

December 1, 2020 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, Carl Johnson, Steve Pate, LeAnna Rittmann, and Ken Ryczek were present.

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

Verification of Public Notice: Public notice given on November 24, 2020.

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

Amend Order of Agenda: Motion Pate/Rittmann to amend the order of the agenda to accommodate those present. All in favor by call of roll.

Ringquist Living Trust/Gallagher Certified Survey Map – Parcel 53: 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 within the Lakeside Park Subdivision to support a single-family residence. The Applicants were asked to address items particular to the issues in Lakeside Park, such as confirmation of septic system suitability, drainage impact on adjoining lands, confirmation of existing easements, allowance for future required easements or dedications within the setback area, and appropriate driveway access location. Extensive discussion took place regarding the drainage issues in the area and the Town’s future plans to address those issues. It was requested that the Applicant’s consultants provide the Town Plan Commission with the appropriate calculations to confirm that the proposed shallow stormwater basins would be adequate for any possible build out on this property. It was further explained that the drainage issues must be addressed with submittal of a professionally prepared Stormwater Management Plan providing for onsite retention.

Approval of Prior Meeting Minutes: Motion Ryczek/Jacobson to approve the public hearing and meeting minutes of November 10, 2020 as presented. All in favor by call of roll.

Pacific Ridge Subdivision – Maintenance of Outlots and Stormwater Improvements: A resident recently notified the Town of a broken inlet behind his house in the Pacific Ridge Subdivision. Town Engineer, Robert Roth, informed the Plan Commission of the vast stormwater/infiltration system and easement area within Pacific Ridge Subdivision. It was explained that such common improvements within a subdivision were to be maintained by a Homeowner’s Association. It was recently discovered that the Outlots were never deeded to the Homeowner’s Association. Also, the Association’s annual fees were not paid to the Department of Financial Institutions, resulting in the Homeowner’s Association being dissolved. The Developer’s LLC currently only owns the Outlots in this Plat. It was determined that the Town must further examine the repair that is needed, and the Town Attorney is to contact the Developer regarding its obligation to correct the problem. Town Engineer Robert Roth was

asked to examine the damaged inlet. An update on any progress made will be given at the next meeting.

Building Inspection Report: Report reviewed.

Other Reports: Town Engineer Robert Roth and Town Chairman William Devine reported on the Columbia County Planning & Zoning meeting and public hearing they attended earlier in the day. It was discussed that there are several Town Ordinances that may need revisions upon direction from the Town Board.

Adjourn: Motion by Jacobson/Ryczek to adjourn at 8:00 p.m. All in favor by call of roll.

Marlo Gustafson, Recording Secretary