

Approved 5/6/2020
PLAN COMMISSION MEETING AGENDA
WEDNESDAY, APRIL 15, 2020
5:30P.M.
TOWN HALL, W2004 COUNTY RD S

The meeting was held virtually through Zoom.

1. CALL TO ORDER, ROLL CALL, PLEDGE

Meeting called to order by Chairman Brandon Conrad at 5:30p.m. Commissioners present: Dan Reinke, Ron Mashlan, Chris Evers, Pam LaPlant. Henry McKenna and Mark Dollevoet arrived late. Also present: Clerk/Treasurer Colleen Laha, Deputy Clerk/Treasurer Michelle Evers, Cedar Corp Ken Jaworski and Cedar Corp Jeff Kussow. Pledge recited.

2. VERIFICATION OF POSTING & ADOPT AGENDA

Posted on the 2 Board at the Freedom Town Hall and Town website on the 13th day of April, 2020 at 1p.m. by the Clerk's Office. Also posted at: Dairyland Depot, Freedom Mini Mart and YETI, LLC.

Motion by Comm. LaPlant with second by Comm. Reinke to approve the agenda as posted and moving Agenda Item #5 to #4. 5 yes 0 no

Mark Dollovoet joined the virtual meeting at 5:33p.m.

3. CONSIDERATION OF THE MINUTES

Motion by Comm. Evers with second by Comm. LaPlant to approve the minutes of the February 19 meeting. 6 Yes 0 No MC

Motion by Comm. Evers with second by Comm. Reinke to approve the minutes of the February 25 meeting. 6 Yes 0 No MC

Henry McKenna joined the virtual meeting at 5:35p.m.

Motion by Comm. LaPlant with second by Comm. McKenna to approve the minutes of the March 24 meeting. 4 Yes 0 No 3 Abstain (Ron Mashlan, Dan Reinke & Chris Evers) MC

4. CONSIDERATION OF SITE PLAN APPLICATION FOR BELGIOIOSO CHEESE INC. (FREEDOM WEST INDUSTRIAL PARK)

Motion by Comm. Evers with second by Comm. McKenna to approve site plan for Belgioioso Cheese, Inc. with the following conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinance.
2. There shall be no structure(s) or planting(s) greater than three (3) feet in height within the vision corners of the driveway and public road intersections (i.e., CTH S & Vine Rd.) as required by Section 26.303(7) of the Town of Freedom Site Plan Ordinance.
3. The applicant shall obtain a Town of Freedom Erosion Control and Stormwater Management Permit from the Town prior to commencing construction. The project shall comply with all applicable requirements of Chapter 24 and Chapter 25 of the Town of Freedom Municipal Code.
4. The building/development shall be served by public water and sewer in compliance with Freedom Sanitary District.
5. The building shall be served by the existing private wastewater treatment plant owned by BelGioioso Cheese Inc. in compliance with Wisconsin Department of Safety & Professional Services and Outagamie County requirements.
6. The building shall be served by a private well in compliance with Wisconsin Department of Natural Resources requirements.
7. Any signage shall be in compliance with Outagamie County Zoning Ordinance requirements.
8. Any substantial changes or additions to this site/building must be reviewed by the Plan Commission and Town Board.
9. As required by Section 26.206 of the Town of Freedom Site Plan Ordinance, the landowner shall enter into a Site Plan Improvement Agreement with the Town, containing the following provisions:
 1. Identifying the approved site plan including the submittal of a record drawing.
 2. Identifying the estimated cost of required site improvements for parking, access, landscaping and other required improvements.
 3. Providing the completion date.
 4. Providing for a financial guarantee in the form of a cash escrow deposit with the Town, or a letter of credit or a performance bond for the benefit of the Town and in the name of the Town in an amount not to exceed the estimated costs of the required improvements, for a term commensurate with the completion date plus three additional months, for the purpose of ensuring that required improvements will be completed in a timely manner.
10. A Developers Agreement shall be drafted to the satisfaction of Town officials and the Town Attorney addressing stormwater management and utility easements; and recorded in the Outagamie County Register of Deeds prior to commencement of construction of the building.
11. The existing vegetative screening on the north and east side of the building shall be maintained or enhanced.

7 Yes 0 No MC

5. CONSIDERATION OF THE DRAFT COMPREHENSIVE PLAN ADOPTION SCHEDULE

Plan Commission members decided to wait (due to COVID19) to do the Comprehensive Plan Public Hearing at a meeting being held on June 29, 2020 at 5:30p.m. at the Freedom Town Hall. Wally Sedlar with Martenson & Eisele, Inc. will contact the Town Office about posting for the Public Hearing. The resolution and ordinance were reviewed by Attorney Steve Frassetto and would be approved by the Town Board at their July meeting.

6. DISCUSSION ON TOWN ORDINANCE UPDATES/AMENDMENTS

a. SITE PLAN ORDINANCE (CHAPTER 26)

Discussion was held and the Plan Commission decided to go ahead with Option #1 that states this option would amend the ordinance so that the Site Plan Ordinance only regulates the width of driveways to Town roads. Driveways widths for driveways for County or State roads would be regulated by the applicable entities. This option also includes a provision to allow the Town Board to modify or waive the driveway width requirements without a variance approval process.

b. SUBDIVISION ORDINANCE (CHAPTER 28)

Discussion was held and it was determined that:

-Existing subdivision in Sanitary District replace in kind unless there is an issue of some kind that needs to be fixed

-New subdivision in Sanitary District will be required

-Outside of Sanitary District will have storm management or curb/gutter

7. OTHER PROJECT UPDATES/TIMELINES

a. FIRE DEPARTMENT/EMS BUILDING

Jeff Kussow discussed the bid document were approved at the last Town Board meeting. Devin Flanigan from Keller discussed the bids came in yesterday and they are reviewing them. Terri Romitti from Sanitary District discussed that they would tap their mains and bring to edge of easement with a local contractor.

b. VANDENBERG SUBDIVISION

Jeff Kussow and Ken Jaworski gave an update on the Vandenberg subdivision.

c. VAN HANDELS SPECIAL EXCEPTION PERMIT

Jeff Kussow explained that the Van Handel Special Exception Permit was approved by the County on April 14, 2020, but the development will still need Site Plan Approval by the Town.

d. SWINKLES SPECIAL EXCEPTION PERMIT

Jeff Kussow explained that the Swinkles Special Exception Permit was approved by the County on April 14, 2020.

e. OTHERS

Jeff Kussow stated that Belgioioso submitted a Certified Survey Map which will need to be reviewed by Plan Commission and Town Board.

8. COMMUNICATIONS

a. AMERICAN TRANSMISSION COMPANY LETTER

Letter was reviewed.

b. OUTAGAMIE COUNTY GREENWAY FUND

Letter was reviewed about trails and possibly ways to help fund the projects.

9. BUILDING PERMITS

Building permits were reviewed. Comm. McKenna noted he was happy to see 4 new houses going up in Freedom.

10. SANITARY DISTRICT REPORT

Terri Romitti from Sanitary District gave an update about metering by the West Industrial.

a. DISCUSSION OF CREATION OF THE STORM WATER MANAGEMENT UTILITY

Comm. Evers suggested a plan needs to be handled within the community and district.

11. FUTURE MEETING SCHEDULE

Jeff Kussow asked about the next Plan Commission Meeting. Discussion was held and decided to have the next Plan Commission on May 6 and Town Board to follow on May 13. Information can be submitted to County afterwards.

12. ADJOURN

Motion by Comm. Dollevoet with second by Comm. Reinke to adjourn at 8:03p.m.

7 Yes 0 No MC

Michelle Evers, Deputy Clerk