



TOWN OF HULL
**PLAN COMMISSION
MEETING**

Tues. Sept. 18, 2018
TIME: 5:30 p.m.



- 1. CALL THE MEETING TO ORDER:** The Town of Hull Plan Commission Meeting was called to order on Tuesday, September 18, 2018 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, Paul Kubowski, Bob Enright, Bob Bowen, Dennis Ferriter, Jocelyn Reid, and Plan Commission Secretary Patty Amman.

Excused: Jan Way

Also present: Tracy Pelky-Portage County Planning & Zoning, Dave Wilz, Janet Wolle, Collin Konopacki, Ralph Milanowski, Kent Worzella, Linda Herek

- 2. APPROVAL OF MINUTES OF May 15, 2018 Hull Plan Commission meeting:**

- At the last meeting, the Doescher metal shed in the Meadow Manor area was discussed. Bob Bowen asked about the current status of that situation. Tracy Pelky said Doeschers may reposition the shed to the back yard and then Doeschers will go back to the County Board of Adjustment for a variance request. Tracy said Chris Mrdutt is more involved with that and may know more details. Tracy will make a note to check on the status. The final step is the Board of Adjustment with a request for a variance to meet the road setback.

Motion to approve the minutes of the meeting of the Hull Plan Commission meeting of May 15, 2018 was made by Bob Bowen, seconded by Dennis Ferriter. Motion carried by voice vote.

- 3. CITIZENS WISHING TO ADDRESS THE COMMISSION ON NON-AGENDA ITEMS MAY BRING THEM UP AT THIS TIME. CITIZENS WISHING TO ADDRESS AGENDA ITEMS CAN DO SO WHEN THE AGENDA ITEM IS UNDER DISCUSSION. None.**

- 4. ANNOUNCEMENTS; CHAIRPERSON AND MEMBERS.**

- JH noted the WTA Convention annual convention is Oct. 14-16 at the Holiday Inn in Stevens Point. One topic they will be addressing is Annexation and Cooperative Boundary

Plans. That may be of interest to Hull Plan Commission members. Bob Enright will attend the Tuesday morning session on that topic. If anyone else on the Plan Commission has an interest, they can let us know.

- JH shared a memo from Mike Pagel. Mike is inviting plan commission members to the Portage County Unit of the WTA local meeting next week on September 24th (Monday) in the Town of Lanark. Lynn Markham of the University will be talking about issues of interest to plan commission members. JH mentioned we lack education for plan and board commission members.

- Hull has created a new group called the Hull Road Committee which will have 9 members. JH said about 45% of Hull's budget is devoted to the 82 miles of town roads. Members will include Hull people who are walkers, bikers and/or joggers. If anyone knows of someone to suggest to this new committee, let JH know. There will be about 5 meetings per year.

- An article was shared on social economic data in the U.S and another article about median household income. JH wants to know what is happening to the elderly population in the Town of Hull and in Portage County. Although one article was about Dane County near Madison, the same questions they include could also be asked about Portage County. Janet Wolle, Hull's Town Clerk, has been working on updating information that is needed for the upcoming 2020 census. JH is concerned about the quality of life in Hull and how that can be enhanced. One place to start is to look at the local data. JH shared some of the national income levels in the U.S. as broken down by various ethnic/racial groups. JH said we might want to see what data we can get from the County. Tracy said check with Kristen Johnson on County statistics.

- Janet W. explained what she has done so far this year for the census in going through all the Hull addresses, about 2,500. The County GIS department is also involved in the addresses. That information has been sent in. JW is waiting for information on the new homes going up. The census will be done in 2020.

- Bob E. talked about the American Community Survey where data is available more frequently than from the U.S. Census which is only every 10 years. The ACS information is available on-line and done by municipality.

- JH said we need to look at the characteristics of our community and not just the land use of our area as there are many things that go into planning.

5. REVIEW OF HIDDEN BROOK SUBDIVISION COUNTY PLAT, LOCATION – 1108 WOODVIEW DRIVE, TOWN OF HULL, PORTAGE COUNTY. SURVEYOR: ROSICKY LAND SURVEYING, OWNER: RALPH MILANOWSKI, AGENT: COLLIN KONOPACKI.

- Collin Konopacki is the agent for this County Plat request. CK explained the plat consists of 9 lots with one lot that has an existing house on Lot #1, so 8 vacant lots. A storm water plan has been done. Gremmer and Associates formed a plan for proper water drainage. The 50-page printing of that plan has been shared with the Town of Hull. The Plat has 25 acres and within that area, the wetlands have been delineated by the Corp of Engineers / DNR and their approval has been obtained.

- Tracy P. had sent a memo dated Aug. 31st to the Town with specifics of the Plat. Current zoning is A-4 General Agricultural which requires a minimum of 2-acre lots. All the lots meet that minimum. There is a 200-foot minimum width building foot line. This will be going through the County Planning & Zoning Committee for approval of this standard being exceeded by a few of the lots (4, 5 and 6). After the Hull Plan Commission review, then the Hull Town Board review, the process goes to the County Planning & Zoning Committee because it's 5 or more lots in zone A4. The County staff looks at any comments the Town may have and wants to pass along to the County Committee. Tracy explained a Certified Survey Map can only do 4 lots or less. Five or more lots within a 5-year period is considered a County Plat.
- The Town of Hull sent letters / meeting agendas to the neighbors in the area of this Plat.
- Bob Bowen asked about item #12 on the County's Lot Split checklist where it indicated there are no wetlands. Tracy explained that checklist was done back in 2016 when none of that area was mapped as wetland at that time. The DNR has since given the County new wetland maps.
- Tracy spoke about the concern for Lot #4 which has a very limited buildable area considering the wetlands on that lot. Gremmer has laid out a house location sit plan for Lot #4. That will need to be followed by the developer and the County will consider Lot 4 as buildable under those conditions.
- A map was looked at that shows the wetland areas for Lots 4, 5 and 6.
- All lots will require mound septic systems per Dave Medine who reviewed the area back in 2016.
- Bob E. asked if the City will review this as part of their extraterritorial jurisdiction review and Tracy said that yes, anything within the 3-mile area from the City, they have the right to comment on the proposed plat review. It will be run through the City's Common Council. The developer at some point needs to contact the City.
- Jocelyn R. asked since there is so much wetland involved, if there would be restrictions put upon the people that buy the lots, what they can build or how they can build. Tracy said they are prohibited from building upon the wetlands. They can remove vegetation or trees or trim trees. The surveyor has identified the buildable area for each lot. The buyers need to understand that for some of these lots, a good portion of certain lots will not be available for building upon.
- Questions about where the storm water will go. Gremmer submitted the storm water plan to the County's Land and Water Conservation Section which looked at it. That will be incorporated into the approval process. The water from the road will go into ditches. Each lot has water retention areas. The DNR has looked at this but if under an acre (per lot) is disturbed, the approval would be by the County.
- Bob B. asked about the DNR's approval for discharging fill into wetland area. Tracy explained around 2,000 square feet of fill would be placed in the wetland (in relationship to the road area). This was worked out through the Corp of Engineers and the DNR and their approval was obtained. The developer has the permit now to fill the wetland up to the approved 2,000 square feet (approximate) amount. A portion of the area in front of the cul-de-sac was in or crossing the wetland area and that was where the fill will be put in.
- Dennis F. asked if there were any interested buyers for the lots and found there were a few people in attendance at this meeting who are interested.
- Collin said the cul-de-sac meets requirements for plowing needs and space.
- Janet W. asked if the proposed retention pond proposed for Lot 4 would be approved by the County. Tracy said the County will support that given the information already shared within

the County's departments. Tracy explained that currently, if you develop a property, you are responsible for any of the impervious surface rainwater runoff and that needs to be contained on that same property. It can't run off towards the neighboring property. That's looked at by the County for new garages, new homes, new lots. The water cannot be discharged into the wetland either.

- Janet W. asked if there would be water retention just in the ditches or if there would be water retention for each lot. Collin explained it would be designed for each lot and the developer will go through Portage County to show how that will be done for each individual lot. There will be no special outlot for this particular development for water retention. Tracy said other developments have had outlots to hold the storm water.

- JW asked if the Town is responsible for the water in the ditching areas along the road. Tracy said the 50-page storm water management report pertains to the road and the road right-of-way. Tracy said the individual lots cannot discharge water onto the road but must keep it on their property.

- Bob B. asked about the direction of the natural drainage for the area. The water flows towards the creek area (northwest). Half the year, there is no water in that creek depression area. It takes 2 or 3 inches of rain before it might flow.

- Linda H. asked if the home now located on Lot 1 will remain. The answer was that it will remain in place and that Lot has access directly off Woodview Drive.

- Jocelyn R. expressed concern about loss of wetlands. If people put in homes and put in a lawn, then it's no longer a wetland. Previously, if you destroyed a wetland in once place, you had to compensate for that. How can a lawn be designated as a wetland? Tracy explained they cannot bring in fill to the wetland area. They can't dump topsoil and expand their lawn. If they tried to do that, it would be a violation and the Corp of Engineers would follow up with that. That's why the map shows the wetland areas as non-buildable areas and cannot be filled in for additional yard/lawn area.

- Bob E. asked if there are risks to the wetlands by having development this close to them with possible runoff from the lawns including fertilizers or other hazards. Tracy said the storm water plan will be reviewed by the County's office along with the need for catch basins to stop the water before it gets to the wetlands. That will be addressed in the individual site designs for each home which has to be approved by the County's office.

- JH informed Collin that he needs to be at the Town Board's meeting on October 8th when this will be reviewed by the Town Board.

A motion was made by Dennis Ferriter to approve recommending this request for Hidden Brook subdivision County Plat on to the Hull Town Board for their review at the October 8, 2018 Board meeting. Motion was seconded by Paul Kubowski. Motion passed.

6. STATUS / UPDATE OF HULL COMPREHENSIVE PLAN REVIEW.

- JH went through a list of 9 items proposed as Action Plan items for Chapter 11 of the Hull Comprehensive Plan. These items would be worked on over the next two years, 2018 – 2020. At the next Comp. Plan meeting, the small group working on this will put in specific timeline dates to accomplish the various goals.

- Bob E. commented regarding the City's legal rights in terms of annexation. That would be handled under #5 – Defining planning concepts including wellhead protection areas, annexation law and extraterritorial jurisdiction regulations.
- JH said the list is missing better analysis of social/economic data leading towards a better quality of life within the Town. Housing, needs of the elderly, transportation needs. The Hull Plan Commission and Town Board should have a handle on those kinds of needs for the town.
- Bob B. said the ADRC should have some of this data. They serve these people directly. JH said we have discussed inviting them out to Hull.
- Bob E. said we want to incorporate into our work the creation of a collection of social data and indicators for our town.
- JH said that may be collected by the County for each municipality.
- General discussion that we've reviewed some of that data over the past few years and maybe there is some newer data available. Chapter 1 of the Comp. Plan covers some of that. The next census will be April 1, 2020. Because that 10 year data gets old pretty fast, there is more reliance on the on-going work of the American Community Survey which updates figures more often. Bob B. said data can be obsolete the next day because our society is so mobile.
- Janet W. asked about #7 – towns becoming villages and the requirements. Bob E. had brought that up as it was an item that came up periodically to consider for the town. Janet said many years ago there was an ad-hoc committee that looked into what was required to incorporate into a village. Many things have changed since then. Back then, the surrounding municipalities (towns, village, city) would weigh in on the possible incorporation of a town into becoming a village. Back then, it was decided that it wouldn't work.
- Bob E. asked Janet if that report still exists. Janet cited some of the people that had been on that committee. A number of them are now deceased. Back at that time, it was anticipated by that group that the cost to incorporate would run around \$25,000.
- Bob B. expressed appreciation on behalf of the Hull Plan Commission to the Comp. Plan Review group (JH, Bob E., Kristen J., Patty A.) for the work that has been done on the Comp. Plan revisions.

A motion was made by Bob Enright to accept the report on the list of 9 items for the Comprehensive Plan Action Plan (for Chapter 11) with the provision that the Comp. Plan Review Group will add specific dates to each item. Motion was seconded by Jocelyn Reid. Motion passed.

7. GOALS FOR HULL 2018 – 2020.

- JH read through the list of 10 goals for the Town from 2018-2020.
- Bob B. asked about #2, the new Road Committee. JH explained it's brand new and there are no members as of yet but members need to be Hull citizens. JH said if anyone has a name of someone with an interest in this to please submit the name to John who will contact them. There would be 2 Town Board members on the new Road Committee (John Holdridge and John Koshnick) plus 7 citizens. This group also incorporates the safety aspect of our roads for all users.
- Discussion about ordinance versus policies for the Town. Who enforces them? The Town doesn't have it's own police. The example of the Town weight limit ordinance was given and that is enforced through a permit process. JH explained what has happened when damage is

done to the roads. The town contacts the company responsible for the damage and asks for payment for the cost of damage repair. If that is unsuccessful, certified letters are sent and if that is still unsuccessful, a letter is sent under our attorney's letterhead explaining if payment is not received, then small claims court may be the next step. So far, this process has worked to obtain damages. The Portage County Sheriff's Department also assists with various enforcement issues. JH felt there is a need to identify the enforcer. JH has spoken with the Town of Stockton and they don't have any ordinances because they have no way to enforce them. If Hull has an ordinance, it will include a penalty provision.

- JH - #5 groundwater monitoring. Hull has 4 monitoring wells. Bill Omernick has been trained to take samples from those wells and did the third round of testing of those wells this August. Our testing of those monitoring wells shows very little nitrate. We would like to expand this testing system to other areas of Hull. Dennis F. said there is less and less agriculture in the town and so less nitrates. We have 5 volunteer Hull citizens who live in the Emerald Forest/Stroik subdivision who will be doing their third round of water samples for this year sometime in late September. JH said one of the goals with the Water Committee is to determine how often we want to test our groundwater. We've developed a new map of Hull that will be shared with the Water Committee showing Hull monitoring wells, transient non-community wells for which there is water data, and nearby City monitoring wells.

- JH - #6 create a public communication/information system with Hull citizens.

- JH - #7 Hull community room and lobby— adding historical items, determining use. Community room is now being used on Wednesday's by Hull's fire department group for training. Dennis F. said we should look at what types of groups we want to be using this room. Discussion about a policy for use, liability issues, possible ADRC uses, start slow and be thoughtful. Use of Hull history and art on the wall space. Dennis F. suggested a chronological history of Hull and possibly Portage County. Possible seasonal pictures of Hull. Jocelyn R. said that might be a way to involve the citizens. Maybe have an informal contest and have citizens take pictures – '24 hours in the Town of Hull'. JH said it's the citizens who pay for this building through their taxes and this room ought to reflect the Hull citizens input.

- JH - #8 meeting practices – better definition or clarification of elected officials roles and meetings.

- JH - #9 government structure and functions. How to organize and update that.

- JH - #10 review of Hull fire department needs.

- JH will share these with the Water Committee as well. The Hull Board has looked this over and it will review it again at their October meeting.

A motion was made by Bob Enright to accept the presentation of the 10 Goals for the Town of Hull 2018-2020. Motion seconded by Paul Kubowski. Motion passed.

8. RESULTS OF SURVEY ON COMMUNICATION TO HULL CITIZENS TAKEN AT AUGUST 2018 PARTISAN PRIMARY ELECTION.

- JH – a 1-page survey given to voters as they came in August for the primary election. The suggestion for the survey came from Mike Bohlman of the Hull Water Committee. The idea is to find out how best to communicate with Hull citizens or what the citizens prefer to use for communication with the Town.

- JH said this could be refined but this is a start.
- Dennis F. said it was quick and easy and provided some information. He felt people didn't mind filling it out because the check off format was very efficient.
- Keep it short and precise.
- JH said it looks like the town newsletter means something (2 per year) to citizens.
- A lot of people do not subscribe to a newspaper.
- Occasionally the Portage County Gazette will print Hull meeting agendas.
- The Gazette showed more subscribers than the Stevens Point Journal but Dennis F. said that may have changed considerably just since this survey was done since the Gazette has really changed.
- JH said this November is a bigger election and suggested another survey that is more refined, keep it short.
- Bob B. thought we should ask people their e-mail addresses on the survey.
- Bob E. said the newsletter appeared to be the most popular but it only comes out in the spring and the fall.
- JH said we post meetings at three location and we do send agendas to the press but it's up to the press to decide if they want to print the information.
- JH said it's a real problem how government communicates with it's citizens.
- We also post to the Hull website but that didn't rank very high in the survey.
- Bob E. suggested every time the town newsletter comes out, reference the other ways citizens can keep informed, through the town website, etc.
- JH felt the more ways we can communicate, the better.
- Bob B. said the City Times goes to everyone in Portage County so has a lot of coverage. Dennis F. said that has changed a lot recently too. Bob B. wasn't sure how long they would be in business.
- Bob B. thought we should do this kind of survey again at the November election.
- JH said we don't want it to become routine, but we want to get useful data back.
- Dennis F. said it would be interesting to see the comparison between the August survey and the data from the November survey. He felt there might be considerable change in that time.
- JH said the November election has citizens that are actively participating.
- Bob E. asked what the costs would be for using all the different ways listed for communicating.
- E-mail is free but it involves staff time to maintain. The same would be true with Facebook, staff time to maintain it.
- Dennis F. thought to use just one of them. JH said the newsletter goes to every household.
- Bob E. said make repeated references in the newsletter to check the town webpage.
- Dennis F. said ask how people would prefer to receive their communication – not that they would get it that way, but just what their preference would be on which means of communication they want of the 4 options.

9. DATE OF NEXT MEETING: *The next Plan Commission meeting is scheduled for November 13, 2018.*

10. ADJOURNMENT: *Motion made by Bob Bowen to adjourn the Hull Plan Commission meeting, seconded by Dennis Ferriter. Motion carried by voice vote. Meeting closed at 7:00 p.m.*

Respectfully submitted,

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