

Town of Saratoga Plan Commission

August 14, 2013

Plan Commission Members

Dan Forbes, Chair	Dave Barth
Gordon Wipperfurth, Co-chair	Sarajane Snyder; (excused at 7:30 PM)
Tom Grygo, Secretary	Lorelei Fuehrer Alternate

Public Present

None

Nicholas E. Doescher, 7630 52nd St met informally with the Plan Commission to ask about constructing a pond on his property, and explain his intended use of the property. Since Mr. Doescher was not on the agenda the Plan Commission took no action. Forbes suggested he work with Lorelei Fuehrer, Town Zoning Officer, to complete a Conditional Use Permit application. Upon receiving a CUP application and appropriate fee from Mr. Doescher, a public hearing will be scheduled.

Dan Forbes opened the meeting of the Town of Saratoga Plan Commission at 6:55 P.M. on August 14, 2013 in the Saratoga Town Hall. The meeting was officially noticed.

Motion by Snyder to approve the minutes of July 10, second by Barth, motion approved.

Forbes began a review of those items in the Comprehensive Plan, section 4.7 Action Plan which list the Plan Commission as “Responsible Party”.

Item 1: The Plan Commission is aware of any building permits issued. Currently there are a number of homes of varying price ranges for sale within the Town.

Item 2: Forbes said Douglas Passineau monitors and applies for road grants for the Town, and the EMT group has received grants through the Community Development program. Wipperfurth suggested the Town hire a student intern to research grants for the Town, a discussion followed with all in agreement regarding looking into having an intern or other person research grants for the town.

Item 3: Forbes said the recent agreement with the Village of Port Edwards is an action which meets this item.

Item 4: accomplished with the Zoning Ordinance

Item 5: accomplished with the Driveway Ordinance. Fuehrer raised the question regarding the need for a permit when resurfacing a driveway. A discussion followed with Forbes suggesting the Driveway Ordinance needs further review and clarification.

Item 9: The Rural Preservation District, in the Zoning Ordinance, is designed to meet the actions outlined in this item.

Item 10: no active program at this time

Item 11: This recommendation was met prior to adoption of the Comprehensive Plan

Item 12: The three fire departments (Grand Rapids, Nekoosa, and Rome) responsible for fire protection in the Town, are currently reviewing and possibly adjusting each departments fire protection boundaries in the Town.

Item 14: There was a discussion on the need for keeping an updated map with any land use changes including building permits, CUP, business permits, etc.

Item 15: addressed in the Zoning Ordinance

Item 16: addressed in the Zoning Ordinance

Item 17: The Wood County Comprehensive plan has incorporated the Town of Saratoga Comprehensive Plan and other town's comprehensive plans into the County Plan

Item 18: The County Zoning Ordinance has not been updated since 1934.

Item 19: The Plan Commission has been meeting on a regular basis to address current issues in the Town. Forbes said a meeting covering the actions listed in item 19 could be scheduled yearly for the May Plan Commission meeting.

Item 21: Wipperfurth said the town should consider establishing a conservancy or park along the Wisconsin River from the Adams/Wood County line north to Seven Mile Creek.

Item 22: addressed in the Zoning Ordinance

Item 23: addressed in the Zoning Ordinance

Item 24: The Town recently adopted a sign ordinance; lighting is addressed in this ordinance as it pertains to signs and traffic.

Item 25: Subdivisions in the town are regulated by the Town Zoning Ordinance and the Wood County Subdivision Ordinance

Item 26: Passed the Zoning Ordinance in December 2012.

Item 27: Similar comments as in Item 21, a discussion followed.

Item 28: ~~There was a discussion on the need for a designated bicycle route in the Town to connect the existing routes in~~ Talked about having Wood County add a bicycle lane to CTH Z during reconstruction, to connect with the proposed bicycle lane on CTH Z in Adams County on the south and the Nekoosa, Port Edwards, and Wisconsin Rapids bicycle trails on the north. Forbes said Townline Road will be developed with a bicycle lane. Barth suggested the Town consider purchasing additional land for a future bicycle lane when developing/renovating town roads.

Fuehrer suggested revising the Building Permit Fee on the Fee Schedule to remove the work "finished", she also suggested adding a Moving Fee of \$50 and the Sign Permit Fee which was approved on April 10, 2013.

Wipperfurth questioned the difference between the preparation time for the moving fee and the sign fee. Fuehrer said the moving fee involved checking that the proper permits have been issued and a possible site visit. The \$50.00 fee is consistent with the surrounding municipalities. Fuehrer said the sign fee, while requiring a site visit, does not involve a lot of her time.

A discussion followed regarding the sign permit fee. A fee of \$25.00 or \$5.00 per \$1,000 of total sign cost, whichever is greater, was approved as a motion on April 10, 2013. However, there was no motion recommending adoption of the sign fee by the Town Board.

Motion by Barth to adopt the revised fee schedule (remove "finished", add moving fee of \$50 and sign permit fee as approved April 10, 2013) and recommend approval by the Town Board, second by Wipperfurth, motion approved.

Fuehrer suggested incorporating language requiring a site plan, dimensions, roads and setback, etc. on the CUP application.

Wipperfurth suggested having a publication date on all forms to avoid using obsolete forms.

Wipperfurth asked how the town will notify business owners about the new sign ordinance; suggestions were a letter to each business owner, a notification in the tax bill. Existing sign notification will be on the agenda for the next Plan Commission meeting.

The next meeting is scheduled for September 11, 2013 at 6:30 PM.

Motion by Fuehrer to adjourn, second by Barth, motion approved.

Forbes adjourned the meeting at 8:55 P.M.

Amended September 11, 2013