

PLAN COMMISSION
MEETING MINUTES AND NOTES
TOWN OF GRANT
March 4, 2020

PRESENT: Thomas Reitter (Interim Chairperson), Charles Gussel, Nathan Wolosek, (Members), Mary Rutz (Zoning Administrator) Kathleen Lee (Secretary)

CITIZENS: Sherry Loftus

EXCUSED: Ron Patterson

CALL TO ORDER

The meeting was called to order at 6:38 pm by T. Reitter. There was not a quorum at the start of the meeting.

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.

CITIZEN INPUT

None was offered.

CONDITIONAL USE PERMIT APPLICATION

S. Loftus explained her plans for starting a doggie day care for dogs 30 pounds and under. This includes overnight boarding. There would be a maximum of six additional dogs to the three she owns. When the dogs are outside, they would be supervised and not left unattended. There is a potential for expansion of the business in the future. That would include constructing an accessory building for more kennels. A business expansion would require a CUP amendment. The current home is not visible from the road. A schematic of the house, attached garage, covered potty area, and fenced play/exercise area was provided. Everything is surrounded by woods. She has spoken with neighbors. They have no complaints regarding her current dogs or objections to her plans. A WI State Business License for an LLC would be obtained. A Commercial Animal Establishment license would be obtained from Portage County. She would require dogs under her care to have up-to-date shots including a Bordetella vaccine. There is no plan for employees. She is still determining operating hours for drop-off and pick-up, but her initial thoughts were 7 a.m. to 6 p.m. The 30x30 foot garage is heated and has a drain in the floor. There are two windows. Indoor-only, 4x4 foot kennels would be used.

A discussion of signs took place. M. Rutz mentioned that often in the conditions of a CUP, a sign larger than the zoning ordinance limitations is permitted. He stated signs advertising a business shall not be more than eight square feet in area according to our current ordinance. In the past larger signs have been allowed in CUPs.

A third commissioner arrived at this time and **a quorum was established**. The commissioner was updated and discussion continued.

The Loftus driveway is about 900 feet long. The Humane Society would conduct yearly reviews of the business. Documentation regarding the reviews does come to the Zoning Administrator for a signature.

Prior dog related CUPs were used to guide the discussion resulting in the following conditions:

1. Owner shall adhere to the site plan, building schematics and submitted responses to the Conditional Use Permit Application.
 - a. These documents are considered conditions of this permit.
2. This conditional use permit is transferable.
3. If nuisance noise from dog(s) becomes a concern from neighbors, measures must be taken to reduce the noise.
4. Groups of dogs engaged in outdoor play or exercise may only be conducted between the hours of 6:00A – 8:30P daily. A single dog may engage in outdoor activities beyond this timeframe, if supervised by a staff member.
5. Owner is restricted to the disposal of one 30 gallon bag of refuse from grooming per week at the Town of Grant Transfer Station.
6. An illuminated advertising sign up to twenty-four (24) square feet may be installed on the premise off roadway right-of-way.
7. A valid and current Seller's Permit (if applicable) issued by the Wisconsin Department of Revenue shall be kept on site.
8. An annual fire inspection of the business by the Grand Rapids Volunteer Fire Department is required.

The commissioners believed there is no need for the Town Board to conduct annual or biennial reviews of CUP compliance, there is no need of written documentation of noise reduction actions, and there is no need to mention trees/vegetation, parking, or storm water management in the conditions.

K. Lee stated the wording of the CUP will include “operating a doggie daycare, kennel boarding and dog grooming business, on property zoned General Agriculture located at 9641 County Road WW within the Town of Grant.”

It was moved by N. Wolosek and seconded by C. Gussel to approve the Loftus CUP with the stated conditions. The motion was passed with unanimous ayes.

S. Loftus was notified that the public hearing will be scheduled for 7:00 pm on April 1, 2020. She needs to be in attendance. K. Lee will send the required paperwork to the Town Clerk.

ZONING ORDINANCE AND MAPS

Discussion deferred.

MINUTES

It was recommended to change the wording of one sentence of the February 19, 2020 minutes to “If FP is removed, farmers interested in the program will have to work with DATCP to achieve the tax credits.” **It was moved by N. Wolosek and seconded by C Gussel to approve February 19, 2020 minutes with the amended sentence inserted.** The motion passed with unanimous ayes.

ZONING ADMINISTRATOR REPORT

There was one permit for a new residence issued in February for a total of \$200.

M. Rutz wanted to make the Plan Commission aware of a potential accessory building. Carol Wesenberg may be selling 2 acres to someone interested in an accessory building without a home on the parcel. There is nothing prohibiting a building without a home in a residential district if it is used for personal use. He plans to indicate on the building permit that the building is for personal use.

NEXT MEETING

The next meeting is tentatively scheduled for April 8, 2020, with alternative date of the 29th.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,
Kathleen D Lee
Plan Commission Secretary

Approved August 20, 2020