

PLAN COMMISSION  
MEETING MINUTES  
TOWN OF GRANT  
March 20, 2019

**PRESENT:** Jim Wendels (Chair), Sharon Schwab, Ron Becker, Tom Reitter (Commissioner),  
Kathleen Lee (Secretary) Marty Rutz, (Zoning Administrator)

**EXCUSED:** Nathan Wolosek (Commissioner)

**CITIZENS PRESENT:** None

**CALL TO ORDER**

The meeting was called to order at 6:37 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 Jim Wendels to approve the February 20, 2019 minutes. The motion passed with unanimous ayes.

**CITIZEN INPUT** – Kudos to the snowplow drivers from T. Reitter.

**HOLD HARMLESS AGREEMENT FOLLOW-UP** - A list of all CUPs issued was reviewed to determine which CUPs should be forwarded to the Town's attorney. We are seeking guidance regarding the types of businesses for which a Hold Harmless Agreement would be appropriate. M. Rutz will forward the Excel file to J. Wendels. The list will be narrowed and then sent to Town Attorney Formella by J. Wendels. Jim will ask about the need for retroactive agreements.

**ZONING ORDINANCE REVIEW AND UPDATE**

The changes made during the February 20, 2019 meeting regarding Conditional Use Permits were reviewed. Changes had been made on pages 14 and 20 of the Zoning Ordinance as well as the addition of a definition. On page 15, we had decided to make no changes to the text on substandard lots.

The intents of zoning districts were reviewed and no changes were made.

It was decided to not add "center pivot irrigation" to general agriculture as a permitted or conditional use. We will remain silent on this subject. If not listed, it is not allowed based on Act 67. If a grower wants to add center pivot, they would need a re-zone.

Further discussion took place regarding CUPs. During previous meetings questions were posed regarding businesses that cease to exist, CUP extensions, and CUP revisions. The following will be added to page 21 (Special Notes to Applicant).

- **Subsequent owners are required to meet with the Plan Commission to transfer the Conditional Use Permit into the new owner's name. There is no fee to transfer the permit.**
- **Expiration of Use: If the business activity for which the Conditional Use Permit was issued ceases operation for more than 12 months, the permit expires. It may be possible to reinstate the permit.**
- **Revisions/Extensions to a Conditional Use Permit: Revisions or extensions of a Conditional Use Permit require the owner to meet with the Plan Commission to review the revisions desired or extensions required. Revisions and extensions furthermore require Town board approval. There are no additional fees unless a public hearing is required.**

Discussion took place regarding seasonal restrictions on hauling sand. It was noted that in the past, the Town posted roads and placed notices in the newspaper and on posting boards. The following will be added to Section X - A. 3.

- **d. Hauling restrictions – Hauling of quarrying material is prohibited consistent with Portage County seasonal weight restrictions.**

Section IV General Provisions was discussed. A question was asked in the past by a citizen regarding parking for parks, and playgrounds, recreation camps (Section IV – F.6.h). The term “adequate parking” was thought to be vague. Parking availability near the baseball field was considered. R. Becker stated guidelines do exist on parking standards for facilities. Item “h” will be reworded to read:

- **Parks and playgrounds, recreation camps shall furnish adequate off street parking spaces to prevent the parking of vehicles on the public street or highway.**

While working on the Comprehensive Plan, it was recommended to include something about lot averaging when the Zoning Ordinance was revised. Sections 5 and 8 of the Comp Plan were used as a reference for the discussion. The agricultural districts were viewed as the ones in which lot averaging applies. Once again, intent statements were discussed. Our desire is to make it clear that the Town wants to retain the rural character and encourage open space. While including information in the intent statements places the idea in the forefront, no changes were made to the intent statements. On page 15, B. Area Regulations add #3 as follows:

- **3. In the agricultural districts, the use of the open space design option and lot averaging is allowed for low density development. Refer to the Comprehensive Plan: Chapter 5 - Section 5.5 Natural Resources - F. Open-Space Option.**

The definition of “pools” was discussed. Adding a definition was recommended during an earlier meeting to provide guidance as to when a permit is required for a pool. Section V. Permits was deemed to be the appropriate place to add something about pool permits. The rationale being if pools are being assessed because they add value to the home, the Town should be permitting them. Something brief like “Decks, porches, and pools require a permit” is a possible addition to Section V. It was questioned if items such as hot tubs and saunas should be added. R. Becker suggested a separate ordinance covering pools. S. Schwab suggested that if we have definitions of pools and decks, it would justify them being listed in our fee schedule. Several definitions from other municipalities were read by T. Reitter. Permanent versus

temporary should be considered as we develop a definition. Developing our definition will be **deferred to the next meeting**. Everyone can research possible definitions. We also need to finalize definitions of porch and deck. T. Reitter will forward pdf files with definitions of these porches and decks.

### **ZONING ADMINISTRATOR REPORT**

- There were no permits issued in February.
- A list of all 2018 zoning permits was distributed.
- M. Rutz has been reviewing CUPs to determine which are active and which are complete. A spread sheet was distributed.
- The need to complete the revision of the Zoning Ordinance and Zoning Map was stressed. The Kiwanis Club is awaiting a rezone prior to erecting a sign. After the Comprehensive Plan is approved at the County level, we will have the new Future Land Use map. This is needed to revise the Zoning Map.

### **TOWN BOARD REPORT**

- The Annual Meeting is scheduled for April 16<sup>th</sup> at 7:00. An Annual report from the Zoning Administrator and the Plan Commission Chairperson should be submitted prior to the meeting.
- There is an advisory, non-binding referendum regarding ATV use on town roads on the ballot. The resolution and the notice of referendum are on the website.
- League of Women Voters held a Town Supervisor candidate forum on 3/18/2019. It was broadcast on Wisconsin Rapids Community Media station. Only one candidate agreed to participate in a forum for Town Chairperson, therefore an interview was done instead of a forum for that position. A link to the interview is available via a link on the Town website.
- Badger State Consulting sent a flyer about their electrical inspection agency stating requirements for electrical installations within the state are changing for 2020.
- The North Central Wisconsin Regional Planning Commission newsletter was circulated.
- The Portage County Historical Society publication was circulated.
- T. Reitter questioned who hosts our website and what the source of our email is. He stated a new service exists. The Helm is a personal server for email. It provides total encryption and you are able to include as many email addresses as desired. There is a \$300 start-up fee and a \$100 annual maintenance fee.

### **UPCOMING MEETING DATES**

Wednesday, April 17, 2019

Thursday, May 16, 2019

### **ADJOURNMENT**

Meeting adjourned at 9:10 pm by J. Wendels.

Respectfully submitted,

*Kathleen D. Lee*

Plan Commission Secretary

Approved 4-17-2019