

PLAN COMMISSION MINUTES

March 1, 2017

6:30 p.m.

Town Hall

The meeting was called to order by Chair Barrette. Statement of public notice was read.

ROLL CALL: Jason Coyle, Chris Matter, Carolyn Barrette, Anton Rang, Theresa Schousek, Joy Packard, present: Steve Balfanz and Dan Lynch, excused. Others: Doug Zahler, Michael Koenig, Tom Dornfield, Bryan Evans, Dorothy Depies, Christine Athmann and Justin Gerstner, Sam Cari, Town Board members Laurie DeRosier and Steve Bohl.

The agenda was adopted, and dates of upcoming meetings / events read .

PUBLIC COMMENTS - none

REPORTS and/or ACTIONS BY TOWN/COUNTY -

ITEMS FOR DISCUSSION and/or PRELIMINARY ACTION and/or ACTION

Plan Commission members Carolyn Barrette, Jason Coyle, Chris Matter, Anton Rang and Theresa Schousek, and Doug Zahler, viewed all sites Sunday afternoon Feb. 26. That meeting was posted.

1. Mark Koenig, 1262 48th St, Hudson - 3 lot CSM. Commission members viewed the site on Sunday, Feb 26. The site had been surveyed and plotted for a previous owner, driveways were in, net buildable area on all three lots. Matter moved, Rang seconded, to recommend to the Town Board to recommend approval of the 3 lot CSM for Michael Koenig, 1262 48th Street, Hudson. Carried.
2. Reidenbach/Gerstner request for variance to TOSJ Ordinance 149.4 (town road set back) for future home at 1406 Hilltop Ridge, Houlton, WI. Sam Cari represented both parties. Members of the Plan Commission had viewed the site on Sunday, Feb 26. Site has an old house which will be torn down and replaced with a house designed to meet DNR St Croix Riverway District and St Croix County bluff line guidelines. A waiver application was available to the Commission. The neighbors provided written approval of the application. Following discussion, Schousek moved, Packard seconded to recommend to the Town Board the approval of a waiver to a Ch 149.4 town road set back from 75' to 60' for Justin Gerstner and Christine Athmann at 1406 Hilltop Ridge, Houlton. The new dwelling must comply with conditions as outlined in the St Croix County Zoning technical review letter. Carried.
3. Mike Anderson, 271 125th Av, Hudson Concept review. Andersons own a 9 acre parcel accessed by a long driveway with one other building accessing. He proposes to split the lot with his house accessing off the long driveway. The proposed lot butts up to a cul de sac at 123rd Av in Seven Oaks Subdivision. Members of the Plan Commission viewed the site on Sunday, Feb 26. There is a 8.9 % grade at the cul de sac to the top of the lot. Size of the cul de sac, access to top of lot, and driveway requirements of 2% grade for 50 ft. were discussed. SCC is concerned that any new lot must front on a town/public road.

Matter moved to approve of the concept for Mike Anderson, 271 125th Av, Hudson, and recommend that the Town Board approve. Schousek seconded, carried.

4. Non-Residential Design Guidelines - no report.

5. Fee Schedule. Todd Dolan emailed that there would be changes to the building permits section in a month. Commission members reviewed other sections of the Fee Schedule.

1. It was noted that tobacco was mentioned twice: under 114 and miscellaneous. Probably should be miscellaneous.

2. 130 - Mobile home permits for camper parking spaces should specify \$25. per space monthly. (Occupied??) Correct spelling of surety and accordance under 130.

3. 168 - new wording appeared to be "Deposit required" but that implies it could be refundable and it's not.

168 - costs of concept \$200, CSM \$400, Commission felt the major sub fees were proper. Considerable discussion regarding charging more than once for a concept or CSM application. Generally a concept is just that and the Commission takes the opportunity to ask questions and make suggestions with no action being taken. Zahler felt the fee should be paid only once unless major changes are made. Bohl raised the question as to whether the Town or the applicant makes a change that initiates another meeting on the CSM. If the Plan Commission approves, and the Town Board approves, and a change is made, the CSM would be considered a new application and the applicant pays a second fee. If St Croix County forces a change, new fee.

Essentially if still in the Town's process, one fee remains, if passed on from the Town, a new fee required. If the applicant makes a substantial change, new fee. (A greater than X% change in a major sub generates a new fee, map and meeting.) The purpose of the fees to cover costs was discussed. It was noted that engineer and attorney's fees are separate and billable.

Professional fees section is new. Somerset and Troy charge 'park fees' - they don't have park impact fees tho. St Joseph does not have transfer of development rights. Under Misc. some fees are refundable, and should be noted.

UW-River Falls Training. Jason Coyle would like to attend the March 21 training.

A SCC application for deck repair at 1416 Hilltop Ridge was noted - apparently is a county only issue. The WPDES permit for the Mobile Home Park was noted.

Minutes from February 1, 2017 meeting were approved on motion by Rang, second Coyle, carried.

Carolyn Barrette
Plan Commission Chair

Hereby provided is written notice and an agenda of the public meeting as stated below. The Town Clerk has provided communication of this public meeting to the official town newspaper. The public may provide a comment if a period for public comment is noted on the agenda and upon recognition by the presiding officer.

PLAN COMMISSION AGENDA

March 1 2017

6:30 p.m.

Town Hall

CALL TO ORDER

STATEMENT OF PUBLIC NOTICE

ROLL CALL

ADOPTION OF AGENDA

- Anton, Jason - carried

DATES OF UPCOMING MEETINGS / EVENTS

Mar 9 - Town Board meeting

Mar 15 - Parks Committee .

Public Works

PUBLIC COMMENTS

REPORTS and/or ACTIONS BY TOWN/COUNTY

ITEMS FOR DISCUSSION and/or PRELIMINARY ACTION and/or ACTION

1. Mark Koenig, 1262 48th St, Hudson. 3 lot CSM
2. Mike Anderson, 271 125th Av, Hudson - 2 lot CSM
3. Reidenbach/Gerstner, town road variance request at 1406 Hilltop Ridge, Houlton,
4. Non-Residential Design Standards - update report
5. Fee Schedule

RECOMMENDATIONS TO THE TOWN BOARD

APPROVAL OF PRIOR MEETING MINUTES

ITEMS FOR NEXT AGENDA

ITEMS FOR TOWN BOARD AGENDA

ADJOURNMENT

Carolyn Barrette, Chair

Members of the Town Board may attend for informational purposes.

No votes or other action by the Town Board will be taken at this meeting.

**STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES
PUBLIC NOTICE OF INTENT TO REISSUE A WISCONSIN POLLUTANT DISCHARGE ELIMINATION
SYSTEM (WPDES) PERMIT No. WI-0035980-07-0**

Permittee: Houlton MHP, LLC, 607 Bridge Ave, Star Prairie, WI 54026

Facility Where Discharge Occurs: Houlton MHP, LLC, 1415 Main Street, Houlton, WI

**Receiving Water and Location: Groundwaters of the Lower Willow River Watershed in the St. Croix River
Drainage Basin located in St. Croix County**

Brief Facility Description and Summary of Proposed Changes: Houlton Mobile Home Park (MHP), LLC (formerly St. Croix Meadows, Inc.) owns and operates a mobile home park which discharges to a lagoon type wastewater treatment facility. The facility has a monthly average design flow of 0.0169 million gallons per day (MGD) and had an actual annual average discharge of 0.0083 MGD in 2016. The treatment system includes two aerated lagoons, a polishing pond, and two seepage ponds with discharge to groundwater via seepage. No major operational changes occurred during the last permit term or are proposed in the upcoming permit term. No significant monitoring and/or limit changed are proposed in the upcoming permit term.

Permit Drafter: Holly Heldstab, DNR, WCR Headquarters, 1300 W. Clairemont Ave., Eau Claire, WI 54701, (715) 839-1634, holly.heldstab@wisconsin.gov

Basin Engineer: Peter Skorseth, DNR, 890 Spruce Street, Baldwin, WI 54002, (715) 684-2914, peter.skorseth@wisconsin.gov

The Department has tentatively decided that the above specified WPDES permit should be reissued.

Limitations and conditions which the Department believes adequately protect the receiving water are included in the proposed permit. Land application of waste shall be done in accordance with permit conditions and applicable codes. All land application sites shall be approved prior to their use. To receive a list of approved sites, or to be notified of potential approvals, contact the basin engineer.

Persons wishing to comment on or object to the proposed permit action, or to request a public hearing, may write to the Department of Natural Resources at the permit drafter's address. All comments or suggestions received no later than 30 days after the publication date of this public notice will be considered along with other information on file in making a final decision regarding the permit. Anyone providing comments in response to this public notice will receive a notification of the Department's final decision when the permit is issued. Where designated as a reviewable surface water discharge permit, the U.S. Environmental Protection Agency is allowed up to 90 days to submit comments or objections regarding this permit determination. If no comments are received on the proposed permit from anyone, including U.S. EPA, the permit will be issued as proposed.

The Department may schedule a public informational hearing if requested by any person and shall schedule a public informational hearing if a petition requesting a hearing is received from 5 or more persons or if response to this notice indicates significant public interest pursuant to s. 283.49, Stats. Requests for a public informational hearing shall state the following: the name and address of the person(s) requesting the hearing; the interest in the proposed permit of the person(s) requesting the hearing; the reasons for the request; and the issues proposed to be considered at the hearing.

Information on file for this permit action, including the draft permit, fact sheet and permit application, may be inspected and copied at the permit drafter's or basin engineer's office, Monday through Friday (except holidays), between 9:00 a.m. and 3:30 p.m. Please call the permit drafter or basin engineer for directions to their office location, if necessary. Information on this permit action may also be obtained by calling the permit drafter at (715) 839-1634 or by writing to the Department. Reasonable costs (usually 20 cents per page) will be charged for copies of information in the file other than the public notice, permit and fact sheet. Permit information is also available on the internet at: <http://dnr.wi.gov/topic/wastewater/PublicNotices.html>. Pursuant to the Americans with Disabilities Act, reasonable accommodation, including the provision of informational material in an alternative format, will be made to qualified individuals upon request.

PUBLISHING NEWSPAPER: Hudson Star-Observer, PO Box 25, River Falls, WI 54022-0025

Date Notice Issued: February 23, 2017