

February 7, 2017 5:30 PM

The meeting notice was posted according to law. The Portage Daily Register also received notice.

Call to Order: The Plan Commission Meeting was called to order by Chairman William Devine at 5:30 PM.

Roll Call: Chairman William Devine, George Beasley, Joe Duesler, Rich Jacobson, Lois Rethard and LeAnna Rittmann were present. Carl Johnson was absent.

Others Present: Clerk Marlo Gustafson, Town Attorney John Miller, Town Engineer Rob Roth, and Paul Hagen and Pete Hagen from Pride of America Camping Resort.

Approval of Agenda: Motion by Rittmann/Jacobson to approve the agenda as posted. All in favor by call of roll.

Approval of Prior Plan Commission Minutes: Motion by Beasley/Jacobson to approve the minutes of January 3, 2017 as presented. All in favor by call of roll.

Site Plan Review – Pride of America Laundry Facilities: A Site Plan Review application was submitted for a stick-built laundry facility located in the “expansion area” portion of the campground, south of the 2004 expansion area. The location requires a driveway and parking access to service the proposed facility. Columbia County Zoning has indicated that the use of the building for a laundry facility, is a permitted use under recreational zoning and as such requires no additional zoning reviews or changes to POA’s existing Conditional Use Permit. The project, however, will require a zoning permit from Columbia County and a building permit from the Township. With an estimated land disturbance of around 15,000 square feet, an erosion control permit will also be required. The quality of landscape screening will be inspected as well as any proposed trash/recycling facilities, the type and intensity of any proposed lighting, and parking plans. To be consistent with all Site Plan Review applications, Chairman Devine requests more landscaping detail on this site plan as well as arrows showing where the drainage is expected to flow. A more detailed site plan and an Erosion Control Permit application will come back to the Plan Commission next month.

Building Permitting Documentation as Required by State: “2015 Act 211” will require that each municipality send into the State a digital building permit form for any new one and two-family dwellings constructed within the municipality. This form will be available on the Wisconsin Dept. of Safety and Professional Services website.

General Engineering Company, as our contracted inspection agency for building inspection services, will implement this process once given permission via a signed “Municipality Delegation of Authority” form. Once the form is signed, GEC will take care of informing the State and when the new system beings in 2018, GEC will submit an electronic copy of all new one and two-family dwelling permits to the DSPS. Motion Beasley/Jacobson to recommend to the Town Board to sign the “Municipality Delegation of Authority” form for agency tracking of building permits for one and two-family dwellings constructed within the municipality. All in favor by call of roll.

Status of Commercial Building Permitting in the Township: Chairman Devine would like General Engineering Company to describe why they do or don’t do commercial building permitting. The Town does not currently have an ordinance to address this, but Attorney Miller will draft one for the Town Board to adopt. Motion Beasley/Jacobson to recommend to the Town Board to adopt an ordinance to provide for commercial building permitting/inspections. All in favor by call of roll.

Policies and Procedures regarding Submittals: In the past, the Town has observed that changing/updating documents during the approval process can be difficult to track and can result in delays. It was recommended to the Town Attorney to draft an Application Submittal Policies and Procedures document to be utilized as a guide for Applicants and Agents working on behalf of an Applicant. Motion by Rittmann/Rethard to recommend to the Town Board to approve with recommended minor changes. All in favor by call of roll.

Building Inspection Report: Reviewed.

Other Reports: None.

Correspondence: None.

Adjourn: Motion by Duesler/Rethard to adjourn at 6:30 p.m. All in favor by call of roll.

Marlo Gustafson, WCMC
Recording Secretary