

PLAN COMMISSION  
MEETING MINUTES AND NOTES  
TOWN OF GRANT  
June 26, 2019

**PRESENT:** Charles Gussel (Acting Chairperson) Ron Patterson (Member), Kathleen Lee (Secretary), Marty Rutz (Zoning Administrator)

**EXCUSED:** Thomas Reitter, Nathan Wolosek

**CITIZENS:** Ira Gordon, Sandra Gordon, Sharon Schwab, Vicky Zimmerman

**CALL TO ORDER**

The meeting was called to order at 6:30 pm by Charles Gussel. It was announced that a quorum did not exist and that no motions or votes would take place. The meeting proceeded for informational purposes only.

**STATE OF PUBLIC NOTICE**

It was stated that the agenda was posted at two posting stations (the Grant Town Hall and the Grant Transfer Station) and on the Town's website.

**APPROVAL OF MINUTES**

Deferred until next meeting.

**INTRODUCTIONS OF MEMBERS**

Two new members have been appointed to the Plan Commission. Each member introduced themselves.

**REQUEST TO PURCHASE RIGHT-OF-WAY**

A request had been received from Ira Gordon regarding purchasing the right-of-way to the north of his property (parcel #018720101) in the Kellner Park Subdivision. The Gordons were in attendance and provided a Parcel Viewer Map. K Lee summarized the process used for a similar purchase in 2015. In 2015, the parcel was not treated as dedicated land and a court action was not used. All fees involved with the sale were paid by the buyer.

The Gordons were:

- informed there could be a fee for publishing a public notice. That fee would be determined by the Town Board.
- encouraged to speak with the owners of the adjacent property owners to the north and east. If a public hearing is held individuals living nearby would be notified by the Town Clerk and given the opportunity to comment. C Gussel stated according to Tracy Pelky, Portage County Zoning Coordinator, the sale would be a Town matter.
- informed that the Plan Commission could take no action on the matter this evening and it would be at least one more month before the request would be forwarded to the Town Board.

A point of order was made by Sharon Schwab. The sale of Town property is not a decision that can be made by the Plan Commission or Town Board. Approval needs to come from the electors. A special meeting could be held, otherwise the next scheduled meeting of the electors is

the Budget Hearing. The assessed value would need to be provided by the Town Assessor, Claude Ringlemon.

The topic will be included on the July Plan Commission agenda.

### **INQUIRY REGARDING ABILITY TO PURCHASE DEDICATED PARK LAND**

An inquiry has been made by a citizen regarding the ability to purchase dedicated park land located in the Leisure Living Estates subdivision. K Lee researched the topic. According to Renee Rowers of the Wisconsin Department of Administration, the Town cannot simply sell the property and place the funds into the park fund. The Town would need to follow Stat 66.1025 - Relief from conditions of gifts and dedications. The Town used a comparable process when a similar, but slightly different sale occurred in 1995 involving park land in the Kellner Park subdivision. A letter related to the process used in 1995 from Attorney Golden was copied for the group.

The topic will be included on the July Plan Commission agenda.

### **CITIZEN INPUT**

Sharon Schwab had a question whether a pond permit has been obtained for pond on the property north of her property. Not yet. M Rutz reported he is working with Bruce Gordon. Mr. Gordon will be obtaining the permit online. A late penalty will be charged because a permit was not obtained prior to digging the pond. The property is owned by Mr. Gordon, but the pond was dug by his son, Larry Jokkpi.

Sharon Schwab questioned if the amended Conditional Use Permit and Hold Harmless Agreement was signed by Ronald Johnson. Clerk Zimmerman responded it had been signed.

Sharon Schwab read that Portage County recently passed a resolution to support local CAFO control. She recommended that a copy of the resolution be obtained and discussion of the resolution be added to a future agenda. She is suggesting the Plan Commission and/or Town Board approve a similar resolution to provide another layer of support. The topic will be added to the July Plan Commission agenda.

### **UPDATE ON COMPREHENSIVE PLAN**

The Comprehensive Plan was approved by the Portage County Planning and Zoning Committee and the Portage County Board. Copies for the Town, including Plan Commission members, were printed on 6/25 and should be bound this week.

### **ZONING ORDINANCE AND MAP**

Copies of the draft of the amended Zoning Ordinance and Zoning Map were distributed. Members are encouraged to review the documents. This topic will be added to the July agenda of the Plan Commission. Once the Plan Commission approves it, the ordinance will be forwarded to the Town Board. A public hearing with a Class 2 notice. Once it is approved by the Town Board, it will need to be forwarded to the County for final approval.

### **ZONING ADMINISTRATOR REPORT**

There were five permits issued for a total of \$550. This included two driveways, one address, one accessory building, and two new residences.

**TOWN BOARD REPORT**

None

**CUP APPLICATION FORM REVISION**

No discussion took place

**NEXT MEETING DATE**

Tentative date - July 17, 2019 @ 6:30 pm. K Lee will notify the other members.

**ADJOURNMENT**

Discussion ended at 7:30 pm.

Respectfully submitted,

*Kathleen D. Lee*

Plan Commission Secretary

Approved 7-17-2019