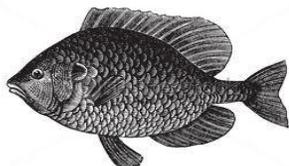


# PLANNING COMMISSION MEETING MINUTES

Wednesday, July 6, 2022 @ 6:00 p.m.

Webster Community Center

7421 Main Street West, Webster, WI



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**VILLAGE OF WEBSTER**

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:00 p.m.
  
  - II. **PRESENT** – Village President, Jeff Roberts; Village Trustee, Charlie Weis; Village Public Works Director, Jay Heyer; Village Surveyor, Mark Krause; Village Citizen Members, Gaylen Brown; Gaelyn Sears and Greg Widiker; Village Clerk-Treasurer, Debra Doriott-Kuhnly. Others present: Village Trustees, Ed Dedman and Bill Summer; Village Property Owners Deb and Phillip Jackson and Ken Erickson; Village Resident, Russ Burford and Meenon Town Supervisor, Chris Sybers.
  
  - III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS** – Motion made Trustee, Weis to approve the agenda as presented; seconded by Member, Sears. **Motion carried 7-0.** President, Roberts explained that the Planning Commission was restructured this Spring. Per the village ordinance the committee includes the Village President, one Village Trustee, Village Director of Public Works, Village Engineer (Surveyor), and three Village Citizens. The committee members are Citizens Greg Widiker, Gaelyn Sears and Gaylen Brown; Village President, Jeff Roberts; Village Trustee, Charlie Weis; Director of Public Works, Jay Heyer; Village Engineer (Surveyor), Mark Krause.
  
  - IV. **PLAN UNIT DEVELOPMENT NORTH OF YELLOW RIVER** – Village President, Roberts gave the floor to Village Surveyor, Mark Krause. Ken Erickson was in attendance and recently purchased the Chelmo property North of the Yellow River to County Road A and is interested in developing the property. A portion of this is in the Village and a portion is in Meenon Township. It creates multiply zoning districts and uses and jurisdictional questions. Mark and Ken went to Meenon Town meeting last week to talk about it and they are willing to consider the development. The Village property is zoned R1 and allows for 100-foot lots and the Meenon property is zoned A2 and allows 10 acres. Mark's suggestion is to allow 200-foot lot size for the whole property. Mark spoke of the importance of flexibility on both jurisdictions due the unique terrain. Town on Meenon would like to keep the agricultural, and farm fields and clay areas. He spoke of a plan unit development to specify what the lot sizes and shapes would be for approval before getting it zone. Looking at some larger fields, closer to County Rd A, remain agricultural and wetlands kept larger and make smaller lots in building sites that more comparable for development. Mark and Ken are looking for the committee's thoughts and ideas on how to move forward. Mark reminded the committee that some lots will be in the Village and some in Meenon and some in both. They are thinking 6-8 lots in the Village and a total of 20 lots. Mark said there is 5000 feet of river frontage. He had ariel maps showing wetlands, flood plains, etc. Mr. Chelmo did have some testing and maps done and part of the purchase agreement was that those would be available to use. Trustee, Weis confirmed with Ken the exact location that he purchased-across from Yellow River Saloon to 1<sup>st</sup> house on County Road A. Weis stated that the current ordinance states must hook up to sewer but about the river? So, he asked where the houses would sit (in Meenon?). Roberts read an ordinance talking where sewer service is not available and use of on-site sewer system. Mark said that is standard for the County, private wastewater. The county would need to be involved. Weis brought up a conditional use permit. Roberts said the Village and Meenon will

need to come to an agreement on lot size. Mark said Meenon would need to rezone. His thought is to put a plan together with site locations and size, roads, etc and then meet with the Village and Meenon. Chris Sybers said he is in attendance, representing Meenon as Town Supervisor. He asked if the village still wants to keep the land. Weis said that has not been asked before. Chris said to clear things up and make it easier, what if the village annexed it into Meenon? Chris said Meenon would do the survey in exchange for the property. Roberts agreed that in some ways it would make things simpler and the river would be the village boundary. Member, Brown asked advantages and disadvantages of annexing. The biggest disadvantage for the village would be loss of tax revenue. A joint meeting with the Village and Meenon will be set up. Member, Widiker stated that it doesn't feel that Meenon just covering the surveying would be equal to the value of the tax revenue for the Village and questioned why the village would want to loss the revenue on 6-8 lots. Roberts said that was a valid point. Widiker did say it would simplify putting everything in one municipality. Heyer asked what if the Village bought the land in Meenon. Discussion ensued on utilities, public or private roads, access to the development (one from Yellow River Saloon and one off County Road A.), terrain and flexibility as the terrain is not a one size fits all and river access. Widiker suggested Mark and Ken come up with a plan map; Sybers agreed. Motion made by Trustee, Weis to proceed with drawing up plan; seconded by Member, Brown. **Motion carried 7-0.** Discussion on annexation or de-annexation will be placed on the next regular village board meeting agenda. A future meeting will be scheduled with Township of Meenon and the Village. Mark thought they could have a plan drawn up in the next month.

V. **DIVISION OF PROPERTY AT 7548 HICKORY STREET WEST** – Next, Mark discussed the request from Phillip and Deb Jackson to divide their property at 7548 Hickory Street West. Mark provided copy of the Certified Survey Map (CSM) that shows dividing the property to create 2 lots. There is a shared driveway. Questions are access to the new lot, from the street (there is a shared driveway now), and how to extend water and sewer to lot 2 (this is north of lot 1- where the current house sits.), where is the best place to run it from and would there be a need to get an easement from the east side of the property. Weis suggested coming off Bass Avenue. But would need that property owner's permission and/or easement. Heyer said if that property owner also wanted to do development, the water and sewer could come from Bass Av or would need to ask for an easement. The water main is off the south side of Hickory/County Road FF but it would be very costly to get from there as would need to tear up the County Road and replace the blacktop. Phillip asked if there a timeframe to get water and sewer hook-up as he would like to ask the neighbor about an easement. No, this would not impact dividing up the property. Would need water and sewer hook-up after the new house is built on lot 2. Discussion continued on hooking up water and sewer and easements. Weis thought it would be cleaner to hook up on Bass Avenue and run it right over to Bluegill Av. Mark said the property owner, off Bluegill, will also be requesting an approved CSM to combine their 5 lots into 1 parcel at July's Board meeting. The committee suggested that the Jackson's get approval, from their neighbors, to come off Bass Avenue. Motion made by Member, Widiker to recommend to the village board to approve the division on Jackson's lot and if needed; a 20-foot easement on the east side for water and sewer; seconded by Member, Brown. **Motion carried 7-0.**

VI. **MOVING GATE TO SEWER PONDS** – President, Roberts provided an overview. The village received a request from the property owner, west of the driveway to the sewer ponds, to move the gate so he would gain easier access to his property. Only 300 feet of this is a street. (300 feet from Alder St E/County Rd X back to the sewer ponds.) Roberts said some of the issues is who is going to plow it, if Crappie Av were to become a public street then it would have to open to ALL the public. Heyer

reported there is another access to his property, but the owner doesn't want to invest to use it. The gate would need to be moved 700 feet from its current location. The committee agrees this would open a whole "can of worms." Motion made by Member, Widiker to deny the request to move the gate; seconded by Member, Krause. **Motion carried 7-0.**

Mark also wanted to inform the Planning Commission that he has done some typography shots of the far end of Main Street West for the road that the school wants to put in. Mark said the school really needs to clean the ditch. Heyer stated that Minnow Av is pretty flat and would also need drainage work done so the water flows better to the west. Roberts was told, by the school, that they would not be putting in another driveway; they would use the driveway that is already there. Heyer stated his concerns about this as the water and sewer goes under that driveway.

**VII. ADJOURNMENT.** Motion was made by Village Trustee, Weis to adjourn at 7:20 p.m., seconded by Member, Brown. **Motion carried 7-0.**

Respectfully submitted,

*Debra Doriott-Kuhnly*

Debra Doriott-Kuhnly, Clerk-Treasurer

July 6, 2022

\*\*\*These minutes are subject to approval at next month's Regular Meeting.