

**January 5, 2021 5:30 PM**

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

**Roll Call:** Chairman William Devine, Rich Jacobson, Steve Pate, LeAnna Rittmann, and Ken Ryczek were present. Carl Johnson was absent.

**Others Present:** Town Attorney John Miller, Town Engineer Robert Roth, Clerk Marlo Gustafson, and Scott Hewitt from Grothman & Associates were also present.

**Verification of Public Notice:** Public notice was given on December 30, 2020.

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

**Approval of Prior Meeting Minutes:** Motion Pate/Jacobson to approve the meeting minutes of December 1, 2020 as presented. All in favor by call of roll.

**Ringquist Living Trust Property – Parcel 53 – Stormwater Management Plan and Certified Survey Map:** At last month’s Plan Commission meeting, Scott Hewitt of Grothman & Associates, on behalf of John and Ginny Gallagher, submitted review documents for a proposed Certified Survey Map to consolidate four existing platted lots on Parcel 53 to support a single-family residence. Upon review of the CSM last month, a Stormwater Management Plan providing for onsite retention was requested. The professionally submitted plan was submitted and discussed. It was suggested that a statement be placed on the face of the CSM that should the Town require an easement, an easement would be granted. Attorney Miller will work with Scott Hewitt on the exact wording for the CSM. Town Engineer Robert Roth informed Scott Hewitt that four identical copies of the final CSM and final Stormwater Management Plan would need to be submitted to the Town before the next Town Board meeting. Motion by Jacobson/Rittmann to recommend the Certified Survey Map and Stormwater Management Plan to the Town Board. All in favor by call of roll.

**Pacific Ridge Subdivision – Maintenance of Outlots and Stormwater Improvements Update:** Town Engineer Robert Roth reported that he has not yet made a site visit to inspect the broken inlet discussed at last month’s Plan Commission meeting. Attorney Miller reported that he recently dictated a letter to the Developer’s LLC regarding its obligation to correct the problem, and the letter will go out this week.

**Review/Revise Town Ordinances:** Town Engineer Robert Roth presented revisions for the Erosion Control Ordinance - Chapter 429 and the Land Use & Zoning Review Procedures Ordinance - Chapter 445. He also presented an outline for suggested revisions of the Site Plan Review Ordinance - Chapter 461. The Plan Commission will continue review of ordinances next month.

**Building Inspection Report:** Report reviewed.

**Other Reports:** Town Engineer Roth discussed being contacted by a potential buyer of property off of Swan Cove Lane. It was discussed that the property has several challenges, and that Swan Cove Lane is not a public road.

**Adjourn:** Motion by Ryczek/Jacobson to adjourn at 7:01 p.m. All in favor by call of roll.

Marlo Gustafson, Recording Secretary