

PLAN COMMISSION  
MEETING MINUTES  
TOWN OF GRANT  
July 17, 2018

**PRESENT:** Jim Wendels (Chairperson), Tom Reitter, Sharon Schwab, Nathan Wolosek, Ron Becker (Commission Members), Marty Rutz (Zoning Administrator arrived at 8:00 pm), Kathleen Lee (Secretary)

**GUEST:** Kristen Johnson

**CITIZENS:** None

**CALL TO ORDER**

The meeting was called to order at 6:40 pm by Jim Wendels.

**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.

**MINUTES**

It was moved by Nathan Wolosek and seconded by Sharon Schwab to approve the June 19, 2018 minutes. The motion passed with unanimous ayes.

**COMPREHENSIVE PLAN**

**CHAPTER 8**

On page 97 of Chapter 8, the bulleted criteria for natural areas were reviewed. The addition of a suggested bullet was approved with minor edits. It will read "Privately owned lands enrolled in permanent conservation easements for wetland and grassland protection, restoration and enhancements, and to improve wildlife habitat." A colon will be added to the second sentence of section C on page 97 and shorelands will be one word in the list following the colon.

**MAP 8.2**

As a follow-up to prior Map 8.2 discussion, K. Johnson reported that the U.S. Fish and Wildlife Service has identified 3 unusual shaped properties, near Mill Road and County F, as being in conservation easement. Possible reasons for the unusual shape of the easements and the type of activity disallowed were discussed. These pieces of land will be added to Natural Area – Limited Use.

Review of Map 8.2 continued with discussion of commercial designation of parcels.

- The Kiwanis club was previously changed to commercial.
- New changes include changing the Picket Fence parcel (#018220730-08.03A) from High Density Residential to Commercial. While commercial activity would be reasonable adjacent to this parcel, the High Density Designation of those parcels will not be changed.
- The Chat-R-Box will soon be on parcel #018220730-08.10 and it should remain commercial.
- The Seamless Gutters/Jinsky property (parcel #018220730-12.31) will be changed from High Density Residential to Commercial. The Galles property to the west is already Commercial.

- Parcels # 18220731-08.11 and 08.12 (Dog Star Resort) will be designated in the same manner as on the Current Use Map (i.e. Commercial with two acres surrounding the house as residential).
- Parcels #18220731-08.15 (Tri-City Riding Club), -08.06 (Aqua Skiers) and -08.05 (Shaw) will remain commercial.
- Parcel # 018220731-14 (Antlers Archers) was discussed and will be left as L3 (Limited Agriculture/Mixed Use.)
- The Schroer property (parcels #018210706:09.01 and: 09.02) will be removed from Commercial and placed in L3.
- No changes will be made to parcel #018210707-10.05, which includes a Home Business. It will remain L3.
- No changes will be made in the remaining sections on Map 8.2.

## CHAPTER 9

The proposed changes were reviewed. Because the chapter addresses updating the Comprehensive Plan, it quotes a lot of State Statute.

K. Johnson noted that a copy of the amended plan will need to be sent to the bordering communities and the Regional Planning Commission (Northcentral.) This could be a one page ordinance or the entire plan.

Discussion took place regarding Section 9.1e and f which includes reference to property owners being able to request notification of hearings and proposed ordinances affecting their property.

Several changes were suggested to the suggested text on page 82. Meetings are noticed in two public places (not three) plus the Town website. Meetings are not posted in the newspapers. Copies will be made for inspection, but the libraries should be stricken and the Town's website added. The dates of these activities will be updated later.

On page 82, a list of items to which the Town is subject to Portage County is found. S. Schwab suggested adding sexually oriented businesses and well abandonment. K. Johnson will determine if well abandonment is a county ordinance should be added to the list.

On page 82, the Action Plan was reviewed. The specific time, 12 months, will be removed from action plan 1. It will be changed to "following Comprehensive Plan adoption." The time frame of action plan #2 will be changed from annually to periodically. The creation of an amendment application, in action plan #3, will be removed. It will be replaced with "to request a change to the Comprehensive Plan, a citizen must submit a written request."

On page 84, "written request" will be added to Section 9.4 B.1. The bulleted items in that section were discussed with a focus on the asterisked item noting a resident may request a review of the future land use map for a property not owned by them. K. Johnson stated this clause is typically included in Comprehensive Plans by other towns.

At the next meeting we will begin with discussion of the bulleted items and the asterisk comment. We will finish Chapter 9 and review the updated Map 8.2.

## **FUTURE MEETINGS**

Tuesday, August 21, 2018

Tuesday, September 25, 2018

## **CITIZEN INPUT**

S. Schwab received a call from Travis Plowman, 9420 Buena Vista Road, regarding the discharge of a firearm in a neighborhood zoned High Density Residential. He is concerned because he has a young child. He is wondering if we have an ordinance on firearms. She explained there are firearm restrictions at the transfer station and near the school. Mr. Plowman said he would research other communities and share the information this evening. He did not attend the meeting to share examples. No one is aware of any state regulation against shooting on one's own property, while there are DNR regulations about hunting. If a bullet leaves the property, it may be considered reckless discharge of a firearm.

M. Rutz had a question about the June minutes and the Beggs that is classified as undeveloped on the Current Use Map (Map 8.1.) He thought that the easement cuts out two 5 acre parcels for development on the two corners (southwest corner of Evergreen Ave & County F and southeast corner of 105<sup>th</sup> Street & Evergreen). The easements will be verified at the next meeting.

## **ZONING ADMINISTRATOR TIME AND COMPENSATION REPORT**

The report which was developed for and discussed at a recent Town Board Meeting was reviewed. There were questions about the calculation method used for the report. It was concluded that the hourly wage calculation was inaccurate. An apology was extended to M. Rutz for posting skewed monthly wages and an inaccurate average monthly wages in Town Board minutes. S. Schwab will report the recalculated wage at the next Town Board Meeting. The Zoning Administrator (ZA) no longer needs to submit a detailed time sheet, but the Town Board would like a general work log. Costs associated with the job, both for the Town and for the employee, were discussed. It is up to the ZA to determine if the wage is commensurate to the effort involved in completing the work.

## **SUGGESTED WTA ZONING ORDINANCE AMENDMENTS**

Deferred to a future meeting.

## **ZONING ADMINISTRATOR REPORT**

There were 10 permits for a total of \$640. This includes 3 accessory buildings, a new residence, 2 addresses, 3 driveways, a pond, two UAPs, and a penalty.

The Kiwanis Club is interested in erecting a two-sided, 4x8 foot marquee sign south of the southernmost driveway for club related messages. The property is currently zoned High Density Residential. It is possible the shoreland zoning would impact the sign. M. Rutz plans to contact Tracy Pelky, Portage County P&Z, and Roland Hawk, Wood County Highway Commissioner regarding restrictions on the sign placement. The club would require a CUP for a sign that size based on current zoning. There are plans to switch the property to Commercial when the Comp Plan and Zoning Ordinance are updated, but a CUP would address their request in a timelier manner.

S. Schwab had a question about a house at 8610 Lake Road. Manpower Construction purchased a foreclosed house. The original plan was to raze the house, but it is being remodeled instead. Permits may be required for the work being done as it likely exceeds \$25,000.

## **TOWN BOARD REPORT**

The Kingery CUP was approved and signed.

An update on the drainage meeting and follow-up activity was provided. S. Schwab has met with the DNR regarding the culvert crossings at Washington Street and Twomile, and 110<sup>th</sup> Street and Buena Vista Creek. There should not be a problem obtaining a permit for the Washington Street and Twomile Creek culvert. The Buena Vista Creek culvert will be more of a challenge because of the amount of wetlands involved, plus it will require a review by Fishery. S. Schwab also spoke with Jen McNelly, who with the DNR will use lidar data to look at Twomile Creek. Someone from Madison DNR will look at that data, including individual trees, to identify potential obstructions. Landowners along with someone from UW-Stevens Point have traversed Twomile Creek from Washington to 90<sup>th</sup> Streets. Trees were noted, but the presence of obstructions was not confirmed. They did not do silt checks. Dr. George Kraft is developing a plan of action. This action plan may include a silt check. For now, the Town Board will work on culvert maintenance. Work needs to be completed by September 15<sup>th</sup> if within a trout stream, but permits are needed before the work can occur including the culverts at 100<sup>th</sup> Street and Buena Vista Creek. Regarding Buena Vista Road between County Road F and 130<sup>th</sup> Street, the Gremmer Associate engineer recommended roadside ditch clean-up, but to wait until after the arch/squash pipe and bridge on County F is in. The Board has not taken action on the engineer's recommendations. Trees will need to be removed on the south side of Buena Vista Road and N. Wolosek will talk with the landowners. N. Wolosek stated that now is a good time to clean because it is dry. Some landowners along Twomile Creek between County Road U and 90<sup>th</sup> Street are in agreement to remove obstructions on their private property. The DNR has stated that if a tree falls, it can be removed but debris cannot be placed within a wetland. The Town is only responsible for removing items within its right-of-way. N. Wolosek stated the Town has the legal authority to force land owners to remove obstructions if present. Removing obstructions may be difficult to accomplish.

## **ADJOURNMENT**

The meeting was adjourned at 9:30 pm.

Respectfully submitted,

*Kathleen D. Lee*

Plan Commission Secretary

Approved 08/21/2018