**DRAFT MINUTES: TOWN OF WILSON PLANNING COMMISSION MEETING**

**Town of Wilson:** **5935 South Business Drive, Sheboygan, WI**

**Meeting Date**: **Monday, August 12, 2019**

**Meeting Time**: **6:30 p.m.**

**CALL TO ORDER & DECLARATION OF OPEN MEETING** by Roger Miller with members Fritz Goebel, Rich Ternes, David Scheicher, Emily Steward, and Mandy Tran. Guy Jones delayed arrival at 6:32pm. John Ehmann excused absence.

**NEW BUSINESS:**

1. Approval of Draft Minutes; July 08, 2019 – Motion by Goebel, second by Schleicher, to approve the July 08, 2019 Draft Minutes, Miller abstained, unanimously carried.

1. Fill Permit application from Adam and Julie Wesener, 402 W. Evergreen Drive, to fill parcel 59030451340 located on W. Evergreen Drive, Sheboygan, WI – Greg Wagner presenting as contractor on behalf of Applicants stating the matter to be pending due diligent review, will be back in 1 month before the Commission.

1. Discussion and approve final Subdivision Plat from Greg Wagner, 3437 Pain Ave., Sheboygan, WI for Green Acres Estates LLC: Lake Aire Addition 5, R-1 Zoning – Tran inquired about suggested changes to plan according to County Planning & Conservation Department letter (dated August 8, 2019), Wagner answers stating that lot 164 (park) has been changed to a Town parcel and removed from subdivision plat and as such plat numbers have changed, utility district has also been removed per Board approval; Ternes inquired about drainage tile design with concern over field tile, Wagner answered that no evidence of drainage tile in the relevant area but does provide a plan to remediate with PVC pipes in case tile is discovered; Stewart requested a copy of the developer’s agreement for review, Wagner reports that the developer’s agreement is in progress with correction of park status of lot 164 and correction of sanitary fees; Wagner states that no lot sales will occur until the roads are graveled; Miller suggests that the matter be put on the next agenda with request of a readable version of the final plat map.
2. Sign Permit Application; NuArt Signs Images, 322 East Welch Court, Traverse City, MI 49686 for Millipore Sigma-Sheboygan location 5485 County Rd. V, Sheboygan Falls, WI – Krystal Masank and Nicole Temme presenting on behalf of Millipore Sigma, stating that the sign will be a green rather than pink color; Miller inquired about gross area limitation per Town Ordinance 29.15, Masank answers that the sign will be under 250 square feet and will be illuminated; Stewart moves to approve the Sign Permit Application of NuArt Sign Images for Millipore Sigma-Sheboygan as presented, second by Jones, all present voted aye, motion unanimously approved.
3. Discuss solution of steep erosion scarp at the Juniper Drive access to Lake Michigan – Miller recusing himself as chair and presenting as Miller Engineers on behalf of Ed Mueller and interested residences, Stewart standing in as acting chair; Rick Meyer presenting the case history indicating lake water has risen in the years since a soft escarpment was created along Sect. L2 of the map, neighbors now request a temporary road to the beach and willing to pay for engineers and contractors; Miller states that a contractor has not yet been selected but the matter may be incidental if the project is required due to the condition of the road, Miller Engineers will create a topographic survey and design of a revetment for the Town’s review; Meyer suggest likelihood of no cost to the Town because contractors are looking for a public access area; Miller suggests involving Park & Forestry commission to consider tree planting and replacement; Ternes inquires about the effect of heavy construction traffic on Juniper Rd. and whether Army Corp of Engineers will be involved in terms of shoreline concerns, Miller answers that this case qualifies for exemption from ACOE involvement but will be subject to DNR revised revetment rules with DNR approval process, no discharge of material into water of the State and as such no EPA involvement; Tran recommends assurance from affected residence for through-access for the duration of the project to avoid unnecessary delay and damage; Termes raised concern of project impact on the condition of Juniper Rd. and suggests a prorated repavement of Juniper Rd. by the applicants; Miller requests the chair to put this matter on the next agenda, Stewart suggests to have the matter on next agenda.

**OLD BUSINESS:**

1. Review and discuss several drat “checklists” for administration of application for: No discussion.
	1. Certified Survey Maps (CSMs)
	2. Subdivision Platting and Planning
	3. Changing of Zoning
	4. Ordinance Changes and Amendments

**CORRESPONDENCE**

1. Approved Plan Commission Minutes – No discussion.
2. Approved Town Board Minutes – No discussion.
3. Correspondence – No discussion.

**ADJOURN:** Motion by Schleicher, second by Stewart to adjourn the meeting at 7:25pm, all present voted aye, motion carried.

Minutes Respectfully Submitted by Mandy Tran, Reserve Plan Commission Member