



Minutes  
Planning & Zoning Commission  
January 10, 2018

**A. CALL MEETING TO ORDER**

M. Olson called the meeting to order at 7:05 pm.

Members Present: Chairperson M. Olson, D. Carlson, J. Johnson

Members Absent: Vice Chair M. Willcoxon, P. Carlson

Others Present: Supervisor B. Seekon, Planner E. Maass, Planner K. Bearinger, Town Deputy Clerk B. Schule, Jon Carlson (signed in).

**B. PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)**

None

**C. ADOPT THE AGENDA**

**J. Johnson made a motion to adopt the agenda. D. Carlson 2<sup>nd</sup> the motion. All in favor, motion carried.**

**D. APPROVE THE MINUTES OF THE DECEMBER 13, 2017 PLANNING COMMISSION MEETING**

**J. Johnson made a motion to approve the minutes of the December 13, 2017 Planning Commission Meeting. D. Carlson 2<sup>nd</sup> the motion. All in favor, motion carried.**

**E. OLD BUSINESS**

**a. Storage Container Conversation**

E. Maass verified with the county whom stated they would not allow a large railroad car used for storage containers. A resident could bring in a POD which is considered temporary. E. Maass said the length of time would be considered if a POD has been on the property for two months or more. E. Maass stated we do not have an ordinance for either.



**F. NEW BUSINESS**

- a. Proposed Text Amendment for Chapter 2, Section 4.18 Solar Energy Systems as it relates to Solar Site Permit requirements– **Public Hearing****

E. Maass introduced the proposed text amendment for the ground mount solar set up. The changes are to clarify the same setbacks and screening are required that the solar farm arrays have to abide by.

E. Maass also add that the permits will be reviewed by the Planning Commission and the Town Board for conformance to the Townships Ordinance.

**M. Olson opened the public hearing at 7:14 pm**

Jon Carlson asked why there has to be a solar fee application along with a building fee application.

E. Maass explained the review that is required for building the solar sight permit is done by himself, but there has to be a review by J. Kramer for the building code review.

**M. Olson closed the public hearing at 7:15 pm**

**D. Carlson made a motion to recommend the text amendment for Chapter 2, Section 4.18 Solar Energy system as it related to permit requirements for Board approval. J. Johnson seconds. All in favor, motion carried.**

- b. Carlson (30404 Falcon Ave) Ground Mount Solar**

E. Maass explained the solar for J. Carlson has met all of the setback requirements with the 10 feet limit for the accessory mount system.

M. Olson asked if J. Carlson has talked to the neighbors about the solar. No he has not.

J. Carlson asked if there is a converter for the solar and does it have storage for the units' excess power. No it does not.

There is a long field near the unit and is not blocking the tilt but the max height must be no higher than 10 feet.

**D. Carlson made a motion to recommend the Carlson solar with the max height of 10 feet max height for Board approval. J. Johnson seconds the motion. All in favor, motion carried.**



**c. Seidel (32500 Fenway Ave) Ground Mount Solar**

E. Maass said this is a very large lot with no building as of yet. Heavy wooded, with no other resident property surrounding this property.

E. Maass will forward all the information he has on it, like photos, maps and additional paperwork for the trail to B. Seekon.

**D. Carlson made the motion to recommend the Seidel solar. J Johnson seconds the motion. All in favor, motion carried.**

**d. Karmel Ave Complaint**

M. Olson visited the property that has the complaint and was told they have to clean up the trash. E. Maass will draft a letter to be sent to the resident and one to the owner. The letter will state they are outside of the code and regulations and ask them to clean the site, along with stating they can contact the Township if they have questions or need additional time. There may be an extension if they reply with a response.

**e. Schedule of Fees**

B. Seekon stated he is passing on information that the chairman of the committee is responsible for the zoning questions. The Board is recommending that the zoning administrator would get a rate of \$15 an hour for the work that is being done. He also stated the board may change the bylaws to reflect that the chairman would be the administrator, but that they have the authority to appoint anyone else on the committee to do the inspection.

B. Seekon talked with the group how time consuming the job can get but that we cannot get a full time person to do the job as it would not be approved. The other option is to engage E. Maass or J. Kramer to do the site inspections. M. Olson mentioned that the permit fee should cover that cost.

E. Maass stated the chairman should be the one doing the inspections, according to the ordinance, but they can appoint someone else to do the inspection.

If the proposed rate of \$15 per hour for inspections or request then they would need to fill out the form for the reimbursement.

D. Carlson said he has not had to do a lot of the inspections and that M. Olson and P. Carlson were the ones that did most of the requests. Summer time is a busy time for anyone to do all the requests. It was mentioned that complaints can go to J. Kramer.



M Olson stated the town clerk could be the one to relay all messages between the committee members.

Sight inspections is a small part of the job, there are also complaints that bring up a lot more time. If there is anything that is time sensitive, they could ask another member to check into the complaint or request.

The phone calls are the issue where someone who is not up on the ordinances could be an issue. E. Maass mentioned he has brought in an additional person to help with the phone calls.

B. Seekon asked E. Maass if the hourly rate would change if WSB is engaged for calls or inspections. E. Maass stated that he doesn't charge for time he gets when called. The volume of calls has increased this past year.

E. Maass will get the rates to B. Seekon to take to the board.

D. Carlson asked if M. Olson will continue to do the zoning issues and questions with or without pay. B. Seekon also encouraged the committee to fill out the reimbursement form for meetings they attend.

On sight permit inspections and driveways should be included in the reimbursement pay which needs to be equal to what the board is making.

E. Maas has a new planner who will be charging \$22.50 an hour plus benefits compared to his \$91 an hour.

If a person is required to do the zoning and inspections, they agreed \$15 was fair but M. Olson had more time invested. M. Olson also commented that by putting his name on the site inspection documents, would that make him responsible if there are issues. This needs to be considered.

**f. Zoning Administrator and Deputy Zoning Administrator**

E. Maass pointed out that on page 10-5 on the fees in the additional or special service section has additional fees.

M. Olson asked B. Seekon if he is charging that fee now and how do we implement that additional fee.

M. Olson will draft a statement of work and send to B. Seekon who will bring it to the rest of the committee.

The figures that E. Maass has at this point are for full time.



B. Seekon explained this committee is doing a great job and should get compensated for their work.

**g. Litigation**

M. Olson stated that L. Johnson talked with the court Attorney and found out the probation and fine were dropped for the resident that is not compliant. There is nothing we can enforce at this time. There are a lot of issues with this property right now.

E. Maass explained that Township needs to engage their attorney in order to have conversations with the other attorney to get more details on the issue.

E. Maass said they can issue fines and have it paid from their property taxes.

**G. COMMISSIONER/TOWN BOARD REPORT**

B. Seekon - Road committee had a meeting and will put together a power point for the annual meeting.

The plan is to start on the east side with chip seal. They are also looking at the west side to get it double chip sealed down to fern and 340. They brought in J. Pelawa to look at the east side Jewell lane that runs along Carlos Avery.

B. mentioned that they changed engineer companies to Bolton & Menk who will try getting money or funding from the state.

The committee is looking at spending every dollar but to scale it back so they can do it right the first time. M. Olson stated though if you do it with chip seal and it doesn't work, then it is on us. The chip seal doesn't look any different than paved. But the high travel roads are not a good candidate

They feel the chip seal will last longer for the lower used roads.

They are getting quotes from Pharner Paving at this time. There is good base on most of the roads so no prep needs to be done. We would have our maintenance do the ditching, shouldering, etc.

B. Seekon also stated they are talking about putting out a bond to get the entire township paved.

E. Maass introduced Kurt Bearinger who has a master's degree from Iowa. K. Bearinger has been working at WSB for a year now in the code enforcement development communications area. The assignments will be the only thing changing from E. Maass to K. Bearinger. E. Maass will continue to attend the meetings, leaving the day to day tasks to K. Bearinger so they can lower the cost of the monthly rate.

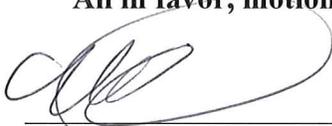


M. Olson got a call from a person that wants to buy the 35 acres property from KSM and start a business having a barn for weddings and family gatherings. E. Maass stated this would be a rural retail tourism type of business.

**H. NEXT REGULAR PLANNING COMMISSION MEETING IS FEBRUARY 14, 2018 AT 7:00 PM.**

**I. ADJOURN**

**D. Carlson made a motion to adjourn the meeting at 8:46 pm. J. Johnson seconds. All in favor, motion carried.**



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Mike Olson, Chair



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Becky Schule, Deputy Clerk

*Minutes Submitted by Becky Schule*

