

TOWN OF RIB MOUNTAIN
PLANNING COMMISSION MEETING
May 13, 2020

Acting Chairperson Ryan Burnett called the meeting of the Plan Commission to order at 6:00 pm. Other Plan Commission members present included Tom Steele, Jim Hampton, Steve Plunkett, and Mary Kate Riordan. Tonia Westphal was in attendance via GoToMeeting. Also present were Director of Community Development, Jared Wehner and Building Inspector / Assistant Zoning Administrator, Paul Kufahl. Jay Wittman was excused.

MINUTES:

Motion by Tom Steele, second by Jim Hampton to approve the minutes of the March 11th, 2020 Plan Commission meeting. Motion carried 6-0.

OLD BUSINESS: None

PUBLIC HEARING(S):

- a. *Docket #2020-05: Discussion and recommendation on a requested Conditional Use Permit for a Temporary Asphalt Plant (Unclassified Use) at 147037 County Road N.*

Director of Community Development, Jared Wehner stated the applicant requests conditional use approval for a temporary asphalt plant at the property addressed 147037 County Road N, which is adjacent to the Town's Yard Waste Site. He noted the applicant has indicated hours of operation from 6:00am to 7:00pm Monday thru Saturday and an expiration of October 1, 2020, which is one month longer than previous approvals. Wehner also stated the applicant is required to clean up any debris tracked onto public right-of-way by the end the workday, use County Roads whenever possible, and notify and receive approval from the Streets and Park Superintendent if they intend to use Town Roads.

Jim Hampton questioned why there is a need for an additional month of operations. Wehner indicated they had an unknown schedule and the additional time would also allow for weather delays.

Tom Steele asked the Commission if they would also consider a requirement that the site also be cleaned at the end of their term.

Matt Eslinger, a representative from American Asphalt noted they did not have a timeline for Marathon County's projects at the time of submittal, but know have a better-defined project scope. He stated they plan to open the asphalt plant by the second week in June and the County's projects will last four to five weeks. County projects will account for the majority of their work, but they will also be completing some Town road projects, as well as, some private contracts. He anticipated they would be off the site by the end of July. As for the site cleanup request, the Eslinger indicated there would likely be some aggregate and recycled asphalt left over on the site, but that is typical of many open mining and asphalt plant sites.

Steele asked if the property owner was aware of and okay with the left-over materials.

Eslinger indicated they are the property owner as well, so the left-over materials would not cause a problem.

Steve Plunkett questioned how the applicant accesses the site and the anticipated number of trucks on a given day.

Eslinger noted they access the site through a shared access with the Town's Yard Waste Site and that the County has 10 to 15 trucks they may use in a given day along with any local projects they may be working on.

Burnett opened and closed the Public Hearing at 6:09pm, receiving no public comment.

Motion by Jim Hampton, second by Tom Steele to recommend approval of the Conditional Use Request for a Temporary Asphalt Plant (Unclassified Use) at 147037 County Road N.

Motion carried 6-0.

- b. Docket #2020-06: Discussion and recommendation on a requested Conditional Use Permit for a Detached Garage in excess of 1,000 square feet at 227800 Snowbird Avenue.*

Paul Kufahl, Building Inspector, noted the Town of Rib Mountain and the Lions Club of Rib Mountain have entered into an agreement to construct and lease a garage on the Town's property to serve as long-term vehicle storage and wash bay (Lion's Club side only). The Town will store its two municipal vehicles on its side while the Lion's Club stores their food truck/trailer with a wash bay. He noted the building will be just over 1500 square feet and will be served with electric, gas, sewer and water. In conjunction with the garage facility, the Lion's Club has agreed to help fund the creation on a new park on the Municipal Center property. The Town does not currently have a park design, but it will likely be developed two to three years from now. Kufahl also noted that construction of this new garage facility would result in the removal of the current utility shed.

Burnett asked if both Municipal Center parcels would be combined prior to construction. Kufahl noted they have already been combined.

Hampton asked the Commission if they would entertain restricting the number of plumbing fixtures allowed so it minimizes the opportunity for someone to reside in the building. Steele indicated it would be reasonable to restrict the building to toilets and sinks only and not allow for tubs and showers similar to restriction imposed on other residential detached buildings.

Gerald Kostroski, a member of the public in attendance, expressed concern that approval of the project would open it up to additional similar requests. Wehner and Kufahl indicated that such requests are regularly made for other residential properties throughout Town and there is a maximum detached building area permitted via conditional use. It was also noted that no other organizations have approached the Town for similar requests.

Burnett asked if the addition of floor drains introduces any complexities to the process and if there was plan to heat the structure in the winter. Kufahl indicated floor drains are required to have sediment

baskets to reduce items from entering the sewer system, but connection of floor drains to public sewers are permitted by the Sanitary District and the State Plumbing Code. He also noted they will be roughing in gas for the potential addition of Modine style heaters. It may be required to keep the building at a minimum temperature if the Town decides to keep the sewer and water active during the winter months.

Steele questioned the exterior appearance of the building. Kufahl noted they intend to match the current Municipal Building façade as much as possible.

Burnett opened and closed the meeting to public comment at 6:25pm, receiving no comments.

Motion by Tom Steele, second by Steve Plunkett to recommend approval of the Conditional Use Request for a Detached Garage in excess of 1,000 square feet at 227800 Snowbird Avenue.

Hampton questioned whether the motion should include the restriction of plumbing fixtures.

Amended Motion by Tom Steele, second by Steve Plunkett to recommend approval of the Conditional Use Request for a Detached Garage in excess of 1,000 square feet at 227800 Snowbird Avenue; conditioned upon no tub or shower facilities being allowed.

Motion carried 6-0.

NEW BUSINESS: None

COMPREHENSIVE PLAN UPDATE:

a. Discussion and approval of the final draft of the Comprehensive Plan document

Wehner noted the document provided to the Commission represents the possible Final Draft of the Comprehensive Plan. He stated all feedback received has been incorporated, including a request for changes to the documents color scheme and modifications of the Vision Statement. He read the new Vision Statement aloud and entertained other modifications.

Riordan requested the Vision Statement be moved ahead of the preceding paragraph or the paragraph be modified to make the flow of the document more cohesive.

Wehner indicated the next steps in the process would be to work with the North Central Regional Planning Commission to update all of the maps, open the 45-day public comment period and then proceed with approval of the document. He anticipated it would be early July before the document would be officially adopted. After the document is adopted, the Commission would then work on updates to the Official Map.

Riordan asked when staff planned to begin the Zoning Code revisions.

Wehner hoped to begin those revisions in 2021. He stated that staff will be having a Strategic Planning session with the Town Board in June where they will discuss possible projects for the upcoming years. Wehner noted he is considering use of a form-based zoning code and the creation of a steering committee to help hash out key issues.

Motion by Jim Hampton, second by Tom Steele to approve the final draft document and direct staff to work with the NCWRPC on final changes to all maps and start the approval process.

Motion carried 6-0.

CORRESPONDENCE / QUESTIONS / TOWN BOARD UPDATE:

a. Report from Director of Community Development

- Wehner indicated the Town is working with Mi-Tech to upgrade the Town's GIS services to ArcOnline, allowing staff to have additional data manipulation capabilities.
- Staff met with representatives of Scherrer Construction to discuss a potential parcel split for the development of an additional office building.
- Staff met with REI and Royalty Custom Homes to discuss the potential division of Lot 32 of Royal View Estates to facilitate the sale of the existing farmhouse, the combination of additional land with Lot 36 and the creation of a developable parcel at the corner of County Road N and Bittersweet Rd.
- Wehner noted he received a preliminary plan for a medical office that would be located on the corner of Rib Mountain Drive and Goose Lane near Nice as New.

b. April 2020 Building Permit Report

- Kufahl indicated that after a slow start to the construction season, permit activity has increased significantly in the past month. He stated there have been three new single-family home permits, three new commercial building permits and a number of residential fence and accessory building requests.

PUBLIC COMMENT: None

ADJOURN:

Motion by Tom Steele, second by Jim Hampton to adjourn the Plan Commission Meeting.

Motion carried 6-0. Meeting adjourned at 6:49 pm.

Respectfully Submitted,

Paul Kufahl, Building Inspector / Assistant Zoning Administrator