

## Regular Meeting

August 16, 2022

Meeting called to order at 7:00 p.m. by President Schumacher. Trustees present: Hennessey, Lautz, Leicht, and Twining. Excused: Curtis. Also present: Police Chief Kyle Holzhausen, Police Lieutenant Nathan Cibulka, Public Works Director Loren Schwier, Recreation Director Tony DeGaetano, Village Attorney Bryant Klos, Stephen Cohen, Jed Olson, Dave Hundt, and Village Administrator Teresa DeLong.

### Minutes

Motion by Trustee Lautz, seconded by Trustee Leicht to approve the minutes of the August 2, 2022, Regular Village Board meeting as written. Roll call vote: Unanimous aye.

### Claims

Claims were presented for payment totaling \$163,853.27. Motion by Trustee Leicht, seconded by Trustee Hennessey to approve the payment of all claims as listed. Roll call vote: Unanimous aye. Motion approved.

### ORA Trails

Stephen Cohen and Jed Olson presented an update on the West Salem Bike Park to be located at Lewis Point Park. An overall concept plan was distributed showing an all-wheel plaza and bike playground to be configured as two loops. The plan is to have beginner and intermediate levels, and both loops will be intended for riders 5 to 25 years old. The pump tracks will have a chip seal finish for all weather riding. A "stroll & roll" for pedestrians and strider bikes is planned to connect the parking lot to an existing picnic area and also providing opportunities for pedestrians with mobility issues. There were many area residents in attendance to show support for the project plans. The group is asking for approval of the site plan so the process may continue. The Village Board asked about hours of operation, vehicle parking plans, and long-term maintenance.

Motion by Trustee Lautz, seconded by Trustee Twining to refer this plan to the Recreation Committee to make a recommendation to the Village Board. Roll call vote: Unanimous aye. Motion approved.

### Special Event Application

Dave Hundt appeared before the Board to request South Leonard Street be closed from Memorial Drive to Elm Street on September 4, 2022, from 4:00 p.m. to 11:00 p.m. in order to hold a Labor Day Street Dance. The proceeds from the event will be given to the newly-formed West Salem Cares Foundation. The new initiative is to benefit families in need in the West Salem area, and the goal is to raise \$5,000.

Motion by Trustee Leicht, seconded by Trustee Twining to approve the issuance of a Special Event Permit for the Labor Day Street Dance as requested. Roll call vote: Unanimous aye. Motion approved.

### Quit Claim Deed

Administrator DeLong and Attorney Klos explained it was brought to the Village's attention that documents conveying ownership of property located at 320 Elm Street West and 170 Harmony Street South contained errors in the legal descriptions. This resulted in the Village owning the rear portion of a building at 320 Elm Street West. Attorney Klos has drafted several documents correcting the legal descriptions so the intended conveyances of record are as was intended sixty plus years ago. The property owners have agreed to pay all costs incurred to make the corrections.

Motion by Trustee Leicht, seconded by Trustee Twining to authorize the Village President and Village Administrator to sign the proposed Quit Claim Deed. Roll call vote: Unanimous aye. Motion approved.

#### Request for Proposals

Administrator DeLong and Attorney Klos presented a proposed Request for Proposals for Financial Advisory Services. The Village revenues are no longer supporting the operations and services mandated, and Attorney Klos has recommended the Village seek financial advice on proposed bondings on a longer term basis.

Motion by Trustee Lautz, seconded by Trustee Hennessey to approve requesting proposals for financial advisory services. Roll call vote: Unanimous aye. Motion approved.

#### Planning Commission

President Schumacher reported on the Planning Commission public hearing and meeting held on August 10, 2022. The public hearing concerns a Conditional Use Permit Application submitted by Charlie Handy. Applicant is requesting a Conditional Use Permit in order to construct an attached residential living unit in the upstairs of a newly-constructed garage at 365 Hamilton Street West. The property is located in an R-1 Residential District. Charlie Handy addressed the Commission explaining his plans for this construction. The opportunity to have his sister-in-law live with them in an independent environment is very important to Mr. Handy and his wife. The plan is to construct a one-bedroom apartment with kitchenette, great room, and full bathroom. There were no citizens present to speak for or against the Petition. The public hearing was adjourned, and the Planning Commission meeting was called to order. The Commission discussed the Conditional Use Permit Application, discussed utilities, and access. The residential use of the property at 365 Hamilton Street West will not change. Proposed conditions included:

1. A new 28' X 36' garage will be constructed and attached to the south side of the current house. Above that garage, using a unique truss design, a 16' X 36', a one-bedroom apartment with kitchenette, great room, and full bathroom will be constructed. Heating and cooling, electric, and West Salem Utilities municipal water and sewer will be metered through the current home on this parcel. The new residential unit will have a separate entrance.
2. The second floor apartment of the new garage must be constructed pursuant to plans drawn by a Wisconsin licensed architect, contractor, or designer, and approved by the State, if so required, and pursuant to the terms of the State Building Codes and West Salem Ordinances as applicable.

3. The construction and building plans must be submitted to the West Salem Building Inspector and upon approval, a building permit shall be issued and the plans shall be filed with Conditional Use Permit No. 53.
4. Construction of this second floor residential unit must be completed by August 31, 2024.

The Commission recommended to the Village Board approval of Conditional Use Permit No. 53. The Commission then reviewed Ordinance No. 509. This Ordinance, if adopted, would revise Section 3.07(E)(1)(g) Off-Premise Signs of the Village Code of Ordinances to define minimum distances between signs and prohibit signs facing residential districts within those minimum distances. A public hearing was scheduled on proposed Ordinance No. 509. The Commission reviewed a proposed Resolution 1.22 Adopting an Updated Public Participation Plan for the 2022-2042 Comprehensive Plan Update. The Commission approved Planning Commission Resolution 1.22 as presented.

Motion by President Schumacher, seconded by Trustee Lautz to approve the minutes of the August 10, 2022, Planning Commission public hearing and meeting as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by President Schumacher, seconded by Trustee Twining to approve Conditional Use Permit No. 53 as presented. Roll call vote: Unanimous aye. Motion approved.

Motion by Trustee Leicht, seconded by Trustee Hennessey to adjourn the meeting at 8:07 p.m. Approved by voice vote.

Teresa L. DeLong, Village Administrator