

TOWN OF LIBERTY GROVE PUBLIC MEETING

Plan Commission Meeting

Date: August 12, 2026

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 7/22/26
5. Public input
6. Review Preliminary Plat Review for Six Birches
7. Continue work on Site Plan Review Ordinance
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 22, 2026

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 6/24/26
5. Public input
6. Review Conditional Use Permit – PIN: 018-25-0022, 1110 Wagon Trail Cir
7. Continue work on Site Plan Review Ordinance
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Ward called the meeting to order at 7:00pm. Commissioners Nancy Goss, Ann Miller, Dan Watts, Billy Appel, Bill Surbaugh, and Paul Bokelmann were present. Clerk/Treasurer Pamela Donart-Welcome and Administrator Lee Buckingham were also in attendance.

Goss moved, Surbaugh seconded to approve the agenda as presented. **Carried 7 - 0**

Surbaugh moved, Bokelmann seconded to approve the 6/24/26 minutes as presented.
Carried 7 – 0

Public Input: Dan Watts asked if it was possible to put out a PSA to the Short-Term Rental owners informing them of the Good Neighbor Policy and permit requirements regarding fireworks.

Regarding the **Conditional Use Permit request for Parcel# 018-25-0022, 1110 Wagon Trail Cir**, the Commissioners clarified there was no “encroachment” to the neighboring structures, setbacks are met, and the bedroom addition is not an additional bedroom, but an increase in size of an existing bedroom, so the POWTS will not need to be adjusted.

Ward moved, Miller seconded that the Liberty Grove Plan Commission recommend to the Town Board the approval of the Conditional Use Permit involving Parcel# 018-25-0022, the residence at 1110 Wagon Trail Circle for the addition of bedroom space and a dormer.

Carried 6 – 0. Commissioner Appel had to step out temporarily, and was not present for this vote.

The Commissioners restarted work on the creation of a Town **Site Plan Review Ordinance** beginning with reviewing the purpose or intent, with focus on adhering to “best practices” following the intent of the Town’s Comprehensive Smart Growth Plan and creating an applicability section focusing on size and scale of newly built structures, or modifications to existing structures that would trigger a site plan review. Administrator Buckingham shared a

draft ordinance that he created as a starting point based on similar ordinances found in similar municipalities.

Correspondence: Commission Chairperson Ward shared a communication she had with Maureen Mercier inquiring about the deteriorating conditions of two seemingly blighted properties within the Town.

Future Meeting: The next meeting was scheduled for August 12, 2026 at 7:00pm.

Miller moved, Surbaugh seconded to adjourn at 8:59pm. **Carried 7 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.