

**July 5, 2022 5:30 PM**

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

**Roll Call:** Chairman William Devine, Brad Cook, Dan Kastenholz, Supervisor Julie Kayartz, Le Anna Rittmann, and Ken Ryczek were present. Rich Jacobson was absent.

**Others Present:** Town Attorney John Miller, Town Engineer Robert Roth, Clerk Marlo Gustafson, Larry and Becky Ring, Paul Hagen, Pete Hagen, Mike Hagen, Bob Welch, Scott Anderson, Brandon Storm, and Town Supervisors Cawley, Kershaw, and Pate were also present.

**Verification of Public Notice:** The meeting notice was posted and published according to law.

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

**Approval of Prior Meeting Minutes:** Motion Ryczek/Rittmann to approve the minutes of June 7, 2022 as presented. All in favor by call of roll.

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

**Conditional Use Permit Application for Big G Enterprises:** Town Engineer Robert Roth reviewed his CUP Guidance Memo originally dated April 25, 2022 and updated on July 1, 2022 with responses. Landscaping, vegetative screening, parking, update to the Site Plan, storage of personal property owned by customers, buffer parcel, dumpster fencing, possible future need of turning lane on Town road, and enforcement provisions were discussed. The applicant provided a POWTS Replacement Study and photos of the dumpster enclosure. Town Attorney Miller provided a draft Development Agreement to address privacy screening, buffer parcel, dumpster fencing, turning lane and enforcement provisions. Town Attorney Miller also provided draft Proposed Conditions of Approval for Consideration. Bob Welch asked for a recess to review and discuss Attorney Miller's documents with the applicant. The Plan Commission continued with the meeting agenda.

**Conditional Use Application for SMR Properties of Wisconsin LLC – Tavern:** Town Engineer Robert Roth introduced the applicants Larry and Becky Ring of SMR Properties. Engineer Roth gave a brief history of the property and explained that the zoning of the property requires Conditional Use Permits to operate a tavern/bar and for the proposed use of the two apartments upstairs. The requirement for a formal and complete Site Plan to include fencing, lighting, landscaping, parking, and trash/recycling area screening was discussed. Columbia County Planning & Zoning submitted Summary Reports listing the Town's response date as September 1, 2022. Town Engineer Roth's Review/Recommendation letter listed conditions in addition to the conditions for consideration provided by Columbia County Planning & Zoning. Motion by Kayartz/Kastenholz to recommend to the Town Board to approve the CUP for the tavern with the following conditions:

1. Pavement of parking lot & striping completed by September 1, 2024.
2. Landscaping completed by September 1, 2024.
3. Building façade improvements completed by September 1, 2023.
4. Trash/recycling area and screening completed by September 1, 2024.
5. Lighting Plan and Site Plan documents prepared formally and submitted for Town Review by June 14, 2022.
6. Development Agreement to be drafted by Town Attorney Miller to incorporate all conditions agreed on and enforcement provisions to be received by July 14, 2022 for Town Board review/approval.
7. Screening or fencing on North side of property to be confirmed on Site Plan for install no later than September 1, 2023.

All in favor by call of roll.

**Conditional Use Application for SMR Properties of Wisconsin LLC – Two Apartments:** Motion by Kayartz/Cook to recommend to the Town Board to approve the CUP for the two upstairs apartments with the following conditions:

1. Pavement of parking lot & striping completed by September 1, 2024.
2. Landscaping completed by September 1, 2024.
3. Building façade improvements completed by September 1, 2023.
4. Trash/recycling area and screening completed by September 1, 2024.
5. Lighting Plan and Site Plan documents prepared formally and submitted for Town Review by June 14, 2022.
6. Development Agreement to be drafted by Town Attorney Miller to incorporate all conditions agreed on and enforcement provisions to be received by July 14, 2022 for Town Board review/approval.
7. Screening or fencing on North side of property to be confirmed on Site Plan for install no later than September 1, 2023.

All in favor by call of roll.

**Charter Communications – Work in Town Right-of-Way Application:** Brandon Storm was present and reported that Charter/Spectrum received federal funding through the RDOF program (Rural Digital Opportunity Fund) to install high-speed fiber communication lines. Charter’s intention is to provide infrastructure to service planned routes, with individual parcel connections made at the request of each respective landowner. The work will not disturb Town roads in that all crossings will be horizontal directionally bored. The project is slated to start in August and will continue through November 2022. Motion Kayartz/Rittmann to recommend to the Town Board to approve pursuant to the ten conditions listed in the Town Engineer’s Review/Recommendation Letter dated July 1, 2022. All in favor by call of roll.

**Charter Communications – Erosion Control Permit Application:** Motion by Kayartz/Cook to recommend to the Town Board to approve pursuant to the ten conditions listed in the Town Engineer’s Review/Recommendation Letter dated July 1, 2022. All in favor by call of roll.

**Conditional Use Permit Application for Big G Enterprises:** Bob Welch spoke on behalf of Big G Enterprises and recommended revisions to the draft Development Agreement and the draft Proposed Conditions of Approval for Consideration document. There was discussion on whether Big G Enterprises could put any type of screening in the wetland/conservation area at the lot line along County Highway P. Town Engineer Roth was asked to contact the DNR before the next Town Board meeting. The revisions to the Proposed Conditions of Approval for Consideration document were to add “40” to section 6. A., add “15%” and delete “square feet in size” to section 6. B. and delete “park models” from section 10 and add section 24 with wording that no area shall be provided for storage of personal property. Motion by Kayartz/Cook to recommend approval of the Conditional Use Permit to the Town Board with the discussed revisions to the Proposed Conditions of Approval for Consideration document, and to recommend approval of the Development Agreement with the recommended revisions that will be worked out with Big G Enterprises and Town Attorney Miller. All in favor by call of roll.

**Big G Enterprises – Erosion Control Permit Application:** Motion by Kayartz/Ryczek to recommend to the Town Board to approve as presented. All in favor by call of roll.

**Big G Enterprises – Stormwater Management Permit Application:** Motion by Kayartz/Kastenholz to recommend to the Town Board to approve conditioned on the filing of a Stormwater Maintenance Agreement approved by Town Attorney Miller. All in favor by call of roll.

**Small-Scale Solar Permit Application Draft:** Revisions were made. Motion by Kayartz/Ryczek to recommend approval to the Town Board. All in favor by call of roll.

**Large -Scale Solar Permit Application Draft:** Revisions were made. Motion by Kayartz/Cook to recommend approval to the Town Board. All in favor by call of roll.

**Building Inspection Report:** Report provided.

**Other Reports:** None.

**Correspondence:** None.

**Adjourn:** Motion by Kayartz/Ryczek to adjourn at 9:13 p.m. All in favor.

Marlo Gustafson, Recording Secretary