

PLAN COMMISSION  
MEETING MINUTES  
TOWN OF GRANT  
March 17, 2021

**PRESENT:** Thomas Reitter (Chairperson – via phone), Charles Gussel, Ron Patterson, Marty Rutz, Nathan Wolosek (Commissioners), Kathleen Lee (Secretary)

**CITIZENS:** Brian Kasun

**CALL TO ORDER**

The meeting was called to order at 6:40 pm by T. Reitter.

**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 R. Patterson and seconded by M. Rutz to approve the February 25, 2021. The motion passed with unanimous ayes.

**CONDITIONAL USE PERMIT APPLICATION**

A Conditional Use Permit application has been received from Brian Kasun for the purpose of operating a catering and food delivery business, on property zoned High Density Residential located at 3110 95<sup>th</sup> Street S, Wisconsin Rapids. He reviewed his business objective and what he has done to this point. He has been working with the Portage County Health Department. The Health Department has previously inspected and approved his food storage area and food trailer. They have also reviewed a video of the renovations he is making to convert the garage to a kitchen. They directed him to contact the fire inspector, the Town Board and the building inspector. It will be a catering service. Currently food preparation takes place in his food trailer. He already has a seller’s permit and food manager certification. Vehicular traffic was discussed. He does not intend to have customers at the kitchen site. Vehicular traffic would be limited to employees delivering food.

A previous CUP Grant was issued by the Town of for a cake decorating/bakery in 2006. It was referenced when discussing conditions. Mr. Kasun thought it is possible that he would want a sign larger than what is currently allowed in high density residential. He would possibly like a 12 square foot instead of the allowed 6 square foot sign. Food waste and refuse disposal was discussed. He intends to take waste to the transfer station. He estimates generating two bags of business waste per week of primarily food packaging materials. He does recycle any items that are recyclable. Prior CUPs were reviewed to determine if any businesses were allowed to take waste to the transfer station. Some business, such as pet grooming, were allowed a limited amount of waste.

Following discussion, the following conditions were proposed:

1. Obtain the necessary retail food establishment license(s) according to ATCP 75 as issued by Portage County Health and Human Services.
2. Annually renew the retail food establishment license.

3. A current retail food establishment license shall be posted in a place visible to the general public.
4. Post a copy of the base license in a visible location in the mobile retail food establishment.
5. Maintain seller's permit and food manager certification.
6. On street parking is prohibited.
7. Any advertising sign shall not exceed 12 square feet.
8. An annual fire inspection of the business by the Grand Rapids Volunteer Fire Department as required.
9. Owner is restricted to the disposal of two 33 gallon bags of refuse from the business per week at the Town of Grant Transfer Station.

**It was motioned by C. Gussel and seconded by R. Patterson to approve the Conditional Use Permit request with the stated conditions. The motion passed with unanimous ayes.**

K. Lee will forward the CUP and public notice to the Town Clerk and Town Chair. The public hearing should coincide with the 04-14-2021 Town Board Monthly Meeting. B. Kasun was informed he must be present at the meeting.

#### **CITIZEN INPUT**

None

#### **ZONING ADMINISTRATOR REPORT**

There were three permits for a total of \$270 including an address, a new residence, and a UAP.

It was asked if Okray obtained a razing permit. M. Rutz stated a building permit was obtained for the new building. He will check to see if a razing permit was obtained.

#### **ZONING ORDINANCE**

Deferred to next meeting.

#### **NEXT MEETING DATES**

April 7, 2021

May 11, 2021

#### **ADJOURNMENT**

The meeting was adjourned at 8:23 PM.

Respectfully submitted,

*Kathleen D Lee*

Plan Commission Secretary

Approved 4-7-2021