

PLAN COMMISSION  
MEETING MINUTES  
TOWN OF GRANT  
July 18, 2017

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

**GUEST:** Kristen Johnson

**CITIZENS:** Diana Luecht, Kitty Gross

**CALL TO ORDER**

The meeting was called to order at 6:31 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 Ron Becker and seconded by S. Schwab to approve the June 20, 2017 Plan Commission Meeting Minutes with one name clarification. The motion passed with unanimous ayes.

**COMPREHENSIVE PLAN**

Chapter 5

N. Wolosek suggested adding something about flooding to Chapter 5. The following sentence will be added to the second paragraph under C. Surface Water, Watersheds, and Wetlands on page 51, **“In years of high precipitation, lands adjacent to Two Mile, Canal, Buena Vista, and Five Mile Creeks and other low lying areas are susceptible to high water tables or flooding.”**

A Groundwater Level Map will be added as Map 5.7. The map would need to be mentioned in the text. A suggested location is page 57, (D. Groundwater.) J. Wendels forwarded a Water Table Elevation map for Portage County to K. Johnson and Commission members.

Chapter 6

Edits were reviewed.

- On page 62, the new sentence “The Towns of Grand Rapids and Saratoga are located in Wood County.” will be re-positioned and will follow the sentence that ends in “Portage County overall.”
- The difference between industry and occupation was discussed as mentioned in Table 6.3. Farming, Fishing, and Forestry occupations are now listed as NA because of being changed to an industry from an occupation. It is not known which current occupation category includes farm workers.

Chapter 7

Edits were reviewed and suggestions made.

- Section 7.1 A1 - The word Town should be capitalized when referring to Grand Rapids.
- Section 7.1 A1 - There is some inconsistency related to capitalization of the term “First Responders.” Edits should be made to provide consistency in the document.
- Section 7.1 A1 - Spell out numbers under 10.
- Section 7.1 A1 - A space is needed after “&” and before “ALS”.
- “Road materials” will be left as worded in C.1. on page 69.
- In C. 2, the abbreviation EUMR can be used.

- In C. 2, the phrase “instead of Portage County” will be changed to “instead of using the Portage County Ambulance Service.”
- On page 70 (the last paragraph of C. 2), capitalize Notice of Appeal.
- In C. 3, the fourth paragraph, do not capitalize county, state, and federal.
- In C. 3, the third paragraph, changes were suggested to clarify what Portage County does for the Town and what is accomplished by the Town. Grant is responsible for the Zoning and Tower Ordinances. The County is responsible for Wellhead Protection, Subdivision, Floodplain Zoning, Shoreland Zoning, Non-metallic Mining Reclamation, and Private Sewage System Ordinances.
- On page 71 D, the word “state” will be changed to lower case.
- On page 72, C. Policies #2, the word “Unit” will be capitalized.

### Chapter 8

- The maps (8.1 and 8.2) with an April 2016 date were reviewed. The maps were printed at that time, but the actual update date is not certain.
- K. Johnson provided a large version of the Existing Land Use map. Rod Sutter has attempted to update the map by looking for houses in aerial views. Homes in the undeveloped and agriculture areas are indicated with amber colored (low density residential) squares.
- There is likely additional cleared land that is now being used for agriculture that is not present on Map 8.1. That land is likely indicated on the Farmland Preservation map.
- **ACTION: Marty Rutz will review building permits for residences and commercial buildings since 2005 and provide K. Johnson with a list. That list will be used to verify the accuracy of the map.**
- The legend on the map will remain unchanged as it includes common County language for types of existing land. This language is different than zoning designations.
- The red border indicating Dane County Conservation League will be removed.
- Any changes made to the Existing Land Use map will be used to update Table 8.1.
  - Discussion took place regarding the proper classifying of forested lands. It would be helpful to know which land is Managed Forest Law (MFL). The tax rolls would show this land, but a search would be time intensive.
- In the future we will need to compare the future land use map and our zoning map to make sure they are compatible.
- It was suggested to specify in the definition of “undeveloped”, that “natural areas” is not included as undeveloped. Natural areas will be added to the list of the exempt lands of agriculture, residential and commercial development.
- The Future Land Use map needs to be reviewed at the next meeting.

### **CITIZEN INPUT**

Kitty Gross had a question about zoning and parking. On page 15 of the Zoning Ordinance parking space requirements are listed. Parking spaces for buildings are specified, but parking for parks, playgrounds, and recreation camps is more general.

Kitty Gross had a question regarding the process of issuing a fire number. Numbers are issued when a permit for a house or an accessory building is issued. New numbers have been ordered for recently issued permits, but they have not arrived.

Diana Luecht asked if the Plan Commission has ever considered conducting semi-annual follow-ups on issued CUPs. She suggested that a review of a CUP should be made based on the conditions listed. When the review is done, there should be no mention of any complaint being made. She suggested that neighbors not be questioned as part of the review, rather only the conditions of the CUP should be used as evaluation criteria.

Much discussion took place:

- Who would be responsible for the follow-up?
- If this is a responsibility of the Zoning Administrator, is that person adequately compensated?
- Potential growth of a business should be considered when writing a CUP as that would change the vehicle traffic.
- Most CUPs stay with a property.
- A list of our current CUPs is needed. The list could then be reviewed to determine which ones require follow-up. CUPs with end dates, specific numbers (e.g. number of chickens or distance from a lot line) or the need for licenses or other paperwork would be the CUPs that require follow-up. A person could be appointed to do the follow-up to determine if anything is being violated.
- The Town should not interfere with the growth of a business. The CUP should not be altered because changes in the business have occurred. Violations to the current wording should be addressed.
- Complaints of any type should be handled confidentially and sensitively. If there is a complaint, it should not be mentioned.

**ACTION: M. Rutz will make a list of the CUPs, review them for sunset dates, and provide a table to the list to the Plan Commission.**

J. Wendels had a question about the cost of disposing a mineral tank at the Transfer Station. The Town of Grant Recycling and Solid Waste Program brochure was checked. The correct charge is \$5.

S. Schwab received questions regarding additions to accessory buildings east of the former Zager property. She was questioned if they have a permit to do the building. The Zagers did have a permit about a year ago, but building has not been completed.

#### **ZONING ADMINISTRATOR'S REPORT**

- Permits were issued for two driveways, an address, and an accessory building for a total of \$150.00
- Don Bohn was contacted regarding the need for fire inspections for the recently approved Rogers CUP.
- Attempts were made to contact D. LaBarge to deliver her building permit. She has submitted a blueprint for the home she is planning to build. M. Rutz has talked with Dale Bates. D. Bates is concerned about the cost of insulating the basement ceiling based on the codes that would apply, but Ms LaBarge wishes to proceed with the plan of living in the basement this winter.
- M. Rutz answered questions regarding his timesheet and pay.

#### **TOWN BOARD REPORT**

- The ATV ordinance was revised. It is posted on the website and will be in the newsletter. Town Line Road has been open to Griffith Road, but there is a two mile gap through the Town of Buena Vista that is not opened on Town Line. The Town of Buena Vista may consider opening their section of Town Line if they thought it would be a way to eliminate ATV traffic in the rest of the town. Additionally, Phase 2 has opened (north on 87<sup>th</sup> to Evergreen Rd to 90<sup>th</sup> to the Wild Horse Driveway). Nothing was opened on Griffith Ave. or Juniper Lane. There are still some issues with signage. Signs have not been placed on their own posts. Signs are not allowed on stop signs. Jon Scharbarth (DNR) has contacted S. Schwab about signs. If there are any ATV ordinance violations, they should be reported.
- Concern continues regarding trucks ripping up intersections on dirt roads. The Sheriff's Department has been asked to let complainants know when they follow up on a complaint. They

have been asked to increase patrols, particularly east of County F. It is recommended to call every time there is a problem. Several recent occurrences were discussed briefly.

- The Gerald and Kathryn Rodgers CUP was approved.
- Portage County Drainage District has sent certified letters sent to Richard & Rondal Kopelke, Backwoods Ranch (Bob Konopacki) , Jeffery Flegner, and Mark Meronek regarding the need to remove obstructions from the stream running through their land. The District was invoking the provisions under Wis Stat 88.9. Since the letters have been sent and received, a group including representatives of the District and some of the land owners examined the Kopelke, Flegner, and Meronek land and no impoundment was found. On Monday, representatives from the District, representatives from Okray Farms, several land owners, the DNR, and S. Schwab; visited the Konopacki land. There are three downed trees. The DNR stated there is no impoundment. There is a debate on what is an obstruction. The plan is to work with something out with Mr. Konopacki that would allow canoes to be able to travel down the stream. It can't be dredged. There is no negligence on part of the property owners. According to communications from Dick Okray and Nathan Wolosek canning contracts have been lost because of the backup of water caused by stream obstructions. While the flow is not impounded, it has been impeded and this allows more grass to grow, impeding the water flow further. The type of clearing that can occur differs for warm water and cold water streams. Any clearing must follow DNR wetland rules. If removing the three downed trees on the Konopacki land does not correct the problem, the drainage district will look at their own section and decide if it needs to be dredged.

#### **ADJOURNMENT**

The meeting was adjourned at 9:40 pm

Respectfully submitted,

*Kathleen D. Lee*

Plan Commission Secretary

Approved 08/22/2017