**Town of Gnesen Planning Commission**

**April 19, 2023 Minutes**

**Members Present:** Carter Williams, Pete Bergman, Matt Thibodeau, Kevin Middleton, Sherri Underthun, Kathy Buran, Carol Jacobson, Dick Delano, Nathan Horyza; Zoning Officer and Sarah Blix and Hannah Jurek Planning and Zoning Secretary.

**Members Absent:** Joe Ferguson

**Others Present:** Gary Juten, Nancy Poppenberg, and Bradley Smith

**APPROVAL OF AGENDA:** A motion was made by Carter to approve the agenda; seconded by Sherri. All vote in favor. Later in the meeting, Nathan requested we discuss the 60 day rule, which was discussed under New Business

**APPROVAL OF THE MARCH 15, 2023 WING VARIANCE PUBLIC HEARING MINUTES**: A motion was made by Sherri to approve the March 15, 2023 Wing Variance Public hearing minutes, second by Carol. All vote in favor.

**APPROVAL OF THE MARCH 15, 2023 MINUTES:** A motion was made by Sherri to approve the March 15, 2023 minutes, second by Carol. All vote in favor

**CONTINUING BUSINESS:**

Assigning a new Chair and Vice Chair were discussed; Kathy made the motion to approve Matt Thibodeau as Chair, and Carter Williams as Vice Chair for 2023-2024. Seconded by Dick. All vote in favor. There was follow up discussion about implementing a process for rotating offices moving forward and throughout the upcoming years. The idea would be to have a process where it would create anonymity. Matt suggested we discuss the process and logistics in January of 2024.

**Motion follow up from December 21, 2022:** There was a motion on the table dealing with the DeGuzman variance and how a contractor build a building without a permit, the motion passed. There was still no letter written to the contactor in question. Nathan was informed a letter needs to be sent.

**Planning Commission Member Compensation-** Hannah informed the Commission the Board has decided to not hire Commission Members as employees, rather they are going to be reimburse and will be reimbursed quarterly. It was clarified that the Board requests either the Chair or Vice Chair to attend the first Town Board meeting of the month. Matt had a question for Gary to get some clarification, could a member of the Commission be a representative for the Planning Commission, instead of the Chair and Vice Chair? Gary will bring that up at second Town Board meeting at the end of the month.

**Nuisance Ordinance Discussion—**Carol went to the Town Board on April 10, 2023 with the recommended changes the Town Board asked for with the help and feedback from the Planning Commission. She reported back to the Commission with the feedback she received from the Town Board.

**NEW BUSINESS:**

**Ordinance Sub-Committee Update –** The Sub-Committee, which is a sub-committee of both Commission members and Gnesen Township residents took a few weeks and got together and each committee member was assigned a section, and a lot of updates were made. Sherri sent an email to Commission members and Planning Secretaries with edits and notes. Carol presented a summary page with the changes on it. There was some clarification Carol needed Gary’s help on regarding placement and sign of road driveways and parking lot the idea is to clean it up. Gary will look into it.

**Update about Sporty’s-** There have been questions around Sporty’s and is it required to be sold to a family member? Given they are a grandfathered status because they were an established business operating to what could only be concluded as a home business along with Silver Fox, Abrahamson’s and Driveline. After discussion, it was found out that non family members have owned the bar and restaurant, and the business itself, as it sits currently, is grandfathered in as such, and there for cannot be anything but. Given the location adding on and creating a bigger space is difficult given the limited space. It was hypothesized that if one were to purchase Sporty’s, at most, refurbishing the building would be the ideal option.

**Confirming Planning and Zoning Meeting Schedule for the year 2023-** With the assignment of choosing a Chair and Vice Chair, Hannah wanted to present a schedule of the Planning and Zoning meeting, suggesting to maybe hold off on a December meeting, given its close to the Holidays, Gary mentioned that from the Boards stand point to keep it on the books to stay in compliance with the 60 day rule, should there be a need for a meeting, and to keep in compliance with the rule.

**60 day Rule-** Nathan had some question regarding the 60 day rule process that was presented at the March 15, 2023 meeting that was provided at request from the Commission. It was discussed back in February whose duty it was to keep track of the 60 day rule, as a Township we have came close to the deadlines. At that meeting it was determined that the office staff would keep track and was asked to come up with a process, which was presented at the March 15 meeting. Sarah stated that we in the Clerk’s office are not qualified personnel to look for accuracy on any permit submitted through the office. The Clerk’s office are looking for completion of the following: the application itself, septic permit if applicable, a site plan and payment, before sending off to the Planning and Zoning Department. Where the Zoning Officer can look over the application and approve or send a letter to the applicant within 15 business day asking for further or clearer information on the submitted application. Reminding that the 60 day rule only applies to variances, CUPs, IUPs, and rezones. It was suggested that Nathan make some verbiage changes to the process and have a discussion with the Clerk’s office.

**ZONING OFFICERS REPORT:** Nathan received some calls about STR in a commercial district. The question being, does the STR ordinance apply if someone has a residential place in a commercial district? It was discussed that, although it doesn’t specifically state residential or commercial, the number of permits (40 permits total; 20 riparian, 20 non riparian) that will be given stay the same, for it counts as the Township as a whole that includes both residential and commercial districts. If one who resides in a commercial district wants to do a STR they will still need to apply for a STR permit. Although, if the quota was met, a resident with a home in a commercial district, could apply for a business which would require a CUP so long as they aren’t considered necessarily a STR.

 **BOARD MEMBERS REPORT:** Both Gary and Nancy were in attendance. Gary mentioned to the commission that the Town Board had their reorganizational meeting, and Nancy is the new Supervisor overseeing the Planning and Zoning. Gary will attend the next meeting as well, to help Nancy before she will tackle it solo. The two meetings that both Gary and Nancy attended as Supervisors was posted at all the posting places in the Township. Gary raised the question, as a resident coming to the p&z meetings, since the Commission would be addressing Nancy now, will there need to be a posting. Hannah will send a message to MAT for clarification. Gary mentioned the public hearing for the nuisance ordinance, encourage people to come. Carol then asked for clarification, that there has been no new changes to the administrative ordinance and the fine fees. There were no new changes.

Next P&Z Meeting will be held on Wednesday, May, 17, 2023 at 7:30 pm.

A motion was made by Kathy to adjourn, with a second by Dick. All voted in favor. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Hannah Jurek, Planning and Zoning Secretary Matt Thibodeau, Planning Commission Chair

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Date Date