

**TOWN OF BEAR CREEK
PLAN COMMISSION
MEETING MINUTES**

Date: Tuesday, January 25, 2022

Time: 6:30 p.m.

Place: Bear Creek Town Hall

Committee Members Present:

Ted Greenheck

Sheley Scallon

Joe Bauer

Travis Nachreiner

Others Present:

John W. Borntreger

Committee Members Regrets:

Jeff Wright

1. Call to order: Ted Greenheck called the meeting to order at 6:33 p.m.
2. Verification of Notices: Sheley Scallon verified that all proper notices had been posted.
3. The meeting minutes from October 26, 2022 were read by Sheley Scallon. Sheley Scallon noted a name correction. Travis Nachreiner made the motion to accept the minutes as corrected. Joe Bauer seconded the motion. Sheley Scallon will send the approved meeting minutes to the Town of Bear Creek Clerk, Sheila Carver.
4. Conditional Use Permit (CUP) CUP-05-2022 for John Borntreger at S7991A CTH G for a wood fabrication facility.
 - a. John W. Borntreger provided information for the CUP request:
 - i. The purpose of the CUP is so that pallets can be made in the large barn south of the school (former parlor).
 - ii. John stated that Sauk County has already approved a larger culvert at the driveway entrance (40').
 - iii. Typical work hours will be 7:00 a.m. to 5:00 p.m., Monday through Friday.
 - iv. Anticipated deliveries are 2 to 3 semis in with wood, and 4 to 6 semis out with pallets. John clarified that he anticipates 6 to 7 loads per month.
 - v. Once the semis are on site, they will be unloaded with a forklift.
 - vi. In the future, John may have the hill leveled off near the barn, so that the semis would have a larger turning radius on site. Ted Greenheck recommended that John show this on the submission to Gina Templin at Sauk County Conservation, Planning, & Zoning (SCCPZ), and note it as "Future". If future changes are noted on this CUP petition, there won't be the need to go through the process again.
 - vii. John stated that he would like to add a loading dock. Sheley Scallon stated that SCCPZ stated no additions shall be part of this CUP. John clarified that it would be a ramp down and would not have an overhang. Ted Greenheck suggested that John discuss this with Gina Templin as well.
 - viii. Sheley Scallon asked how John plans to eliminate truck/student conflicts. John stated that he could have a flagman or guard during deliveries. John also said that there is always a teacher present when students are outside.
 - ix. Joe Bauer suggested that semis come from the south, so that they don't have to turn into the on-coming traffic lane to turn into the driveway. John stated that Skinner picks up most of the pallets, and they come from the south.
 - x. Sheley Scallon asked if SCCPZ has worked with John yet on the signage for the school, which was approved in a previous CUP. John stated that SCCPZ has not yet installed any signage for the school. Sheley stated that signage will be needed for the school as well as the truck entrance.
 - xi. Joe Bauer reiterated his concerns with the driveway entrance. Joe suggested a 60' culvert. This will need to be approved by Sauk County.

- xii. Ted Greenheck asked how many employees John expected to have. John said that in addition to his family, he may hire 1 to 2 employees.
 - b. Sauk County Conservation, Planning, & Zoning (SCCPZ) recommends the following conditions:
 - i. There shall not be any new structures or new uses without an expansion to this CUP.
 - ii. Safety signage on CTH G.
 - iii. Safety signage throughout the circulation path of the trucks.
 - iv. Driveway and parking must be maintained.
 - v. Portable toilets must be provided and maintained.
 - vi. No outdoor storage of products.
 - vii. Waste to be properly disposed of.
 - viii. No parking, staging, or loading on CTH G.
 - ix. If not used for one year, the CUP will be revoked.
 - c. The Plan Commission members discussed conditions in addition to SCCPZ's conditions:
 - i. On property signage as recommended by SCCPZ, such as "Slow, Children at Play".
 - ii. Sauk County shall install signage on County Trunk Highway G, including at a minimum, "School Zone" signs and "Truck Entrance" signs within 30 days of issuance of this CUP.
 - iii. There must be adult supervision at recess time, before school, and after school in order to watch for trucks entering, existing, and traveling on site.
 - iv. Hours of operation shall be restricted to 7:00 a.m. to 6:00 p.m. Monday through Friday, and Saturday 7:00 a.m. to noon.
 - v. The CUP shall be non-transferrable.
 - vi. Maximum of 10 (family and/or non-family) workers.
 - vii. Increase culvert with to 60', if approved by SCCPZ for semi turning radius.
 - d. After no further discussion, Sheley Scallon made the motion to recommend approval of this CUP with Sauk County's recommendations and the additional conditions listed above to the Town Board. This was seconded by Joe Bauer. All in favor.
5. Open Board Discussion
- a. The mobile home and abandoned vehicle on Marble Quarry Road has been removed.
 - b. Dick Powell has converted the duplex at the intersection of Marble Quarry Road and CTH G into a single family home.
6. The meeting was moved to adjourn by Travis Nachreiner and seconded by Sheley Scallon. Our next meeting will be on an as needed basis.

Respectfully submitted,
Sheley Scallon, Secretary