

January 3, 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 5:33 PM.

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

Others Present: Clerk Marlo Gustafson, Town Attorney John Miller, Town Engineer Rob Roth, and Josh and Jill Pogorelec.

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

Approval of Prior Plan Commission Minutes: Motion by Johnson/Beasley to approve the minutes of December 6, 2016 as presented. All in favor by call of roll.

Site Plan Review - Pogorelec: The Pogorelec's are proposing a 4,798 square foot home on a .92 acre lot at W7408 Swan Cove Lane. This lot is a non-standard legal lot of record zoned R-1. A Site Plan Review is required pursuant to Town Ordinance Chapter 461-1 (A)(1), which requires all sites of one acre or less in area to submit a site plan for Town review. There is no CSM with this project, nor are there any special zoning approvals required. County Zoning has stipulated the required shoreline setbacks and the Site Plan shows the required buffer areas. The driveway (no culvert) is existing off of Swan Cove lane, which has been previously established as a private road in the Town. One area of concern is the drainage from new construction impacting other residential properties in the area, especially on the west lot line towards the southwest corner of the lot. Town Engineer Rob Roth recommends a small rain garden in this area to accommodate runoff by using natural retention in a landscaped setting. Chairman Devine would like to see the Easement off Swan Cove Lane giving the Pogorelec's access to their driveway. Jill Pogorelec stated that she would locate the easement document because it was discussed when they bought the lot. Chairman Devine would also like to see the County Planning & Zoning report. He would also like to see more detail on the site plan including the drain beds and where the water runoff will go and the proposed grade of the fill area. This will go on next month's agenda for further review.

Application & Other Form Updates: The following applications/other forms were reviewed and discussed: Access Permit, CSM Review, Comprehensive Plan Amendment, Conditional Use Permit, Driveway Modification Permit, Erosion Control Permit, Preliminary Plat Review, Qualified Contractor Certification, Site Plan Review, Stormwater Management Permit, Utility Company Blanket Erosion Control Permit (deleting it entirely), Variance Request, Work in Town Right-of-Way Permit, Zoning Change Request, Environmental Assessment Checklist, General Building Permit, Preparing for a Conceptual Meeting, Agreement for Reimbursable Services, and the Town of Pacific fee schedule. Motion by Jacobson/Beasley to recommend approval of amendments to Town Board. All in favor by call of roll.

Ordinance Revision Recommendations: The following ordinances will be revised to accommodate the amendments to the applications/other forms listed above: Chapter 345-24 Access Permits, Chapter 345-26 Requirements for Access Permits, Chapter 440-14 Minor Land Division, CSM and Consolidation Requirements, Chapter 345-36 Driveway Modifications Administration, Chapter 429-10 Erosion Control Application and Issuance of Permits, Chapter 185 Contractor Certification, Chapter 467-10 Stormwater Management, Chapter 345-18 Right-of-Way Work.

Building Inspection Report: Not reviewed.

Other Reports: Engineer Roth reported on Pride of America Camping Resort plans for a laundry facility instead of pool/bathhouse.

Correspondence: The Town Chairman and Town Clerk received an email from the Wisconsin Department of Safety and Professional Services regarding implementation of 2015 Act 211 Electronic Building Permit System: Keeping Your Municipality Compliant. The Act was signed into law requiring municipalities across Wisconsin to submit to the DSPS electronic copies of their one- and two-family building permits. This law also charged DSPS with creating and implementing an electronic processing system for these building permit that could be utilized by municipalities or their agents to provide their permit forms electronically to the DSPS through the approved electronic system by January 2, 2018. These permits are expected to be submitted by the 15th of the first month after the permit is issued. If a municipality fails to submit the permit by the required time after the permit was issued, a refund of the amount paid for the building permit minus the state seal shall be given to the permit applicant. There are several ways to electronically submit these permits and the Town must initiate contact with the UDC staff to choose the method by which they will submit the information and authorize the creation of the municipality's access code. A contracted building inspector may establish a login access code with this system only upon

completion of the 2015 Act 211 Inspector-Muni Agreement between the inspector and the municipality.

Adjourn: The meeting adjourned at 8:40 p.m.

Marlo Gustafson, WCMC
Recording Secretary