



TOWN OF HULL
**PLAN COMMISSION
MEETING**

April 25, 2017
TIME: 5:30 p.m.

- 1. CALL THE MEETING TO ORDER:** The Town of Hull Plan Commission Meeting was called to order on Tuesday, April 25, 2017 by Chairperson John Holdridge at 5:30 p.m. at the Town of Hull Municipal Building, 4550 Wojcik Memorial Dr., Stevens Point, WI 54482.

Present: John Holdridge, Jan Way, Bob Enright, Bob Bowen, Dennis Ferriter, Jocelyn Reid, and Plan Commission Secretary Patty Amman.

Excused: Shelley Binder

Also present: Tracy Pelky from Portage County Planning & Zoning Dept., Alec & Dylan Tutton, Dave Wilz

- 2. APPROVAL OF MINUTES OF Feb. 28, 2017 Hull Plan Commission meeting:** *Motion to approve the minutes of Feb. 28, 2017 was made by Jocelyn Reid, seconded by Dennis Ferriter. Motion carried by voice vote.*

- 3. ANNOUNCEMENTS; CHAIRPERSON AND PLAN COMMISSION MEMBERS.**

- The Hull Annual meeting for 2018 will be April 17, 2018.
- I-39W area Speed study – Hull petitioned the DOT to lower the speed limit in that area from 45 mph to 35 mph and the DOT has agreed. A resolution will need to be passed by the town and an ordinance passed at the town board level.
- U.S. Cellular tower progress – DNR will be visiting 3/27/17 to inspect site for wetlands. Tower should have about a 4 mile range to help improve cell service within this area.
- Torun Road will be re-surfaced this summer with a TRIP grant where Hull gets \$43,000 towards the cost.
- North Second Drive will be re-paved in 2018 and will include putting in pedestrian/bike lane.
- Some boundary issues shared regarding residents who live on the border of Hull and Stevens Point and what kind of municipal services are provided.
- Bob Enright shared there is some land lots in farm land within the Town of Hull to the east of where Bob lives, at the end of Blackberry Drive, that has a for sale sign. John Holdridge said we will check on that. The farm is to the north of Old Hwy. 18.
- A picture was shared of the work on the Hoover Road overpass. Pelky asked where the fill for the project is coming from. Wilz shared that 30,000 yards has come from Spectra Print and 100,000 yards will come from somewhere else. AECOM is in charge of that project. Hull gets a weekly update on the project. Wilz suggested Pelky call the City as it's their project. County Club Road is a hauling road that is built up to higher specifications to handle the heavier traffic.

- John Holdridge has gotten the North Central Regional News which has information about a bike/pedestrian plan update. John wanted to know what the County is doing with their bike/plan project. Hull has a public safety plan they will start implementing that the Town has worked on including adding pedestrian lanes along North Second when that project is worked on. Pelky said check with Kristen Johnson on that status of what the County is working on. Holdridge said he would talk with Jeff Schuler on that.
- Tracy Pelky said the County is working on a number of updates to their various ordinances including the tower ordinance, zoning ordinance, POWTS septic system ordinance, subdivision ordinance.
- Bob Bowen shared information about the dedication ceremony at Pfiffner Park of the Cultural Commons Area on May 1st sponsored by the Rotary Club. Information is on the internet. It's regarding the 3 Sister Cities.

4. CITIZENS WISHING TO ADDRESS THE COMMISSION ON NON-AGENDA ITEMS. AGENDA ITEMS ARE FOR DISCUSSION AND POSSIBLE ACTION.

None.

5. ALEC TUTTON OF JORDAN ROAD, STORAGE BUILDING – TRACY PELKY, PORTAGE COUNTY PLANNING & ZONING DEPT.

Pelky I was contacted by Dylan to construct a storage building that will be used for his lawn and landscape business. Under A-4 General Agricultural ordinance requires any business special request where you are storing equipment used out of a shed, to be reviewed by the County Board of Adjustment. Don't know how the neighbors may react to that type of business. Maybe they won't even know it's there. When I talked with the applicant, we looked at what is being done now as well as long term. Questions can come up regarding possible expansion. Everything is small scale now. It's 12.65 acres and here is an aerial map I'll pass around showing the property outline in blue. There is a long driveway off of Jordan Road which is to the north.

Tutton We're looking at a 40' x 96' building with a 12' lean to. We'll be storing personal vehicles as well as business equipment – lawn mowers, trailers, trucks. We have no intention to grow much bigger than we are right now. Just so we can have it stored inside instead of it being all throughout the property and cluttered. We leave there in the morning and come back at night. It's not like we're doing on-site stuff. We do snow removal in the winter.

Holdridge My understanding is the County Board of Adjustment would like something from us if we do not see an issue here.

Pelky The Board of Adjustment likes something from the Town, in writing, as it gives the Town an opportunity to address the issue, what you'd like to see put on the operation. Questions about piles of leaves, fixing and repairing of equipment.

Holdridge When the BOA meets, will they send notices to the neighbors? How do you get neighborhood input?

Pelky Neighbors within 300' of the property edge will get letters letting them know when the meeting will be on the third Monday in May for the BOA request for the lawn care business. Gives the neighbors an opportunity to show up in person or write a letter. The applicant may want to talk to their neighbors to eliminate any misconceptions of what's going to happen out there.

Ferriter Have you visited with your neighbors yet?

Tuttle We haven't gotten into the discussion of that yet as we just got started with this process.

Ferriter I think that would be a good idea so there are no surprises.

- Jan Way shared she has great appreciation for these businesses as they had a business for over 20 years that was approved to work out of their home and had no problems. They did talk with their neighbors before they started up.
- Pelky shared this property falls within the Zone C of the Wellhead Protection Area which questions any hazardous materials. Where there will be disposal of waste oil, gasoline, fertilizer, pesticides, herbicides. If there will be a large quantity of hazardous materials. How it's stored, contained, disposed of. If oil is changed in vehicles, when you get to the BOA, they like to have you address these issues.
- The County sends the applicant a form with general business questions to get them thinking about things before the BOA meets. The Board likes to see a secondary container to contain hazardous materials or when the building is put up, make a concrete 1 foot knee-wall to contain any leaks.

Enright Will you be storing oil and gasoline on site?

Tutton All we have are a few gas cans that go onto a trailer so it's not big in size. Multiple times a year we dispose of our oil to one of our body shops that use it to heat their building. So we hand it off to them and never really have any quantity of it.

- The BOA can put whatever conditions they feel necessary upon the application such as hours of operation if there is noise.
- After the May 8th Town Board meeting, the application can be submitted to the County office to reserve a spot on the County Board of Adjustment agenda.
- Hull will send a letter to Tracy Pelky for the Board of Adjustment after the Town Board meets and approves the request. The County just needs a letter from the Town to indicate the Town's approval to the BOA.

A motion was made by Jan Way to send a letter to the County Board of Adjustment to approve the Tutton storage building request and for the request to be passed on to the Hull Board to be reviewed at the May Hull Board meeting and then to be passed on to the Portage County Board of Adjustment review. Motion was seconded by Jocelyn Reid. Motion passed.

6. APPROVAL PROCESS FOR CSM/COUNTY PLAT, INDIVIDUAL REZONING REQUEST, BOARD OF ADJUSTMENT – TRACY PELKY – PORTAGE COUNTY PLANNING & ZONING DEPT.

Holdridge I'm pleased you did this because the Plan Commission doesn't deal with these things very often.

- Tracy Pelky put together a 1-page list of steps explaining each of these processes and from that, Patty Amman created the flow charts so it was a joint effort.
- Tracy indicated the key with each of these processes is to have the owner/applicant start with the County Planning & Zoning office first. The County likes to review it from their zoning standards, checking flood plains, wetlands, going over their checklist to make sure it meets their requirements before it gets sent to the Town.
- One of the differences between a CSM (certified survey map) and a County Plat is the size of the land/property and how it will be reconfigured. A CSM is any new lot created 20 acre or less. A County Plat is usually 30 acres or more with 5 or more lots being created within a certain time span, usually 5 years. A county plat has more detail than a CSM, showing lots and features on the map.
- Re-zoning starts with the County office. It's not a quick process and can take 3 to 5 months to get through all the steps. It can involve public hearings and additional lengths of time for posting notices.
- Board of Adjustment request can be reviewed by both the Town Plan Commission and Town Board, or just the Town Board. It's up to the Town how they want to do that. Just as long as a written decision is given from the Town to the County Board of Adjustment so the BOA get's the Town's input. It's useful for the Town Plan Commission to do the review and ask questions so that by the time it gets to the Town Board, it doesn't need to be scrutinized as much by that group since it has already been reviewed by the Plan Commission. That can streamline it for the Town Board.

A motion was made by Bob Bowen to approve the process display and explanation of the various requests for changes of property. Motion was seconded by Bob Enright. Motion passed.

7. HULL PLAN COMMISSION ACTION PLAN FOR 2017 – FROM HULL COMPREHENSIVE PLAN CHAPTER 11 - IMPLEMENTATION.

Holdridge I'll quickly go through these. #1 by 7/15/17 the Hull Board will have become a member of the Community Foundation of Central Wisconsin. #2 By 8/15/17 the subdivision ordinance, I think we need one in Hull because ours is very old. #3 identifying growth corridors and I see that fitting in well with any boundary discussions with Stevens Point. #4 talks about updating the towns' zoning maps. #5 talks about the comprehensive plan, its goals and objectives. #6 is looking at TIF districts, use value assessment of ag land and state imposed levy limits. Someone should look at that and I don't know any other group other than the Plan Commission to do that. We might discover there are all kinds of inequities in that process. Since we are largely single family residential areas, we may find we're getting the short end of the stick. It's pretty controversial and I think it would be useful to explore that. #7 that's an

effort to identify how we preserve our neighborhoods. #8 by April 2018 we talk about the Annual meeting where we'll wrap things up then start planning for the next year. I would see our function as going from Annual meeting to Annual meeting because we've got to get citizens back to being involved in local government.

This is a draft and I'd be interested in any comments you have after you've looked it over.

We ought to be looking at extraterritorial reviews as well as a wellhead protection area for Hull. Right now Stevens Point has a wellhead protection area.

Amman It's generated by the Stevens Point wells.

Holdridge The extraterritorial area gives the City power to review changes for areas outside of the City (*within a 3 mile range*). Any thoughts on those?

Enright The thing that's troublesome about the wellhead protection area is the City has the wellhead protection zones but that protects the City water. So they are not protecting the water and wells of the citizens of the Town of Hull.

Holdridge Who protects our water?

Enright So far as I can tell, no one does. Even when the City discusses wellhead protection zones, it was for the well they were putting in.

Amman In an indirect sort of way, it does help the Town of Hull. If you are asking residents in the Town of Hull to build on larger lots, that actually protects their neighbor's water as well because there are not so many condensed nitrates like there would be on smaller, condensed lots. So in an indirect way, it does help us.

Enright I was thinking about where they're building in the wetlands. It is a wellhead protection zone but they agreed to build townhouses anyway.

Amman But that won't be on private septic/wells. It will be City water and sewer.

Holdridge We've got that issue with the 80 acres north of 2 subdivisions that could be clear cut and turned into agricultural fields. Who knows what will go on the land. Those are real threats to those 2 subdivisions and they're both off of Jordan Road. I would argue maybe the Town ought to have its own wellhead protection. Something that protects our individual wells. There is none now.

Enright That's what I'm saying. How can we protect the wells in Hull from developments that are done by the City or adjacent territories?

Holdridge Or, the farm community. If they all of a sudden decide to make a wood lot into a farm field; they've already got permission to put in a high-cap well there. But I do think the City needs to realize the City and Hull are in this together. It's not City versus Hull. Our protection

of the groundwater for us also protects the groundwater for the City. It gets sucked into that municipal well. Maybe there's some leadership working on that from the City standpoint.

Amman This is marked working draft so you can put this with your Chapter 11 in your binder for now. We'll be making some adjustments to it and incorporate it back into Chapter 11. Then we'll have a chance to look at the final version.

Ferriter I like this step by step process. It's short and concise and to the point.

Holdridge We meet every second month so we can follow this and you can plan what an agenda item would be for the future. We've never done that before but I think we need to get more systematic, objective and efficient.

A motion was made by Dennis Ferriter to approve of the preliminary DRAFT copy of the Action Plan for 2017 from the Hull Comprehensive Plan Chapter 11 – Implementation working draft. Motion was seconded by Jan Way. Motion passed.

8. BOUNDARY AGREEMENTS / ADJUSTMENTS BETWEEN MUNICIPALITIES – WISCONSIN LAW.

- Would like to get a transcript of this teleconference.
- There are 2 laws that pertain to boundary agreements. Lots of controversy.
- Bob Bowen asked is there is a precedent where it has happened before where residents wanted to transfer out of one municipality back into a smaller municipality. We will need to check that out, a type of reversal of an annexation. When was the area along Hampton annexed? These are larger, 2-acre lots with their own wells.
- John Holdridge will contact Mike Wiza and have this on the Town Board meeting agenda to accept the petition presented by the City residents. There are other City residents who live right on the border of Hull that are paying City taxes but getting very little in the way of services.
- There was some discussion about the viability of land swaps. Areas that may be more appropriate to be within the Town of Hull for other areas that may be more appropriate to be within the City. Usually it's the City annexing vacant land that was farmland to be developed into smaller lots. Annexations now have to be contiguous.
- Holdridge suggested a process of sitting down with Jeff Schuler and talk about there being somebody to help coordinate this. The Town doesn't have a planner and we rely on the County staff. The City has at least 2 full time staff for this. We need some expertise the Town can rely on going through this process.
- Some discussion about a landowner to the east part of Hull off Hwy. 10 E with land that may be annexed into the City. The City looking at extending an east-west road behind The Store area off Badger Ave. that could possibly be used towards this property. This road would be just south of the soccer/hockey complex.
- Holdridge indicated there have been plans in the past regarding City expansion all the way out to County J. In the past, there used to be concerns about urban sprawl.
- Bob Enright thinks we should meet with the plan commission and the City.

- Holdridge says we need to know the law first and know what's happening around the state. Some of these residents that are interested should get together and see what legal recourse they have.
- A suggestion of making a comparison between homes, versus if it's in the City, then what it would cost for services within the Town and see what the difference would be. The City has added costs such as quarterly sewer and water charges which are not cheap anymore and will continue to go up.
- Holdridge will look to see if these roads are plowed by Hull or by the City. There are various trade offs for certain parts of roads that run through both communities.
- Holdridge suggested the Town Board make a formal action to have the Town and City discuss boundary issues, once the Town knows more about the laws in this area.

A motion to table this topic until a later meeting was made by Bob Enright and seconded by Jocelyn Reid. Motion passed.

9. PUBLIC HEARING PROCEDURES FROM AMONG PORTAGE COUNTY BOARD OF SUPERVISORS, CITY OF STEVENS POINT, VILLAGE OF PLOVER AND THE TOWN OF HULL – WHAT ARE THE STANDARDS AND THE EXTENT OF NOTIFICATION TO INTERESTED HOUSEHOLDERS.

- Patty contacted various municipalities and asked what the distance was for notifying the neighbors of upcoming zoning change requests. This information was put into a matrix format to compare the answers.

Bowen What is the justification of 300' or 200'?

Holdridge If you limit the number of people you notify, you limit the controversy.

Amman The different in distance listed by the County at 300' and the City at 200' is the City lots are closer together and smaller so when you go out 200', you'll be getting a fair amount of people. Whereas in the County or Village of Plover, properties are larger and spaced out further, you need to go a little further out to get to the surrounding neighbors. That was part of the difference between those two.

Reid Did they address what the mechanism was for notification? A personal letter?

Amman A personal letter. Not just a notification in the paper.

Holdridge That's a second level question that should be asked.

Amman When I talked with them, they talked about a letter that was sent out.

Enright In the notification for developments along Hwy. 10, one resident in the subdivision was notified.

Holdridge I think it would be good to see how they notify people. The City may go beyond the 200' and the others may also go beyond the 300'. This Plan Commission may want to come up with some concrete language on that. We've wanted to get the people within the area of the change involved.

Ferriter What about some of the other towns? Do they make it up as they go along?

- It was suggested to get information from the Town of Stockton as they are the next biggest town after Hull.
- Holdridge said he favors maximum notification to Hull citizens.
- It's difficult to get information out through the local newspapers. Bob Enright said the on-line Journal has an introductory rate of \$1.66 a month.
- Holdridge said if the Plan Commission thinks Hull should have a specific distance listed for notification, that could be considered.

A motion was made by Bob Bowen to approve the telephone survey showing the various municipality notification areas for public hearings and requested that a follow up be done to add information from Stockton to the matrix and also ask how the notification is made (by mail, etc.). Motion was seconded by Jan Way. Motion passed.

ADDENDUM ITEMS:

1. Discussion of Joining Community Foundation of Central Wisconsin

Holdridge I spoke with Erin Andrews about the Community Foundation and shared information about how it was originally formed.

- A information piece was shared about the Community Foundation. They give out over \$1 million in grants to people and projects each year.
- They have over \$10 million in assets.
- Hull would be the first municipality the Foundation would have. Erin will speak with some of her board members about this, how it can be arranged.
- The Foundation does the accounting for all funds.
- The Foundation can fund individuals but needs \$600 to come in every year in order to honor an individual.
- There is a good cross section of local people involved on the board.
- Holdridge will bring this back to the Plan Commission after he has had more discussions with Erin Andrews.
- What kind of projects would it be used for? Could be anything. The board of directors for Hull would probably be the Town Board. Things promoting the Town of Hull, equipment. People might want to donate to a specific project. It has to be for the public interest.
- We want to be on that list as the Town of Hull so that if there are people looking over the Community Foundation list of potential recipients, they can see the Town and consider making a donation for use by the Town.

2. Communication with Hull citizens without the local newspapers.

- We have a hard time getting newspaper reports out to Hull meetings.
- How do we communicate with Hull citizens which is an essential function that government needs to handle.
- We've increased the Hull newsletter to twice a year. But that is costly with postage.
- Another hopeful vehicle is the internet although not everyone has that.
- Facebook was also suggested as a possibility.
- We have been using e-mail more to communicate.
- People that don't have internet can go to the public library to use their internet access.
- We start with the individuals on our various committees and commissions and communicate via e-mail. Then develop more lists asking if people are interested in e-mail communication.
- There are various areas of the town that are under-served and limited in their choices of how to obtain internet connections. Some places it is slow and/or expensive for the service. There is a meeting Monday with the Broadband Task Force group to discuss a survey report done by UW River Falls on the availability of broadband in our area and how to distribute that information. There is money at the state level and some of the major providers have access to federal money.
- Bob Bowen suggested as an alternative to a reporter coming, have town staff write an article and submit it to the newspapers to publish.
- Jan Way indicated although it may be published, it may not be very timely.
- Jocelyn Reid asked what percentage of Hull residents actually get the newspaper.
- Bob Bowen thought the Portage County Gazette may be more heavily subscribed to.
- About 3 members of the Plan Commission get the paper, with maybe 1 or 2 getting the on-line version.

8. DATE OF NEXT MEETING: *The next Plan Commission meeting will be held on Tuesday, June 20, 2017.*

9. ADJOURNMENT: *Motion made by Bob Bowen to adjourn meeting, seconded by Jan Way. Motion carried by voice vote. Meeting closed at 7:30 p.m.*

Respectfully submitted,

Patty Amman, Plan Commission Secretary
Town of Hull, Portage County