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PLANNING COMMISSION MEETING

Village of Pepin Municipal Building
Wednesday November 29, 2023, at 6:00 pm

MINUTES

1. **Call meeting to order** - Randy called the meeting to order at 6 pm.
2. **Roll Call** - Members present were Randy Kallstrom, Mike Michaud, Tom Latane, Dan Fedie. Not present Toni Raethke. Also, present were Roy Forsstrom and Carrie Arens.
3. **Approve Meeting Minutes** – Review and approval of meeting minutes from 10/26/23. Dan Fedie requested adding a clarification to item #7 to show that the two bedrooms were to be on the second floor. Dan Fedie made a motion to approve the minutes with that addition. Mike Michaud seconded. Motion passes.
4. **Discussion/Action on the new Sign Requests for Consumers co-op Cenex located at 304 3rd Street** – Roy presented the information provided by Cenex. The request includes new lighting on the Canopy over the pumps and a replacement sign for the pole mounted sign at the sidewalk. Discussion about the “halo” type of backlighting for the canopy signs. The lighting would be on all sides of the canopy. Carrie stated that the place is not changing ownership, but that Cenex is their standard gasoline brand type, thus the sign for Cenex lighting. Randy Kallstrom made a motion to recommend approval of the sign request as submitted to the Board. Tom Latane seconded the motion. Motion passes.
5. **Zoning Administrator report and discussion** - Roy told the committee that he is resigning from the Zoning administrator position at the end of December after 4 and a half years. In this job there is lots of stuff that must be done and some that still needs to be done. This is likely his last Planning Commission meeting.
6. **Updating the Zoning Map - Discussion/Action** – Discussion about the Zoning map that is on the wall in the Village office as being the only map we have. A PDF of that map was included in the packet. This map has not been updated recently. It shows how the various zoning districts in our Zoning ordinance have been applied to each lot in the Village. Our Zoning ordinance does not have a category for “Public uses” but the map on the wall indicates certain plots to be zoned “public.” This map seems to have been created in 2008. Roy also has created a draft map for discussion that was created using the county mapping tools. The lot boundaries in this new map Roy created are based on the current

County records as of 2021. He applied the Zoning designations from the 2008 map to this new version with the county's current lot boundaries. Parcels have been split and combined since 2008. He indicated we need an "official" updated map that can be posted online and handed out to interested parties. Roy indicated that we need to run this new map through an official process to make sure that it is properly adopted. Mike stated that we need to have an official process to clarify the "Public Use" sites on the map that are not included as a zoning district in our ordinance. Roy indicated that a land use map could also be created. Roy suggested that his new map from 2021 could still be updated with the latest lot data from the county. Mike Michaud pointed out that there is a process spelled out in state statute for how we need to go about officially changing the existing map. This would likely include having a public hearing. The committee consensus was not to set a date at this time to begin that process, perhaps when the new version of the map with current county data is available.

7. **Set next meeting date** – No date was set for the next meeting.
8. **Adjourn** – Randy made a motion to adjourn, seconded by Tom Latane. Motion passes.

Mike Michaud