

PLAN COMMISSION  
MEETING MINUTES  
TOWN OF GRANT  
February 7, 2018

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

**CITIZENS:** None present

**CALL TO ORDER**

The meeting was called to order at 6:35 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 Ron Becker to approve the January 17, 2018 minutes. The motion passed with unanimous ayes.

**CITIZEN INPUT**

On January 31, 2018, there was a Special Town Meeting. A Portage County EMS Survey was discussed and completed. The completed survey will be sent to Portage County Executive Office. The County will compile responses from all of the towns. The results will be presented at the Wisconsin Towns Association meeting in March.

The "Local Food Fair" will be held at Sentryworld on Saturday, February 17<sup>th</sup> from 11 am – 3 pm. The event has been Farmshed's premier outreach event, bringing together producers, consumers, local businesses, and educators to celebrate community and the food that's grown within it. K. Lee posted information about the event on the website last week.

There are two Board of Adjustments requests. One from Albrecht and the other the Kingerys. The Clerk has asked if the Plan Commission would like to look at them. M. Rutz summarized each request. J. Wendels stated the Plan Commission would not be interested in reviewing the requests.

**ZONING ORDINANCE**

Work continued on revising the Zoning Ordinance. A change has been previously made to the June 23, 2010 Zoning Ordinance. That was the addition of the A1a Farmland Preservation Overlay Zoning District in December 2016. Discussion took place regarding the validity of our district, now that Portage County does not have an approved Farmland Preservation Zoning District. The intent of our A1a district includes the following statement: "Only areas designated as Farmland Preservation Areas in the Portage County Farmland Preservation Plan are eligible to be in this overlay zoning district." Portage County did approve a plan, but they do not have a district. N Wolosek stated there is little financial tax incentive considering the strict rules that

must be followed. ACTION: S Schwab will check with DATCP regarding the validity of our district if Portage County has a plan, but does not have a farmland preservation district. Before she contacts DATCP, we need to validate that Portage County has a plan in place.

The 1-17-2018 draft of the definition of Home Business was reviewed. In the second sentence, the word “may” should replace the word “will.” In bullet about the intent of the district “are inconsistent with” will replace the word “change”. In the bullet regarding employees, the phrase “in the home” will be changed to “on the premises.” The order of the bulleted items will be changed to

- Business activities that are inconsistent with the intent and character of the zoning district
- Selling retail goods or services to the public that generates vehicular traffic
- Commercial deliveries by vehicles larger than a box truck (e.g. UPS/FedEx)
- Parking of commercial or industrial vehicles and equipment in residential districts.
- Employees not related that are working on the premises
- Advertising sign

M Rutz had a question regarding ponds in the Conservancy District as discussed on page 13. It has language that differs from the new language regarding ponds greater than one acre found in Exclusive Agriculture on page 5.

- The language found in Exclusive Ag will be added to Conservancy.
- The language about pond sizing will be added to the definition.
- The sentence “Must provide detail site plans prior to the start of excavation” will be removed from the conditional use sections that mention ponds larger than one acre. The change will be made in three places.
- On page 2, the discussion of ponds under Conditional Uses will have the phrase “regardless of size” added to the first sentence. The size definition will be added.
- K. Lee will add the pond definition to all pages discussing ponds except for ponds under the jurisdiction of Portage County. Those items will state “All ponds & excavating greater than one acre subject to Portage County Non-Metallic Mining Reclamation Ordinance in lieu of the Town of Grant.” All other language will be removed.
- “Regardless of size” will be added to page 11 (Commercial District).

At this time, the Town is not notified by the County of an application for a pond greater than an acre in size, while the Town is notified of shoreline zoning hearings. Therefore, the Town does not have an opportunity to give input regarding routes or other concerns. ACTION: J Wendels will contact Jeff Schuler and Tracy Pelky, and N Wolosek will contact Barry Jacowski to request notification. We would like to be invited to the public hearing.

The draft of VII Zoning Administrator was discussed. This is a follow-up to discussion that took place in March 2017.

- The current draft includes several bulleted items which summarize the duties of the Zoning Administrator (ZA). J. Wendels pointed out that there is no introduction to the bulleted list. A sentence stating “the duties of the ZA include the following and are further described below” will be inserted.

- S. Schwab noted that residency cannot be required for a Town employee (Wis Statute 66.0502). “Shall be a resident of the Town of Grant” will be removed from paragraph 4. The ZA will still be required to maintain an office in the Town.
- “Enforce ordinances” is a broad statement. The ZA enforces zoning related ordinances including the Zoning Ordinance, UAP, driveway, outdoor wood burner, subdivision, and telecommunications. If all of these were listed, problems could occur in the future if additional zoning related ordinances are approved.
- Condemnation should be part of the ZA role. The Town needs to learn more about the very specific condemnation process.
- In two places in paragraph #2, typos will be corrected by changing the word “of” to the word “or.”
- Bond does not need to be addressed in a standalone paragraph. According to the Clerk, the Town has a Blanket Bond for \$10,000 which is renewed every 2 years. This covers town officials which includes the Zoning Administrator. The sentence that addresses the blanket bond will be moved to the first paragraph.
- In paragraph 4, the word “against” will be changed to “pursuant to.”
- A bullet point will be added – review certified survey maps for compliance.
- The bullet “UAP and Driveway Ordinances” will be removed.
- From paragraph 5, “State laws, County and” will be removed.
- Throughout the document, designate will be changed to designee.
- From paragraph 7, “oversight of all.”
- From paragraph 8, the word “Property,” the word “the” before outreach, and the word “all” will be removed.
- In paragraph 9, the word “building” will be changed to “zoning.”

## **ADJOURNMENT**

The meeting was adjourned at 9:08

Respectfully submitted,

*Kathleen D. Lee*

Plan Commission Secretary

Approved 2-21-2018