

TOWN OF LIBERTY GROVE PUBLIC MEETING

Plan Commission Meeting

Date: August 28, 2024

Time: 7:00pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 7/31/24, 8/7/24, 8/14/24
5. HL-10 Commissioner research
6. Talking points on HL-10 Text Amendment for Community Forum & RPC Hearing
7. Public input
8. Correspondence
9. Future meeting date(s)
10. Adjourn

All agenda items will include discussion and possible action.

**Report items will not be discussed or voted on.*

Deviation from listed order may occur.

Audience members must ask for permission, during "Public input," to speak on agenda items.

Pamela Donart-Welcome, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

DRAFT
(subject to change until final approval by the Commission)

Town of Liberty Grove
Minutes of the Plan Commission meeting on July 31, 2024

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 7/24/24
5. Public input
6. CUP request for Parcel ID 018-02-15322813P6
7. Discussion on HL-10 Text Amendment
 - a. Public informational meeting
 - b. RPC Hearing
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Goss called the meeting to order at 7:02pm. Commissioners Ann Miller, Cathy Ward, Cheryl Culver, Paul Bokelmann, and Bill Surbaugh were present with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 11 members of the public also in attendance. Commissioner Dan Watts was excused absent.

Miller moved, Surbaugh seconded to approve the agenda as posted. **Carried 6 - 0**

Surbaugh moved, Miller seconded to approve the 7/24/24 minutes as presented. **Carried 6 - 0**

Public input: Jackie Ames of 11929 Hwy 42 would like access to the full CUP application packet and expressed concerns about erosion control for the project. Amy Isaacson of 2107 Plateau Rd expressed concerns about the possibility of the proposed development being used for Short Term Rentals.

Goss moved, Miller seconded to reluctantly recommend approval of the Conditional Use Application from Big Space 4 U Parcel# 018-02-15322813P6 with the following conditions:

1. Professionally engineered erosion control planting plan for slopes (not included on the application)
2. Professionally engineered Detention Pond adequate for 100-year storm, in conjunction with Rain Gardens adjacent to each unit (there was no storm-water drainage plan on the application)
3. A "to scale" site plan including building envelope
4. Minimum 9,000 gal holding tank (mis-stated as 6,000 gal on the application)
5. 5' landscape buffer on all four sides of the property at time of construction (on 42, private portion of Bay Ln, south property line, and adjacent Park side of property)
6. Fire chief sign off (missing on the application)

7. State approved plans if necessary for the boat storage buildings
8. Adequate on-site parking for all Construction vehicles, owners and visitors
9. Down slope silt fence during construction
10. Limit the height of proposed boat barns to less than or equal to the final elevation of the peak heights of the proposed duplex units
11. Total impervious surface plan (walkways, driveways, parking) is missing from original application.

Roll call: Surbaugh, Bokelmann, Ward, Goss and Miller voted aye, Culver voted nay. **Motion carried 5-1.**

Goss noted there will be a **public forum on the HL-10 text amendment** subject on October 29th at 7pm, where questions on the subject will be answered, and the public will be able to voice opinions in a respectful manner. The commissioners will continue planning for the RPC Hearing at their next meeting.

Correspondence: Donart-Welcome reminded the commissioners of the August 15th RPC Hearing scheduled at the Door County Government Center Chambers Room (C102, 1st Floor) at 3:00pm for this CUP request.

Future Meeting(s): The next meeting date/time was scheduled for July 14, 2024 at 7:00pm.

Goss moved, Miller seconded to adjourn at 9:16pm. **Carried 6 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at a future meeting.

DRAFT
(subject to change until final approval by the Commission)

Town of Liberty Grove
Minutes of the Special Plan Commission meeting on August 7, 2024

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Rescind motion on CUP application for Parcel ID 018-02-15322813P6
5. Consider motion to deny CUP application for Parcel ID 018-02-15322813P6
6. Correspondence
7. Future meeting date(s)
8. Adjourn

Chairman Goss called the meeting to order at 5:45pm. Commissioners Ann Miller, Paul Bokelmann, Bill Surbaugh, Cheryl Culver, Cathy Ward, Dan Watts were present along with Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome

Miller moved, Surbaugh seconded to approve the agenda as posted. **Carried 7 - 0**

Public input: none

The commissioners expressed their concerns regarding the incomplete CUP application, and the limited time for them to base a recommendation on. **Bokelmann moved, Goss seconded** to rescind the motion on the CUP application for Parcel ID 018-02-15322813P6.

Roll call: Watts, Ward, Culver, Goss, Surbaugh, Bokelmann, and Miller voted aye. There were no nays. **Motion carried 7 - 0.**

Miller moved, Culver seconded to deny the CUP application for Parcel ID 018-02-15322813P6

Correspondence: none

Future Meeting(s): The next meeting date/time was scheduled for August 14, 2024 at 7:00pm.

Miller moved, Goss seconded to adjourn at 6:11pm. **Carried 7 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

DRAFT
(subject to change until final approval by the Commission)

Town of Liberty Grove
Minutes of the Special Plan Commission meeting on August 14, 2024

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Public input
5. Discussion re: applicant insufficiencies (Big Space CUP)
6. HL-10 Commissioner research
7. Discussion on HL-10 Text Amendment for RPC Hearing
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Goss called the meeting to order at 7:00 pm. Commissioners Ann Miller, Paul Bokelmann, Bill Surbaugh, Cheryl Culver, Cathy Ward, Dan Watts and Clerk/Treasurer Pamela Donart-Welcome were excused. Administrator Kalms was also present.

Miller moved, Goss seconded to approve the agenda as amended with #6 and 7 removed.
Carried 6 - 0

Public input: none

The conditions for the Big Space CUP were reviewed.

Correspondence: none

Future Meeting(s): The next meeting date/time was scheduled for August 28, 2024 at 7:00pm.

Miller moved, Goss seconded to adjourn at 8:36 pm. **Carried 6 - 0**

Walter L. Kalms, Administrator

Pending approval at next meeting.