

TOWN OF DOVER

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JOINT DOVER TOWN BOARD AND PLAN COMMISSION PUBLIC MEETING MINUTES WEDNESDAY, APRIL 14, 2021 – 7:00 P.M. 4110 SOUTH BEAUMONT AVENUE (DOVER TOWN HALL) KANSASVILLE, WI 53139 RACINE COUNTY

- 1. Call to Order:** Chairman Sam Stratton called the COVID19 socially distant Plan Commission Meeting to order at 7:00pm
- 2. Pledge:** The Pledge of Allegiance was recited.
- 3. Roll Call:** Chairman Sam Stratton, Supervisor #1 Mike Shenkenberg, and Supervisor #2 Jared Guillien. Plan Commissioners present: Audrey Van Dyke, David Dubiel, Michael Newholm & Richard Goetsch. Building Inspector Ben Peters. Stormwater President Karen Dubiel. Fire Department Johns Dahms alternate Colleen Devaney was in attendance.
- 4. Review of Previous February 10, 2021 Plan Commission/Joint Town Board Meeting Minutes:** Richard Goetsch made the motion to accept the February 10th minutes as presented, seconded by Michael Newholm. VOTE: 6/0 Motion carried.
- 5. Certified Survey Map (CSM) Final Approval for Richard & Jill Bonner 23640 Plank Road:** Mr. Bonner noted the driveway access point on the CSM. Richard Goetsch made the motion to recommend approval, seconded by Michael Newholm. VOTE: 6/0 (Audrey yes, David yes, Michael yes, Richard yes, Mike yes, Sam yes) Motion carried. A motion was made by Mike Shenkenberg to accept the recommendation of the Plan Commission, seconded by Jared Guillien. VOTE: 3/0 (Jared yes, Mike yes, Sam yes) Motion carried.
- 6. Conditional Use Permit for Casper Pyrotechnics to Setup Tent to Sell Fireworks on the NE Corner of 1610 N Raynor:** Tom Casper, owner, discussed that he would like to set up a fireworks 20 x 30 tent on Tom Lembcke's corner area (Highway 20 & Raynor) where normally produce would be sold. June 10, 2021 through July 6th the tent would be open for business. Parking was discussed and a determination made that no parking is to be allowed on Highway 20. Parking will be allowed on Raynor Avenue. Mr. Casper said that on the actual corner he will attempt to create a parking area and amend the approach without changing the culvert situation. David Dubiel made the motion to recommend approval, seconded by Audrey Van Dyke. VOTE: 6/0 (Audrey yes, David yes, Michael yes, Richard yes, Mike yes, Sam yes) Motion carried. A motion was made by Mike Shenkenberg to accept the recommendation of the Plan Commission, seconded by Jared Guillien. VOTE: 3/0 (Jared yes, Mike yes, Sam yes) Motion carried.
- 7. Plan Commissioner- Terms of Office:** David Dubiel, Plan Commissioner, and Karen Dubiel, Stormwater Commission President, were sworn in before the start of the meeting by Chairman Stratton. There is an open seat on the Plan Commission board. John Kurt stated that he may be interested but was not in attendance. Chairman Stratton requested additional suggestions for a potential Plan Commission committee member.
- 8. Discussion of Commercial Occupancy Requested by Inspector Ben Peters:** Ben Peters, Building Inspector, noted that Sunny's Liquor Store requested an occupancy permit. This is the first commercial occupancy Ben has dealt with and based on Dover's Ordinance book it stated that a commercial occupancy fee should be \$50. The Clerk noted that the current Schedule of Permit Fees reads \$205.00 for commercial occupancy. The Plan Commission/Town Board had voted in the complete permit fee schedule to match the Town of Norway's years previously. Discussion occurred that codification needs to be completed once revision to Chapter 16 is completed.
- 9. Building Inspectors Reports for February and March 2021 by Inspector Ben Peters:** February 2021 monthly permit total was \$12,886.09, year-to-date total is \$13,780.09. March permit total was \$5,221.52 and year-to-date total \$19,001.61. Ben inquired into the Plan Commissions concerns with combination pole barn/house construction

and shipping container construction. The Plan Commissioners decided that any building would need to be engineered to meet state approval, but they would want those plans to come before the full Plan Commission for review since it is a new to Dover concept.

10. **Sample Ordinance Regarding Signage:** The clerk explained that in November 2020, discussion was held regarding Sunny's Liquor Store signage and that the Plan Commissioners stated that Dover's signage ordinance should be updated. The clerk obtained a copy of Rochester's signage ordinance for an example. The commissioners were asked to review and condense the ordinance for Dover's use. This item will be tabled to the next meeting for further review.
11. **Stormwater Commission Updates Presented by President Karen Dubiel:** 1) Karen inspected a private drive off of Church Road. The individual was concerned with a culvert, not located in the right of way but much farther up his driveway that was bulging. It appears to be a drainage easement for Lorimar Estates subdivision. Further research will need to be completed to determine if the easement is recorded with the county and who's responsibility it would be to repair the area. 2) Discussion took place that farmers occasionally would install a temporary culvert for field access but there is nothing outlined in Dover's ordinances to address this issue and that the culvert must be immediately dug out after the season. Something needs to be drafted. 3) Karen discussed that of the current Storm Commission members two cannot participate in Zoom meetings due to no computers. Karen believes that one will want to resign due to health concerns. She welcomes any suggestions for participants. Karen will verify if there is a Stormwater Task Force at the County level.
12. **Public Comments:** 1) The clerk explained that Sharon Smolensky, Dover Stables called stating that she would like Dover to accept the road and will be submitting the paperwork to be on May's Plan Commission agenda to discuss occupancy. In a separate email Tim Lynch indicated that Sharon did contact him, and the binder repair areas have been marked out already for Dover's Road Superintendent to agree upon before final lift can be completed. I explained to Tim that the subdivision occupancy levels still needed to be discussed and approved by the Plan Commission/Town Board. 2) Chairman Stratton invited everyone to next weeks Annual Meeting on Tuesday, April 20th. 3) David Dubiel announced that his email address would be changing at end of April due to his retirement from his full-time job.
13. **Updates on Casandra Court Letter, Hager Trust Land Division, and Dish Antenna Inquiry:** 1) The clerk explained that there has been no correspondence regarding Casandra Court acceptance to date. After discussion Chairman Stratton requested the same letter explaining occupancy be remailed, sent certified mail. 2) Richard Goetsch tried to answer some questions regarding the Hager Trust Land so John Schattner could continue with his project. A copy of his email was supplied to the Plan Commissioner's. Mr. Schattner proposed a boundary line change as he was trying to avoid the expense of a CSM. Richard explained why the CSM would be needed and that a boundary line change was not an option. 3) A dish antenna inquiry was referred to Racine County Zoning by the clerk as Dover's Ordinances do not appear to cover the questions raised; an email was supplied to the Plan Commissioner's to discuss if Dover's ordinance needs enhancement. After discussion it was decided that Dover follows Racine County's zoning, and no ordinance enhancements should be needed.
14. **Review/Approval of Dover's Chapter 16 Ordinance Enhancements/Table of Contents:** David Dubiel distributed Chapter 16 enhancement handouts. Work will continue with the specified format.
15. **Motion to Enter into Closed Session Under Wisconsin State Statute 19.85(g) Concerning Legal Advice Related to Litigation. Estimated Time of Closed Session will be Approximately One-Half Hour.:** No closed session was held.
16. **Motion to Enter into Open Session:** Not applicable.
17. **All Business of Closed Session:** Not applicable.
18. **Adjournment:** Motion to adjourn was made by Richard Goetsch at 8:36pm., seconded by Michael Newholm.
VOTE: 6/0 All were in favor. Motion carried.