

**TOWN OF OSCEOLA  
PLAN COMMISSION  
REGULAR MONTHLY MEETING  
Tuesday, May 24, 2022 – 6:00 P.M.  
Town Hall - 516 East Avenue North, Dresser WI  
Agenda Can Change Up to 24 Hours Prior to Meeting**

**MEETING AGENDA**

1. Call Meeting to Order
2. Verification of Meeting Posting
3. Pledge of Allegiance
4. Roll Call
5. Acceptance of Proposed Agenda
6. Approval of Minutes of Previous Meetings: 4/26/22 1-2
7. Public Comment
8. Old Business
  - a. Town Vision for Comprehensive Plan
9. New Business
  - a. 2075 120<sup>th</sup> Ave Additional Driveway Per Conditional Use Permit 3-5
10. Chairman's Report
11. Commission Member Comments
12. Request for Future Meeting Agenda Items
13. Next Plan Commission Meeting – June 28, 2022
14. Adjournment

Notice is hereby given that a quorum of the Osceola Town Board may be present at this meeting of the Plan Commission to gather information about a subject over which they have decision-making responsibility. The Board will take no formal action at this meeting.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Clerk's office at (715)755-3060.

AFFIDAVIT OF POSTING: I hereby certify that this notice has been posted at the Dresser Post Office, the Town Hall, the First Community National Bank, and the Town Web Site.

/s/ Denise Skjerven, Clerk

**TOWN OF OSCEOLA  
PLAN COMMISSION  
REGULAR MONTHLY MEETING  
TUESDAY, APRIL 26, 2022 - 6 P.M.**

**MINUTES**

The Plan Commission of the Town of Osceola held a meeting on Tuesday, April 26, 2022, at the Osceola Town Hall, Dresser, Wisconsin.

**CALL TO ORDER**

Chair Desmarais called the meeting to order at 6:04 p.m.

**VERIFICATION OF MEETING POSTING**

Notice of the Plan Commission Meeting was posted at the Town Hall, the Dresser Post Office, First National Community Bank and the Town Website.

**PLEDGE OF ALLEGIANCE**

Chair Desmarais led the group in the Pledge of Allegiance.

**ROLL CALL**

**PRESENT:** Chair Bernie Desmarais, Jim Berg, Jeremy Utke, and Jon Cronick.

**ABSENT:** Dan Tronrud, Marianna Schultz, Kim Kaiser.

**APPROVAL OF PROPOSED AGENDA**

MOTION BY UTKE / 2<sup>ND</sup> BY CRONICK TO APPROVE THE AGENDA. MOTION CARRIED.

**APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

MOTION BY BERG / 2<sup>ND</sup> BY UTKE TO APPROVE THE TUESDAY, MARCH 22, 2022 MEETING MINUTES. MOTION CARRIED.

**PUBLIC COMMENT**

6 PEOPLE ATTENDED

A town resident made comments regarding the 847 200<sup>th</sup> Street Boat House

**OLD BUSINESS**

**A. TOWN VISION FOR COMPREHENSIVE PLAN**

The Comprehensive Plan will be updated once the census data becomes available

**A. 847 200<sup>TH</sup> ST BOATHOUSE BUILD SETBACK OFF THE ROAD**

We are still waiting for the official survey and whether or not there is a legal driveway. Chair Desmarais will check with Polk County regarding the driveway. We will wait for the property owner to provide the survey.

**NEW BUSINESS**

**A. CHANGE IN PLAN COMMISSION MEMBERS**

The Town Board will discuss this topic

**A. MEMBERSHIP PARTICIPATION/COMMUNICATION/CRITERIA FOR REMAINING IN GOOD STANDING**

MOTION BY CHAIR DESMARAIS 2<sup>ND</sup> BY BERG TO RECOMMEND THE TOWN BOARD ADD LANGUAGE TO THE PLAN COMMISSION REQUIREMENTS THAT A MEMBER MUST NOTIFY THE CHAIR OR THE CLERK BEFORE NOON THE DAY OF THE MEETING IF YOU WILL BE ABSENT. IF A MEMEBER MISSES THREE MEETINGS THAT ARE UNESCUSED THEY WILL BE REMOVED FROM THE PLAN COMMISSION. MOTION PASSES

MOTION BY CHAIR DESMARAIS 2<sup>ND</sup> BY BERG RECOMMEND TO THE TOWN BOARD THAT MARIANNA SCHULTZ BE ASKED TO RESIGN FROM THE PLAN COMMISSION. BASED UPON DOCUMENTED INFORMATION SCHULTZ CONTINUED TO BRING UP A TRAP ROCK MINE THAT HAS NOT BEEN BROUGHT TO THE PLAN COMMISSION OR TOWN BOARD. EVEN AFTER BEING ASKED BY THE CHAIR TO NOT BRING UP THE TOPIC UNTIL IT WAS ON THE AGENDA SCHULTZ CONTINUED TO BRING UP THE MINE. SCHULTZ ALSO CONTINUED BY SENDING AN EMAIL OUT TO A GROUP OF PEOPLE ASKING THEM TO ATTEND THE TOWN ANNUAL MEETING TO BRING UP THE MINE. AT THIS TIME NOTHING HAS BEEN PRESENTED TO THE PLAN COMMISSION OR TOWN BOARD REGARDING ANY TYPE OF TRAP ROCK MINE. MOTION PASSES

**A. USE OF VIRTUAL MEETING EQUIPMENT**

DENISE PASSED ALONG SOME INFORMATION REGARDING THE USE OF VIRTUAL MEETING. THE TOWN BOARD IS IN THE PROCESS OF USING MICROSOFT TEAMS FOR VIRTUAL MEETINGS. ONCE A POLICY IS IN PLACE THE PLATFORM AND EQUIPMENT WILL ALSO BE USED FOR PLAN COMMISSION MEETINGS.

**CHAIRMAN'S REPORT**

Chair Desmarais has been appointed to the Town Board and will no longer be able to serve as chair.

**COMMISSION MEMBER COMMENTS**

None

**FUTURE MEETING AGENDA ITEMS**

Town Vision  
Comprehensive Plan  
847 200<sup>th</sup> ST Boat House and Driveway

**NEXT PLAN COMMISSION MEETING**

Meeting set for May 24, 2022 6 PM

**ADJOURNMENT**

MOTION BY BERG /2<sup>ND</sup> BY UTKE TO ADJOURN THE PLAN COMMISSION MEETING HELD THIS TUESDAY THE 26TH DAY OF APRIL 2022. MOTION CARRIED.

Being no further business to come before the Plan Commission, the Meeting was adjourned at 6:41 p.m.

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Plan Commission Chair

**TO BE APPROVED:** May 24, 2022

(7) **VISIBILITY AND SAFETY.** Streets shall afford maximum visibility and safety and shall intersect at right angles.

(8) **DEDICATION.** Dedication of half-width streets shall be prohibited.

(9) **DEAD-END ROADS, HAMMERHEADS AND CUL-DE-SACS.** Dead-end streets, hammerheads or cul-de-sacs, and shall have a minimum right-of-way width of sixty-six feet (66'). Cul-de-sacs shall terminate with a turnaround having an outside roadway diameter of at least eighty feet (80') and a street property line of one hundred feet (100').

(10) **LOT LINES TO BE PERPENDICULAR.** Wherever possible, lot lines shall be perpendicular to the street line and to the tangent at the lot corner or curved streets.

(11) **LOTS.** Lots shall follow, rather than cross, municipal boundary lines whenever practicable.

(12) **TURNING/BYPASS LANES.** Turning lanes or bypass lanes may be required depending upon traffic conditions.

**8.05 DRIVEWAYS**

(1) **EXEMPTIONS.** Driveways which enter onto a State or County road or private road are exempt from this ordinance.

(2) **MINIMUM REQUIREMENTS.** All new driveways proposed to be installed, or any driveway alleged to be existing and serving open land without improvements and proposed to be converted to a driveway to serve one or more structures which enters an existing or proposed Town road, shall be subject to an inspection fee as established by the Town Board, to be paid to the Town of Osceola, prior to the start of any construction of a new driveway, and prior to Polk County issuing a Sewer Permit or a Land Use Permit. An approved preliminary driveway permit shall be issued by the Town of Osceola, which is conditional on the final driveway permit installation receiving approval, before any such permit can be issued. (A) The applicant who may be the owner, agent, or contractor shall submit a location construction plan showing specifications including grade, slope, width, and length of the driveway and erosion control procedures.

(A) Preliminary authorization for a driveway is subject to the approval of an official from the Town Board or Public Works, and when so approved, the official shall notify the Polk County Zoning office.

(B) Evidence of an existing driveway shall be either the clear indication of a driveway being in place on the 1997 aerial photo or a statement from the Town Board that an approved driveway is in place. If there is a dispute on the adequacy of an alleged existing driveway the decision of the Town Board will be the deciding factor.

(3) **NUMBER.** A maximum of one (1) driveway per residential lot shall be allowed unless the lot is served by two roads in which case a second driveway may be allowed on the adjoining road at the discretion of the Town Board.

(4) **SEPARATION OF DRIVEWAYS.** All new driveways, on through roads, must be at least one hundred fifty feet (150'), center to center, from any other existing or planned driveway or intersection; wherever topographic and other physical conditions permit.

(5) **SPECIFICATIONS.** All driveways shall be constructed in accordance with these specifications, and any other requirements as may be set forth by the Town Plan Commission and/or the Town Board. The maintenance of the driveway and culvert shall be the responsibility of the applicant and/or property owner.

(A) The application for a culvert must be completed with the Town of Osceola Public Works or a Town Board member. If a culvert is needed;

- The culvert must have a diameter sufficient to accommodate the ditch and water run off.
- The culvert must be a minimum of twenty-four feet (24') in length.
- The culvert must be constructed of a galvanized steel, concrete, or corrugated polyethylene culvert pipe which shall conform to AASHTO M 294 type S, having a corrugated outer wall and a smooth inner liner.
- The road surface over the culvert must have a minimum width of twenty-two feet (22').
- The top of the culvert must be at least four inches (4") below the top of the driveway surface for galvanized steel or concrete culverts or twelve inches (12") deep for corrugated polyethylene culverts.

(B) The driveway road surface must be a minimum of twelve feet (12') in width.

(C) The driveway clearance width must be a minimum of twenty-four feet (24').

(D) The driveway height of clearance free of trees and wires must be a minimum of eighteen feet (18').

(E) The driveway must meet the public road at a ninety degree (90°) angle.

(F) Wherever practicable, the driveway must slope away from the public road at an angle of not less than one percent (1%) or more than six percent (6%) to prevent erosion onto the public road.

(G) On hillsides, the driveway must be graded, with a crown, at least twenty-two feet (22') back from the public road.

(H) The driveway bed must be of suitable material to support the projected traffic.

(I) Driveway entrances must be kept clear of brush, shrubbery, or large boulders back at least thirty-three feet (33') from the center line of the public road.

(J) Driveway easement to have a minimum width of twenty feet (20').

(6) **APPLICATION AND APPROVAL.** Every effort will be made by the Town of Osceola to assist with the application, inspection and both preliminary and final approvals of driveways within forty-eight (48) hours. The Polk County Zoning office WILL NOT issue any permits until an authorized representative of The Town of Osceola has signed the preliminary approval section of the Driveway Permit Application.

If an official from the Town Board or Public Works is not able to determine if a driveway request meets town specifications, the Town Board shall be the final approving authority for driveway applications. Deviation from the specifications required by this ordinance may be approved by the Town Board in extenuating circumstances. (Ord. 17-09-03)

**8.06 WEIGHT RESTRICTIONS**

The Town of Osceola may impose special weight limitations on any and all roads within the Town because of weakness of the roadbed due to weather, road deterioration, or any other special conditions.

(1) **Temporary Weight Restrictions** Notice of the weight limitations/restrictions will be posted by erecting signs along the specific roadway(s). The following list of vehicles providing critical services, are exempt from the restrictions:

- Septic
- Propane
- Utility (gas, electric, telephone, cable)
- Dairy/milk
- Local waste disposal
- Emergency services

(2) **Special Weight Restrictions.** Based on the need to ensure the stability and longevity of the Town's roadways, a special permit is required to operate any overweight or oversize vehicle (as defined in §348.15) on a Town of Osceola roadway. The requesting party shall comply with the requirements for WIDOT Form MV2605 and obtain a House Moving and Single Trip Permit Application from the Town of Osceola prior to operating an overweight or oversized vehicle.

(A) The following town highway in the Town of Osceola is designated a class "B" highway subject to the weight limits set forth in § 348.16, unless increased by Town ordinance: Oak Drive from County Road MM to 2301 Oak Drive. (Ord. #21-10-04)

(B) The Town Chairperson, or his or her designee, shall place appropriate traffic signs on the above-described highways on or before the effective date of this ordinance, with respect to s. § 84.02 (4) (e). (Ord. #21-10-04)

(3) **Violations of the Restrictions.** Violations of the weight limitations will result in suspended operation of the vehicle on the roadway and shall be subject to a penalty as detailed in §348.21 and the Town of Osceola Fee Schedule. Any damage to the roadway