



# PLAN COMMISSION MEETING MINUTES

November 15<sup>th</sup> at 1:00 PM  
 Village Hall, Ebe Auditorium  
 8811 Campus Drive, Mount Pleasant, WI 53406

**Staff Present:** Community Development Director Sam Schultz, Planner II Robin Palm, Village Assessor Dan McHugh, Parks and Recreation Manager George Baumgardt, and Community Development Intern Emily Wagner.

**A. CALL TO ORDER**

Trustee Washburn called the meeting to order at 1:05 PM.

**B. ROLL CALL**

Director Schultz performed roll call. Commissioner Bozinovski, Commissioner VanBeckum, Commissioner Risler, Trustee Washburn and Trustee Bhatia, were present. Chairperson Driver and Commissioner Maier were excused.

**C. MEETING MINUTES**

**1. Meeting of November 6<sup>th</sup>, 2023**

- a. Trustee Bhatia moved to approve the minutes from November 6, 2023. Commissioner Bozinovski seconded the motion. The motion carried 5-0-0 with a voice vote.

**D. OLD BUSINESS**

None.

**E. NEW BUSINESS**

**1. 6500 County Line Road Site Plan SP-23-25**

Director Schultz discussed how Maria Coscia (Mastercraft Builders) asked permission to use alternative high-quality, durable building materials on a permitted detached house. Commissioner VanBeckum inquired whether the site plan will include visualization of the wetlands as well as inquiring whether wood is an allowed building material. Director Schultz discussed how the home is decently set back and allows for visualization of the mentioned wetlands. Director Schultz added that wood is an allowed building material under the new architectural design standards. The village staff recommended that the Plan Commission **move to approve the 6500 County Line Road Site Plan; SP-23-25 subject to the recommended conditions**. Trustee Bhatia moved to approve the 6500 County Line Road Site Plan; SP-23-25. Commissioner Risler seconded the motion. The motion carried 5-0-0 with a voice vote.

**2. Resolution 35-2023: Amending Planning Fees**


Director Schultz recommended the following updates to the fees related to Chapters 74 and 90 of the code of Ordinances per § 30-1(A)(4), demonstrated in changes shown in the following attachment:

Attachment A Planning Fee Schedule		
LAND DIVISION FEES		
Item	Fee (\$)	Measurement
<a href="#">Plat and certified survey map review fees</a>	25.00	Acre
<a href="#">Improvement review fee</a>	Third-party direct invoice	Hour
<a href="#">Construction review/inspection fee</a>	Third-party direct invoice	Hour
<a href="#">Public park site fee</a>	\$ 30-54(b)(1)	Unit
<a href="#">Engineering fee</a>	Third-party invoice	Hour
<a href="#">Other fees</a>	Third-party invoice	Hour
ZONING FEES		
Item	Fee (\$)	Measurement
<a href="#">Zoning Map Amendments</a>	950.00	Application
<a href="#">Development Plans</a>	600.00	Application
<a href="#">Site Plan Review</a>	0.04 (300 minimum)	Square Foot (Building)
<a href="#">Conditional Uses</a>	950.00	Application
<a href="#">Zoning Variances</a>	600.00	Application
<a href="#">Administrative Adjustments</a>	300.00	Application
<a href="#">Appeals of Administrative Decisions</a>	600.00	Application
<a href="#">Zoning Permits and Certificates</a>	60.00	Application
<a href="#">Sign permits</a>	1.75	Square foot
<a href="#">Zoning Request Letters</a>	80.00	Application
<a href="#">Comprehensive Plan Amendments</a>	1,750	Application

The village staff recommend that the Plan Commission move to **approve Resolution 35-2023: Amending Planning Fees**. Trustee Bhatia moved to recommend approval of Resolution 35-2023. Trustee Washburn seconded the motion. The motion carried 5-0-0 with a voice vote.

**3. Resolution 38-2023: Amending Parks and Recreation Fees**

Parks and Recreation Manager George Baumgardt detailed how village staff reviewed the fees related to Chapter 58 of the Code of Ordinances per § 30-1(A)(4), with the following recommendations shown in the attachments below:

Attachment A				
 <b>Mount Pleasant Park and Recreation Parks &amp; Recreation Fee Schedule</b>				
Picnic Shelters				
Location	Resident	Non-Resident	Deposit	Additional Info
Campus Park – Pond Shelter	\$225/day	\$300/day	\$100	
Stewart-McBride #1 – Large Shelter	\$135/day	\$165/day	\$100	
Stewart-McBride #2 – Small Shelter	n/a	n/a	n/a	Reservation Add-On - \$25
Smolenski Pavilion – Full Shelter	\$325/day	\$400/day	\$100	
Smolenski Pavilion – Single Section	\$125/day	\$150/day	\$75	Weekday Only
Drozd Park	\$65/day	\$85/day	\$50	No more than 40 people
Campus Park Bandshell				
Rental Type	Resident	Non-Resident	Deposit	Additional Info
Bandshell	\$300/day	\$400/day	TBD	Requires Special event permit, includes Great Lawn. Deposit based on number of attendees.
Concession Stand	\$25/day	\$25/day	TBD	
Ball Fields – Various Locations				
Rental Type	Resident	Non-Resident	Deposit	Additional Info
Practice	\$10/hr	\$15/hr	\$25	Baseball or softball practice (max 2 hours)
Game Field	\$110/Game	\$150/Game	\$50	Baseball or Softball Game (max 3 hours)
Grass Fields – Various Locations				
Rental Type	Resident	Non-Resident	Deposit	Additional Info
Cricket Pitch	\$65/hr	\$85/hr	\$100	Max Per Day - \$350 Res/\$425 Non-Res
Soccer Field	\$35/hr	\$45/hr		Max Per Day - \$175 Res/\$225 Non-Res
Green Space	\$25/hr	\$35/hr	\$50	Miscellaneous use (no lines/goals provided)
Courts – Various Locations				
Rental Type	Resident	Non-Resident	Deposit	Additional Info
Sand Volleyball Court	\$5/hr	\$7/hr	\$25	Price per court
Pickleball Court	\$5/hr	\$7/hr	\$25	Price per court
Parking Lot Usage				
Rental Type	Resident	Non-Resident	Deposit	Additional Info
Parking Lot Only	\$2/space	\$3/space	\$0	none
Rental Add-Ons, Licenses, & Permits				
Alcohol Permit (\$15)	Tent Permit (\$50)		Inflatable Permit (\$15)	


**Mount Pleasant Park and Recreation  
Parks & Recreation Building Fee Schedule**

Resident					
Rental Category	Weekday (9:00am-4:00pm)	Weekday After 4pm	Weekend 4 Hours	Weekend Full Day	Damage/Security Deposit
Group I	No Charge	\$10/hour	\$80	\$155	\$100
Group II	\$10/hour	\$15/hour	\$90	\$170	\$100
Group III	\$15/hour	\$20/hour	\$100	\$195	\$100

Non-Resident					
Rental Category	Weekday (9:00am-4:00pm)	Weekday After 4pm	Weekend 4 Hours	Weekend Full Day	Damage/Security Deposit
Group I	No Charge	\$15/hour	\$105	\$185	\$100
Group II	\$15/hour	\$20/hour	\$120	\$205	\$100
Group III	\$20/hour	\$25/hour	\$140	\$235	\$100

Rental Add-Ons, Licenses, & Permits					
Alcohol Permit (\$15)					

Facility Rental Categories		
Group I	Group II	Group III
<p>Local neighborhood associations, senior enrichment, local neighborhood centers and other volunteer-based local community groups which are not engaged in for-profit or fundraising activities.</p> <p>Local Group I organizations are able to use the community room free of charge once a week (weekdays 9am-4pm) for up to 4 hours. If requests go beyond 4 hours, a \$10 per hour fee will apply.</p>	<p>Local non-profit organizations which are service, civic, recreational and/or educational in nature; not engaged in for-profit or fundraising activities.</p>	<ul style="list-style-type: none"> <li>Private individual or group events, such as parties, business meetings.</li> <li>For-profit businesses or organizations.</li> <li>Non-profit organizations, which are other than, service, civic, recreational and/or educational in nature, or non-local non-profit organizations.</li> <li>Non-profit organizations, neighborhood associations, neighborhood centers, other volunteer-based community groups and private individuals who rent the facility to engage in for-profit or fundraising activities.</li> </ul>

All groups are responsible for the behavior of their guests and invitees. Groups or individuals specifically shall take responsibility for alcohol consumption of guests and any behaviors that may be harmful to any of the facilities, customers, or staff.

Community Room No Use Dates		
New Year's Day	New Year's Eve	Martin Luther King Jr. Day
Easter Sunday	Memorial Day	Fourth of July
Labor Day	Thanksgiving Day & Weekend	Christmas Eve
	Christmas Day	

The village staff recommend the Plan Commission **move to approve Resolution 38-2023: Amending Parks and Recreation Fees**. Commissioner Bozinovski moved to recommend approval of Resolution 38-2023.

Commissioner Risler seconded the motion. The motion carried 5-0-0 with a voice vote.

#### STAFF REPORTS

None.

#### ADJOURN

Commissioner Risler moved to adjourn the meeting at 2:13 PM. Commissioner VanBeckum seconded the motion. The motion carried 5-0-0 with a voice vote.