

**JOINT TOWN BOARD & PLAN COMMISSION
MEETING MINUTES**

**April 24, 2017
7:00 P.M.**

Call to Order Town of McMillan Town Board – Chairperson Opitz called meeting to order at 7:02pm.

Call to Order of Plan Commission - Acting Chair Ron Gotz called meeting to order at 7:00pm.

Roll Call:

Town Board Roll Call – Debbie Derfus, Dave Swenson, Carolyn Opitz, Gary Franz, Kevin Steines
Plan Commission Roll Call – Ron Gotz, John Paape, Deb Davis

Pledge of Allegiance

Oath of Office – Joshua Trautman – absent

Town Board Approve/Disapprove Charron/Harter Land Division – Chairperson Opitz stated the Plan Commission approved the land division requested by Lee Charron & Ken Harter and recommended to the Town Board approval contingent upon the Board seeing the Certified Survey Map (CSM). Carolyn asked Tim Vreeland to make a presentation of the map. Tim Vreeland stated he worked with John Bujalski who stated the map didn't need approval and further stated the CSM has already been recorded by the county. Tim explained this land division is for a small sliver of land that is being swapped between parties, the lot line is being moved over to parallel an existing driveway. Debbie Derfus/Dave Swenson moved to approve the Charron/Harter land division.

Discussion: Debbie asked what the division changes the lot sizes to? Tim explained it increased the Charron lot to 2.9 acres. Kevin Steines asked what justifies a public hearing according to the town ordinances? Ron Gotz asked Dean Johnson, Marathon County Conservation, Planning & Zoning to explain. Dean explained for a CSM whether or not to have a hearing is driven by land division ordinances; for a rezone or conditional use permit the county would ask the town for recommendations and a resolution. With an active plan commission, the request would go to the commission, then the board, and finally back to the county. Carolyn explained the Board needs to know of all decisions within the township going forward. The Clerk will work with Dean to update the contact information for the Clerk, Town Chair and Plan Committee Chair so that notifications are sent to all. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All in Favor. Motion carried.

Plan Commission Approve/Disapprove Foley Farm Consolidation CSM – Tim Vreeland explained he was hired to create a three acre parcel for the tennis court, which required a rezone. His client then wanted to sell another parcel of land. Tim combined the two maps into one to save money on application costs which is why the county and township had several maps. The Farm Consolidation CSM is for an existing home between 2-4.999 acres and complies with county zoning under farm consolidation. Buildings can be removed from the remainder of the acreage of the farm and not require a rezone; can be accomplished with a CSM and local review of jurisdiction.

John Paape/Ron Gotz moved to approve the CSM of Foley Lot 1 with the Home and recommend to the Town Board approval. All in favor. Motion carried.

Town Board Foley Farm Consolidation CSM – Debbie Derfus/Kevin Steines move to approve CSM of Foley Lot 1 with Home farm consolidation. Discussion: None. Roll Call: Debbie, Carolyn, Gary, Kevin – All In Favor. Dave Abstain. Motion carried.

PC Foley/Hill Rezone – After a lengthy discussion of processes and appropriate applications, permitted uses of private and public property as well as neighborhood impacts, and review of the resolution by the Plan Commission; Deb Davis moved to approve the Foley application for rezone from Agriculture to Rural Residential of Lot 1, 3.0006 acres. Acting Chair Ron Gotz called for a second three times. There being no second to the motion; motion died. John Paape stated he could not second the motion due to lack of review of the town’s comprehensive plan.

Town Board Foley/Hill Rezone – Gary Franz to approve rezone from Ag to RR the Foley Lot 1, 3.006 acres. Debbie second. Discussion: Kevin stated he believes the Board needs to give the PC an opportunity to further review the comprehensive plan and how the request fits within the plan. Roll Call: Debbie no; Dave Abstain; Carolyn yes; Gary yes; Kevin no – Motion failed.

Dean Johnson requested the Clerk notify Marathon County CPZ with the upcoming meeting dates of further review by the town plan commission and board.

Discussion of Robert Hansen CSM – Tim Vreeland explained to PC and Board this application was pulled a year and a half ago. No change, no need for action.

Marathon County Planning 101 – Previous discussions during the review of agenda items covered several of the processes involved with applications of rezones, conditional use permits and certified survey maps. The PC asked if the text amendments to the code were approved at the county level and if the town could receive updated copies of the code. Dean Johnson further explained the planning approval process in the Town of McMillan due to the shared map and overview of the joint plan area with Marshfield. Dean also mentioned an upcoming training session board members may want to consider attending.

Plan Commission Approve/Disapprove Sub Division Checklist – John Paape stated on the documents for review there is no version, date or reference number, further asking where an electronic copy may be located. Carolyn Opitz explained the document was created by Dave Krugler of MSA and will contact him to send an electronic document to the plan commission. John Paape moved to approve the Sub Division Checklist contingent upon a version or reference date on the document. Deb Davis second. All in favor. Motion carried.

Town Board Approve/Disapprove Sub Division Checklist – Debbie/Dave moved to approve the Sub Division Checklist pending the updated version and/or reference of document. Discussion: Kevin asked if the document needs to be looked at again. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All in favor. Motion carried.

Debbie/Dave move to adjourn the Town Board meeting. All in favor. Motion carried.
John/Deb moved to adjourn the meeting of the Plan Commission. All in favor. Motion carried.

Respectfully submitted,
Patti Rahn, Clerk