procedures authorized by this Chapter. Detailed procedures are discussed in Sections 84.159 through 84.169 of this Article. Figure 84.157 is provided as a convenience for the general public. Where there are conflicts between the text of this Chapter and Figure 84.157, the text shall prevail.

Figure 84.157: Review and Approval Activities and Bodies

Application Process	Zoning Administrator	Development Review Team	Plan Commission	Village Board	Zoning Board of Appeals
Zoning Ordinance Amendment (§84.159)	RE	RE	PH, RR	RE, A	
Zoning Map Amendment (§84.160)	RE	RE	PH, RR	RE, A	
Conditional Use Permit (§84.161)	RE	RE	PH, RR	RE, A	
Temporary Use Permit (§84.162)	RE, IP				
Land Use Permit (§84.163)	RE, IP				
Site Plan (§84.164)	RE, A	RE			
Downtown Design Review (§84.165)			See Figure 84-165		
Variance (§84.166)	RE				RE, PH, A
Planned Development (§84.167)	RE	RE	PH, RR	RE, A	
Interpretation (§84.168)	RE, A				
Appeal (§84.169)	RE				RE, PH, A
Violations and Penalties (§84.170)	RE, A				
Fence Permit (§84.108)	RE, IP				
Group & Large Development (§84.118) (Regulated as Conditional Use)	RE	RE	PH, RR	RE, A	
Building Permit		See Chapter 312 of the Municipal Code			
Sign Permit		See Chapter 87 of the Municipal Code			
A = Action	IP = Issues Permit	PH = Public Hearing			
RE = Review and Evaluate	RR = Review and Recommend				

Village of Cross Plains Meeting Instructions and Tips

Participation in Village Meetings

The public may participate in Village meetings in various ways.

Attending in Person

The Village Board currently hosts its Village Board and Plan Commission meetings in the Community Room at the Rosemary Garfoot Public Library. Due to space constraints the room is limited to the Board/Commission and an additional five (5) people. These spaces are reserved first for people with disabilities that may need accommodations in order to participate or monitor the meeting. Other participants are strongly encouraged to attend virtually or by phone. Comments made virtually or by phone will carry the same weight as those made in person. The Village Board may, from time to time, allow for participants who would like to speak in person to rotate in and out of the room depending on the spacing availability at that time.

All other committee meetings are currently only being held virtually.

Attending Virtually

Participants may observe and participate in Village meetings remotely.

Direct link – Web meeting

Participants may click on the **ZOOM Virtual Meeting Link** (see image below) at the top the Village Board Agenda or in the email sent by the Village Administrator. The meeting link on the agenda will take you to the Zoom website or it will open the Zoom Application. Participants may choose to download the Zoom Application or access Zoom through the web browser. Alternatively, participants may also type in the link into the URL address bar to bring the participant to the meeting. All participants should check their computer's capacity prior to the meeting.

NOTE THAT THE MEETING ID LINK WILL CHANGE FOR EACH TYPE OF MEETING. THEREFORE, THE MEETING LINK MAY CHANGE. PARTICIPANTS SHOULD MAKE SURE THAT THEY ARE USING THE LINK ON CURRENT AGENDA TO ACCESS THE CORRECT MEETING.

Village of Cross Plains Board of Trustee Meeting

Regular Meeting Notice and Agenda

Rosemary ~~Garfoot~~ Public Library Community Room
2107 Julius St
Cross Plains, WI 53528
(608) 798-3241

**Tuesday, May 26, 2020
6:00 pm**

Please note that due to current spacing requirements concerning COVID-19, the facility will have limited seating. The Village of Cross Plains will provide opportunities for, and encourage that the public participate virtually or by calling in. The log in information is as follows: •



Zoom Virtual Meeting Link:
<https://us02web.zoom.us/j/81392456725>

Conference telephone line:
+1 312 626 6799

Meeting ID: 813 9245 6725

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Telephone

The public may also join by teleconference. To do so, participants should dial the **Conference Telephone Line** provided. Participants will then need to enter the specific **Meeting ID Number** (see image below). Follow the prompts to be let in the room. If you need accommodations for toll free access, please contact the Village Hall prior to the meeting.

Village of Cross Plains Board of Trustee Meeting
Regular Meeting Notice and Agenda

Rosemary ~~Garfoot~~ Public Library Community Room
2107 Julius St
Cross Plains, WI 53528
(608) 798-3241

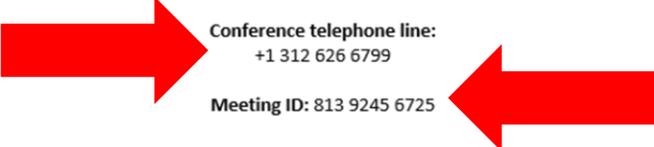
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Zoom Virtual Meeting Link:
<https://us02web.zoom.us/j/81392456725>

Conference telephone line:
+1 312 626 6799

Meeting ID: 813 9245 6725



Public Participation Process

Generally, the agenda will have a public comment section (see below). Due to the logistical challenges for commenting during a virtual public meeting, the following process will be adopted to ensure that the public can participate in the meeting and that the governing body can run an effective and efficient meeting.



II. **Public Comment** – This is an opportunity for anyone to address the Village Board on **ANY** issue **EITHER ON OR NOT ON THE** current agenda. *Please observe the time limit of 3 minutes.* While the Village Board encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

THOSE WISHING TO SPEAK DURING THE VIRTUAL MEETING MUST REGISTER PRIOR THE START TIME OF THE CURRENT MEETING. YOU ARE ENCOURAGED REGISTER YOUR COMMENT BY SENDING AN EMAIL TO BCHANG@CROSS-PLAINS.WI.US AHEAD OF THE MEETING. YOU MAY ALSO CALL THE VILLAGE HALL DURING REGULAR BUSINESS HOURS. THE MEETING ROOM WILL BE OPENED 30 MINUTES BEFORE THE MEETING TO COLLECT REGISTRATIONS. TO REGISTER A PUBLIC COMMENT AT THIS TIME YOU WILL NEED TO RAISE YOUR HAND VIRTUALLY TO BE UNMUTED. TELEPHONE PARTICIPANTS WILL ALSO BE UNMUTED ONE AT A TIME DURING THIS PERIOD TO ENSURE THAT NO ONE IS MISSED.

Registration of Comments

The public comment section has been revised to allow public comment in any topic **ON OR NOT ON THE AGENDA**. Those wishing to speak must register before the meeting to do so. Participants can register to speak by notifying the Village Administrator ahead of the meeting. Please see the following methods:

Written Comments

At any time, anyone who is interested in submitting a written comment may do so by emailing the Village Administrator at bchang@cross-plains.wi.us or in writing to Village Board, P.O. Box 97, Cross Plains, WI 53528. The written comment will be read to the Village Board at the corresponding meeting.

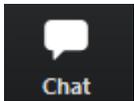
Public Comments

Anyone wishing to make a public comment at a particular meeting must register to do so prior to the start time of the meeting. Those wishing to speak are encouraged register their comment by sending an email to bchang@cross-plains.wi.us ahead of the meeting. Registration by phone may also be done during business hours prior to the meeting.

In addition, the meeting room will be opened 30 minutes before the meeting to collect registrations only. To register a public comment during this time, the participant will need to raise their hand virtually to be unmuted (see instructions below). Telephone participants will then be unmuted one at a time during this period to ensure that no one is missed. Those participating by phone will need to identify themselves and the issue for which they would like to speak on.

All lines will be muted at the start of the meeting. During the Public Comment Section, each registered participant will be called upon, unmuted, and shall have 3 minutes to speak. Once the Public Comment section of the meeting has concluded, all participants will be muted for the remainder of the meeting so that the governing body may continue with its meeting. The governing body may call on a presenter or participant for clarification at any time during the meeting.

“Chat” function



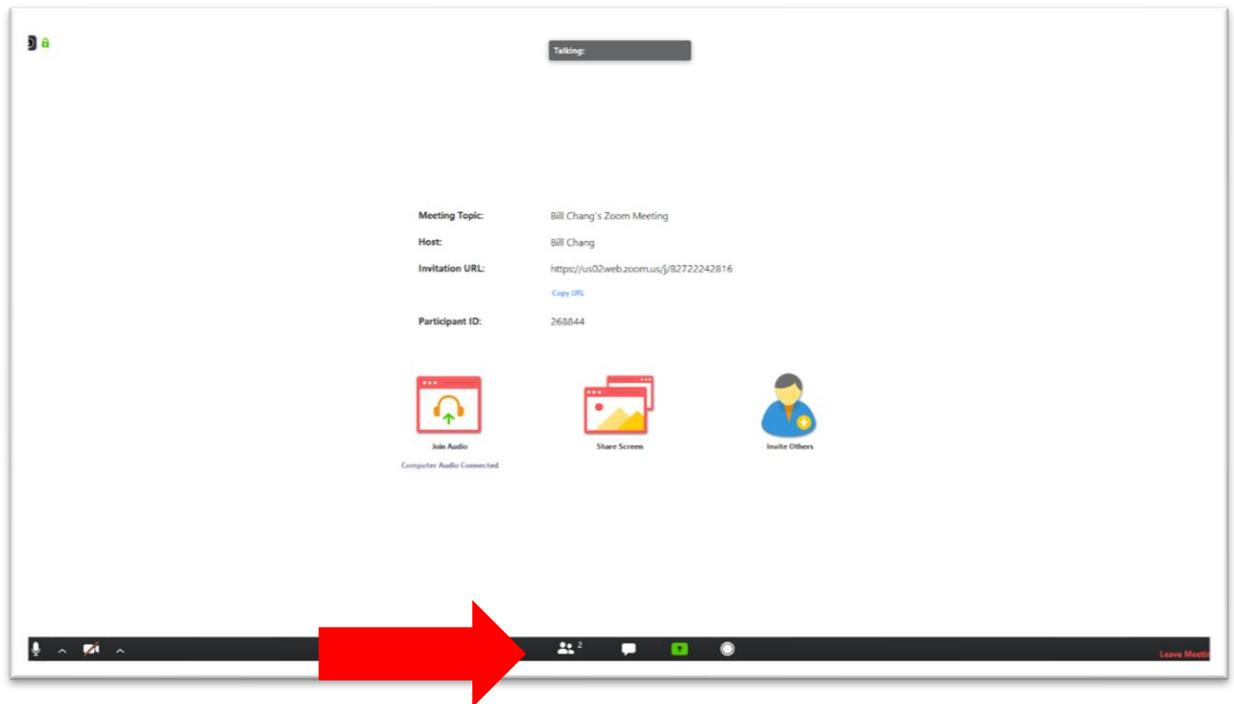
The “Chat” function will be monitored for technical and logistical issues. Discussion on the “Chat” function is public record. Comments made to the board through the “Chat” function may not be acknowledged or addressed by the board. Official comment shall be made through Public Comment.

ZOOM Tips

Raising your hand

Zoom provides an option for participants to raise their hand to be called upon. To do so, please follow the instructions below.

1. Click on the “Participants”  icon at the bottom of the screen.



2. Click on "Raise Hand".

Participants (2)

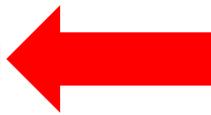
BC	Bill Chang (Me)	 
BW	Becky Ward (Host)	 

3.

Invite

Mute Me

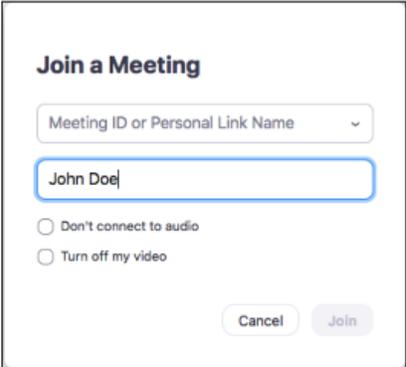
Raise Hand



4. Confirm that your hand is raised.



How to Participate in a Zoom Meeting

<p><u>Using computer:</u> https://zoom.us Depending on your browser, you may have to download the zoom application, once complete, it will open on your screen.</p> <p><u>Using Smartphone or Tablet:</u> Download  app</p>	<p><u>Open Zoom Application</u> Open the zoom application on your electronic device.</p> <p>If you wish to speak during the meeting you will need to have a microphone otherwise you will need to call in with a phone.</p>
	<p><u>Join a Meeting via Electronic Device</u> Using computer: https://zoom.us/join Using Smartphone or Tablet: Open app, Click Join meeting</p> <ul style="list-style-type: none"> • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits) • Click Join • Enter your name (not phone number) <p><i>If you do not want to join with audio or video, check those options before joining (you can add your video and audio again after you've joined the meeting).</i></p>
	<p><u>Join a Meeting via Telephone</u></p> <ul style="list-style-type: none"> • Call 1-312-626-6799 (long distance charges may apply) • Enter Meeting ID (nine digits) • Enter Meeting Password (six digits)
	<p><u>Waiting Room</u> After you have joined the meeting you are in the waiting room, waiting for the host to join and to provide you access. After being granted entry, make sure you click the green "Join with Computer Audio" to join the meeting with audio automatically (you can mute this once you're on the meeting).</p>

Zoom Menu Bar

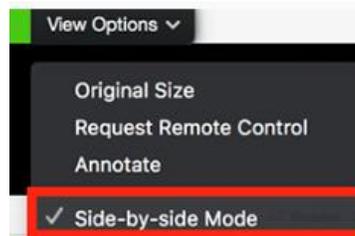


- Mute/Unmute your audio
- Start/stop your video
- Invite others to join the meeting
- Participants- View list of participants, raise hand to speak or change your name.
- Share your screen (with meeting host permission)
- Chat with all/other participants
- Public meetings will be recorded and saved.
- Leave or end the meeting

Side by Side Mode

Allows you to view participants to the right of the shared screen (rather than above host's shared screen)

You can modify your view by choosing Gallery (everybody) or Speaker View at the top of the participant video panel (drag the gray vertical separator to enlarge or reduce the size of this panel)



Committee members are expected to participate in discussion freely.

Motions: When making or seconding a motion, Committee members are asked to state their name first so everybody will know who is speaking.

Votes: Unless votes are clearly unanimous, staff will take a roll call vote.