

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

Date: Tuesday, August 29, 2023

Time: 6:30 p.m.

Place: Bear Creek Town Hall

Committee Members Present:

Ted Greenheck

Jeff Wright

Sheley Scallon

Joe Bauer

Jim Captain

Others Present:

Paul Coblentz

Marvin Coblentz

- 1) Call to order: Ted Greenheck called the meeting to order at 6:30 p.m.
- 2) Verification of Notices: Ted Greenheck verified that all proper notices had been posted.
- 3) The meeting minutes from February 28, 2023 and July 25, 2023 were previously distributed for review. Jeff Wright made the motion to accept the minutes as written, with the correction of the start time on the July 25, 2023 meeting minutes. Joe Bauer seconded the motion. Sheley Scallon will send the approved meeting minutes to the Town of Bear Creek Clerk, Sheila Carver.
- 4) Review a Conditional Use Permit (CUP) "Expansion" for Wood Fabrication for Paul Coblentz at E4459 Dawn Road
  - a) Ted Greenheck described the CUP. Paul Coblentz has a current CUP. Paul would like to expand his facility. The expansion will include an employee break room, a restroom with new septic system, and two shed additions. Sauk County requires a re-review of the CUP due to these changes. There will be a future storage area. Paul currently sells furniture all over the Midwest. This is a family business. Currently there are three (3) non-family members.
  - b) Sheley Scallon clarified that the site drawing also shows a new driveway. Paul Coblentz's intent is to have delivery trucks make a loop, instead of turning around in the parking lot. Trucks/semis currently turnaround in driveway/parking lot. Joe Bauer stated that trucks/semis shouldn't park on the Town road. Paul's business does receive semi traffic. Sheley Scallon asked about the phasing and when the driveway would be installed. Paul Coblentz clarified that the driveway would be installed first. Fill from the site would be placed for the new driveway.
  - c) Joe Bauer asked for a clarification on the buildings. Paul Coblentz stated that both would be additions onto the existing buildings.
  - d) Ted Greenheck asked about future employees. The application states a potential of eight (8) total employees in the future. Sauk County's definition is maximum 10 employees for home-based business. Paul Coblentz may want to revise the application to match Sauk County's maximum.
  - e) Ted Greenheck recommends signage for driveway exit/entrance for the business. Paul Coblentz clarified that traffic typically comes up from County Highway N (shorter distance traveled on Dawn Road).
  - f) Jeff Wright made the motion to recommend approval of this CUP to the Town Board with language stating the requirement for business signage and traffic signage. The motion was seconded by Sheley Scallon. All in favor. Ted Greenheck will notify the Town Board at their next meeting on Tuesday, September 12, 2023.
- 5) Open Plan Commission Discussion
  - a) Megan Krautkramer will be taking over for Gina Templin at Sauk County. Sauk County department is now Land Resources and Environment (LRE), which includes Land Conservation, Parks and Recreation, and Planning and Zoning. There was no update on the changes to our Comprehensive Plan.
- 6) The meeting was moved to adjourn by Jeff Wright and seconded by Jim Captain. Our next meeting will be on an as needed basis.

Respectfully submitted,  
Sheley Scallon