

**THE PLAN COMMISSION
CITY of CHETEK**

The Plan Commission of the City of Chetek will meet at City Hall 220 Stout Street on Thursday January 23, 2025 at 6:00 p.m. for a regular meeting. A quorum of City Council Members may be present.

SCHEDULED ATTENDANCE **Matt Shilts**

- 1. Call to order**
- 2. Roll Call**
- 3. Assure compliance with open meeting law**
- 4. Approve minutes of previous meeting**
 - **Discussion/Possible Action: Approve or not approve a request from Six lakes Resort for a land division in the Extraterritorial Zoning.**

 - **Discussion/Possible Action: review ordinance changes
Sec. 26-155, 26-249, 118-75, 118-78, 118-1**

Set date and agenda items for February meeting
Adjourn

Minutes of the Hearing of the Plan Commission of the City of Chetek held on November 21, 2024 at 6:00p.m.

City of Chetek – Planning Commission Meeting Minutes – November 21,2024.

A regular meeting of the Planning Commission for the City of Chetek was called to order at 6:00pm on November 21, 2024 by Mayor Jeff Martin.

Roll call for the Planning Commission meeting was taken. Present were Shawn Ayers, Del Wacker, Thea Hempel, Mark Etten, Mayor Martin. Absent were Dave Swangim

Also present was Mark Eby, Planning Commission Secretary, Building Inspector Joe Atwood, Gary Coulman, Steven Bant. Compliance with the open meeting law was verified.

Thea Hempel made a motion to approve the prior month meeting minutes. 2nd by Shawn Ayers Motion carried.

1) Discussion/Action Approve or not approve a request from Steven Cole for a land division in the Extraterritorial Zoning.

Joe looked at the environmental assessment and everything looked good. This property is down on ss and is taking 2 acres out of the original 12.38 acres and making a 1 acre lot. Mark Etten made a motion to approve the Extraterritorial zoning for Steven Cole. Del 2nd. Carried

2) Discussion/Action: Review Conditional Use Permit for 251 Woodard Street-proposing an addition.

Stephen Bant was here for Chrismark Home. They are looking at putting on an addition for some things that are lacking, beds and some things that they need. This would be adding an addition to the south to add on more laundry common space and office. They have a lot of shared beds and thus would allow for single rooms. This is currently zoned residential. He currently has a conditional use. Joe said that since it is a conditional use property already that any additions would need to come to the planning commission for the approval. The conditional use would also stay with the property, if it ever were to be sold. Everything checks off on Joe's end. Thea asked when it became a conditional use home. Integra care sold it and they got the conditional use in 2019. They are looking at another 3,300 sq ft for the addition. They are not going to go into the 2nd part of the next acre which is right next to the current property. Del asked if it meets all the setbacks and Joe said that it does meet all the setbacks. Thea made a motion to approve the addition for 251 woodard and to continue with the conditional use. 2nd by Del. Carried.

3) Discussion/Possible Action: Review ordinance changes

Joe said that we are about halfway through the ordinance changes on our list.

Sec. 118-75. - R-1 Single-Family Residence District

Text addition:

(3) *Yard for accessory buildings.* Side and rear yard setbacks are three feet for all accessory buildings. **Except when fronting an alley (see Sec. 26-151).**

Sec. 118-76. - R-2 Two-Family Residence District.

Text addition:

(3) *Yard for accessory buildings.* Side and rear yard setbacks are three feet for all accessory buildings. **Except when fronting an alley (see Sec. 26-151).**

Sec. 118-77. - R-3 Multiple-Family Residence District.

Text addition:

(3) *Yard for accessory buildings.* Side and rear yard setbacks are three feet for all accessory buildings. **Except when fronting an alley (see Sec. 26-151).**

Joe said that he would like to update this section just the red part. This is to coincide with the garage ordinance that was passed. Thea makes a motion to accept the change to sec. 118-75, 118-76, & 118-77 to say Except when fronting an alley and recommend to council for passage. 2nd by Del. Carried.

Sec. 26-155. - Attached private garages.

Text addition and repeal:

(3) An attached private garage may have a door connecting directly into the principal building, provided that the door **has a minimum 20 minute fire rating.** ~~floor of such garage is at least eight inches below the floor of such principal building. Such door shall be a self-closing metal clad door or solid wood door not less than 1 1/2 inches in thickness. A maximum 100 square inches of at least one-quarter inch stationary wire glass window may be permitted in such door.~~

Sec 26-155 there are some inconsistencies with the state building codes. That is all he eliminated and added the 20 min fire rating. The city has adopted the state code. Mark Etten makes a motion to approve the changes in sec. 26-155 to include a minimum 20 minute fire rating and deleting the rest. Also to recommend to the council for passage. 2nd by Thea. Carried.

Sec. 26-249. - Permit requirement.

Text addition:

No building of any kind shall be moved within or into the City and no new building or structure, or any part thereof, shall hereafter be erected, or ground broken for the same, or enlarged, altered, moved, demolished, razed or used within the City, except as herein provided, until a permit therefor shall first have been obtained by the owner, or his authorized agent, from the Building Inspector. The term "building" as used in this section includes any building or structure and any enlargement or alterations **to construction, HVAC, plumbing and electrical** ~~heating or ventilating~~ installations, moving or demolishing or anything affecting the fire hazards or safety of any building or structure.

Sec 26-249 Permit requirements Joe added to construct HVAC, plumbing and electrical for alterations. The Commission would like to work on this one at their next meeting to allow Joe time to be able to see what all would require a permit. This was tabled till the next planning commission meeting.

Motion to adjourn by Shawn Ayers 2nd by Mark Etten. Carried meeting adjourned at 6:22pm

Date of the next meeting tbd

Respectfully Submitted Mark Eby

Sec. 26-155. - Attached private garages.

Text addition and repeal:

(3) An attached private garage may have a door connecting directly into the principal building, provided that the door **has a minimum 20 minute fire rating.** ~~floor of such garage is at least eight inches below the floor of such principal building. Such door shall be a self-closing metal-clad door or solid wood door not less than 1¾ inches in thickness. A maximum 100 square inches of at least one-quarter inch stationary wire glass window may be permitted in such door.~~

Sec. 26-249. - Permit requirement.

Text addition:

No building of any kind shall be moved within or into the City and no new building or structure, or any part thereof, shall hereafter be erected, or ground broken for the same, or enlarged, altered, moved, demolished, razed or used within the City, ~~except as herein provided, until a permit therefor shall first have~~ **has** been obtained by the owner, or ~~his~~ **their** authorized agent, from the Building Inspector. The term "building" as used in this section includes **but is not limited to: new homes including additions, alterations, remodels, siding, windows, egress windows, roofing, decks, steps, electrical upgrades, plumbing drain waste and vents, HVAC upgrades, detached portable or permanent structures, and installation of mobile homes;** ~~any building or structure and any enlargement or alterations to construction, HVAC, plumbing and electrical heating or ventilating installations, moving or demolishing or anything affecting the fire hazards or safety of any building or structure.~~

Sec. 118-75. - R-1 Single-Family Residence District.

Permitted Uses: **add text addition**

(b) 10 short term home rentals under council approval.

Sec. 118-78. - C-1 General Commercial District

Text amendment to be consistent with other districts

(d) (4) *Maximum building height:*

a. *Principal building: 25-feet- 35 feet.*

Text addition to add SPS 320.12 and 320.17 to definitions

ARTICLE I. - IN GENERAL

Sec. 118-1. - Definitions.

*Mobile home means a manufactured home that is HUD certified and labeled under the National Mobile Home Construction and Safety Standards Act of 1974. A mobile home is a transportable structure, being eight feet or more in width (not including the overhang of the roof), built on a chassis and designed to be used as a dwelling with or without permanent foundation when connected to the required utilities **and bears an insignia in accordance with SPS 320.12 and SPS 320.17.***



Land Division Application

Applications are due no later than ten (10) days prior to Plan Commission meeting

Applicant Information

Property Owner: Six Lakes Resort Contractor/Agent: Matt Shilts
Mailing Address: 2535 87/8 Ave Mailing Address:
Phone: 319-215-9094 Phone:
Email: Email:

Surveyor: Matt Shilts phone: 715-654-5476
Mailing address: 2092 15th Ave Carman WI email: matteshilts@landsurveyors.com

Site Information

Total Acreage: 1.5 acres size of original parcel 3 acres Number of Lots 2
Legal Description: Lot 1 of CSM # 7109
Zoning district: R1 R2 R3 CBD C1 C2 C3 I1 I2 A1 W1 AP PUD / outside city X
Current use of property: Vacant Lot
Existing use surrounding property: Vacant lots + Residential

Proposed use

Proposing to divide property into 2 lots (indicate number) Average size of lots 1.5 acres
Proposed zoning change: or Extraterritorial X
The lots are being created to accommodate: single homes X duplex X commercial industrial
Water/Sewer will be supplied by: city service well/septic/holding tank X
Are there separate laterals for each lot? yes no (parcels cannot share laterals) not applicable X
The division of the parcel provides access to an existing public road by: (check one)
X each new division has frontage on an existing public road. Name of road 9th Ave
a new public road, proposed road name:
a new private road, proposed road name:
Easements for driveway or ROW purposes:

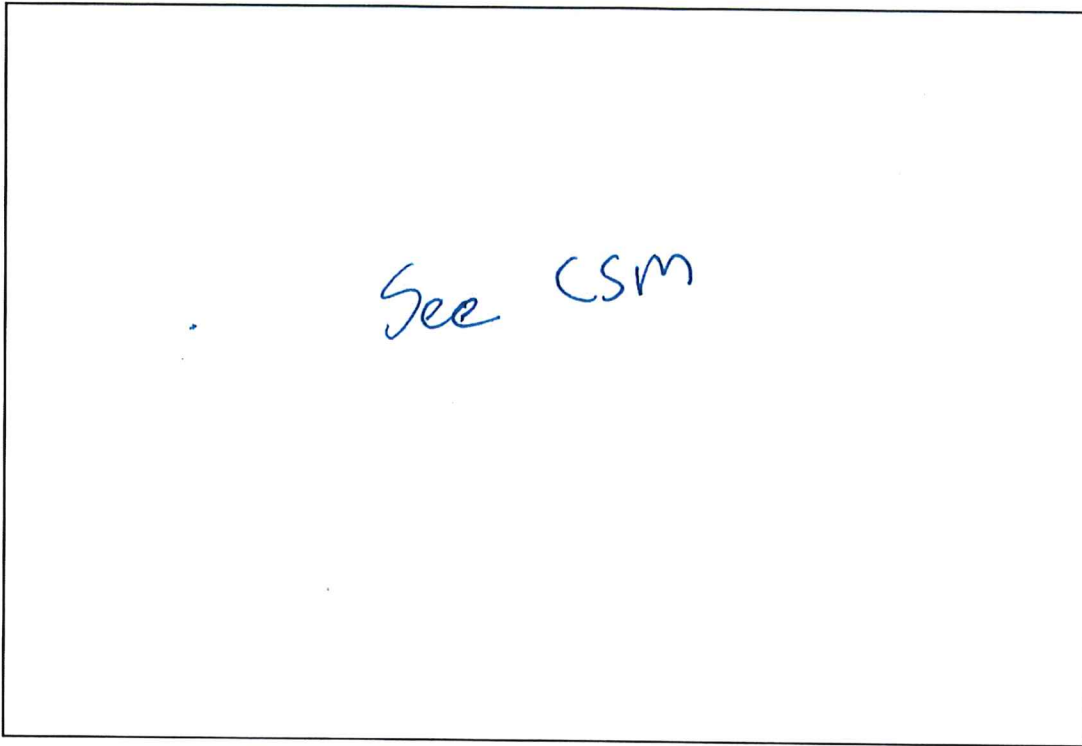
I attest that the information contained in this application is true and correct to the best of my knowledge.

Property Owner Signature Date
Agent/Contractor Signature [Signature] Date 12/9/24
Fee: date paid



You may either provide a preliminary draft of the proposed plat or use the box below to sketch your proposed preliminary plat.

Make a sketch in the box showing how the new lot(s) fit within the original parcel



PRELIMINARY CHECKLIST FOR ENVIRONMENTAL ASSESSMENT OF PLATS AND LAND DIVISIONS AND COMMUNITY DEVELOPMENT PLANS

(All yes answers must be explained in detail by attaching maps and supporting documentation describing the impacts of the proposed development).

I. TOPOGRAPHIC INFORMATION. Does the proposed project involve:

		Yes	No
A.	Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two (2) foot contour intervals).		X
B.	A landform or topographic feature of local or regional interest.		X
C.	A floodplain, flood fringe, or floodway (If yes attach two (2) copies of a typical stream valley cross section showing the channel of the stream, the 100 year floodplains limits and the floodway limits (if officially adopted), of each side of the channel and a cross section of area to be developed		X
D.	An area of soil instability - greater than 18% slope and/or organic soils, peaks, or mucks at or near the surface		X
E.	An area with the groundwater table within 10 feet of the soil surface		X
F.	a drainage way for 5 or more acres of land		X
G.	Lot coverage of more than 50% impermeable surfaces		X
H.	Prime agricultural land		X
I.	Wetlands and Marshes		X
J.	Mapped environmental corridors		X

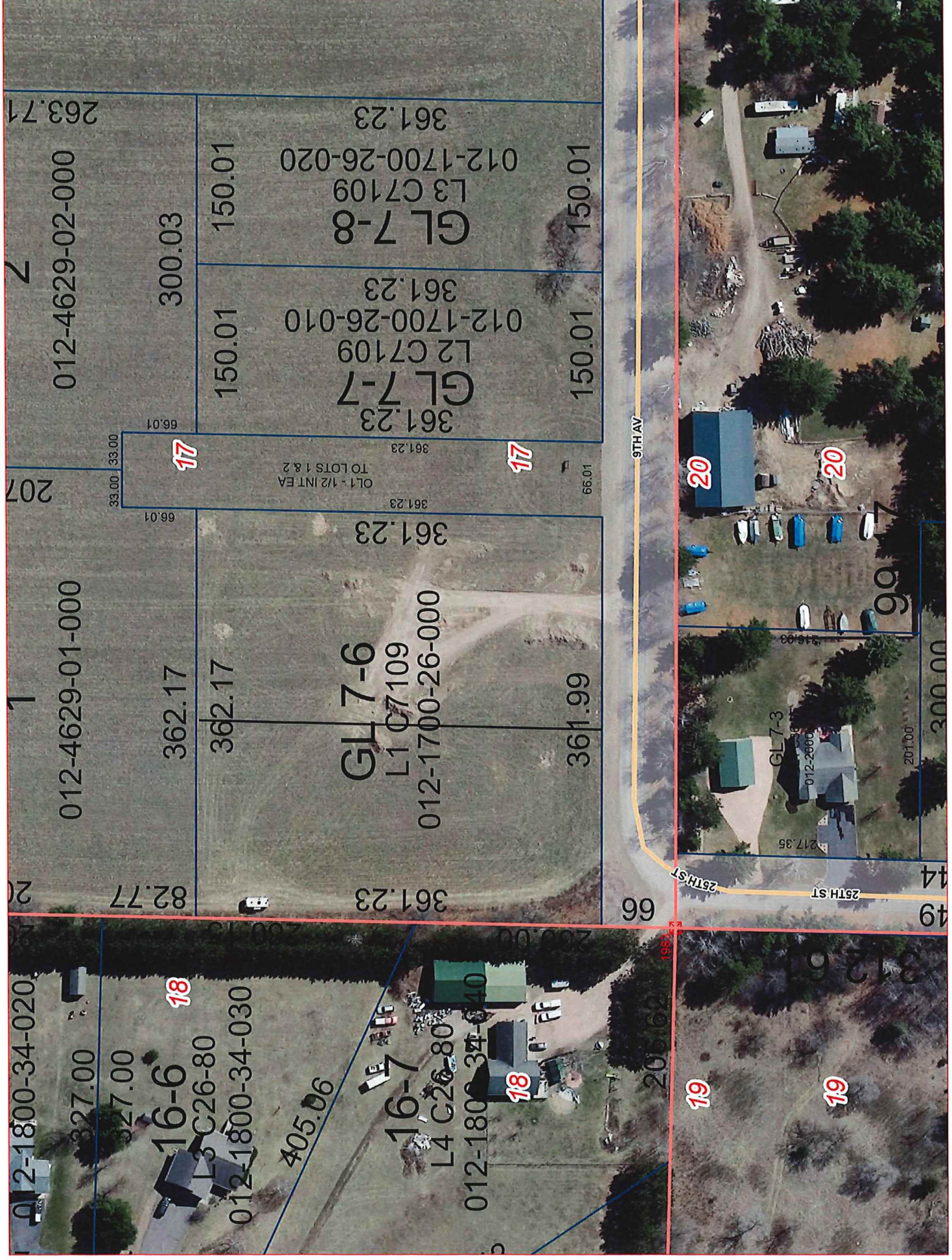
II. WATER RESOURCES. Does the proposed project involve:

A.	Location within an area traversed by a navigable stream or dry run		X
B.	Greater than 10% change in the capacity of a storm water storage facility or flow of a waterway within 1 mile		X
C.	The use of septic tank-soil absorption fields for on-site waste disposal	X	
D.	Lowering of water table by pumping or drainage		X
E.	Raising of water table by altered drainage patterns		X
F.	Lake frontage	X	

III. BIOLOGICAL RESOURCES. Does the project

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involve:		Yes	No
A.	Critical habitat for plants and animals of community interest		X
B.	Endangered, unusual or rare species of:		
	1. Land animals		X
	2. Birds		X
	3. Plants		X
C.	Removal of over 25% of the present trees		X
IV. HUMAN AND SCIENTIFIC INTEREST. Does the project site involve:			
A.	An area of archeological interest		X
B.	An area of geological interest		X
C.	An area of hydrological interest		X
D.	An area of historical interest		X
	1. Historic buildings or monuments		X
	2. Buildings or monuments of unique architecture		X
E.	An area of identified community recreation use		X
V. ENERGY, TRANSPORTATION AND COMMUNICATIONS			
A.	Does the development increase the traffic flow in any collector system by more than 10%?		X
B.	Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?		X
VI. POPULATION.			
A.	Does the development increase by more than 10% the school population of any school serving the development?		X
VII. COMMENTS ON ANY OF THE ABOVE WHICH MAY HAVE A SIGNIFICANT ENVIRONMENTAL IMPACT			
VIII. APPENDICES AND SUPPORTING MATERIAL			



012-1800-34-020

327.00
327.00

16-6
L3 C26-80

012-1800-34-030

405.06

16-7
L4 C26-80

012-1800-34-040

20

012-4629-01-000

82.77

362.17

362.17

GL 7-6
L1 C7109

012-1700-26-000

361.99

207

012-4629-02-000

33.00

33.00

66.01

17

150.01

300.03

150.01

GL 7-7
L2 C7109
012-1700-26-010
361.23

OL1 - 1/2 INT EA
TO LOTS 1 & 2
361.23

17

GL 7-8
L3 C7109
012-1700-26-020
361.23

150.01

150.01

66

9TH AV

25TH ST

25TH ST

19

19

20

20

99

GL 7-3
L3 C7109
012-2600

217.35

216.03

201.00

49

44

300.00

300.00

BARRON COUNTY CERTIFIED SURVEY MAP

LOT 1 OF CERTIFIED SURVEY MAP #7109, A PART OF GOVERNMENT LOT 7 OF SECTION 17, T. 33 N., R. 10 W., TOWN OF CHETEK, BARRON COUNTY, WISCONSIN.

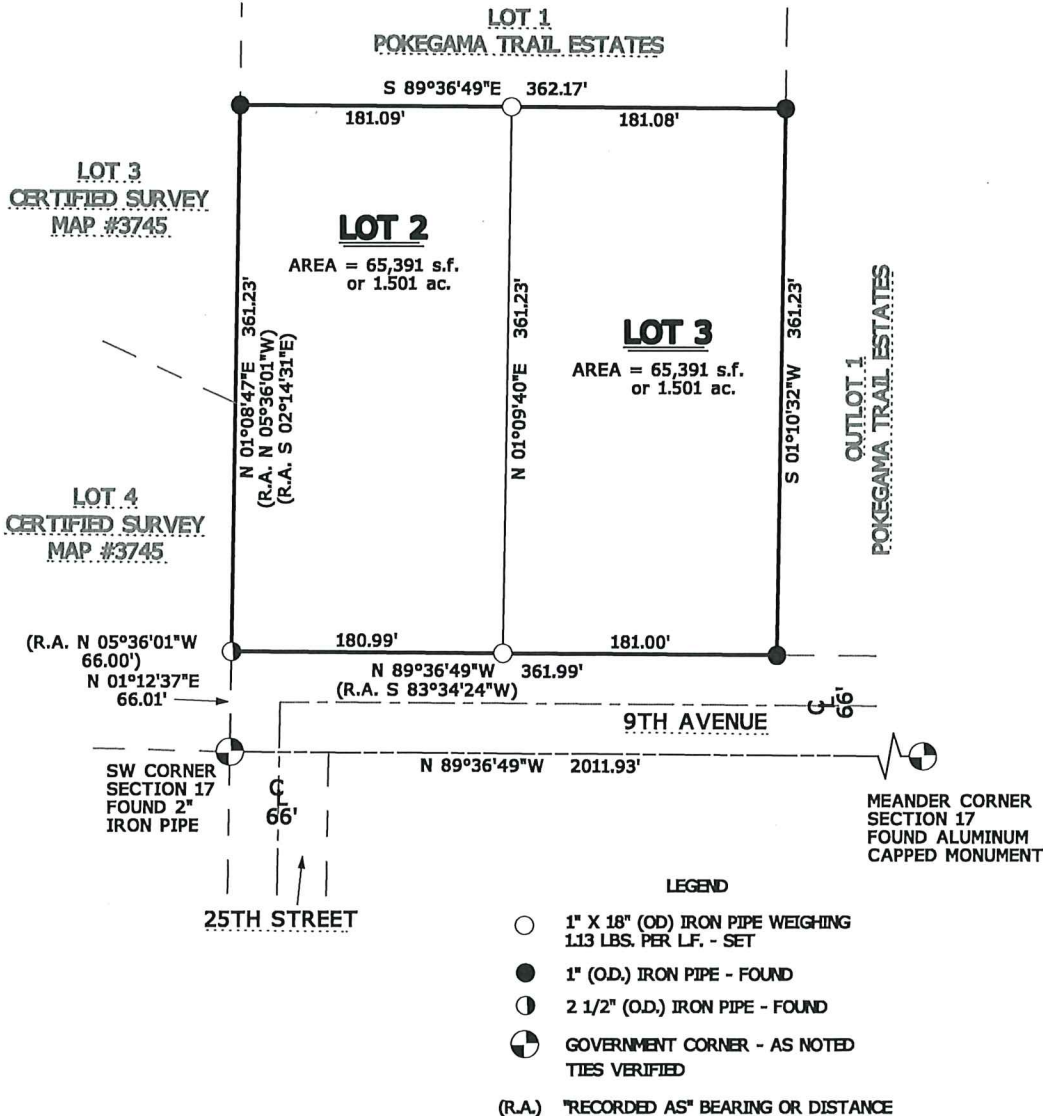
SURVEYOR'S NOTES

1. No title search performed by Shilts Land Surveying, LLC.
2. No utilities located for this survey. There may be above and under ground utilities on this site.
3. This survey may be subject to other easements, restrictions, reservations, and water laws that exist through unrecorded means or by record.
4. Completion date of fieldwork: 12/9/24

SCALE 1" = 100'

100 0 50 100

BEARINGS REFERENCED TO THE SOUTH LINE OF THE SW 1/4 OF SECTION 17, WHICH HAS A BARRON COUNTY GEODETIC GRID BEARING OF N 89°36'49"W.



PREPARED FOR:

SIX LAKES RESORT
2535 8 7/8 AVE
CHETEK, WI 54728

SHEET 1 OF 2

SHILTS LAND SURVEYING, LLC
2092 15th AVENUE
CAMERON, WI 54822
TELEPHONE: 715-651-5476