

June 5, 2018 5:30 PM

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, Carl Johnson, Lois Rethard and LeAnna Rittmann were present.

Others Present: Town Attorney John Miller, Town Engineer Robert Roth, Clerk Marlo Gustafson, Supervisor Cawley, Kevin Kessler, and Jim Grothman were also present.

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

Approval of Prior Meeting Minutes: Motion by Beasley/Rethard to approve the minutes of May 1, 2018 as presented. All in favor by call of roll.

Amend Order of Business: Motion by Beasley/Jacobson to amend the order of business to accommodate those present. All in favor by call of roll.

Donlin CSM's Review: Engineer Roth reported on the CSM submittal for two separate Outlots to be converted into single family residential parcels. Each parcel currently is zoned single family residential, but a CSM will memorialize the process and confirm the necessary restrictions for the Outlots to be converted to residential purposes. As such, the Town of Pacific CSM review process was observed and the Environmental Checklist was reviewed. The checklist was completed based on older historic records and not current information. Engineer Roth checked the WDNR portal for quick environmental site resource assessment for these parcels and the website did give a general statement that species may be present. A copy was provided to Jim Grothman. Attorney Miller also reported on the status of language revisions for the restrictions to each Outlot on the face of the CSM. Jim Grothman (Agent) agreed to come back with additional research on the resource that may be affected per the portal. No action taken.

Alliant Energy Underground Gas Extension (Erosion Control Permit & Work in Town ROW Permit): Montgomery Associates Resource Solutions, LLC (MARS) has submitted an Erosion Control Application and Work in Town Right-of-Way Application on behalf of Alliant Energy. The construction of this project will include land disturbance in the form of trench construction for the installation of the gas line as well as land disturbance for boring pits used in the horizontal directional drilling process. Alliant Energy plans to

install approximately 7,300 linear feet of underground gas distribution main. The trenching will be conducted along the right-of-way of Wardle Road, Jeri Drive, West Bush Road and CTH G. Several service spurs will extend into private businesses and residences. The Plan Commission members voiced several concerns including the fact that there may be POA Campground trailers parked in the Town's ROW, that there are existing water drainage problems on West Bush Road and will the ditch properly function when the project is finished. It was suggested that MARS should keep close to the trailers so as not to impact the Town's ability to alter, widen, or relocate the road. The Town Engineer was directed to contact Alliant Energy regarding these concerns and to get more details on the exact location of boring. Motion by Duesler/Beasley to recommend to the Town Board to approve an Erosion Control Permit and Work in Town Right-of-Way Permit subject to confirmation that Alliant not impede the Town's future ability to rebuild West Bush Road to town standards and to ensure that adequate ROW is left and that the ditch be left in a flowable condition. All in favor by call of roll.

Comprehensive Planning Review/Update: Will start working on this when time permits.

Building Inspection Report: Reviewed.

Other Reports: The Town Engineer reported that we are holding off on Mr. Geike's CSM's until a Rezone Application package is submitted (Comprehensive Plan Amendment submittal will also be required). A public hearing will be scheduled for the rezone and comprehensive plan update. Mr. Holdener, who owns property at N6068 US Highway 51, has not submitted any paperwork on his proposed lot combination and Conditional Use Permit request yet. Jim Grothman is working on the CSM to combine the two lots into one. Chair Devine advised Jim that the Plan Commission would be looking at hours of operation, lighting, aesthetics, and parking of vehicles, etc. in the review of the Conditional Use Permit Application submittal package.

Correspondence: Attorney Miller's letters putting Portage Country Club and Columbia County Planning & Zoning on notice that PCC has not complied with the terms of the recorded plat which required emergency access connecting to Lakeside Drive were provided to Plan Commission members. Columbia County Planning & Zoning Board member Kevin Kessler reported that the P & Z Interim Director, Kurt Calkins, plans to meet with Corporation Counsel before responding to Attorney Miller's letter.

Adjourn: Motion by Duesler/Jacobson to adjourn at 6:35 p.m. All in favor by call of roll.

Marlo Gustafson, Recording Secretary