

June 7, 2016 5:30 PM

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, Carl Johnson, Lois Rethard, and LeAnna Rittmann.

Others Present: Clerk Marlo Gustafson, Engineer Robert Roth, and Town Attorney John Miller.

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

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

Proposed Policy Changes for Hearings: The proposed changes are to ensure that public hearings are conducted more efficiently and professionally by imposing time limits on comments to avoid repetitive or unruly testimony. The policy lists the order of events of a public hearing (the order in which testimony will be heard) and it lists instructions for witnesses. The policy will be readily available prior to scheduled public hearings and hearing participants will fill out a "Hearing Appearance Slip" before the hearing begins and deliver that slip to the Plan Commission Secretary. The "Hearing Appearance Slip" also has instructions for witnesses listed and they will be expected to follow such instructions. Motion by Rethard/Rittman to adopt the policy as written. All in favor by call of roll.

Proposed Amendments to Land Use Ordinances: Town Ordinance Chapter 440 - Land Division and Subdivision needed to have several sections amended because requiring 15 copies of a submittal was deemed excessive and unnecessary. The amended ordinance will require one comprehensive electronic copy (for Clerk) to be dated and marked as "1st draft" and four (4) identical comprehensive copies in printed format (one for Clerk, one for Engineer, one for Attorney, and one for Chairman) to be similarly marked and dated. The "final submission" should be submitted the same way and marked as such. It was discussed that any changes made to a 1st draft be highlighted or marked more clearly as being a change from

original submittal. Town Ordinance Chapter 445 - Land Use and Zoning Review Procedures needed to be amended for escrow fund replenishment when account falls below 25% of the amount required to be deposited. The amount then required to replenish the escrow account shall then be 125% of that estimate, but shall not exceed the original escrow amount. Motion by Duesler/Johnson to recommend approval of the amendments to the Town Board. All in favor by call of roll.

Building Inspection Report: Reviewed.

Correspondence: Beasley shared an email that he received from the Saddle Ridge Condo Association asking the Pacific Township and General Engineering Company to consider condemning 928 Saddle Ridge due to a possible leaking roof. Chairman Devine spoke about a letter he received from Loren Pollesch, Pacific Associates Managing Partner, regarding W7336 1st Street and an executed Affidavit of Non-Use which was submitted to the Columbia County Planning & Zoning Dept. Mr. Pollesch believes that the assessed value should be dropped to zero. The Township is awaiting direction from Gardiner Appraisal Service.

Other Reports: Engineer Roth discussed upcoming projects. He also reported on the last driveway permit that was issued.

Next Meeting: The next meeting is scheduled for Tuesday, July 5th.

Adjourn: Motion by Duesler/Johnson to adjourn at 7:18 PM. All in favor by call of roll.

Marlo Gustafson, WCMC
Recording Secretary