

**March 5, 2024 5:30 PM**

**Call to Order:** The Plan Commission Meeting was called to order by Chair Pate at 5:30 p.m.

**Roll Call:** Chair Steven Pate, Brad Cook, Rich Jacobson, Dan Kastenholtz, Supervisor Julie Kayartz, Le Anna Rittmann, and Ken Ryczek were present.

**Others Present:** Commission Secretary/Town Clerk Gustafson, Erin Salmon for RPS, Supervisor Byron Kershaw, Dan and Paula Greco, Architect Kyle Dumbleton, Jim Watson, Pat Schnering, and Town Attorney John Miller were also present.

**Verification of Public Notice:** The Commission Secretary reported that the public hearing and meeting notices were properly posted and published according to law. The public hearing notices were sent to property owners within 300 feet of the properties to be rezoned.

**Public Hearing for Greco Variance Request:** Chair Pate opened the public hearing at 5:30 p.m. Paula Greco addressed the Plan Commission explaining the applications to be reviewed and asked the Plan Commission to not consider any of the conditions listed in the RPS Review letter dated February 29, 2024. Jim Watson spoke in support of the variance request. No one else spoke in favor or against the variance request. Chair Pate closed the public hearing at 5:40 p.m.

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

**Approval of Prior Meeting Minutes:** Motion Ryczek/Rittmann to approve the minutes of February 6, 2024 as presented. All in favor by call of roll.

**Citizen Input on Non-Agenda Topics:** None.

**Greco Variance and Certified Survey Map Review Requests:** Erin Salmon of Roth Professional Solutions addressed the Plan Commission regarding the CSM conditions listed on page 5 of the RPS Review letter dated February 29, 2024. She reminded the Plan Commission of the Town Ordinances that require these conditions. Attorney Miller addressed the Plan Commission regarding a portion of town road pavement that encroaches on the Greco property and the area where the encroachment exists should have an easement document in place. He further explained that it is a normal practice and is a relatively small amount to cover in an agreement, and the easement will only cover the existing encroachment. With the continuing discussion of the CSM conditions that were recommended by Erin Salmon of RPS, it was determined that it would be more appropriate to deal with the variance in a separate motion. Motion by Jacobson/Kayartz to recommend to the Town Board to approve the variance request as presented. All in favor by call of roll.

Each of the CSM conditions were further reviewed and discussed. Motion by Kayartz/Cook to recommend approval of the Certified Survey Map to the Town Board with the following conditions:

1. Add a provision for Town Road Right-of-Way Easement to cover the triangular portion of road encroaching on Greco's property and show on the face of the CSM.
2. Require the preparation of a Shared Driveway Agreement to confirm legal access to the Town Road, subject to terms as provided by the Town Attorney.

3. Minor CSM corrections as follows:

- a. The CSM shows the Town Road platted with the name of First Street. The local name of the road should also be added in the following format – “also known as Second Street.”
- b. Page 3 of the CSM needs the language rearranged to state “Town of Pacific Town Board” in the section starting with I HEREBY CERTIFY.

All in favor by call of roll.

**Grant of Easement for Town Right-of-Way Purposes – Watson/Girard/Thorn Parcel:** Town Attorney Miller drafted the Grant of Easement Agreement and the legal description document (Addendum A) for Town Right-of-Way purposes in the Lakeside Park Plat. Motion by Kayartz/Ryczek to recommend approval to the Town Board. All in favor by call of roll.

**Building Inspection Report:** The 2023 year-end report was provided for review. No permits were issued in January.

**Other Reports:** None.

**Correspondence:** None.

**Adjourn:** Motion by Kayartz/Rittmann to adjourn at 6:16 p.m. All in favor by call of roll.

Marlo Gustafson, WCMC  
Commission Secretary